

**MACON COUNTY HIGH SCHOOL**

**2025-2026**

**STUDENT HANDBOOK**



**Principal**

**Mr. Jamal Harris**

**CTAE Director/Assistant Principal**

**Ms. Monica Harvey**

**Assistant Principal**

**Ms. Kelley Jackson**

611 Vienna Rd.  
Montezuma, GA 31063

## **FACULTY & STAFF**

### **PRINCIPAL**

Mr. Jamal Harris

### **ASSISTANT PRINCIPAL**

Ms. Monica Harvey

### **CTAE DIRECTOR**

Ms. Monica Harvey

### **COUNSELOR**

Mr. Irade Perry

### **INSTRUCTIONAL COACHES**

Ms. Lametria Rackley-  
Crawford

Ms. Jaleesa Hamilton

### **MEDIA SPECIALIST**

Mrs. Sarah Barfield

### **ENGLISH/LANG. ARTS**

Ms. Jalesa Hamilton

Mr. Evan Morrison - Chair

Mr. Greg Harmon

### **MATH**

Mrs. Saraswathi Kurella

Mr. Bruce Thomas Jr.

Mrs. Laquanda Jackson

### **P.E./HEALTH**

Kurt Williams – Athletic  
Director

Mr. Fred Highsmith

### **SCIENCE**

Ms. Lonisha Rogers – Chair

Mrs. Erica Jackson

Ms. Rajani Vinodkumar

### **SOCIAL STUDIES**

Ms. Alanna Goolsby – Chair

Mr. Jalen Holmes

Ms. Laura Ingram

### **EXCEPTIONAL STUDENTS EDUCATION**

Ms. Katina Jackson – Chair

Mr. Malcolm Brodie

Mr. Joseph Journey

### **SUPPORT STAFF**

Mrs. Rhoshunda Brown

Ms. Martha Jefferson

Mrs. Amparo Aguirres-Reyes

### **RESOURCE OFFICER**

Chief Ronald Duncan

### **TECH. SPECIALISTS**

Mr. Burt Parker

Mr. Merrell Crawford

### **PARAPROFESSIONALS**

Ms. Tammy Carpenter

### **Agriculture**

Mr. Rodney Brooks

### **Automotive**

Mr. Richard Stephens

### **Business**

### **Education/Technology**

Mr. Liman Brown

Dr. Perdeeta Gainer

### **NJROTC**

Warrant Brian Wafford

Chief Isaiah Holcomb

**MACON COUNTY HIGH SCHOOL  
611 VIENNA ROAD  
MONTEZUMA, GEORGIA 31063  
(478) 472-8579**

**PRINCIPAL'S MESSAGE**

Dear Bulldog Family,

As the proud Principal of “The” Macon County Middle High School, it is my pleasure to welcome each and every one of you to the 2025-2026 school year. Welcome back to a new and exciting school year at Macon County Middle High School. As we gather to embark on another academic journey, I am filled with enthusiasm and hope for the transformative experiences that lie ahead.

This year, we embrace the theme “**We are One**” with our “**Boots on the Ground**” .....” inspired by the legendary group, Frankie Beverly and Maze and the trailride sensation, 803Fresh. Just as these artists touch lives all across the world, we too will touch lives and harness our collective strengths to innovate and inspire all students to catch the “**E-Train**”. Upon graduation, all students will aboard the train, they will be **enlisted, enrolled, employed, or an entrepreneur**.

Our students, your students, come to us with unique potential and boundless possibilities. We are committed to ignite their passions, nurture their talents, and guide them towards success. The work we do is not just about imparting knowledge; it’s about transforming lives and shaping the future.

In our urban rural setting, we have the privilege of drawing from the richness of diverse experiences and backgrounds. As educators and staff , we have the power to turn challenges into opportunities, and I am confident that, with your trust and support, we will make this year truly exceptional.

Here’s to a transformative school year filled with growth, achievement, and unforgettable moments!

With love, appreciation and excitement,

Jamal E. Harris, Ed. S  
Principal

# **Table of Contents**

## **Page(s)**

<b>Foreword, What is School Spirit</b>	<b>5</b>
<b>Vision Statement, Belief Statement</b>	<b>6</b>
<b>Conduct and Citizenship, Student Behavior Expectations, Classroom Behavior Expectations</b>	<b>7</b>
<b>Jurisdiction of Macon County Board of Education, School Enrolment Procedures</b>	<b>8</b>
<b>Student Policies</b>	<b>10</b>
<b>Bell Schedule</b>	<b>11</b>
<b>Standardized Testing Information</b>	<b>12</b>
<b>Attendance</b>	<b>13</b>
<b>School Tardies</b>	<b>22</b>
<b>General School Information/And Procedures</b>	<b>23</b>
<b>Parent Teacher Conferences, Parent Teacher Organization</b>	<b>25</b>
<b>Dress Code</b>	<b>26</b>
<b>Special Programs and Clubs, Extracurricular Activities,</b>	<b>29</b>
<b>Fees, Sales, and Outside Visitors</b>	<b>30</b>
<b>DDS Enrollment Processing Requirements, Parking and Driving</b>	<b>31</b>
<b>Signing out of School</b>	<b>32</b>
<b>Student Addresses and Telephone Numbers</b>	<b>33</b>
<b>Procedure for Grades, Honor Graduates, Exams, Valedictorians, Salutatorian, report cards, etc.</b>	<b>33</b>
<b>Summer School Requirements</b>	<b>39</b>
<b>Alternative School Assignments</b>	<b>40</b>
<b>Dual Enrollment</b>	<b>40</b>
<b>Withdrawal's</b>	<b>41</b>
<b>Graduation Exercises</b>	<b>41</b>
<b>Graduation Requirements</b>	<b>42</b>
<b>Applying for Federal Financial Aid</b>	<b>42</b>
<b>SAT and ACT scores</b>	<b>42</b>
<b>State Scholarships</b>	<b>43</b>
<b>What is the Individualized Graduation Plan</b>	<b>46</b>
<b>Semester Final Exam Exemption Requirements</b>	<b>46</b>
<b>Gifted Program</b>	<b>46</b>
<b>Student Support Team, <u>Students with Disabilities and information regarding Section 504</u></b>	<b>48</b>
<b>CTAE</b>	<b>48</b>
<b>Student Code of Conduct</b>	<b>50</b>
<b>Family Educational Rights and Privacy Act</b>	<b>85</b>
<b>Transcript Request Procedures</b>	<b>88</b>
<b>Right to Know Letter</b>	<b>89</b>
<b>Club Organizations</b>	<b>90</b>
<b>Signature Page, Interview/ Photography/ Videotaping/ Web Page Permission Form</b>	<b>93</b>

# **Table of Contents for Disciplinary Rules**

## **Pages**

<b>Rule 1</b>	<b>Weapon and Dangerous Instruments</b>	<b>70</b>
<b>Rule 2</b>	<b>Illegal Drugs and Alcohol</b>	<b>70</b>
<b>Rule 3</b>	<b>Assault on a School Employee</b>	<b>72</b>
<b>Rule 4</b>	<b>Threatening or Intimidating a Faculty/Staff Member</b>	<b>73</b>
<b>Rule 5</b>	<b>Assault on a Student/Fighting or Supporting a Fight</b>	<b>73</b>
<b>Rule 6</b>	<b>Fighting Words/Verbal Confrontation</b>	<b>73</b>
<b>Rule 7</b>	<b>Threatening or Intimidating Another Student (Bullying)</b>	<b>73</b>
	<b>Cyber Bullying Text Bullying and other social web based networks</b>	
<b>Rule 8</b>	<b>Disruption and Interference with School</b>	<b>73</b>
<b>Rule 9</b>	<b>Disrespect &amp; Refusal To Follow Commands</b>	<b>75</b>
<b>Rule 10</b>	<b>Theft, Damage or Destruction of School or Private Property</b>	<b>75</b>
<b>Rule 11</b>	<b>Use of Profane, Vulgar, or Obscene Words, Gestures or Racial Slurs, Possession of Pornography</b>	<b>75</b>
<b>Rule 12</b>	<b>Smoking, Possession, or use of any Tobacco Product</b>	<b>76</b>
<b>Rule 13</b>	<b>Tardy to School/Class</b>	<b>76</b>
<b>Rule 14</b>	<b>Student Behavior/Gang or Gang Related Activities</b>	<b>77</b>
<b>Rule 15</b>	<b>Extortion or Attempt to Extort</b>	<b>78</b>
<b>Rule 16</b>	<b>Sexual Misconduct/Harassment</b>	<b>78</b>
<b>Rule 17</b>	<b>Inappropriate Public Display of Affection or Comments/Items</b>	<b>78</b>
<b>Rule 18</b>	<b>Activation of Fire Alarms, Fire Extinguishers, or under False Pretense</b>	<b>78</b>
<b>Rule 19</b>	<b>Gambling</b>	<b>78</b>
<b>Rule 20</b>	<b>Irresponsible Behavior</b>	<b>79</b>
<b>Rule 21</b>	<b>Bus Discipline Procedures – Minor and Major</b>	<b>79</b>
<b>Rule 22</b>	<b>Parking and Traffic Violations on School Property</b>	<b>80</b>
<b>Rule 23</b>	<b>Student Dress and Grooming</b>	<b>81</b>
<b>Rule 24</b>	<b>Violation of ISS Rules</b>	<b>81</b>
<b>Rule 25</b>	<b>Cheating/Cheating on standardized tests /assessment</b>	<b>81</b>
<b>Rule 26</b>	<b>School Visitors</b>	<b>82</b>
<b>Rule 27</b>	<b>Cell phone and Electronic Communication Devices</b>	<b>82</b>
<b>Rule 28</b>	<b>Student ID's</b>	<b>82</b>
<b>Rule 29</b>	<b>Horseplay</b>	<b>83</b>
<b>Rule 30</b>	<b>Inciting a Fight</b>	<b>83</b>
<b>Rule 31</b>	<b>Vaping and E-cigarettes</b>	<b>83</b>

## Foreword

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

### What is School Spirit?

It is doing our best in **ACADEMIC COMPETITION**.  
It expressed in our **ATHLETIC TEAMS**, competing hard to win.  
It is displayed in our **CLASSROOMS**, where we must do our best.  
It is the **THRILL** of our victories and the **ACCEPTANCE** of honorable defeat.  
It is the real **AFFECTION & LOYALTY** we have for our school.  
It is the **DETERMINATION** to put honest effort into your high school years.  
It is the **COURTESY & CONSIDERATION** we show to our classmates, our teachers, and our visitors.

It is **YOU**, our students, in the halls, on the campus, around the city as you proudly support every worthy cause of Macon County High School and protect its good name. It is the most precious **HERITAGE** of the school.

We cannot see or touch school spirit. We hardly know how to define it, yet it is one of the most powerful forces in our school. The students, faculty, and staff will be committed to the school's spirit/focus phrase:

Upon graduation, all students will catch the "E" Train. They will be enrolled, enlisted, employed, or an entrepreneur.

**Mascot: Bulldog**  
**School Colors: Red and Gray**



## Vision Statement of Macon County School System

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

## Mission Statement of Macon County School System

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

## Vision, Mission, and Belief Statements of Macon County Middle High School

### Our School's Vision

The vision of Macon County Middle High School is to cultivate an environment where all stakeholders work collaboratively towards the success of all students.

### Our School's Mission

The mission Macon County Middle High School is to establish relationships to foster continuous improvement by maintaining high standards of safety, social-emotional well-being, and academic achievement.

### Our School's Focus Phrase

Upon graduation, all students will catch the "E" Train. They will be enrolled, enlisted, employed, or an entrepreneur.

## Belief Statements

To lead us towards our vision and mission, our school focus phrase must be a living spirit in our school community that shares the following beliefs:

1. Our staff, parents, students, and the community believe that a quality education can be provided for all children through communication, cooperation, and teamwork.
2. Students can achieve their highest potential through guidance from staff in a positive, supportive, challenging and safe learning environment.
3. Students should learn at a pace that is conducive to meeting requirements for high school graduation.
4. Students should be encouraged to become life-long independent learners.
5. Students should be encouraged to use technology as a tool for learning.
6. Our school will reinforce positive values and life experiences.

## **Conduct & Citizenship**

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

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

## **Student Behavior Expectations**

A safe and orderly school environment is a necessity for learning. Students who are self-disciplined direct their interests, efforts, and abilities toward greater achievement. In accordance with local board policies, teachers, paraprofessionals, and administrators are responsible for maintaining conducive learning environments in classrooms. Additionally, any staff member has the right and the responsibility to correct any student, at any time, and at any location on the school premises. We believe that when students reach high school, they should know and practice behavior that is appropriate and expected in the school setting.

## **Classroom Behavior Expectations**

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

- Be on time. (Students must be seated in their desks before the tardy bell rings.)
- Be prepared for class activities (Have books, homework, pen/pencil, and paper.)
- Keep inappropriate remarks, hands, and objects to yourself.
- Respect self, other students, and the staff.
- Follow the rules of the school and the classroom.

## **Hallway Behavior Expectations**

- Walk on the right side of hallways and sidewalks.
- No standing in the hallways during class changes.
- Maintain a low to moderate volume during transitions.
- Cell phones/earbuds: "Out of sight, out of mind."
- Enter buildings in a respectful and appropriate manner.
- Go directly to the assigned classroom and be seated.
- Students should have a signed pass (light blue) from their teachers stating the date, time, and their destination. It is important that we maximize the use of

instructional time and limit all unnecessary movement.

### **Jurisdiction of the Macon County Board of Education**

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

- Transportation on school buses and at school bus stops
- Field trips
- Athletic functions
- Club or organization meetings
- School-sponsored social events
- School groups representing the school at education events

### **Enrollment Procedures**

#### **Documents and proofs are required for enrollment:**

##### *A. Proof of age:*

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

##### *B. Social security number:*

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

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

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

##### *C. Certificate of Immunization:*

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

2.) O.C.G.A. § 20-2-771 does not apply to a child whose parent or guardian objects to immunization of the child on the grounds that immunization conflicts with the religious beliefs of the parent or guardian. For a child to be exempt from immunization

on religious grounds, the parent or guardian must furnish the school official an affidavit swearing or affirming that the immunization required conflicts with the religious beliefs of the parent or guardian.

*D. Certificate of Eye, Ear and Dental Examinations:*

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

*E. Proof of residence:*

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

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

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

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

## Student Policies

Policies are the result of requirements set by Georgia State Law, the Georgia Department of Education, and the Macon County Board of Education. The Macon County High School administrative team sets additional guidelines and procedures to enforce the Macon County Board of Education policies. All policies, guidelines, and procedures are subject to review and revision during the school year if necessary.

