



“Setting A Higher Standard”

**Miller County Middle School/Miller County High School
996 Phillipsburg Road
Colquitt, GA 39837
(229) 758-4131
FAX (229) 758-3244**

Mission

The mission of the Miller County School System is to pursue excellence for all students in academic knowledge, skills, and behavior in order to equip them for their future success.

Vision

Our vision is to create a school culture where all students achieve high levels of learning and exceed expectations as a result of a positive, nurturing, and celebratory learning environment.

MCMS/MCHS WELCOME

Dear Students and Parents:

It is our pleasure to take this opportunity to welcome you to the 2024-2025 school term at Miller County Middle School and Miller County High School! We are looking forward to all of the wonderful educational and extracurricular activities and opportunities that lie ahead! We encourage you to maintain a positive mindset and give your very best effort in everything that you do as you represent the Miller County community.

This handbook has been developed to help you and your parents learn about the schools' policies, procedures and expectations. It is a quick reference that you will find useful as questions arise throughout the school year.

We encourage you to explore opportunities to be an active member of the Miller County Middle School and Miller County High School communities. All academic opportunities, activities, clubs, and sports are designed to help you become a well rounded, responsible, and mature adult. We are committed to becoming one of Georgia's premier schools—**being a Miller County Pirate will be something to be proud of moving forward!**

Again, we are excited about this new school year. We want it to be a rewarding and successful year for all of our students and staff members. Please feel free and encouraged to contact us if we can assist you in any way as you strive for success this year.

***The Administration and Staff
of Miller County Middle School and Miller County High School***

Miller County Middle School/High School Contact Information

Miller County Middle School/Miller County High School
996 Phillipsburg Road
Colquitt, GA 39837
(229) 758-4131
FAX (229) 758-3244

School Website: <https://mhs.miller.k12.ga.us/>

Principal: Jamie Ard (jard@miller.k12.ga.us)

Assistant Principal: Amy Thomas (amy.thomas@miller.k12.ga.us)

CTAE Director: Gail Lovering (glovering@miller.k12.ga.us)

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Counselors: Jana Clenney (jclenney@miller.k12.ga.us) and Keumele Keown (keumele.keown@miller.k12.ga.us)

Instructional Coaches: Susan Grubbs (susan.grubbs@miller.k12.ga.us) and Kristan Houston
(khouston@miller.k12.ga.us)

MILLER COUNTY HIGH SCHOOL ALMA MATER

Verse 1

Miller High we'll ere be faithful, to our colors bright

Ere be true and loyal lovers of the red and white

Chorus

Hail oh hail our alma mater, dearest ever known

Ever hail thee, never fail thee

Our dear high school home

Verse 2

Praise and glory, fame and honor, May they grace thy throne

In the realm of high school memories, We'll claim thee our own

Chorus

Hail oh hail our alma mater, dearest ever known

Ever hail thee, never fail thee

Our dear high school home

SCHOOL CALENDAR
2024-2025 Important Dates

Pre-Planning - July 24-30
First Day of School - July 31
Labor Day - September 2
End First Nine Weeks - October 4
Fall Break - October 7-11
Teacher In Service/Professional Learning - October 14
Begin Second Nine Weeks - October 15
Thanksgiving Break - November 25-29
End First Semester - December 20
Christmas Break - December 23-January 3
Teacher In Service/Professional Learning - January 6
Begin Second Semester - January 7
Martin Luther King, Jr. Holiday - January 20
President's Day Holiday - February 17
End Third Nine Weeks - March 7
Teacher In Service/Professional Learning - March 10
Begin Fourth Nine Weeks - March 11
Spring Break - March 31-April 4
Last Day of School - May 21
Post-Planning - May 22-23
Graduation - May 23

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Important Information for Parents

Parent's Right to Know

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

- Whether the student's teacher—
 - has met State 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; and
 - 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.

If you wish to request information concerning your child's teachers' and/ or paraprofessionals' qualifications, please contact Jamie Ard, Principal of Miller County Middle School and Miller County High School, at 229-758-4131.