Please respect and abide by these policies, guidelines, and procedures. They are established with the students' best interest in mind and the application of fairness. Students are responsible for following all policies, guidelines, and procedures contained in this handbook while at school, on school buses, at school bus stops, and when in attendance at any extracurricular activity under the jurisdiction of the Macon County Board of Education (school-sponsored or school-related activities).

**Bell Schedule**

(The principal may adjust all schedules as needed)

6-period regular bell schedule

7:30 - 7:50	Breakfast/Arrival
8:00 – 8:55	1 <sup>st</sup> PERIOD
9:00 – 9:55	2 <sup>ND</sup> PERIOD
10:00 - 10:55	Bulldog Power
11:00 - 11:55	3 <sup>RD</sup> PERIOD
12:00 – 1:20	4 <sup>TH</sup> PERIOD & LUNCH
12:00 - 12:25	LUNCH 1
12:30 – 12:55	LUNCH 2
1:25 – 2:20	5 <sup>TH</sup> PERIOD
2:25 - 3:20	6 <sup>TH</sup> PERIOD

The bell schedule will be modified for special activities (guest speakers, pep rallies, etc).

## **Standardized Testing Information**

The Georgia Student Assessment Program is designed to measure student achievement of the state mandated curriculum; to identify students failing to achieve mastery of content; to provide teachers with diagnostic information; and to assist school systems in identifying strengths and weaknesses in order to establish priorities in planning educational programs. This year the students will be taking the **Georgia Milestone Assessments** associated with required courses. When administering standardized tests, Macon County High School's testing services promotes and maintains an atmosphere conducive to providing a constructive testing environment.

The State requires the local education agency to provide one retake opportunity for the EOC(s). If the student fails the class, the student must retake the class and the appropriate EOC.

**End-of-Course Tests** are given in the following content areas.

- **Mathematics**
  - GSE Algebra I
- **Social Studies**
  - GSE United States History
- **Science**
  - GSE Biology
- **English Language Arts**
  - GSE American Literature and Composition

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

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

(Reference: [http://www.doe.k12.ga.us/ci\\_testing.aspx](http://www.doe.k12.ga.us/ci_testing.aspx))

## Attendance

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

### **Excused Absences**

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

1. Personal illness or when attendance in school endangers a student's health or the health of others
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U. S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c)(19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance record.
9. Academic Field Trips
10. Academic Competitions
11. Sports Competitions
12. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

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

### **Students Counted Present**

Students shall be counted present under the following circumstances:

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

### **Grades and Absences**

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

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

### **Policies and Procedures to Reduce Unexcused Absences: Notification**

1. The school system shall provide to the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as “parent”) when the student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, the school system will send written notice via first class mail or via certified mail, return receipt requested; and
2. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested; and
3. Each school shall provide to the parent of each student enrolled a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment, the parent will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local Board policy.

## Attendance Continued

As stakeholders, we all recognize the relationships between daily school attendance, student performance, graduation, and success in the workplace. We also know that the amount of time actually spent in class is a good measure of student access to an education and ultimate success. Each tardy, early check-out or absence means a student has lost an opportunity to learn. The Macon County School System is striving to improve our students' academic success through improved school attendance. Georgia legislators have created several laws to encourage student attendance. The Macon County Board of Education policy and procedures reflects the state laws and Georgia Board of Education policy. Excused absences are those designated by state law, State Board of Education policy, and Macon County School Board policy. A student is not to stay home or otherwise miss school without the knowledge and permission of a parent/guardian. An absence without the knowledge and permission of a parent/guardian is skipping school (an unexcused absence), which warrants an initial assignment of 5 days In-School Suspension (ISS).

A student is allowed to accumulate only nine (9) absences, excused and/or unexcused, during each semester (90 days). Students may be allowed to make-up unexcused work if approved by administration, however point reductions may result. Students must be counted present in class four (4) full periods to be counted present for the school day.

Students may not be allowed to make up work for unexcused absences. A student has five days after returning from an excused absence to make up work. It is the responsibility of the students to ask their teachers for any make-up work. In the case of any make-up work discrepancies, final clarification will be made by the Principal.

Students are responsible for filing the appropriate documents in order to receive an excused absence. Please be sure you submit all absences (excuses/admit slips) for filing in the front office. The school is requiring all documentation for absences be submitted by the 3rd day upon returning to school.

Any special circumstances or considerations need to be cleared in advance with the principal as it pertains to being absent from school.

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

A student who is absent from school for an entire day or for one or more class periods must bring a signed note from a parent, guardian or an appropriate official explaining the reason for the absence on the day the student returns to school or, at the latest, within three (3) days after the student returns to school. The note should also include a phone number that the parent/guardian can be contacted during the school day. School officials will determine whether the absence is "excused" or "unexcused" on the basis of local and state policy. The Principal will allow for only 3 excused parental notes per semester. Any absence beyond the 3 excused parental or guardian notes will require other official documentation from appropriate officials for the absence to be considered excused.

## **Student Attendance Protocols**

### **I. School System Procedures**

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

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and local Board of Education school attendance policy. The school will make reasonable efforts to ensure receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood.

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

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

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

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

At five (5) unexcused absences:

- 1) A referral will be made to the Student Support Team/AST, which will assess the student's absences and determine strategies to address attendance, including the possibility of referral to the School Social Worker and/or Truancy Officer(s) for Juvenile Court. Each school will take reasonable steps to ensure that parents/guardians are, in writing, invited to and encouraged to attend these meetings. Students may also participate in SST/AST meetings, as deemed appropriate by the SST/AST.
- 2) In addition to notice of the SST/AST meeting, two (2) reasonable attempts will be made by the school to notify parents/guardians, in writing, of attendance to date (absences, tardies, and early check-outs), compulsory attendance law, and potential consequences and penalties for failure to comply. A signature of receipt of this notice will be obtained, and kept on file for the remainder of the school year. Students age ten (10) and older will also receive a copy of the notice and provide a signature of receipt.

- a) First attempts to meet this requirement shall be made in conjunction with the notice of an SST/AST meeting and/or during an SST/AST meeting when the parent(s)/guardian(s) are in attendance.
- b) After two (2) unsuccessful reasonable attempts to provide notice to parent(s)/guardian(s) and obtain signatures, notice shall be sent via certified mail, with return receipt requested. The school should keep a copy of the notice mailed. Once the receipt is obtained, it will be kept on file by the school, attached to the copy of the notice.

The Truancy Officer(s)/School Social Worker will:

- 1) Review available information from the SST/AST and parent contacts from school staff.
- 2) Meet with the student(s) and attempt a home visit to further explore reasons for absence and offer assistance to the student and family for addressing the causes of absences. Examples of such assistance would include, but is not limited to:
  - Brief individual or group therapeutic intervention with students at school
  - Referral to public or private mental health or counseling services
  - Referral to public or private medical or dental services
  - Referral to public assistance programs
  - Referral to the school's Student Support Team
  - In-home support facilitated by the School Social Worker
  - Referral to outside social service or counseling providers for intensive in-home support
- 3) Upon further investigation, determine the need for immediate referral of:
  - Students ages ten (10) to sixteen (16) to Juvenile Court for Truancy
  - Parent(s)/guardian(s) of students ages six (6) to sixteen (16) to the appropriate Court for Deprivation or for Failure to Comply with Compulsory Attendance

*In most cases, Court referrals will be made at this point or at the next unexcused absence.*

- The family to the Department of Family and Children Services for suspicion or indicators of abuse and/or neglect. *If a referral is necessary, the local Child Abuse Protocol will take precedence regarding further action.*
- 4) Continue to monitor student attendance weekly and provide support related to the student and family's educational needs once a referral is made to a Court or to the Department of Family and Children Services.
  - 5) Review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

*In general, students known to be on probation for Truancy and students with excess of eight (8) unexcused absences, ten (10) total absences or any combination of tardies and*

early checkouts totaling ten (10) will be referred to the School Social worker or monitored for attendance concerns on a monthly basis the next school year.

## **II. Criminal Prosecution for Violation of School Attendance Law**

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

A child is responsible to attend school and is subject to adjudication in Macon County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. A parent / guardian who violates the *Compulsory Attendance Law* shall be guilty of a misdemeanor and upon conviction thereof, shall be subject per violation to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's unexcused absence beyond five unexcused absences constitutes one violation.

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

### **A. Filing Juvenile Complaints**

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

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

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

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

### **B. Juvenile Justice Procedures**

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

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

#### 1. Intake Process for Juvenile Complaints

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

#### 2. Adjudication and Disposition

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

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

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

The Juvenile Court Judge prior to the two-year expiration date may terminate a Probation Order if youth's attendance and/or progress have reached a level satisfactory to all parties involved.

#### C. Prosecution in Superior Court

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

- The child is under the age of 16 years.
- The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention.
- The parent has not actively sought assistance from community social services and resources to assist in getting child to school.
- The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school.
- The child is a deprived child.

The child and parent must comply with the SST/AST's recommendations. Failure of the child or parent to comply with the recommendation, including further unexcused absences from school, will result in juvenile adjudication of the child and/or criminal prosecution of the parent. In any event, if the child accumulates three (3) or more unexcused absences in any school year, the School Social Worker will file a juvenile complaint for a criminal warrant for violation of mandatory school attendance laws. When a parent is prosecuted, regular school attendance will be assigned as a condition of bond.

#### D. Notification of Parent(s)

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

### **III. Community Support**

#### A. Law Enforcement

Each school in Macon County has access to an employee of the Macon County Sheriff's Department. These individuals are certified peace officers designated as "School Resource

Officers." In support of improved school attendance, the School Resource Officers shall:

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

#### B. Public Health

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

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

#### C. Mental Health: Middle Flint Behavioral Health Care

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

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

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

#### D. Department of Family and Children Services

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

Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect.

Address school attendance in departmental case plans and safety plans.

Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the Department, or foster care.

Verify involvement of the School Social Worker when available attendance information indicates more than ten (10) unexcused absences.

Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance. *Subpoena(s) should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.*

#### E. Fort Valley State University Head Start

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

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

#### **IV. Monitoring the Protocol**

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

#### **School Tardiness**

A. If a student is tardy to school, he/she must report to the front office to sign in and receive a tardy pass. He/she is to present this pass to the teacher upon entering class. Students will not be allowed to enter 1<sup>st</sup> Period without a pass. After 7:50 AM, parents must accompany students to sign them in. Students who are not accompanied by a parent will be placed in ISS until a parent comes and signs them in. If a parent does not sign them in, they will remain in ISS for the day. After 3 ISS assignments, parents will be notified, and a counselor referral will be submitted.

B. Arriving to class beyond 10 minutes may constitute an absence for that period. Checking out of 6<sup>th</sup> period may be done only if necessary. Missing more than 10 minutes of any period or any additional instructional periods will be noted as an absence thus requiring a note from parents. The Principal will determine whether the absence is "excused" or "unexcused". Excessive tardiness may also constitute grounds for a discipline referral for skipping class.

## General School Information/ Procedures

- Closed Campus - For the safety of all students and school personnel, MCHS operates a closed campus. All exterior doors will be locked and visitors must check in at the school office. Students will not be permitted to bring friends or family as visitors. Persons found on campus without authorization will be treated as trespassers and law enforcement personnel may be summoned. All students are required to remain on campus from the time they arrive until final dismissal unless the parent has specifically authorized the school to release the student early. No outside foods or drinks should be sold or purchased at Macon County High School. Any outside foods and drinks with intent to sale will be collected and disposed of. All drink items must be purchased from vending machines within the school. Students that select to bring home lunches should arrive on campus each morning with their lunch in the appropriate lunch container. Parents should be mindful of the daily nutritional guidelines when preparing lunches for their children.
- Hallway Courtesy - Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through hallways quietly. Be considerate of others in the hallway and in classrooms. Please discard trash in the containers provided throughout the school. Please help keep the school clean by picking up after yourselves.
- Campus Cleanliness – Having a clean campus is important and necessary for operating a safe and orderly environment that is conducive for learning. The students are expected to discard trash in containers provided in hallways throughout the campus. If a student is caught throwing trash on the ground/hallway he/she will be required to pick up the trash and dispose of it in the appropriate trash container.
- Early Arrivals - The MCHS lunchroom will be opened early every morning. Faculty members will be on duty at this time. Students should report to the lunchroom if they are early arrivals. School supervision begins at 7:30 a.m. Parents should not drop the student(s) off at the school until 7:30 a.m.
- Fire Drills - Fire drills will be scheduled monthly during the school year. Instructions are posted in each room, and teachers will inform students of the proper procedures for moving into hallways, as well as precautions to be taken for their protection and safety.
- Tornado Drills & Earthquake Drills - Tornado drills & earthquake drills are scheduled during the school year. Instructions are posted in each room and teachers will inform students of the proper procedures for moving into halls, as well as precautions to be taken for their protection and safety. Instructions can be found in the emergency preparedness plan.
- Deliveries - No flowers, balloons, or other gifts will be delivered to students during the day. Students will be informed of deliveries and may pick them up at

the end of the school day. We strongly discourage deliveries made to students at school. Balloons are discouraged due to safety hazard on the school buses. No deliveries will be accepted on Valentine's Day.

- Insurance – The school does not provide personal insurance for students.
- Internet Use - The Macon County Board of Education makes available to its students and faculty a wide variety of media resources, including electronic media such as the Internet. Both students and employees are expected to follow legal, ethical and school standards regarding use of the Internet and other electronic media. Students who fail to abide by such rules may be subject to disciplinary action, including revocation of use privileges, suspension, or other appropriate action. Employees violating the rules also may be subject to disciplinary action, up to and including termination.
- Medication - Medical care of the individual student is the responsibility of the parent or legal guardian. Other than the School Nurse or designee, no individual school personnel will assume responsibility for the administration of medications to students. The School Nurse shall be responsible for administering any drugs or other medication to a student attending Macon County High School. No Tylenol/aspirin will be dispensed through the office at any time. Medication to be administered in Macon County High School must be brought to the school by the parent or legal guardian and must be taken to the School Nurse. The parent/legal guardian must sign the form required by the school system in order for a student to take medicine at school.
- Telephone/Cell Phone Use - The office telephones may be used during the school day with permission and in a case of an emergency. Students will not be called from class to receive phone calls. The office will not deliver phone messages to students unless the message is an emergency and approved by an administrator. Students will not be allowed to leave class to use the phone. Students may not use the main office phone after school without permission by appropriate administration or designee. All cell phone use is prohibited from 7:30 AM-3:30 PM unless approved by administration. All classrooms are equipped with telephones.
- Visitors and Trespassing – Non-Students may not visit on the campus unless they receive a special visitor's pass from the main office. Students who are serving out-of-school suspension are not allowed on the school campus or to participate in school events (banquets, athletic events, field trips, etc.) until the suspension is over. This includes events held before or after school hours from the first day to the last day of the suspension. Students who violate this rule are subject to be arrested for trespassing.
- Student IDs - Macon County High School seeks to issue Student IDs each school year. The IDs will serve the students in daily school operations. Students will need the IDs to check out books from the Media Center, to eat breakfast and lunch, get in the athletic events at discounted prices, and other important school

functions. The student IDs will improve our school security. Upon issuing ID's, students are expected to have their IDs with them every day at school.

- Food & Drinks - Students are not allowed to leave campus to get food for lunch and no food is to be delivered on campus to students. any outside food and drinks will be collected and disposed of. **Club activities involving food and drink must get prior approval from the Principal.** No (2) liter or gallon sized drinks or juices of any kind are permitted unless you have been given permission from the Principal.
- School Nutrition Program – The Macon County Board of Education is committed to providing a school environment that enhances learning and development of lifelong wellness practices. The Macon County Board of Education recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity in students.

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

### Parent Teacher Conferences

Macon County High School encourages an active partnership in the educational process for your son/daughter. Conferences with teachers are welcomed. Conferences can be arranged simply by calling the school office at 478-472-8579. Teachers may have parent conferences before or after school, if the teacher does not have supervision duties. Administrators or counselors will be available to assist with conferences as needed.

### Parent Teacher Organization (PTO)

Parents are encouraged to join the Parent Teacher Organization (PTO). Dues are \$10.00 per year. Listed below are the dates set for PTO meetings for the 2025-2026 school year:

	December	March
October	January	April
November	February	May

## Dress Code

Dress, ornamentation, or appearance that creates a disturbance in the school's educational atmosphere that distracts or inhibits school activities that poses health or safety concerns for school personnel, or that detracts from the positive public image of Macon County High School is not acceptable. If a student or parent is uncertain about a dress code issue or grooming expectations, please contact the Principal.

If doubts exist about an item covered by the school's dress code, seek clarification from school personnel before arriving at school.

To achieve and to maintain a safe, positive, and educationally effective school, the following guidelines have been adopted for Macon County High School to develop professional expectations for our students:

1. Shorts that extend upward no more than three (3) inches above the knee may be worn. Short-shorts, tight shorts, and revealing shorts may not be worn. (Physical education shorts will be worn only during physical education classes and not under your jeans or shorts.)
2. Undergarments should not be visible at any time (boxer shorts, boxer briefs, gym shorts, bras, and underwear, etc.).
3. Skirts/Dresses may not extend upward more than three (3) inches above the knee. (Sundresses with spaghetti straps or cutout backs or sides are not acceptable.) Leggings may be worn only under "regular" clothing that extends downward to the knees. Leggings must be of the same color. The Principal reserves the right to not allow leggings if the leggings become a chronic concern or inappropriate presentation as deemed by the Principal or his/her designee. The 3" rule applies to all skirts/shorts length be it uniformed or high-low dress when wearing leggings.
4. If students choose to wear shorts, skirts, or dresses, the item must be of appropriate length. Biker shorts, spandex apparel, excessively form fitting shirts, shorts, pants, dresses, or skirts are not allowed.
5. Appropriate shoes must be worn continuously while students are on the school grounds, the bus, or at school activities. **Shoes not designed for general public wear, such, as traditional flip-flops, beach shoes, bedroom slippers, slides, etc., are not acceptable at any time at MCHS.** Any fashion of sandal must have an ankle strap that prevents the shoe from coming off when in transition. Shoestrings are to be worn in shoes appropriately.
6. Sleeveless shirts or blouses, such as tank tops, cold shoulder, cut-outs, off the shoulder shirts and blouses are not permitted. Any blouse or shirt that may reveal the wearer's armpits or underwear is not permitted.
7. Short shirts, cut-off shirts, open-sided shirts, and other shirts that reveal the wearer's midriff, chest, or other commonly concealed anatomical features may not be worn. Shirts containing buttons must be completely buttoned up to conceal the wearer's chest and abdomen. No ripped or cut T-shirts of any kind are permitted unless permission is granted by the Principal.
8. **Jeans with rips, holes, or frays below the knee may be worn. Jeans with rips, holes, or frays above the knee may be worn with tights or shorts. (No skin above the knee may be shown.**

9. Towels, rags, scarves, bandanas or other similar items should not be worn out of the pockets in pants or displayed.
10. Trousers/Pants must be worn at the normal waistline. - Sagging pants worn below the waistline will not be permitted and will result in disciplinary actions.
11. All belts must be properly buckled. (Suspenders must be worn with straps over both shoulders.) Belts are mandatory for clothing with belt loops. Belts must properly “Fit” the wearer’s waistline -- extra-long belts with dangling ends must not be worn. Belt buckles and belts must not display gang insignia or other inappropriate embellishment. Belt buckles cannot be more than 3” squared.
12. Students must not wear hats, caps, visors, sunglasses, headbands, bandanas, combs, picks, or any other type of head coverings in the school buildings. Do-rags are not permitted to be worn during the school day. Netting caps are not allowed on campus. Exceptions will be made for athletic or special events or situations with the principal’s approval.
13. Joggers and Sweat pants, warm-up/jogging suits, wind suits, pajamas and other similar attire must not be worn in the school buildings. (Exceptions may be granted for students participating in physical education classes and for athletes representing Macon County High School on “game days”.) Coaches will make prior arrangements with the Principal for all team members to wear team sport sweat suits.
14. Students’ apparel and appearance may not represent groups or organizations, which have been deemed inappropriate by the Macon County Board of Education or by Macon County High School.
15. Students’ apparel and appearance may not be sexually suggestive, may not feature crude, violent or vulgar subjects, and may not depict drugs, alcohol, tobacco, gang affiliations, racial/ethnic slurs, or profanity.
16. Oversized, apparel, including “Baggy” pants, worn below the waistline and overalls with unfastened shoulder straps may not be worn.
17. Bodily ornamentation (jewelry) requiring piercing of the skin is encouraged to be worn in the ears only. Piercings should not cause a distraction to the classroom/school environment.
18. Students may wear neatly braided hair. Hairstyles cannot signify or represent any form or fashion of gang affiliation.
19. No do-rags, sweat bands, head bands, arm bands or any item considered to be sweat bands are to be worn before, during or after school, unless the student is engaged in an athletic event. These items may be worn with the coach’s approval for practice or games.
20. All book bags must be clear or mesh. Book bags/tote bags are not items of personal attire. Book bags/tote bags/ fanny packs must be left in the front office when students enter the school building. They must remain in the front office during the school day. They should be retrieved from the front office and taken home after the dismissal bell rings each day. Book bags/tote bags may not be carried by students during the school day.
21. In the event a female student is expecting a child, the student must adhere to the dress code or wear maternity clothing.
22. Grooming items cannot be displayed in hair while on campus (hair picks, combs, satin hair scarves, satin hair wraps, etc.) Grooming items may be collected to maintain a safe school environment.

We seek to instill and promote those qualities, attitudes, behaviors, and habits that help ensure the professional decorum and social responsibility necessary for success in both the educational and social environment. This clarification of these permissible styles and items support these goals.

### **Opt-Out Request**

Macon County High School recognizes that certain parents or guardians, for religious or medical reasons have the right to request that their child not conform to certain requirements or other terms of the Dress Code Policy. Such parents or guardians shall have the opportunity to meet with the school principal to discuss specific reasons for their requested non-conformity and request a waiver which would allow their child to opt out of specified requirements(s) or other terms(s) of the Dress Code Policy but require their child to adhere to a specific dress code which would be established by the school principal and include the balance of the Dress Code Policy. If the opt out request is granted, the parent/guardian must sign a written waiver which allows their child to opt out of specified requirement(s) of other term(s) of the Dress Code Policy but requires their child to adhere to a specified dress code which is established by the school principal and includes the balance of the Dress Code Policy.

## **Special Programs and Clubs**

### **NJROTC Program**

NJROTC stands for Naval Junior Reserve Officer Training Corps. NJROTC is a jointly sponsored Navy and secondary school citizenship and leadership program for students in grades 9-12. Cadets are under no Navy obligation. The program is open to all who meet the physical standards. NJROTC teaches self-discipline, self-confidence, and leadership skills to help you successfully meet life's challenges. Cadets are provided with uniforms, books, training aids, and other types of equipment paid for by the Navy. NJROTC encourages the formation of drill teams, group athletics, marksmanship teams, and other types of extracurricular activities. Cadets take part in ship training cruises, orientation visits, and field trips to various naval activities to enhance their classroom studies. The NJROTC program is instructed by retired officers and enlisted personnel. If you are looking for a challenge in the areas of leadership and responsibility, then NJROTC is the program for you.

### **Extracurricular Activities**

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

The ruling stated below will regulate all competitive extracurricular activities.

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

## School Sponsored Clubs

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

## Fees, Sales, and Outside Vendors

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

## Financial Responsibility

**\*Students must clear up all financial obligations for any fines or fees owed to the school at the end of each semester and/or prior to graduation. Only cash or money orders will be accepted.**

## **DDS Enrollment Processing Requirements**

The following requirements will be implemented for the processing of DDS Enrollment Forms for Drivers' Licenses.

1. Current School Enrollment and Census Forms must be returned to the school within the first month of school. (Before the month of September)
2. Students are required to have no more than 5 unexcused absences or 5 unexcused tardies in any class period.
3. DDS Enrollment forms will be processed on Fridays for those students who have requested and met the required criteria.
4. DDS Enrollment forms expire after 30 days of processing. If a student(s) allow their DDS form to expire they will be required to wait a grace period of 60 days before another form will be processed.
5. Student(s) must pay attention to announcements to know when their DDS form has been processed.

## **Parking and Driving**

Driving and parking a vehicle at MCHS is a privilege. Parking Decals are \$25.00 per school year. (Early bird special may apply -August) Cooperation from students who drive to school is expected in order to avoid accidents. Reckless driving (speeding, jumping curbs, or cutting across grass to leave the campus) and parking in unauthorized areas such as fire lanes, on grass, or in handicapped zones will be dealt with as follows:

1st offense - \$10.00 fine

2nd offense - \$20.00 fine

3rd offense - Parking permit revoked!

Punishment may also include ISS, OSS, or suspension of parking privileges.

Students are not to sit in vehicles once they arrive at school. Students are not to loiter in any part of the parking lot once they arrive at school or once, they are dismissed from school. Students are not to return to the parking lot at any time during the day without a pass from an administrator. Students' vehicles are subject to being searched at any time while the vehicles are on campus.

**Vehicles parked at MCHS illegally may be towed away at the owner's expense.**

### **Notice:**

**No student is allowed to drive on Macon County High School campus without proper driver's permit in accordance with Georgia state vehicle laws. Violation of this rule may result in charges being filed against the students and/or parents plus a fine.**

## Signing out of School

Generally, the school day will officially end at 3:15 p.m. depending on arrival time of the buses. This does not, of course, prevent a parent/legal guardian from occasionally picking up his/her child from school for a valid reason. Attendance has a direct impact on student achievement. We encourage students to attend school daily and to stay in attendance for the entire day. Teachers are not permitted to release any student until the office contacts them. All students must sign out of school through the front office. Please note that the State of Georgia only recognizes specific reasons for excused absences.

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

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

1. A note from the parent of legal guardian requesting release should be left in the main office before school starts (7:30 a.m. – 7:50 a.m.)
  - a. The note should be signed by parent/legal guardian.
  - b. The note should state reason, time to be released, and date.
  - c. The note should include telephone number for verification.
  - d. Sign out information should be validated by front office staff member or Administration and by signing out in the front office.
2. Students should sign out in the front office before leaving campus.
3. Any emergency cases (death, major accidents or illness) a phone request must be validated by administration or designee from the parent/legal guardian before the student can be released.

## **Student Addresses & Telephone Numbers**

It is important that the school have your current address and phone number (work, home, cell, etc.). If the family has a private number, we will keep it confidential, but we need your number in case of any emergency. If the family moves, please let us know the new address. We also need the name and telephone number of someone to call in case there is an emergency and the parent/guardian cannot be reached. Also, students' social security numbers are needed for the school's permanent records. If parent/guardian does not wish to report it, a form must be submitted waiving this request. Please be sure to return completed enrollment and census forms to the front office, as necessary, for updates.

## **COUNSELING DEPARTMENT**

**(Procedures for Grades, Honor Graduates, Exams, Valedictorian, Salutatorian, report cards, etc.)**

1. Progress reports are issued at the end of the fourth and one-half week of each nine weeks. The passing grade is a 70.
2. Report Cards are issued at the end of every 9 weeks. The passing grade is 70.
3. The first nine weeks' grade is averaged with the second nine weeks grade to determine the final grade for the 1<sup>st</sup> semester. The third and fourth nine weeks' grades will be averaged likewise for the 2<sup>nd</sup> semester final grade. In the second semester the EOC test will contribute to the final grade at a value of 20%. This is for EOC designated classes only.
4. Students with an "excused absence" and missing the semester exam will be permitted to make up the exam. However, it becomes the responsibility of the student to make arrangements with the teacher to take the exam. Arrangements must be made within five (5) days to take any make-up exam upon returning to school.
5. A student with an "unexcused absence" will not be permitted to make up an exam given on the day of the absence.
6. If an assignment and/or test is assigned before an absence, the assignment is due and/or the test must be taken on the first day the student returns to school. When a test is assigned before an absence, the student must bring his/her signed note from a parent/guardian explaining the reason for the absence(s) on the first day he/she returns to school. Failure to do so in this unique case will forfeit the student's chance to make up the test since it must be made up during the first day the student returns to school.  
Students are not allowed to make up work for unexcused absences. In special cases and unique situations, the parents may present a request for additional time to make assignments due to excused absences.
7. To be an Honor Graduate of Macon County High School, a student must have a four-year average of 90 or better and must have been a student at Macon County High School at least 2 years. The student with the highest-class rank as determined by numerical GPA shall be recognized as Valedictorian. The student with the second highest GPA will be recognized as the Salutatorian. Students must be enrolled at Macon County High School their junior and senior year to be

- named Valedictorian or Salutatorian. Dual Enrollment students are considered enrolled in the Macon County School System. The counselor, parent, student, or designee shall request official academic numeric grades from the University or College at the end of the Macon County High School's 3<sup>rd</sup> nine weeks grading period for all college courses taken by the student in the Dual Enrollment program. These grades will be used in the calculation to determine the student's class ranking for honor roll, Valedictorian, or Salutatorian. It is the responsibility of the university or college to submit the standing academic numeric grade to Macon County High School at the end of the 3<sup>rd</sup> nine weeks grading period.
8. Transfer credits will be used for the calculation of the numerical grade point averages for the determination of the Valedictorian or Salutatorian. Credits shall be accepted only from high schools accredited by the Southern Association of Colleges and Schools (or a accrediting agency recognized by SACS) or the Georgia Accrediting Commission or an accrediting commission of equal standing. Home school credits and credits from unaccredited schools may not be used in calculating GPA's for honors.