Parent/Guardian Contact Information

It is the responsibility of the parent or legal guardian to inform school personnel in writing when there is a change in address and/or other contact information.

NOTICE: All students will be afforded equal educational opportunities as required by law. It is the policy of the Miller County School Board that students shall not suffer discrimination on the basis of race, color, sex, religion, national origin, age or other legally-protected status in educational activities or opportunities, including course offerings, extracurricular or other activities, and educational services. Students with a disability as defined under applicable law shall be afforded all educational opportunities and services as required under such laws. Any student or other person with a complaint alleging a violation of Section 504 shall promptly notify one of the following individuals designated as coordinators by the school system: the Superintendent, Administrative Assistant, or Human Resources Director, Miller County Board of Education, 96 Perry Street Colquitt, GA 39837.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are: The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the

parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The Miller County School District 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 schools within the district;
- Honors and awards received during the time enrolled in the district's schools;
- Video, audio or film images or recordings;
- 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 15 days after officially enrolling in school or within 15 days of the date of the release of this notice.

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for

disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student – To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)) To authorized representatives of the

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

Survey Release

Students will participate in school or system sponsored surveys and/or needs assessments in order to evaluate the effectiveness of programs, practices, and/or activities sponsored by the school or school system unless written notification has been received by the school that indicates your desire to opt out of said surveys.

False Report on a Teacher

Schools are required by law to notify students that they are subject to disciplinary actions concerning falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Discipline actions could range

from a Level I, Level II, Level III, Level IV or Level V recorded in the student handbook dependent upon the seriousness of the circumstances.

Complaints should be addressed with an administrator or counselor. Once a report has been made at the school level, any individual resident of the state of Georgia may report criminal or unethical behavior by an educator to the PSC by submitting a request for investigation (complaint) in writing to:

Ethics Division

Two Peachtree Street

Suite 6000

Atlanta, Georgia 30303-3141

Complaints should include the name of the educator, where they reside or are employed, specific details of the allegations, and the name, address, and signature of the individual requesting the investigation.

Grievances

This procedure is established in order to provide a formal method for the resolution of any grievances, concerning the treatment of students by district personnel, which is alleged to violate either district policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher(s) and principal do not resolve the matter to the satisfaction of the grievant.

Any student may bring a grievance, or the parents of such students, whose rights under any district policy or applicable law have allegedly been violated. However, when a minor student brings a grievance, the student's parents must be a party to the proceedings.

Grievances should be settled as close as possible to their point of origin. It is important that grievances be settled quickly. The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement.

All hearings should be as informal as possible, but must be conducted in accordance with due process. A grievant may be represented by counsel and shall be allowed to introduce all relevant evidence and to cross-examine adverse witnesses. If a grievant chooses to be represented by counsel, he/she must give sufficient advance notice to enable the school district to be likewise represented.

All decisions shall be in writing, shall be confined to matters brought forth in the hearing, and shall state the facts and reasons upon which they are based. If mutual agreement cannot be reached, the grievant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private except when said hearing is brought before the Board of Education. In this case, it shall be public unless the grievant declares the subject matter to be private and the Board chooses to go into executive session.

The district Title IX coordinator shall be consulted whenever sex discrimination is alleged in a formal grievance.

Level One: A grievant that cannot resolve a matter informally may submit a grievance in writing to the principal of the school in which the grievance arose. All grievances must be submitted within ten school days after the date of which the action in question occurred, and must clearly state the district policies and/or student legal rights alleged to have been violated. A hearing may not be necessary at this level because the principal may have become aware of all pertinent information through previous informal conferences. However, a hearing will be held at the request of either the principal or the grievant. A hearing shall be held within five days after the grievance has been submitted unless a later date is mutually agreeable. The principal shall render a decision

within three school days after submission of the grievance or holding of a hearing as appropriate. If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level two provided that notice of appeal is made within five school days.