**Macon County High School**  
**Eligibility Requirements /Award Qualifications**

**Honor Roll and Merit List:**

At the end of each 9wks grading period the honor status calculations are processed.

To be eligible for the Honor Roll a student must have a grade of 90 or higher in each class at the end of 9wks grading period.

To be eligible for the Merit List a student must have an over average of 90 or higher at the end of the 9wks grading period.

**Award Qualifications:**

**Academic Honorable Mention Award –**

This award is presented to students in all grade levels who have made the Honor Roll or Merit List for the 1<sup>st</sup> Semester but however did not make the honor status for each 9wks.

*(New category A/B Award- Award is currently under revision to award those students who have only made honor status for each 9wks grading period only. Students who did not make honor status for the 1<sup>st</sup> Semester.)*

**Academic Award of Excellence –**

This honor award is presented to students in all grade levels who have made Honor Roll or Merit List for 1<sup>st</sup> Semester as well as each 9wks grading period.

**Honor Graduates –**

Honor Graduates are those seniors who have an overall cumulative numerical GPA of 90 or higher. Final calculations will be based on the first semester transcript of Senior year.

**STAR Student –**

The STAR Student is the student with the higher or equal to National Average on the SAT and ranking in the top 10% of the graduating class.

**Valedictorian and Salutatorian –**

The student with the highest class rank as determined by numerical grade point average shall be recognized as Valedictorian. The student with the second highest class rank as determined by the numerical grade point average shall be recognized as Salutatorian. Final calculations will be based on the first semester transcript of the student's Senior year.

**UGA Certificate of Merit –**

The University of Georgia Certificate of Merit recognizes high school juniors who are in the top 5% of their class as potential scholarship candidates.

**PSAT Award –**

Awarded to students who have met the minimum requirements to be recognized: 9<sup>th</sup> grade students must have a minimum total score of 850; 10<sup>th</sup> grade students must have a minimum total score of 890 and all must have reached College Board established Benchmark for at least one area (English or Math). 11<sup>th</sup> grade students must have a minimum total score of 1000 and must have reached College Board established Benchmark for at least one area (English or Math).

**Pathway Completer –**

A pathway completer is a student who has completed a minimum of 3 specific courses in a state recognized career/academic program.

**Foreign Language Completer –**

A Foreign Language completer is a student who has taken a minimum of 3 specific state recognized Foreign Languages courses.

**Academic Completer –**

Academic Completer is a student who has completed a minimum of 3 units of Advanced Placement/Dual Enrolled state approved academic courses.

**Citizenship Award –**

Award given to graduating seniors who have no discipline incidents in two categories.

- (1) Students with no reported discipline incidents for the four years of high school.
- (2) Students with no reported discipline incidents from grades KK – 12<sup>th</sup> (present).

#### **Attendance Award –**

Award given to graduating seniors who have perfect attendance.

#### **Departmental Awards –**

One (1) student will be selected to receive an overall departmental award for excellence in the area they are nominated.

Each department can give maximum of 6 awards (including the overall department award).

#### **Scholarship Awards –**

Our community supporters allow students the opportunity to apply for scholarships they feel they qualify for. Students apply for these scholarships and are selected by the supporters.

#### **Determination of the Valedictorian and Salutatorian**

The student with the highest class ranking as determined by the numerical grade point average shall be recognized as Valedictorian. The student with the second highest class ranking as determined by the numerical grade point average shall be recognized as Salutatorian. Individual schools shall require advanced mathematics and science courses for all candidates for Valedictorian and Salutatorian.

A student must have attended high school in the Macon County School System for a minimum of two full years (including the senior year at the school of graduation) to be named Valedictorian or Salutatorian. To be named as an honor graduate, a student must have attended high school in Macon County for a minimum of one full year, including the senior year at the school graduation. Students participating in approved post-secondary options or joint enrollment programs will be considered to be enrolled in the Macon County School System for the purpose of determining honor graduate, Valedictorian and Salutatorian.

Transfer credits will be used for the calculation of the numerical grade point averages for the determination of class rankings for honor graduate, Valedictorian and/or Salutatorian shall be accepted only from post-secondary and high schools accredited by the Southern Association of Colleges and Schools (or agency recognized as a regional accrediting agency by SACS) or the Georgia Accrediting Commission or an accrediting commission of equal standing. Home school credits and credits from unaccredited schools may not be used in calculating the numerical grade point averages for honors. Final calculations will be based on the first semester transcript of the student's Senior year.

### Grades and Scales

The Macon County Board of Education recognizes that academic abilities of students exist on a continuum and thus not all students will perform at the same rate or level. Each student regardless of ability is entitled to maintain dignity and self-esteem as he or she participates in the instructional activities of the school system.

Grading procedures have been established to apprise students and parents of student performance. These procedures use both letters and/or numbers at the various grade levels. A grade can be indicative of the rate and/or the quantity of progress as well as the quality of work. As outcomes are developed for each curriculum area by grade level/course, mastery of these outcomes will become the basis for assigning grades. In grades 6-12, only numerical grades will be reported to students and parents and others requesting grades for students.

A = 90-100    B = 80-89    C = 70-79    F = Below 70

When a student transfers to the Macon County School System from another school system, which uses letter grades, the numerical equivalent of that letter grade, shall be determined and assigned to that student using the grading legend and transcript provided by the previous school system. If the grading legend from the previous school system is not available, the grading legend below shall be assigned the appropriate numerical equivalent for letters grades. Numeric grades transferred to Macon County will be interpreted using the grading legend above in the absence of a legend from the sending school.

A = 95    B = 85    C = 75    D = 65    F = 55

In grades 4-12, a score of (70) is the lowest possible score a student can earn and meet the requirements for the completion of a subject or grade level. High school transcript grades for students participating in the Dual Enrollment Program shall be determined by adding ten points to the numeric grade earned in the courses(s) at the post-secondary institution. The official grade earned at the post-secondary institution shall be the grade entered on an official transcript from the institution. If the post-secondary institution does not provide numeric grades, letter grades provided will be covered using the legend below:

A = 95 + 10 = 105  
B = 85 + 10 = 95  
C = 75 + 10 = 85  
D = 65 + 10 = 75  
F = 55 + 10 = 65

Students taking AP courses and/or approved courses in the Gifted Program offered by a certified AP teacher in the Macon County School System will have 10 points added to his/her semester average for the course before such grade is recorded on the transcript. Please refer to all requirements as outlined in Board policy.

## **Grade Appeal Procedures**

In the event that the student and/or parent have a concern about a student's progress or final grade(s) the option to appeal will be afforded to confirm that the posted grade is correct. The appeal process is as follows:

- Teacher and student will have a conference to try to resolve the grade concern
- Teacher, student, parent, and administrator
- The principal may designate a Academic Review Team

## **Additional Academic Credit**

Credit recovery programs such as Summer School Classes, Edgenuity, and Georgia Department of Education Credit Recovery Program are approved by Georgia Department of Education and endorsed by the Macon County Board of Education Policies and Macon County High School that are appropriate with accreditation that students may earn to offset a course that the student has previously failed. Students are required to follow the guidelines established by school officials and must complete the End-of Course (EOC) aligned with the specific course to possibly earn credit. Students must earn a 65 or higher in the course to be eligible for credit recovery. In an attempt, satisfy graduation plans and requirements uprising seniors (juniors) will receive precedence in credit recovery programs. Freshmen are not eligible for credit recovery programs. Students are expected to adhere to appropriate ethical and moral standards while taking any of these programs. A final average of 70 or above must be earned to receive credit based on the policy by the Macon County Board of Education.

## **Promotion, Retention, and Advisement**

Students entering high school will be placed in advisement cohort classes to monitor their progress through school. Advisement will take place during each semester to address career planning, transcript review, class scheduling, and academic progress.

Students in high school shall be placed in the appropriate grade level according to the total number of units earned as follows:

1. To be in the 9th grade: Promotion or placement from 8th grade
  2. To be in the 10th grade: Have earned 5 units
  3. To be in the 11th grade: Have earned 11 units
  4. To be in the 12th grade: Have earned 17 units
- Remember in order to earn a diploma the units must be in the required content areas.

Individual Education Programs for students receiving special education services shall be the established standards for promotion for these students.

The practice of retaining students for athletic purposes is prohibited in the public schools of Georgia, the GHSA (Georgia High School Association), and in the Macon County School System. In addition to grades earned, minimum student attendance requirements

shall be met for promotion. All requirements as outlined in Macon County BOE Policy regarding student attendance, absences, and excuses are applicable.

A student desiring to earn credits beyond the regular school day in an accredited postsecondary institution must receive special permission prior to enrolling from a principal's advisory committee in the high school where the student is regularly enrolled. For more information, contact your Guidance Counselor.

### **Student Learning Objective:**

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

### **End Of Course:**

Students that do not earn a 68 or better grade conversion score on the End of Course assessment will not be awarded credit without participating in remediation and the re-test administration. The higher of the two assessments results will be used in final grade calculations.

- Please note that students that do not make a 68 or higher on the EOC assessments will receive a marking of Incomplete (I) on their reports cards until the assessment is retaken and new scores are calculated and posted.

## **Summer School Requirements**

Summer school sessions at Macon County High School will be offered through the use of Edgenuity/ Credit Recovery. This is a self-governed computer-based program. In order for a student to be eligible for summer school he or she must make at least a 60 in the failed course(s). Preference will be offered to uprising (current juniors) seniors. All courses must be completed by the end of summer school. If an assigned summer school course is not completed, then the student will be placed back in the failed course for face-to-face instruction. End of Course Test remediation will also be held during summer school.

### **Attendance**

Students are expected to attend summer school each day. A student may only miss 3 days of summer school whether they are excused or unexcused. Once a student has completed his/her assigned courses and the program administrator has verified them, he/she may exit the summer school program unless an EOC is connected to the course. If an EOC is required for the course, then the student must attend the EOC remediation sessions.

### **Behavior**

Please understand that summer school is a privilege and a courtesy that we offer students in an attempt to ensure and create opportunities for academic success. The length for

summer school is modified and instructional time must not be protected. There is no time for disruptive and uncooperative behavior. There will be zero tolerance for misbehavior during summer school. If misbehavior becomes a factor, then the student will be dismissed from the program and placed back in the class for face-to-face instruction.

### **Alternative School Assignments**

#### **Disciplinary Placement**

Students that are assigned to the alternative school as a disciplinary action may not participate in any regular or extracurricular activities associated with Macon County High School. This is effective from the day of assignment until the completion of assignment. Please note that any students that are assigned to the alternative school through the last day of school may not participate in or attend any end of the year regular or extracurricular activities. This includes graduation exercises and awards programs. Activities that are scheduled after or beyond the last day of school are considered an extension of the current school year. Students will follow all processes, procedures, and guidelines set forth by the alternative school coordinator.

#### **Academic Placement**

Students that are assigned to the alternative school as an academic intervention may participate in and attend all regular or extracurricular activities associated with Macon County High School. Students will follow all processes, procedures, and guidelines set forth by the alternative school coordinator.

### **Dual Enrollment**

#### **What is Dual Enrollment?**

- Dual Enrollment is an enrollment opportunity for students to attend a postsecondary or technical college institution full-time during their high school years.
- Students will receive high school credit and college credit simultaneously while attending college classes on the college campus, or part-time or full-time. Approved on-line or face to face college courses can be taken that meet high school graduation requirements.
- Dual Enrollment provides high school students the opportunity to “jump start” postsecondary education during the high school years.
- High school students will be free to move on earlier to the next educational level.
- Students will have an educational alternative other than the traditional high school setting or school day structure.
- Students can save money on future college tuition(s) because most expenses are covered by state and local funding.

## Graduation Exercises

The Board of Education has elected not to refund money for caps, gowns and other graduation supplies to graduates who are not eligible to participate in graduation exercises. Students who complete graduation requirements after their class graduates may participate in the next graduation after their successful completion of all requirements. Requests to participate in subsequent graduation exercises must be submitted to the Principal of Macon County High School at least 30 days prior to graduation.

## Withdrawals

The parent/guardian should:

1. Authorize the withdrawal in person.
2. Obtain appropriate forms from the guidance office.
3. Have the forms filled out by teachers, return all schoolbooks and library books, and make sure all fines/fees are paid.
4. Take completed forms to the guidance office for academic clearance.
5. A conference with the principal for final clearance to withdraw from school is mandatory.

## **Parental Consent for Student Drop- Out**

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

## Graduation Requirements

Graduation Requirements for the 2008-2009 incoming freshmen and subsequent years:  
State Board Rule 160-4-2-.48 – Macon County Board of Education Policy Code: IHF (6)

Areas of Study

	<u>Units Required</u>
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science*	4
(IV) Social Studies*	3
(V) CTAE /Modern Language/Latin /Fine Arts	3
(VI) Health and Physical Education *	1
(VII) Electives	4

Total Units (minimum)

23

\*Required Courses and/or Core Courses

\* The 4<sup>th</sup> science unit may be used to meet both the science and elective requirement

### Course Credit

Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Standards of Excellence (GSE) for grades 9-12 or those approved by the State Board of Education. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 GSE requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit. Special options are available for students with an IEP for meeting their math **requirements.**

### **Applying for Federal Financial Aid (FAFSA)**

The FAFSA asks questions about your family's income and investments. Never assume you will not qualify, and keep in mind that many private sources do not base their awards on financial need. Macon County High School Parent/Teacher Organization hosts financial training for parents each year. The Federal Student Aid (FAFSA) application is free and can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). All seniors are required to complete the FAFSA application.

### **SAT and ACT scores**

Although SAT and ACT scores are only one factor in determining your admissions to a college or receiving scholarships, they are very important. You are awarded scholarships based on a combination of class rank, grade point average, and SAT or ACT test scores. As college costs continue to rise, students and their parents are working for higher SAT and ACT scores in hopes of earning more scholarship money. The best advice for you is to take high school courses that challenge you and gather sample ACT or SAT tests and preparation aids from your guidance counselor. Visit [www.actstudent.org/index.html](http://www.actstudent.org/index.html) and [www.collegeboard.com](http://www.collegeboard.com) for more information.

### ACT and SAT facts

- American College Testing in Iowa City, Iowa prepares the ACT exam.
- Colleges in Eastern and Western states use the SAT more.
- Students are tested in English, Math, Reading, Science and Writing.
- The tests last approximately three (3) hours and 45 minutes
- The format is multiple choices.
- Maximum ACT Composite score is 36. The composite score is the average of your four test scores (Math, English, Reading and Science)
- Maximum SAT score is: Mathematics 800; Writing 800 and Critical Reading 800. Writing is optional.
- The tests can be taken an unlimited number of times.

## State Scholarships

### **HOPE Scholarship:**

The HOPE Scholarship Program is a merit-based scholarship program with specific academic and grade point average eligibility requirements. The purpose of the HOPE Scholarship Program is to encourage the academic achievement of Georgia's high school students and Georgians seeking Degrees from postsecondary institutions located in Georgia.

An eligible student seeking a Degree from a University System of Georgia (USG), Technical College System of Georgia (TCSG), or a private Eligible Postsecondary institution may receive a HOPE Award Amount to be determined by the Georgia Student Finance Commission (GSFC).

### **Academic Rigor Requirements information for the HOPE Scholarship**

For the High School Graduating Class of 2017 and beyond, a student meeting the requirements to be a HOPE Scholar at the time of high school graduation must earn a minimum of four full credits from the academic rigor course categories listed below prior to graduating from high school.

Credits received for academic rigor courses must be selected from the categories below:

1. Advanced math, such as advanced algebra and trigonometry, math III, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
2. Advanced science, such as chemistry, physics, biology II, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
3. Foreign language courses taken at the high school, or taken for degree level credit at an Eligible Postsecondary Institution; or
4. Advanced Placement, International Baccalaureate or Dual Credit Enrollment courses in Core subjects.

### **Zell Miller Scholarship:**

The Zell Miller Scholarship Program is a merit-based scholarship program with specific academic and grade point average eligibility requirements. The purpose of the Zell Miller Scholarship Program is to encourage the academic achievement of Georgia's high school students and Georgians seeking Degrees from postsecondary institutions located in Georgia.

An eligible student seeking a Degree from a University System of Georgia (USG) or Technical College System of Georgia (TCSG) institution may receive Zell Miller Scholarship funds covering the Standard Undergraduate Tuition amount. An eligible

student seeking a Degree from a Private Eligible Postsecondary Institution may receive Zell Miller Scholarship funds based on the amount established by the Georgia General Assembly.

### **HOPE Grant:**

The HOPE Grant Program provides grant assistance to residents of Georgia pursuing Certificates or Diplomas at Georgia's public postsecondary institutions. Unlike the HOPE Scholarship Program, students are not required to graduate from high school with a specific GPA. However, students are required to have a minimum postsecondary cumulative GPA of 2.00 at certain Checkpoints.

The purpose of the HOPE Grant Program is to encourage Georgians to obtain technical training in order to increase the knowledge and skills of Georgia's workforce. An eligible student seeking a Certificate or Diploma from a Technical College System of Georgia (TCSG) or University System of Georgia (USG) institution may receive HOPE Grant funds as determined by Georgia Student Finance Commission (GSFC).

### **Zell Miller Grant:**

The Zell Miller Grant Program provides grant assistance to residents of Georgia pursuing Certificates or Diplomas at Georgia's eligible public postsecondary institutions. The Zell Miller Grant Program does not include a high school academic requirement; however, recipients are required to have a minimum Postsecondary Cumulative Grade Point Average of 3.50 at the end of each term.

The purpose of the Zell Miller Grant Program is to encourage Georgians to obtain technical education in order to increase the knowledge and skills of Georgia's workforce.

An eligible student seeking a Certificate or Diploma from a Technical College System of Georgia (TCSG) or University System of Georgia (USG) institution may receive Zell Miller Grant funds as determined by the Georgia Student Finance Commission (GSFC).

### **The BRIDGE ACT**

The BRIDGE (Building Resourceful Individuals to Develop Georgia's Economy) Act creates an atmosphere motivating middle and high school students to learn because they see the relevance of education to their dreams and future plans. The implementation of the BRIDGE Act provides middle and high school students with career counseling and regularly scheduled advisement to choose a focused plan of study.

### **What are the critical parts of the BRIDGE Act?**

The most critical parts of the BRIDGE Act mandates that all students in middle and high school receive counseling and regularly scheduled advisement. The second mandate is that students choose a career area, create an Individual Graduation Plan, and graduate high school prepared to go to college or enter the workforce. The third

mandate requires regularly scheduled advisement for all high and middle school students. The new rigorous performance standards and graduation requirements found in Georgia secondary schools better prepare our students and ensure they are prepared to move on successfully from one phase of their educational life to the next, and eventually to become a productive citizen of Georgia's workforce. The BRIDGE Act when coupled with Georgia's economic and workforce development model creates qualified workers to attract strong, stable companies and industries.

### **What are the requirements of the BRIDGE Act?**

Local school systems must provide to sixth, seventh and eighth grade students the following:

- Counseling
- Regularly-scheduled advisement
- Career awareness
- Career interest inventories
- Information to assist students in evaluating their academic skills and career interests.

Local school systems must provide the following to high school students:

- Career counseling
- Career guidance
- Regularly-schedule career advisement
- Information to enable students to successfully complete their individual graduation plans; preparing them for a seamless transition to postsecondary study, further training, or employment.

## **What is the Individual Graduation Plan?**

Another part of the BRIDGE Act is the requirement that all 8<sup>th</sup> grade students during their spring semester create an Individual Graduation Plan (IGP). This graduation plan helps “map out” the rigorous academic core subjects and focused work in mathematics, science, or humanities, fine arts, world languages or sequenced career pathway coursework. The IGP is based on the student’s selected academic and career area to prepare them for their chosen career. This plan must be developed in consultation with parents/ guardians, students, school counselor or teacher as advisor.

Additional parts of the IGP can include career-oriented and work-based learning experiences, and postsecondary studies through Georgia’s multiple College Credit Now programs.

Can students change their Individual Graduation Plan?

Students are allowed changes to their IGP but need to keep it sufficiently structured to meet graduation requirements and qualify the student for admission to postsecondary education. It is advisable that any changes to the plan be based on career data gathered from career interest inventories.

These changes can be made during the high school ongoing review of the Individual Graduation Plan. During the IGP review, courses completed, schedules, career pathway, postsecondary plans, and related topics are subject to be reviewed and revised based on the student’s best interest. The revisions must be appropriate and approved by the student and the student’s guardian. The revisions will be made with the guidance of the student’s school counselor or teacher-advisor.

## **Semester Final Exam Exemption Requirements**

1. A student must have a Semester Average of 90 or higher for the course they wish to exempt prior to the final exam.
2. Student must have no more than 3 excused or unexcused absences for the semester.
3. Students may have no more than 3 tardies per class period per semester.

## **Exceptional Students Program**

### **Gifted Program**

#### **Definition:**

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

**Referral Procedures:**

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

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

**Eligibility:**

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

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

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

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

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

## **Student Support Team**

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

## **Students with Disabilities and information regarding Section 504**

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

For more information, please contact the Counseling Department.

## **CTAE**

Career, Technical and Agricultural Education (CTAE) involves integrated relationships between academic education and specific career opportunities. CTAE offers lifelong learning experiences through a variety of Career Pathways. These Pathways are state-approved career enhancement programs that, combined with the recommended academic course work, will prepare students to continue their education at any level or enter the world of work. The Career Pathways concept provides focus and a personal plan for EVERY student that involves parents, teachers, and counselors in the process. In addition to selecting a Career Pathway, students are encouraged to participate in work-based learning. CTAE students get to take industry tours and participate in career technology student organizations where they learn leadership and compete at regional, state and national levels. Work-based learning opportunities are available through individual job shadowing, internships, co-op, or through the formal Youth Apprenticeship program offered at Macon County High School. The Macon County School System's CTAE pathways ensure that students receive the relevant and rigorous preparation required to

continue their education beyond high school graduation whether at a community college, on-the-job training program, four-year college, graduation school, or in military service.

The Career, Technical and Agricultural Education Department prepares students for life beyond the classroom by providing them with employability skills, along with the background needed to succeed in post-secondary institutions. Courses are designed based on current data and research in business and industry to give students the ultimate advantage upon exiting high school.

The Macon County School District's Department of Career, Agricultural and Technical Education (CTAE) offers programs at Macon County High School and Macon County Middle School. These programs are designed to prepare youth for a broad range of employment, further education, and offer guidance under of certified teachers. The following is a list of CTAE pathway programs offered this year: Agriculture, Engineering, NJROTC (Navy), Automotive, Healthcare Science, Work-Based Learning, Business & Technology, and Information Technology.

Persons seeking further information concerning the Career and Technical Education offerings and specific prerequisite criteria should contact:

Ms. Monica Harvey  
611 Vienna Road  
Montezuma, GA 31063  
(478) 472-2579

### **Non-Discrimination**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990; The Macon County School System does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the Board Office (478) 472- 8188.

### **Complaints of Discrimination in Athletic Programs & Career, Technical and Agriculture Education Program**

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

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of

1972); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students and parents are hereby notified that the Macon County Board of Education does not discriminate in any educational programs or activities. The Title VI and Title IX Coordinator is Dr. Caroline Carter, Assistant Superintendent and the Section 504 and American with Disabilities Act Coordinator is Leslie Hobbs, Special Education Director. They can be contacted at the Board Office, P. O. Box 488, Oglethorpe, GA 31068, and (478) 472-8188.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Macon County School District Policy GAAA (Equal Opportunity Employment Policy JAA-Equal Education Opportunities), Policy GAEB- Sexual Harassment of Employees or JCAC- Sexual Harassment of Students is located in the school district policy manual, which is available in the school office, at the central office and on the district's website.

## **MACON COUNTY BOARD OF EDUCATION** **STUDENT CODE OF CONDUCT**

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

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

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

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system and at school bus stops;

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

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

Unsafe School Choice Options.

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

### **Sexual Harrasment**

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

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

### **False Allegations Toward Teachers, Staff, & Administrators**

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

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

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

### **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct by an Employee**

(a) Any student (or parent or friend or a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school

system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teachers, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by at 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

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

All certified personnel are expected to adhere to the Professional Code of Conduct fully and completely.

### **Discipline Plan for Dispositions:**

Macon County High School's discipline plan addresses minor, unwarranted and inappropriate behavior by students in an effort to help reduce ISS and OSS of the students, thus allowing for the students to be in class more to support improved academic growth and to support teachers during critical instructional time. Administration, counselors, teachers, students and parents will make valued contributions to this new discipline plan to support a more focused learning environment.

The counselor, student, teacher, and parent will help address the minor to semi-disruptive behavior that is hindering the learning process in the classroom, on campus, or in the hallway as Level One offenses with a written intervention plan. Once the plan has been executed by the teacher and student behavior has not changed the following options may be used to support the teacher and to motivate the student to change his/or her inappropriate behavior.

1. Lunch Detention; Parent contact
2. Pullout to report to ISS for that class period where the disruption occurred; Parent contact

3. Counseling Session(s) during that class/period (Individually or group session);  
Parent contact
4. Teacher/parent/student/counselor conference to develop a behavior tracking plan and/or academic tracking plan.

It should be noted that after reasonable efforts at the level one option to change the behavior of the student is not effective, level 2 and level 3 disposition options will be considered.

Examples: **Inappropriate behavior considered a Level One.** (This is **not** an all-inclusive list):

Breaking classroom rules repeatedly, not bringing supplies to class, sleeping, talking without permission, out of the seat without permission, disrupting other students from paying attention, being tardy to class, outburst, missing homework assignments and minor bus concerns

### **LEVEL 2 OR LEVEL 3**

Student behavior that is not improved by a level one disposition will be addressed with a Level 2 disposition and/or up to a Level.

### **Authority of the Principal**

**The principal is the designated leader of the school and is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or state laws and procedures. Dispositions may be changed and/or modified and are also at the discretion of the principal.**

### **Authority of the Teacher**

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

The principal or designee shall notify in writing the teacher and the student's parents or

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

### **Progressive Discipline Procedure**

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

- Positive Behavior Intervention System(PBIS) actions as much as possible
- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out/Focus Time
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention
- Placement in an Alternative Education Program
- Short-term Suspension
- In School Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension, expulsion, and permanent expulsion. Only a disciplinary tribunal as outlined in the Macon County Board of Education policies will determine punishments of this nature.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a

disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

### **Misconduct**

Misconduct is the conduct that interferes with the maintenance of good order, the safety, and discipline in the schools, and negatively affects the morale and good conduct of students.

Acts of misconduct include, but are not limited to:

- Violation of Student Code of Conduct
- Bringing a firearm to school
- Violations of the criminal laws of this state regarding drugs and alcohol or coming to school or a school-sponsored or school-related activity under the influence of drugs or alcohol.
- Verbal and physical misconduct, including, but not limited to, causing bodily harm, threatening bodily harm, extortion, insubordination, coercion, fighting, sexual harassment or abuse, obscene language or gestures, either oral or written, theft, deceit, disrespect for the rights and property of others, vandalism, and acts which are punishable as a felony under the laws of Georgia or the United States if committed by an adult.

Misconduct shall be punished by expulsion for at least one year if a student:

- Brings a firearm to school or a school-sponsored or school-related activity
- Engages in an act of misconduct which, if committed by an adult, would be punishable as a felony under the laws of Georgia or in the United States
- Commits any other act which in the judgment of school administrators, is likely to result in material and substantial interference with the rights of all students to

learn in a safe and healthy environment

Misconduct which may be punishable by out-of-school suspension include:

- Violations of the Student Code of Conduct which are, in the opinion of school administrators is serious in nature, purpose or actions.
- Verbal or physical misconduct as defined above, which, in the opinion of school administrators, is serious in nature, purpose or actions.
- Being in school, on school grounds, or on a school-related or school-sponsored activity while under the influence of drugs or alcohol
- Chronic Behavior Concerns

Others acts of misconduct, which are less serious, may be punished by school administrators at their discretion and pursuant to school district's policy. Punishment may be in the form of detention, probation, corporal punishment, in-school suspension, Behavioral Contracts, Pullouts, Distance Contracts, or by removing student privileges such as the right to participate in extra-curricular activities sponsored or promoted by the school, or by other punishment as may be determined appropriate by the principal.