Level Two: Grievances may be initiated at this level by the filing of a timely notice of appeal with the superintendent within five school days. A notice must be in writing and accompanied by copies of the original grievance and the decision, if any, made at level one. If the notice of appeal contains a request for a hearing or the superintendent believes one to be necessary, a hearing shall be held within ten school days of such notice unless a later date is agreeable to both parties. The superintendent shall render a decision within five school days of the notice of appeal or hearing as appropriate. If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level three provided that notice of appeal is made within ten school days.

Level Three: The grievant may request a hearing before the Board by submitting a timely notice of appeal with the superintendent within ten school days. A copy of the original grievance and the decisions, if any, made at levels one and two, shall accompany such notice. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable. If the Board refuses to hear the appeal, the grievant will be so notified. If the Board chooses to hear the appeal the grievant will be given reasonable notice of the time and place of the hearing. The Board will render a written decision within a reasonable time after such hearing. (OCGA 20-2-1160)

ATTENDANCE INFORMATION AND TERMS

Regular school attendance is a law in Georgia. Parents and students must assume responsibility for being punctual and regular in school attendance. It is the position of the Miller County Board of Education that each school day is important, and no student should be absent except for extraordinary reasons. Excessive tardiness and early dismissals interrupt the school day and can negatively impact student learning.

Excused Absences

An excused absence is an absence for which a student provides a documented excuse for the absence; however, when a student does not provide an excuse from the parent/guardian within the time limits required by the school the absences will be treated as an unexcused absence.

Absences from school may be excused for the following reasons:

1. The student is personally ill and attendance at school will endanger his/her health or the health of others.
2. The student's immediate family has a serious illness or death, which would reasonably necessitate absence from school.
3. A special and recognized religious holiday observed by the faith of the student occurs on a school day.
4. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces, mandating absences from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.
7. The student has a special medical or dental appointment that cannot be made for after school hours.
8. The student attends a funeral, which is approved at the discretion of the school administration.

9. Visitation with parent/guardian up to five days for parent's/guardian's call to duty or leave from overseas deployment to a combat zone or combat support posting.

The school may request that the parent(s)/guardian(s) provide one or more of the following documents to validate the absence as excused:

- School nurse release
- Doctor's excuse
- Subpoena/Court Order
- Obituary of an immediate family member
- Hospital intake form for an immediate family member
- Government document for pre-induction physical examinations for service in the armed forces

This list is not all inclusive.

When a student is absent from school, an excuse must be submitted to the school **within five school days** of the student's return to school.

In regards to excused absences, a parent/guardian note may serve as documentation for a MAXIMUM OF SEVEN missed days of school. After SEVEN parent notes have been submitted (per school year), all additional absences will be considered unexcused unless accompanied by appropriate documents to validate the absences as excused. Please refer to the list above for documentation that will be accepted.

Truancy

The Miller County Board of Education defines truancy as "any child subject to compulsory attendance who during any school year is absent 5 or more days without a valid written excuse."

Students who are deemed to be truants based upon this definition are subject to placement at the Alternative School OR other method of instructional delivery that the district deems to be appropriate. Any student placed in an alternative setting due to truancy would not be eligible for extracurricular activities (I.E. school-sponsored dances, sports, etc.) Additionally, any senior placed in an alternative setting due to attendance would not be eligible to participate in traditional graduation ceremonies at the end of the school year.

Permission to Leave School

All students are required to remain at school at all times during school hours unless permission to leave is granted by the principal, or designee, upon a bona fide request of the parent(s)/guardian(s), provided the reason for leaving school is in keeping with attendance regulations. Students will not be permitted to leave with anyone other than those on that student's authorized check out list.

Unexcused Absences

All absences that are not validated as excused according to the above conditions will be considered unexcused. Absences due to suspension or expulsion are unexcused.

Excuses for Tardiness/Early Dismissals

The policy concerning EXCUSES FOR ABSENCES also applies to tardiness/early dismissals. Tardiness and early dismissals may be excused for the following reasons.

1. The student is personally ill.
2. The student's immediate family has a serious illness or death, which would reasonably necessitate a tardy or early dismissal.
3. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces.
4. The student has a special medical or dental appointment that cannot be made for after school

hours.

5. The student attends a funeral, which is approved at the discretion of the school administration.

<u>Consequences and Penalties for Excessive Absences</u> Miller County Schools Attendance Protocol	
1-3 unexcused absences	School Level Interventions Automated call system will notify parents/guardians of a student's absences. Teachers/Advisors discuss with parents/guardians about their students' attendance. Monitor attendance.
5-6 unexcused absences	Referral to School Counselor. Attendance letter sent. Attendance Contract agreement. Additional interventions.
7 unexcused Absences	Attendance Meeting held/Attendance contract. Review student's prior attendance data.
10 or more unexcused Absences	Referral to Social Worker Referral to State/Juvenile Court A warrant and or juvenile complaint will be issued for violation of the Georgia Compulsory Attendance Law. The parent will be notified by local law enforcement of the date and time to appear in court. A student may be referred to court before reaching 10 unexcused absences if there is a history of truancy or other circumstances that merit an earlier court referral. LIPT Referral.

Excuses	<p>Handwritten excuses must be submitted within 5 days of the student returning to school.</p> <p>Each school will only accept 5 parent/guardian handwritten excuses per school year.</p> <p>If there is a doubt about whether an absence will be excused or unexcused, check in advance with the Principal.</p>
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On an annual basis, the Miller County School System will provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance regulations. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of each student shall sign a statement indicating receipt of such written notification of possible consequences and penalties. After two (2) reasonable attempts to secure such signatures, the school has fulfilled its responsibility to notify the parent.

In addition, students who are age 10 or older by September 1 shall also sign a statement indicating receipt of written notification regarding possible consequences for non-compliance with compulsory attendance regulations and the Miller County Board of Education policy governing student attendance.

At the Attendance Support Team meeting a contract will be presented in which all parties acknowledge future absences may result in an alternative placement for the remainder of the school term. Students placed in such an alternative placement would not be permitted to participate in extracurricular activities, school-sponsored events, and/or traditional graduation (if they are a senior). An attendance support team meeting may be held when a student accumulates 14 tardies or early check-outs as well. Consequences, as described above, would be applicable to these students if tardies and early check-outs continued to be an issue following the attendance support team meeting.

8th Period

When a student accumulates more than five (5) UNEXCUSED absences/tardies in any class, that student will need to start attending 8th Period to earn back those absences. A student can earn two (2) periods back per 8th Period session. **Students will be ineligible to participate in any extracurricular activities (prom, clubs, athletics, band, etc.) until excessive unexcused absences/tardies are earned back.** See page 20 for more information on the 8th Period program at MCMS/MCHS.

Enrollment Requirements for Driver's License/Permit (O.C.G.A. § 40-5-22)

The Department of Driver Services (DDS) shall not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless at the time such minor submits an application for an instruction permit or driver's license the minor presents acceptable proof that he or she has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion or has terminated his or her secondary education and is enrolled in a postsecondary school, is pursuing a GED diploma, or the records of the DDS indicate that the applicant is enrolled in and not under suspension or expulsion from a public or private school or is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program.

Attendance Support Teams

Each school will establish an Attendance Support Team (AST) chaired by an attendance support worker/counselor or principal designee. The team will be responsible for monitoring and implementing procedures to reduce tardy days, early dismissals, and truancy at the applicable school. The team will assess each truancy case and develop strategies and interventions to correct the student's truancy.

Honor Graduate Attendance

For a Miller County High School student to be considered for Honor Graduate status, he or she must not have excessive absences. Honor Graduate students shall not have more than seven (7) unexcused absences.

Additional Attendance Terms and Information

Absence:

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parent permission.

Excused Absence:

An excused absence is an absence for which a student provides a documented excuse for the absence; however, when a student does not provide an excuse from the parent/guardian within the time limits required by the school (3 days) the absences will be treated as an unexcused absence.