### **Criminal Prosectution**

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

- Fighting
- Battery (including sexual battery)
- Disrupting a Public School
- Misdemeanor Weapons Violations
- Disorderly Conduct (students and parents)
- Criminal Trespass
- Possession of drugs
- Loitering in a School Safety Zone
- Possession of Alcohol or any controlled substance and Possession by Consumption
- Traffic Violations
- Misdemeanor Theft
- Damage to School Property (writing, gang graffiti, and other)
- Pulling a Fire Alarm
- Bomb Threats
- Inciting a Riot
- Unlawful Assembly
- Contributing to the Delinquency of a Minor
- Gambling
- Gang Affiliation

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

### **Bus Conduct**

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

#### **Safety Tips**

- Students must be at the bus stop 5 minutes before the scheduled arrival of the school bus.
- Students who must cross the road to board a bus should never do so until the bus has arrived, the proper warning signs are displayed, and the driver motions for the students to cross.
- Students should never cross behind the bus.
- Students should always stand a safe distance from the road (at least 5 feet).
- Students should never run to and from the bus.
- Students who must cross the road after exiting the bus should always cross at least 10 feet in front of the bus after looking in both directions to be sure no traffic is approaching and after the driver signals that it is okay for them to cross.

#### **Rules and Regulations**

1. The school bus and the school bus stop are an extension of the classroom. Unauthorized individuals are not allowed on the bus at any time without proper approval. Violation of this rule can result in criminal prosecution. If parents or guardians have any concerns about their child as it relates to riding the bus, please see the Administration at the school or call the Transportation Department at 472-6972.
2. Bus drivers have complete charge of students while riding the bus. Drivers are responsible for the students' conduct, safety, and transportation. Bus drivers will report promptly to the principal or his/her designee, any misbehavior. Principals or their designees, NOT BUS DRIVERS, is responsible for disciplining students for bus misbehavior.
3. Bus drivers, with the assistance of the principal or his/her designee, will assign seats to all students.
4. Students must take their seats promptly when loading the bus.
5. Students must remain in their seats while the bus is in motion.
6. Students will not be allowed to enter or leave a bus at any other place other than at the student's usual bus stop or school unless authorized by the principal of the school.

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

other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

### **While unloading the bus at the school or destination**

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

### **While loading the bus at the school**

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

### **Railroad Crossing**

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

### **Bus Evacuation**

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

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

When any type of evacuation occurs, students must follow the instructions of the driver to safely unload and to relocate in a safe location away from the hazard. On a rare occasion, the driver may be incoherent so we depend on the older mature students to help without

placing them at any more risk. This type of evacuation is practiced with all students during each new school year so all students are aware of the safe evacuation practices with or without the driver's assistance. There are several reasons that a bus may have to unload from one bus to another bus without it being an emergency. We ask you to periodically remind your child to stay calm whenever it is necessary to unload from one bus to another bus for any reason and to always use their "While Loading and Unloading the Bus" directions found above.

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

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

### **Bus Misbehavior**

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

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

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

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

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

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

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

### **In- School Suspension**

The In-School Suspension Program (ISS) is designed as a means of disciplining students for disciplinary offenses, which do not warrant Out-Of-School Suspension. It is a measure used to ensure that students have an opportunity to complete assigned schoolwork without receiving zeros.

The students are placed in the ISS classroom during the school day from their regularly assigned classrooms and activities of the school. They are expected to follow strict rules of behavior while they continue to do the assignments of their regular classes. A phone call or letter will be attempted to notify parents when a student is placed in the ISS center.

In most cases the assignment will be 2 to 5 days. This should be sufficient time to work with the student in trying to correct the undesirable conduct. **However, since ISS is just one of the alternatives to correct behavior problems, students will be allowed only eight (8) assignments to ISS during the school year with no more than four (4) in one semester.**

Any student assigned to ISS will receive a copy of the ISS rules and will be required to sign a notification sheet stating that they understand the expected behavior and rules. It is the responsibility of the student to ask any questions for clarity. When applicable, the administrator making the assignment will go over behavior expectations and clear up any questions. The ISS instructor will review the expectations with the students assigned with documented proof of such action. If the student conduct has not improved while assigned to ISS then, Out-Of-School Suspension (OSS) or referral to the Macon County Learning Center may be necessary.

*Students may not substitute OSS for an ISS assignment.*

**Again, students that violate ISS rules may warrant OSS; that student must complete all remaining ISS days upon returning to school after the OSS assignment.**

### **Behavior that will Result in Disciplinary Procedures**

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated:

- **Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant**

- **Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol**
- **Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug**
- **Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1:** A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
- **Verbal assault, including threats of violence or bodily harm, and harassment, of employees, students, or other persons attending school-related functions:** Immediate suspension and possible referral to a disciplinary tribunal.
- **Physical assault or battery, including sexual battery, other students, or persons attending school-related functions:** Immediate suspension and possible referral to a disciplinary tribunal.
- **Physical violence against a teacher, school bus driver, or other school personnel:**
  - (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.
  - (2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
- **Disrespectful conduct, including use of vulgar or profane language, directed towards teachers, administrators, other school personnel, other students, or persons attending school-related functions.**

- **Students may not be in possession of or use tobacco in any form.** This prohibition includes electronic cigarettes and vapor products (vaping) and related paraphernalia.
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited and will not be tolerated. This includes verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.**
- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours.**
- **Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.**
- **Theft**
- **Extortion or attempted extortion**
- **Possession and/or use of fireworks or any explosive**
- **Activating a fire alarm under false pretenses or making a bomb threat**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives;**
- **Disobeying directives given by teachers, administrators, or other school staff**
- **Classroom and school disturbances**
- **Violation of school dress code**
- **Use of profane, vulgar, or obscene words or indecent exposure**
- **Use during instructional time of cell phone or electronic communication device, except for health or other reasons approved by an administrator**
- **Inappropriate public displays of affection**
- **Gambling or possession of gambling devices**
- **Moving and non-moving driving violations**

- **Giving false information to school officials**
- **Cheating on school assignments or standardized tests**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law**
- **Bullying:** Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Physical, verbal, or cyber bullying will not be tolerated.
- **Any student that is inciting, advising, or counseling of others to engage in prohibited acts.**
- **Any student that has willfully and persistent violates the student code of conduct will be subject to a disposition.**
- **Criminal law violations/Off-campus misconduct:** A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

### **Definition of Discipline Terms**

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

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software

that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyber-bullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in the purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

**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.

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

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

**Dress Code:** The acceptable standards for student dress as established by the Board of Education.

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

**Emancipated Student:** A student that has reached the age of 18 (generally) that has been granted the status of adulthood by a court order or by other formal arrangements. This formal arrangement allows the student to make independent decisions and have privileges and responsibilities of an adult.

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

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

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

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

**Harassment**

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

**In-School Suspension:** Removal of a student from a class or regular school program and assignment of that student to an alternative program isolated from peers. The student is not penalized academically while attending ISS.

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

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
3. “Sexual assault”- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

“Dating Violence”- sex-based violence committed by a person-  
(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and  
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:  
(i) The length of the relationship.  
(ii) The type of relationship.  
(iii) The frequency of interaction between the persons involved in the relationship; or

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

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

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees. The student may receive “0’s” for all work missed and is not to be on school property for any reason. Teachers reserve the right to offer an academic contract to help recovery students academically.

**System’s Early Intervention Program for Student and Parent:** This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) program.

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

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

**Weapons:** The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this code of conduct includes any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or wellbeing. The following things may be defined as hazardous objects based on Board Policy JCDAE in Rule 1: any pistol, revolver, or any weapons designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

### **Student Support Process**

The Macon County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans, etc.

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

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

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

### **Discipline Actions**

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

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

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

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

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

Referrals to the Disciplinary Hearing Tribunal may include but not be limited to, alternative school placement, long-term suspension, and/or expulsion from the Macon County School System.

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

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

Students assigned to the Alternative School, ISS or suspended from school shall not participate in any school activities until their assignment is completed. This includes all activities, before and after school hours from the first day through the last day of their assignment.

Students assigned to the Alternative School will not return to regular school until positive behavior changes occur and they have completed their assignment time.

### **Chronic Discipline Student involvement**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contact is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

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

### **Discipline, Offenses, Disposition, and Rule Number**

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

**\*NOTE: Infinite Campus' codes might differ from the code stated in this handbook.**

**\*NOTE: Principal's discretion may be used to address severe offenses with regard to MCBOE Policies and Georgia Laws. (Example: moving a case from a Level 1 to Level 2 or 3 action.)**

## **Rule 1 - WEAPONS (Level 3) BOARD POLICY JCDAE**

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

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to ISS, up to 10 days OSS and/or possible referral to a tribunal hearing for expulsion/Referral to Law Enforcement depending on the severity of the incident.

## **Rule 2 - ILLEGAL DRUGS AND ALCOHOL (Level 3)**

A student shall not possess, sell, use, distribute, or be under the influence of any prohibited drug to include: alcohol, narcotics, depressants, stimulants, hallucinogens, amphetamines, barbiturates, or any intoxicant of any kind. This prohibition includes any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law. Proper use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation

of this rule. The possession, use, sale or transmission of alcoholic beverages, any drug, whether legal or illegal, is prohibited. Any substance, which is represented to be, or which reasonably appears to be alcoholic beverages, or any drug is prohibited. Any student bringing prescription or over-the-counter medication to school must follow the procedures required by school policy. Failure to follow these procedures will result in the student being in violation of this rule and subject to punishment. **Illegal drugs and alcohol found in vehicles on campus will be deemed as the property of the driver. The driver will be held accountable for possession.**

This rule applies for all students:

On the school grounds before, during and after school hours, or at any other time when any school group is using the school

Off the school grounds while in attendance at a school activity, function or any other school related event

Engaged in travel to and from school and at school bus stops

### **Disposition**

Student violators shall be reported to the appropriate law enforcement agency, and will be subject to the following penalties as prescribed by policy:

Parent notification, minimum out-of-school suspension for ten (10) days\* and all school related school sponsored activities. The ten days of suspension shall be unexcused absences, and no makeup work shall be provided with a possible referral to Disciplinary Hearing Tribunal.

Parent notification, out-of-school suspension for ten (10) school days and suspension from all school related or school sponsored activities for the remainder of the school year. The ten days of suspension shall be unexcused absences, and no makeup work shall be provided. Principal may refer the case to Disciplinary Hearing Tribunal. Parent notification, the minimum is suspension out of school for a period of ten (10) days. This offense may be grounds for permanent expulsion from the Macon County School System via a referral to Disciplinary Hearing Tribunal.

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

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

### **Rule 3 - ASSAULT ON A SCHOOL EMPLOYEE (Level 3)**

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

On the school grounds during and immediately before or immediately after school hours;

On the school grounds or any other time when the school is being used by a school group;

Off the school grounds at a school activity, function, or event to and from school or at school bus stops.

#### **Disposition**

**10 days OSS, notification of law enforcement and referral to Disciplinary Hearing Tribunal**

### **Rule 4 - THREATENING OR INTIMIDATING A FACULTY/STAFF MEMBER**

(Level 3)

#### **Disposition**

**1<sup>st</sup> offense → 5-10 days OSS depending on severity**

**2<sup>nd</sup> offense → 10 OSS days and referral to Disciplinary Hearing Tribunal**

### **Rule 5 - ASSAULT ON A STUDENT/FIGHTING OR SUPPORTING A FIGHT (Level 3)**

A student shall not do bodily harm to any person:

On the school grounds during and immediately before or immediately after school hours;

On the school grounds at any other time when the school is being used by a school group;

Off the school grounds at a school activity, function, or event or, in route to and from school or at school bus stops.

#### **Disposition**

Each offense - suspension home for the remainder of the day of the fight  
Notification to law enforcement and citation

**1<sup>st</sup> offense → 5 days OSS depending on degree of involvement**

**2<sup>nd</sup> offense → 10 days OSS depending on degree of involvement**

**3<sup>rd</sup> offense → 10 days OSS and referral to Disciplinary Hearing Tribunal**

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

**Rule 6 - FIGHTING WORDS/VERBAL CONFRONTATION (Level 2-3) Degree of Disruption and Interference with School Operations. (Principal's Discretion)**

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

**Disposition**

- 1st offense - 3 days ISS**
- 2nd offense - 5 days ISS**
- 3rd offense - 3 days OSS**
- 4th offense - Referral to Disciplinary Hearing**

**\*NOTE: STUDENT BEHAVIOR: BULLYING**

(Descriptor Code: JCDAG)

It shall be the policy of the Macon County Board of Education that the bullying of a student by another is prohibited. Bullying is defined in the "Definition of Discipline Terms" section of this handbook on page 64:

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

**Rule 7 - THREATENING OR INTIMIDATING ANOTHER STUDENT (BULLYING) (Level 3) ALSO INCLUDES TEXT BULLYING, CYBER BULLYING, AND OTHER SOCIAL WEB BASED NETWORKS.**

**Disposition**

- 1<sup>st</sup> offense → Counseling, conference with parent notification, & possible ISS assignment (2-5 days)**
- 2<sup>nd</sup> offense → 3 days OSS**
- 3<sup>rd</sup> offense → 5-10 days OSS, referral to Disciplinary Hearing Tribunal**

**Rule 8 - DISRUPTION AND INTERFERENCE WITH SCHOOL (Level 1-3)**

No student will:

Block the entrance or exit of any school building or property or room thereof so as to deprive others of access thereof;

Prevent or attempt to prevent the convening or continued functioning of any school, class, activity, or lawful meeting or assembly on the school campus;

Prevent students from attending a class or school activity;

Continuously and intentionally make noise or act in any manner as to interfere seriously with the teacher's ability to conduct the class;

Misuse computers (including piracy)

Misbehave at an assembly or pep rally;

Speak loudly and boisterously in the halls, lunchroom, or classrooms; loud outbursts;

Urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule.

Possess, sale, or use fireworks on school property or at school functions.

Chewing gum, excessive talking, sleeping in class and other off-task behavior.

**Minor Offense (Level 1-2) Degree of Disruption and Interference with School Operations (Administrator's Discretion)**

**After teacher intervention**

**1<sup>st</sup> offense → Warning**

**2<sup>nd</sup> offense → 3 days ISS**

**3<sup>rd</sup> offense → 5 days ISS**

**4<sup>th</sup> offense → 3 days OSS**

**Major Disruption of classroom instruction**

A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessionals, principals, school bus driver, or other authorized personnel when:

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

**Major Offense (Level 3)**

**1<sup>st</sup> offense → 3-10 days OSS and possible referral to a Discipline Hearing Tribunal**

**2<sup>nd</sup> offense → Referral to Disciplinary Hearing Tribunal**

## **Rule 9 - DISRESPECT, INCLUDING FAILURE TO FOLLOW COMMANDS/ RULES**

### **(Level 1-3) Degree of Disrespect (Administrator's Discretion)**

Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel:

Rude and disrespectful behavior;

Refusal or failure to carry out instructions of staff member; (includes failure to report to the office or to the Academic Center during Academic Probation)

### **Disposition**

**1<sup>st</sup> offense → 3 days ISS**

**2<sup>nd</sup> offense → 5 days ISS**

**3<sup>rd</sup> offense → 3 days OSS possible referral to SST**

**4<sup>th</sup> offense → 5-10 days OSS, possible referral to Disciplinary Hearing Tribunal**

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

## **Rule 10 - THEFT, DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY OR PRIVATE PROPERTY (Level 3)**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. This shall include:

Willful and malicious destruction of and/or threat to destroy school property including such action as the use of threats or bombs, explosives, setting fires, and the deliberate and serious destruction of school property;

Willful and malicious vandalism of public or private property while student is under school supervision.

Theft of school property or a person while under school supervision will result in:

### **Disposition**

**1<sup>st</sup> offense → Restitution, 5 days OSS**

**2<sup>nd</sup> offense → Restitution, 10 days OSS and possible referral to Disciplinary Hearing Tribunal**

## **Rule 11 - USE OF PROFANE, VULGAR, OR OBSCENE WORDS, GESTURES OR RACIAL SLURS, POSSESSION OF PORNOGRAPHY (Level 2-3) The nature of this offense will be considered with the option of OSS on the 1<sup>st</sup> offense.**

Such actions directed towards staff members, a student or in general conversation.

**Disposition**

**1<sup>st</sup> offense → 2 days ISS**

**2<sup>nd</sup> offense → 3 days ISS**

**3<sup>rd</sup> offense → 3 days OSS, possible referral to SST**

**4<sup>th</sup> offense → 5 days OSS, possible referral to Disciplinary Hearing Tribunal**

**Rule 12 - SMOKING, POSSESSION, OR USE OF ANY TOBACCO PRODUCT  
(Level 3)**

Lighters and matches are considered tobacco products.

**Disposition**

**1<sup>st</sup> offense → 3 days OSS**

**2<sup>nd</sup> offense → 5 days OSS**

**3<sup>rd</sup> offense → 10 days OSS and referral to Disciplinary Hearing Tribunal**

**SCHOOL TARDIES**

A. If a student is tardy to school, he/she must report to the front office to sign in and receive a tardy pass. He/she is to present this pass to the teacher upon entering class. Students will not be allowed to enter 1<sup>st</sup> Period without a pass. After 7:50 AM, parents must accompany students to sign them in. Students who are not accompanied by a parent will be placed in ISS until a parent comes and signs them in. If a parent does not sign them in, they will remain in ISS for the day. After 3 ISS assignments, parents will be notified and a counselor referral will be submitted.

B. Arriving to class beyond 10 minutes will constitute an absence for that period. **Students will be charged with a tardy if they are not seated in the classroom before the tardy bell rings.** Missing more than 10 minutes of any period or any additional instructional periods will be noted as an absence thus requiring a note from parents. The Principal will determine whether the absence is “excused” or “unexcused”. Excessive tardiness may also constitute grounds for a discipline referral for skipping class.

**SST might be considered on chronic tardy cases.**

**Emergency situations with restroom use or locker problems must be cleared with the attending teacher before the tardy bell sounds and have a written pass given by the teacher.**

**Excused tardiness written by a parent is subject for review and the students may be required to present documentation or the tardy will be classified as unexcused.**

**Rule 13 - TARDINESS TO SCHOOL/CLASS (Level 1-2) per semester**

**If a student is not seated when the tardy bell rings he/she is tardy for class. If he or she misses more than 10 minutes of the class period he/she will be marked absent and possibly receive a discipline referral for skipping class.**

- 1<sup>st</sup> Tardy – Warning**
- 2<sup>nd</sup> Tardy – Parent notification**
- 3<sup>rd</sup> Tardy – 1 Day ISS**
- 4<sup>th</sup> Tardy – 2 Days ISS**
- 5<sup>th</sup> Tardy – 3 Days ISS**
- 6<sup>th</sup> Tardy – 5 Days ISS**
- 7<sup>th</sup> Tardy – Suspended until parent conference**

Tardiness - Student must be seated before the tardy bell sounds. Any student that is out in the hallway without a pass after the tardy bell sounds will be placed in ISS for the remaining class time. Notification to students and parents will be via mail or a phone call. Teachers will notify students by having them sign a tardy form. Students refusing to sign a tardy form will be noted.

**Rule 14 - STUDENT BEHAVIOR/GANG OR GANG RELATED ACTIVITIES  
(Level 2-3)**

It is the purpose of the Macon County Board of Education to operate the schools in a manner that will initiate and promote activities, which provide for the safety and well-being of persons and/or property. The Board of Education will make every effort to provide an orderly process of education.

Students shall be governed by all policies of the Board of Education, which are applicable in the school, on the school campus, at school activities away from school, on the way to and from school, at the school bus stop, and on the school bus. Students who violate this policy may be subject to suspension or expulsion.

Each student shall attend school clothed in a manner which is clean, not hazardous to him/her and which does not distract from the educational environment. Students may not wear clothing, jewelry, accessories or grooming that indicate or imply a person is a member of a gang or gang-like group that advertises or promotes activities that threaten people or property. Such items are deemed in and of themselves to interfere with the orderly process of school. Students may not display symbols of gang or gang-like groups or participate in activities involving initiations, hazing intimidation and/or related activities. This includes throwing gang signs or wearing towels around the neck or carrying towels around the school. Students may not participate in gang and/or gang-like activities that are likely to cause bodily danger, physical harm, and degradation or disgrace resulting in physical or mental harm to students.

**Disposition**

- 1st offense → 3 days ISS, notification of law enforcement**
- 2nd offense → 5 days ISS or home suspension**
- 3rd offense → referral to Disciplinary Hearing Tribunal**

**Rule 15 - EXTORTION OR ATTEMPT TO EXTORT (Level 3)  
Disposition**

- 1<sup>st</sup> offense → Parent notification, restitution, 3 days ISS**
- 2<sup>nd</sup> offense → Restitution, 3 days OSS**
- 3<sup>rd</sup> offense → Restitution, 5 days OSS and possible referral to Disciplinary Hearing Tribunal**

**Rule 16 - SEXUAL MISCONDUCT (Level 2-3)**  
(See also Sexual Harassment section and Definition)

**Disposition** (Severity to be considered)

- 1st offense → 3 days - 10 days of ISS**
- 2nd offense → OSS or referral to Disciplinary Hearing**

**Rule 17 - INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION/ OR COMMENTS/ ITEMS (Level 1-3)**

**Disposition**

- 1<sup>st</sup> offense → Counseling with student, detention, and parent contact (written/phone)**
- 2<sup>nd</sup> offense → 3 days ISS**
- 3<sup>rd</sup> offense → 5 days ISS**
- 4<sup>th</sup> offense → 3 days OSS, possible referral to Disciplinary Hearing Tribunal**

**Rule 18 - ACTIVATION OF FIRE ALARMS, FIRE EXTINGUISHERS, OR OTHER FIRE PREVENTION DEVICES UNDER FALSE PRETENSE (Level 3)**

**Disposition**

- 1<sup>st</sup> offense → Restitution if applicable, 3 days OSS**
- 2<sup>nd</sup> offense → 5 days OSS and referral to law enforcement**
- 3<sup>rd</sup> offense → 10 days OSS and referral to Disciplinary Hearing Tribunal**

**Rule 19 – GAMBLING (Level 1-3)**

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

**Disposition**

- 1<sup>st</sup> offense → Parent informed/Detention/Counseling**
- 2<sup>nd</sup> offense → 3 days ISS**
- 3<sup>rd</sup> offense → 5 days ISS**
- 4<sup>th</sup> offense → 3-10 days OSS and possible referral to Disciplinary Hearing Tribunal**

**Rule 20 - IRRESPONSIBLE BEHAVIOR (Level 2-3)**

Includes, but not limited to: skipping school/class, leaving campus without permission, lying or forgery, not signing in to the front office when tardy to school, and not signing in and out in the office during the school day if you must leave during school. Students leaving campus (skipping) will receive an automatic suspension of 3-5 days minimum.

**Disposition**

**1<sup>st</sup> offense → 5 days ISS**

**2<sup>nd</sup> offense → 1 day OSS**

**3<sup>rd</sup> offense → 3 days OSS**

**4<sup>th</sup> offense → 5 days OSS**

**5<sup>th</sup> offense → 10 days OSS possible referral to Disciplinary Hearing Tribunal**

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

**Rule - 21 BUS DISCIPLINE PROCEDURES - MINOR (Level 1-3)**

**Disposition**

**1<sup>st</sup> offense → Bus Suspension- 3 days**

The driver will speak with the student, possibly reassigning the student to another seat. The driver will document this and will give a copy of the principal or his/her designee and the student. The principal or his/her designee will contact the parent /guardian and notify them of the child's suspension from the bus.

**2<sup>nd</sup> offense → Bus Suspension- 5 days**

The principal of the school will contact the parent and notify them that the student has again violated transportation safety regulations. The parent/guardian will also be notified of the child's suspension from the bus.

**3<sup>rd</sup> offense → Bus suspension- 5- 10 days**

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

Behavioral Contract/Agreement given

**4<sup>th</sup> offense → Bus suspension 10 days**

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

**5<sup>th</sup> offense → Bus suspension for the remainder of the school term**

The principal will notify the parent/guardian of bus suspension for the remainder of the school year.

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

**Bus Discipline Procedures - Major (Level 2-3)**

**1<sup>st</sup> offense → 10 days bus suspension**

**2<sup>nd</sup> offense → 3 days OSS separate from the 10 days bus suspension/Behavioral Contract**

**3<sup>rd</sup> offense → 10 days OSS, referral to the Board of Education for long-term bus suspension, and referral to Disciplinary Hearing Tribunal**

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

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

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

**Rule 22 - PARKING AND TRAFFIC VIOLATIONS ON SCHOOL PROPERTY  
(Level 1-3)**

Driving and parking on campus is a privilege which may be revoked at any time. Each student who chooses to park or operate a vehicle on school property must follow the rules and regulations.

Students must park in assigned places only. For speeding, reckless driving and/or parking violations, the penalty will be notification of parents, possible revocation of driving privileges on campus, and possible notification of law enforcement officers. Students must exit parking lot upon arrival at school.

**Disposition**

**1<sup>st</sup> offense → \$10 fine**

**2<sup>nd</sup> offense → \$20 fine and possible revocation of driving privileges for up to 30 days**

**3<sup>rd</sup> offense → Parking permit revoked for remainder of the school year**

### **Rule 23 - STUDENT DRESS AND GROOMING (Level 1-3)**

Each student shall attend school clothed in a manner which is clean, not hazardous to him/her and which does not distract from the educational environment.

The principal and/or other duly authorized school officials shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in interference or disruption. If such interference or disruption is determined, the principal shall give notice of the interference or disruption, and its cause, to all students by announcement or posting at the school. The identity of the individual shall be protected so as not to embarrass the child.

Articles of clothing worn to school may NOT have slogans, symbols, or pictures that represent any of the following: drugs; alcohol; profanity; tobacco products; offensive or sexually suggestive behavior; gang association; or religious, racial or ethnic slurs. Shirts are to be tucked in at all times by male students. Belts are to be worn and sagging pants are unacceptable.

#### **Disposition**

**1st offense → Principal's discretion (possible change of clothes)**

**2nd offense → 3 days ISS, parent notification**

**3rd offense → 5 days ISS**

**4th offense → 3 days OSS**

**5th offense → 5 days OSS possible referral to Disciplinary Hearing**

### **Rule 24 - VIOLATION OF ISS RULES (Level 2-3)**

Minor violations include but are not limited to sleeping, failure to do assignments, talking, being disruptive, failure to follow instructions, etc.

Major violations include but are not limited to extreme disrespect, insubordination, complete refusal to follow the rules or a second referral to the office from ISS, etc.

#### **Disposition**

**1st offense (Minor) → conference with student/warned of OSS**

**(Major) → OSS**

**2nd offense → OSS - possible referral to Disciplinary Hearing**

**OSS from ISS will be a minimum of two days and not more than ten days**

### **Rule 25 – CHEATING (Level 2-3) Administrator's Discretion**

Cheating will not be tolerated. Parents will be notified; child counseled by teacher and receives points deducted and/or a zero on test/assignment.

#### **Disposition**

**1<sup>st</sup> offense → Student counseled by teacher and will receive points deducted or retake opportunity**

**2<sup>nd</sup> offense → Zero on test, 2 days ISS**

**3<sup>rd</sup> offense → Zero on test, 3 days ISS**

**4<sup>th</sup> offense → Principal's discretion/OSS**

**CHEATING ON STANDARDIZED TESTS (Level 3) - This is a very serious matter the very nature will result in serious consequences. The minimum disposition will result in 10 days OSS and a possible Tribunal Hearing.**

**Rule 26 - SCHOOL VISITORS (Level 2-3)**

A student shall not invite a visitor (this includes small children) to attend any part of the school day. Parents will be notified and visitor asked to leave. The visitor may be charged with trespassing and student may be given ISS.

**Rule 27 - CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES:**

All cell phones and electronic devices (smart watches, tablets) should be placed in lockers during the morning locker break. Cell phones and other devices will be retrieved from lockers at the end of the school day during the evening locker break.