Absences, which occur for reasons not listed above, will not be excused except when extenuating circumstances exist in the judgment of the school administrator.

Unexcused Absence:

An absence without a valid written excuse is considered unexcused. Absences due to out-of-school suspension or expulsion are unexcused. (School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy - S.B.O.E. 160-5-1-.10.)

Truant:

Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences is considered truant (S.B.O.E. 160-5-1-.10).

Permission to Leave School:

All students are required to remain at school at all times during school hours unless permission to leave is granted by the principal, and or designee, upon a bona fide request of the parent(s)/guardian(s), provided the reason for leaving school is in keeping with attendance regulations.

Tardy:

A student is tardy when he or she is not present in the assigned class or school activity at the designated time.

Excused Tardy:

A tardy is excused when a student arrives late to school with a valid excuse. Other tardies may be excused at the Principal's discretion.

Unexcused Tardy:

A tardy is unexcused when a student arrives late to school without a valid excuse. (Examples include over-sleeping, traffic congestion, errands for parents).

Early Dismissal:

An early dismissal is when a student is checked out of school before the end of the school day.

Excused Early Dismissal:

An early dismissal is excused when a student is checked out early before the end of the school day with a valid excuse. (See above: Excuses for Tardiness/Early Dismissals.)

Unexcused Early Dismissal:

An early dismissal is unexcused when a student is checked out early before the end of the school day without a valid excuse. (Examples include going out of town, a hair appointment, avoiding after school traffic.)

Detention:

Work/study session outside of regular school hours.

In-school Suspension:

Removal of a student from their regular classes and assignment of the student to an alternative program isolated from peers.

Out-of-school Suspension:

During the period of suspension, the student is excluded from all school sponsored classes and/or activities. School days missed as a result of an out-of-school suspension shall not count as unexcused days for the purpose of determining student truancy.

Expulsion:

Permanent removal from school.

TARDIES & CHECKING IN AND OUT OF SCHOOL

Students will be strongly discouraged from leaving school for any but the most urgent reasons and should arrive at school and be in class on time.

- **Once a student has checked out, he or she must leave the campus immediately.**
- Students arriving to school late or checking out early will be coded excused or unexcused in Infinite Campus. It is the student's responsibility to arrange for making up work missed as a result of an absence.
- **Students may not leave campus at any time after they have come onto the campus without going through the formal checking out process in the front office.**
- Upon returning to school or upon arriving at school late, a student must sign in formally with the front office, regardless of why the student left or why the student is checking in late. **Failure to sign in properly will result in an office referral, and any student who does not check in properly will be disciplined.**
- Bus notes must be turned in to the front office.
- See Discipline Policy for excessive tardiness.

Attendance directly affects grades. Excellent attendance is the number one predictor of student success. We want you to be at school every day.

MILLER COUNTY BOARD OF EDUCATION TRANSPORTATION PROTOCOL

- A. Publicly owned buses are used for school purposes only.
- B. Student transportation is provided only to the school in the student's attendance zone.
- C. Bus drivers are in charge of the passengers on the bus.
 - Each bus driver has charge of the students riding his bus. Improper language, smoking, or misbehavior of any kind is not tolerated. Bus drivers handle problems with students according to the specified

procedure given below, which may result in suspension of bus transportation and/or school discipline.

- The bus driver is in complete charge of his bus. He can assign students at any time to specific seats.
- Problems of a serious nature must be reported promptly to the principal of the school that the student attends.
 - If there should be any recurrence of unsatisfactory behavior on the bus, the matter will be reported a second time to the principal.
 - If the problem cannot be resolved, the principal will notify the parent that the student is denied the privilege of transportation by bus.
- Transportation problems are not to be discussed on the bus while students are being transported. These problems should be taken up with the principal of the student and the driver if necessary.
- When the privilege of transportation by bus is denied to a student, this denial does not change the requirement of attendance at school. Under such a condition, it is the responsibility of the parent to transport the student to school.

D. Generally:

- Students are not allowed to change buses without prior written permission of their principal.
- Unauthorized passengers will not be allowed by the driver.
- No seats on the buses are to be reserved by the students.
- Food and drink are not to be consumed on the bus.

Bus safety is of utmost importance. Please note that school bus transportation is a privilege, and it can be withheld if behaviors on the bus cause potential danger to the other passengers being transported on the bus.

Students should be on time, take seats promptly and remain seated while the bus is moving. Drivers must be able to hear and see other vehicles and outside traffic; therefore, unduly loud conversation is not allowed.

Students shall secure dangling jacket strings, book bag straps or loose fitting clothing that might get caught on bus equipment.

Students should also keep shoes tied while boarding, departing, and riding the bus.

In view of the safety of students, the Miller County Board of Education stipulates that the following will not be allowed to be brought on the bus: live animals, snakes, flammable material, glass containers, or balloons (with the exception of Valentine's Day). Band instruments and school related projects should be appropriate size to be held in the student's lap. If balloons are delivered at school, parents should transport them (except for Valentine's Day).

STUDENT PARKING PROTOCOL

Student parking in the school parking lot is a privilege, not a right. All student drivers must purchase a permit. To obtain a permit, students and parents must sign a policy regulation sheet and adhere to all regulations. All debts must be paid to receive a parking permit. See Ms. Kathy for an application.

STUDENT RESPONSIBILITIES WHILE LOADING THE BUS

- Arrive at the bus stop 5 minutes before bus arrival time waiting 12 feet from side of the roadway in a single file, ready to board the bus
 - Driver will neither honk the horn nor wait
 - If a student living on a spur route does not ride for three days, the bus will discontinue service until transportation is notified.
 - Bus stops should be 1/10 mile apart; students will meet at the designated stop location.
 - Wait for drivers to signal to cross the road. Cross 12 feet in front of the bus.
- If the bus is missed, student should return home and obtain an alternate way to school.
- **NEVER** chase the bus to load or go to an alternate location.

STUDENT RESPONSIBILITIES WHILE RIDING THE BUS

- Observe the same conduct rules as in the classroom.

- Keep all belongings in your lap at all times—not in the seat.
- Sit forward facing. “Seat-to-seat and back-to-back”
- Keep head, hands, and feet inside the bus.
- Keep the aisle clear.
- Do not push or shove when others are boarding the bus. Be courteous and wait your turn.
- Take your seat promptly and remain in your seat while on the bus.
- Keep both feet on the floor and out of the aisle while on the bus.
- Bus seats are designed for three (3) people. Do not refuse to share seats.
- Do not destroy school property. You will be **required to pay** for damages. Also, keep the bus clean.
- Do not expose hands, arms, or any other body parts out the bus window.
- Improper or foul language or misbehavior of any kind will not be tolerated.
- Loud talk, screaming, or loud laughter will not be tolerated on the bus. This distracts the driver.
- Food and drinks are not to be consumed on the bus.
- Horseplay and teasing are forbidden on the bus. Such actions often result in fights.
- No cell phones, radios, headsets, games, or toys of any kind may be played on the bus at any time.
- No unauthorized stops. Do not ask to get off at other places.
- A permission note, signed by parents and administrator, is required for riders to get on or off the bus at a different place.
- A permission note, signed by parents and administrator (or administrator’s designee), is required for each rider going home together.
- All notes must be turned into the front office of MCMS/MCHS **before** school starts. Notes will not be signed by an administrator at the bus loading area. MCMS/MCHS administrators and/or designee must contact parents of both students and will not do so at the bus loading zone.
- Do not visit the mailbox until after the bus has left the designated stop location.
- If a student is denied transportation on the bus, it does not change the requirement to attend school.

When parents and students sign the form acknowledging receipt of and knowledge of the student handbook, they also acknowledge receiving these bus rules. All the rules of conduct that apply to students within the school building also apply to students riding the buses.