**Disposition**

**1<sup>st</sup> Offense →Warning- Teacher will collect phone and parents will pick it up from the front office**

**2<sup>nd</sup> Offense →Teacher will collect the phone for parent pick up from the front office and 3 days ISS**

**3<sup>rd</sup> Offense →Teacher will collect the phone for parent pick up from the front office and and 3 days OSS**

**4<sup>th</sup> Offense →Student will not be allowed to bring cell phone to school for the remainder of the year.**

- **Refusal to give cell phone to administrator when asked will result in 5 days OSS**

**Rule 28 - STUDENT ID'S – Upon issuing Student ID's, a student must have their IDs with them every day at school.**

**(Level 1-3)**

Losing or not having your ID will result in the following disposition:

**Disposition**

**1<sup>st</sup> offense → Replacement for \$2.00, not having your ID will result in lunch detention immediately on the same day.**

**2<sup>nd</sup> offense → Replacement for \$3.00.**

**3<sup>rd</sup> offense → Replacement for \$4.00.**

**4<sup>th</sup> offense and beyond - Replacement for \$5.00, not paying will result in ISS for 3 days.**

**ID's must be presented at all time for security checks. After 5 consecutive days of having lunch detention a student will be assigned to ISS for 3 days.**

**Students cannot deface ID's (for example, drawing, chewing, cutting, coloring, displaying or adding objects or stickers to the ID.) Students cannot display another student's ID at any time.**

**Disposition**

- 1<sup>st</sup> offense → Warning (written).**
- 2<sup>nd</sup> offense → 2 days ISS/ parent notification**
- 3<sup>rd</sup> offense → 3 days ISS**
- 4<sup>th</sup> offense → 5 days ISS**
- 5<sup>th</sup> offense → 2 days OSS**
- 6<sup>th</sup> offense → Principal's Discretion**

**RULE 29 – HORSEPLAY (Level 1-3)**

**Disposition**

- 1<sup>st</sup> offense → Warning/2 days ISS**
- 2<sup>nd</sup> offense → 3 days ISS**
- 3<sup>rd</sup> offense → 5 days ISS**
- 4<sup>th</sup> offense → 3 days OSS**
- 5<sup>th</sup> offense → 5-10 days OSS – Possible referral to Tribunal/Disciplinary Hearing**

**RULE 30 – INCITING A FIGHT (Level 2-3)**

**Disposition**

- 1<sup>st</sup> offense → 3 days ISS**
- 2<sup>nd</sup> offense → 5 days ISS**
- 3<sup>rd</sup> offense → 3 days OSS**
- 4<sup>th</sup> offense → 5 days OSS**
- 5<sup>th</sup> offense → 10 days OSS – possible referral to Disciplinary Hearing**

- **Students who are assigned to In School Suspension or Out of School Suspension will not be able to participate in any extra-curricular activities until the In-School Suspension or Out of Suspension assignment is complete. This includes all activities (prom, banquet, sporting events, etc.) before and after school hours from the first day through the last day of an ISS or OSS assignment.**
- **Depending on the severity of the altercation students that incite the incident may be subject to the same disciplinary actions as the direct participants.**

**Rule 31- Vaping and E-cigarettes**

**E-cigarettes, vaporizing devices, and vaporizing accessories are prohibited in school buildings, on school property, at school functions, and on school buses at all times and by all persons.**

**Disposition**

**1<sup>st</sup> offense → 3 days OSS**

**2<sup>nd</sup> offense → 5 days OSS**

**3<sup>rd</sup> offense → 10 days OSS and referral to Disciplinary Hearing Tribunal**

**ARTICLES NOT ALLOWED AT SCHOOL**

Alcohol	Box cutters
Tape Players/Radios/CD Players/MP3/Ipods	Electronic Games
CBD Products (gummies, lotion, etc.)	Toys
Noise Making Devices	Chemical Irritants
Tobacco Product, Vapor products, e-cigarettes	Matches
Fireworks	Lighters
Drugs look-alikes	Weapons
Toy Weapons	Cameras
Laser Pointers	Video Games
Cards or Dice	Spinners
Knives	Drugs

**Items will be confiscated and returned at the end of the semester to the parent or guardian.**

**The principal reserves the right to amend the use of certain articles typically not allowed as it pertains to classroom instruction, school function or school athletic events projects. Example – cameras used for school projects, school activities or athletic events.**

**ARTICLES NOT ALLOWED ON THE BUS**

Alcohol	Knives
Tape Players/Radios/CD Players/MP3/Ipods	Electronic Games
CBD products (gummies, lotions, etc.)	Toys
Noise Making Devices	Chemical Irritants
Tobacco Product, Vapor products, e-cigarettes	Matches
Fireworks	Lighters
Look Alike Drugs, etc.	Weapons
Toy Weapons	Box Cutters
Laser Pointers	Spinners
Cards or Dice	Drugs

## Video Games

Cell phones/pagers/MP3/Ipods/CD players are allowed on the bus but cannot be used on the school bus.

The principal or designee will confiscate items not allowed at school and retain them until the end of the school term. Some of the items not allowed at school will be confiscated and retained by law enforcement as evidence.

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

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

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

(3) Consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, therapist or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which

disclosure was made and cannot be released to other parties without authorization. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

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

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

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

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

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

## **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year

when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph (1). In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

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

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sex behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

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

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

Additional information about the survey and consent forms will be provided to parents prior to the administration of the survey.

## **Transcript Request Procedures**

Macon County High School does **not** issue the following items:

Social Security Cards  
Birth Certificates

The Health Department and Social Security Office of Macon County or another agency can handle this request.

**The Counseling Department of Macon County High School has implemented the following procedures to better serve you in obtaining a transcript in a timely and organized manner:**

- The counseling department must have a written request for all transcripts.
- **The counseling department has 5 to 7 working days from the date of the original request to complete the transcript request.**
- All requests for transcripts will be handled on a first come- first serve basis. Therefore, your request will be handled in the order it was received.
- If the Counseling department is delinquent in responding to your request in a timely manner, please contact Mr. Jamal Harris, Principal at 478-472-8579. We will make every effort to serve you in an expedient manner.
- There will be a charge of **\$ 5.00** for each transcript or copy made or sent. **We accept cash or money order only.**

# MACON COUNTY HIGH SCHOOL

Mr. Jamal Harris, Principal

Assistant Principal  
Ms. Monica Harvey

611 Vienna Road  
Montezuma, Georgia 31063  
(478) 472-8579

Counselor  
Iraide Perry

CTAE Director  
Ms. Monica Harvey

Fax: (478) 472-6206

Athletic Director  
Mr. Kurt Williams

## RIGHT-TO-KNOW LETTER

September 2025

Dear Parents:

At **Macon County High School**, we are very proud of our teachers. We feel they are ready for the coming school year and are prepared to help your child do their best in school. In compliance with the requirements of the Every Students Succeeds Act (ESSA), **Macon County High School** would like to inform you that you have the right to request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

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

Please know that our staff is committed to helping your child reach his or her highest academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and are providing quality instruction to your child. If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact Mr. Harris at **(478) 472- 8579**.

Sincerely,

Mr. Jamal E. Harris, Ed. S  
Principal

## **Club/Organization Information**

### **Organization: Band**

**Sponsor:** Mr. Jajuan Turner

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

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

### **Club: FBLA**

**Sponsors:** Mr. Liman Brown

**Mission:** The FBLA Mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress.

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

### **Club: FFA**

**Sponsor:** Mr. Rodney Brooks

**Mission:** The Primary goal of the FFA is to make a positive difference in the lives of its members by developing their potential for premier leadership, personal growth, and career success through agricultural education.

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

### **Club: Foreign Language**

**Sponsor:** **Pending**

**Mission:** To express to students in extended opportunities for enrichment and exploration and to study the culture, language and history of French and Spanish.

**Past /Tentative Activities:** Field trips, community-based projects and participation in regional oratorical competitions.

### **Club: Key Club**

**Sponsor:** **Pending**

**Mission:** "Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership."

**Past/Tentative Activities:** This club will support community-based projects to enhance community awareness, explore field trips and fundraising options, competitions, leadership development, service learning and explore careers opportunities. Our local KIWANIS Club supports this club. (Note: The Macon Board of Education must approve all activities.)

**Club: Prom Committee**

**Sponsor:** Ms. Lonisha Rogers

**Mission:** To work collaboratively with a team of student representatives to design, organize and create a Prom that is reflective of students' expectations and input for their junior and senior year(s).

**Past/Tentative Activities:** Prom event and fundraising activities

**Club: Science Club**

**Sponsor:** Pending

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

**Past Activities:** Community services projects

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

**Organization: Student Action Team (SAT)**

**Sponsor:** Pending

**Mission:** To provide important information, input and concerns about the heartbeat of the school culture at Macon County High.

**Past /Tentative Activities:** Student survey, assist with school sponsored activities and peer to peer activities.

**Organization: Robotics Club**

**Sponsor:** Pending

**Mission:** To provide students with intensive exposure to math and science application via robotics and programming:

**Tentative Activities:** School-based, Regional, and State competitions. The club will participate with fundraisers, community project, and working to solve real world problems.

**Club: Yearbook**

**Sponsor:** Sarah Barfield

**Mission:** To produce a quality and affordable yearbook that displays and captures the school culture and students activities each year.

**Past/Tentative Activities:** Yearbook event and fundraising activities

**Club: BETA**

**Sponsor:** Pending

**Mission:** The purpose of the Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.

Past/Tentative Activities: Local and area academic and social activities that align with the National BETA Club guidelines and adhere to the Macon County Board of Education policies.

Club: **Literary Club**

Sponsor: **English Department**

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

Club: **Journalism Club**

Sponsor: **Pending**

Mission: To expose students to the field of Journalism through activities such as creating awareness of national and global events, reporting on events to inform a target audience, and critiquing entertainment and art forms.

Club: **MOCK Trial**

Sponsor: **Pending**

Mission: To expose students to field of Law and how the court trial is conducted in a formal manner. Students will work with real lawyers and Judges in a mock trial simulation. A fee is required for this club.

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

**SIGNATURE PAGE**  
**PLEASE SIGN THIS PAGE, DETACH AND RETURN TO YOUR FIRST**  
**PERIOD TEACHER**

I have read the contents of the 2025-2026 Student Disciplinary Handbook. I am aware of the rules, regulations, and outcomes of misbehavior at school.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**School Sponsored Trip Permission Notice**

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

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**School Sponsored Club and Organizations**

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

Club (s): \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Internet Agreement

**PLEASE SIGN THIS PAGE, DETACH AND RETURN TO YOUR FIRST PERIOD TEACHER**

Dear Parent,

The Macon County School System is pleased to announce that we have Internet Access for students. We believe that this service will be a great research and teaching tool for students.

With access to such a wide array of materials comes the possibility of access to materials that may not be appropriate for use in a school setting. We have taken precautions to restrict access to controversial materials by utilizing filtering software and by monitoring the online activities of students, through direct observation and/or technological means. Before students will be allowed to use the Internet connection established by the school system, they and their parents must sign the permission slip. **Students will not be allowed to use the Internet unless the permission slip has been signed by their parents/guardians.**

### Privileges:

The use of the school system's Internet services is a privilege, not a right. Inappropriate use may result in the privilege being revoked and/or disciplinary action and/or legal action being taken. (Refer to Board Policy IFGBA)

### User Agreement:

As a user of Macon County School System's Internet access, I hereby agree to comply with all the rules that are listed in the Acceptable Use Guidelines. I also agree to honor all relevant laws and restrictions. I understand that should I commit any violation my access privileges may be revoked and/or disciplinary action and/or legal action may be taken. I release the school system from any liability relating to consequences from my use of the Internet.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parent or Guardian Agreement:

As the parent or legal guardian of this student whose signature appears above, I have read the Acceptable Use Guidelines. I understand that this access is designed for educational purposes only and that Macon County Schools have taken precautions to eliminate controversial material. I also recognize that it is impossible for the school system to restrict access to all controversial materials, and I will not hold the school system responsible for materials acquired through the Internet. I accept responsibility for encouraging my son/daughter to follow the system's Internet Use Guidelines and to follow the directions and instruction of school staff. I further understand that should my student commit any violation his/her access privileges may be revoked and/or disciplinary action and/or legal action may be taken. I hereby give permission for my child to use the Internet and certify that the information contained on this form is correct.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Macon County High School**  
**Interview/ Photography/ Videotaping/ Web Page Permission Form**

**PLEASE SIGN THIS PAGE, DETACH AND RETURN TO YOUR FIRST PERIOD TEACHER**

Students, throughout the school year, are sometimes interviewed or photographed for various purposes which could be used by the school or general news media for print or broadcast. After you read the following permission form, please sign and return it with your child to school.

School: **Macon County High School**

**Student's Name:** \_\_\_\_\_ **Teacher's Name:** \_\_\_\_\_

\_\_\_\_\_ I give my permission for my child, \_\_\_\_\_, to be interviewed, photographed, or videotaped for use in school/district productions, or for use by the general news media for print or broadcast purposes.

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ I give my permission for my child, \_\_\_\_\_, to appear in a group photograph or for use on school district's web page. I understand that my child will not be individually identified.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ No, I do not wish for my child, \_\_\_\_\_, photographed at any time, nor do I wish my child's picture to appear in any media print, video, or on the web page.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# MACON COUNTY SCHOOL SYSTEM

# 2025-2026 School Calendar

<b>July 4: Independence Day</b>
<b>July 28-August 1: Preplanning</b>
<b>August 4: First Day of School</b>
<b>September 1: Labor Day</b>
<b>October 3: Asynchronous Day</b>
<b>October 6-10: Fall Break</b>
<b>November 10: Asynchronous Day</b>
<b>November 11: Veterans Day</b>
<b>November 24-28: Thanksgiving Break</b>
<b>December 12: ½ Day for Students</b>
<b>December 15-January 5: Student Winter Break</b>
<b>December 15 &amp; 16: Teacher Work Days</b>
<b>January 5: Teacher Work Day</b>
<b>January 19: Martin L. King, Jr. Day</b>
<b>January 30: 100<sup>th</sup> Day of School</b>
<b>February 6: Asynchronous Day</b>
<b>February 9: February Break</b>
<b>March 30-April 3: Spring Break</b>
<b>May 25: Memorial Day</b>
<b>May 29: Last Day-Graduation-1/2 day for Students</b>
<b>June 1-3: Post-planning</b>
<b>June 19: Juneteenth Day</b>
<b>Student Days: 179</b>
<b>Teacher Days: 190</b>

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					0	4

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					20	21

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					21	21

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					18	18

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					14	14

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					10	12

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					18	19

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
					19	19

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					20	20

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					19	19

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					20	20

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					0	3

Grading Period	Progress Report Distribution	Report Card Distribution	High School Semester Exam Window
August 4 – October 13	September 8, 2025	October 15, 2025	
October 14 – January 13	November 19, 2025	January 16, 2026	December 1-11, 2025
January 14 – March 19	February 20, 2026	March 23, 2026	
March 20 – May 29	May 1, 2026	May 29, 2026	May 11-29, 2026