Please also note that parents/guardians/non-school representatives are NOT permitted to board the bus to address any issues with the driver and/or other students. If this happens, then the unauthorized person or persons who board the bus are subject to legal action and may be prosecuted.

CAFETERIA/LUNCH INFORMATION

- **No student has permission to leave campus for lunch. No student has permission to accept the delivery of foods on campus. No student has permission to be in the parking lot during lunch without approval from an administrator. All students will remain in the cafeteria until the lunch period is over.**
- A La Carte Sales: Students must have money in their account or pay at the time of purchase for a la carte items. A la carte items cannot be charged to the students account. A student must receive a school meal in order to purchase A La Carte items.
- Students may choose where they sit in the cafeteria unless otherwise notified by staff members who are on lunch duty. **It is EXPECTED that students will remain seated for the duration of the lunch period after selecting a seat.**
- Cell phone usage in the cafeteria during lunch is subject to the administrator’s discretion.
- The school cafeteria is a nonprofit service for the convenience of students and faculty. **Students must help keep the dining area clean and pleasant by returning trays and removing trash to the appropriate place.**

Clubs/Extracurricular Activities

MCHS Clubs

FFA (MCMS and MCHS), BETA Club (MCMS and MCHS), FBLA (MCHS), HOSA (MCHS), Humanities (MCHS), Literary Team (MCHS)

MCHS Sports

Football (MCMS, MCHS); Softball (MCMS, MCHS); Cheer (MCMS, MCHS); Basketball (MCMS, MCHS);

Baseball (MCMS, MCHS); Tennis (MCMS, MCHS); Fishing (MCHS); Golf (MCHS)

POLICY AND PROCEDURES FOR ADDING CLUBS

New clubs will only be started at the beginning of each school year and should be submitted NO LATER than the last two weeks of the current school year in order to be considered for the following year. All club requests must be submitted by a current student or students and will have to follow the school procedures of submitting a statement, purpose of the club, and a faculty advisor, to be considered.

ELIGIBILITY TO HOLD OFFICE

To be eligible to run for a major *class office*, a student must have an overall 85 average or higher. The student must also maintain this average after he/she takes office. Students who aspire to an office must not have any ISS or OSS time during the current year. Students shall not have more than seven (7) unexcused absences to be considered eligible to hold a class office.

8th PERIOD

The 8th Period program at MCMS/MCHS is a non-traditional learning opportunity available for all students to earn initial credit, repair credit, recover credit, or recover attendance. The 8th Period program is staffed by certified MCMS/MCHS teachers and will be held in the Cafeteria from 3:15 PM – 5:15 PM on Tuesdays and Thursdays.

STUDENT HEALTH AND MEDICATION

We want to promote good health for all of our students through a healthy lifestyle. Proper sleep, diet, and exercise will go a long way in maintaining your personal health. A school nurse is on duty at Miller County Middle School/Miller County High School to promote healthy living for our students. However, when students do become ill, they may see the school nurse for assistance. We make every effort to notify parents if their child becomes ill at school. We encourage students to stay in school if they are not running a fever, vomiting, or are nauseated.

- ☐ We discourage the personal use of over-the-counter medications (OTC) at Miller County Middle/High School.
- ☐ The school nurse has some OTC medication in her office for students with simple headaches, braces, and general aches and pains, etc. Each student must have a signed permission slip with medical information on file

in the nurse's office before she will administer any medications.

- ☐ Students must have a pass to see the school nurse.
- ☐ School nurse will administer Benadryl on an as-needed basis for allergic reactions ONLY.
- ☐ Students with asthma are encouraged to bring their inhaler to the nurse's office.
- ☐ Students with allergies should bring their epi-pen to the nurse's office.
- ☐ Students are never allowed to carry medications with them without written permission from the principal.
- ☐ Long-term prescription medications require a form to be completed by the parents and the student's doctor. If applicable, the medication must be in the original container from the student's pharmacy with specific instructions for administering. The nurse will keep all controlled medications in a locked cabinet and will document each time the medication is administered.
- ☐ No sample medications will be given.
- ☐ At the end of the school year, all medications not picked up within one week will be discarded at the Miller County Health Department.

Medication

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the parent or guardian to the school office (nurse's office) immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer an epi pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an epi pen to a student in such circumstances shall be immune from civil liability.

SCHOOL COUNSELING PROGRAM

The School Counseling Department at Miller County Middle/High School provides counseling services for students, parents, and teachers. The goal of the Guidance Department is to help students develop a deeper understanding of themselves and the world around them as they learn to enhance their decision-making skills

and develop to their full potential as individuals.

Career planning:

- Individual counseling for personal, academic and attendance concerns
- Registration and course selection
- Explanation of individual and group test scores
- Education after high school
- Identification of services and resources available outside the school setting

Parents are offered the following services:

- Coordination of parent and teacher conferences
- Consultation about individual concerns
- Assistance with planning for post-secondary education
- Identification of referral sources
- Attendance meetings

Teachers are offered the following services:

- Consultation about specific concerns
- Assistance with the advisement process
- Explanation of test scores
- Facilitation of parent-teacher conferences

Appointments with counselors are available upon request. Please contact your child's counselor to request an appointment.

Program for Exceptional Children

The Program for Exceptional Children offers special education and related services for eligible students ages three to twenty-one. The procedures for identifying and determining eligibility for the program are governed by the Georgia Department of Education and the Individuals with Disabilities Education Act (IDEA). The state of Georgia recognizes eligibility categories which include intellectual disabilities, hearing impairment including deafness, speech or language impairment, visual impairment including blindness, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, or deaf/ blindness. Decisions regarding eligibility, least restrictive environment, and services are made by a committee of individuals including the parent. The committee collaborates to develop an Individual Education Plan (IEP) to support students' individual needs. IEP annual review meetings are held annually to determine progress and necessary specialized services. Meetings include parents, teachers, local education authorities, and related service providers. Miller County offers the full continuum of services for students with identified disabilities and strives to serve each student to the greatest extent possible in the least restrictive environment. Related services are provided for eligible students as deemed necessary by IEP teams. Related services may include special transportation, occupational therapy, physical therapy, adapted physical education, speech/language therapy, psychological, and audiology services. Special education instruction is specially designed by qualified staff and provided at no cost to parents.

Gifted

A student is eligible for placement in the Gifted Education Program if he/she meets eligibility requirements in three of the four areas listed below. Students must be screened in all four areas even if they have already met requirements in three of the areas.

Parents/Guardians may contact our district office with any questions or concerns regarding Gifted Education eligibility and referrals.

Rule 160-4-2-.38 Education Programs for Gifted Students Evaluation and Eligibility Chart

SECTION III GIFTED EDUCATION ELIGIBILITY CHART

- In option A and B, information shall be gathered in each of the four categories.
- At least one of the criteria must be met by a score on a GaDOE approved nationally normed-referenced test.
- Any data used to establish eligibility in one category shall not be used to establish eligibility in another category.
- If a rating scale is used to evaluate creativity, a rating scale shall not be used to evaluate motivation. If a rating scale is used to evaluate motivation, a rating scale shall not be used to evaluate creativity.
- Any piece of information used to establish eligibility shall be current within two years.
- Local school systems must establish policies regarding the use of data gathered and analyzed by private entities.

Category	Option A	Option B
	Student must have a qualifying score in the mental ability AND achievement categories.	Student must qualify in <u>three of the four</u> categories.
Mental Ability	<ul style="list-style-type: none"> ➤ Grades K-2 99th% percentile composite score on a nationally age normed mental ability test ➤ Grades 3-12 ≥96th percentile composite score on a nationally age normed mental ability test 	<ul style="list-style-type: none"> ➤ Grades K- 12 ≥ 96th percentile composite OR appropriate component score on a nationally age normed mental ability tests
Achievement	<ul style="list-style-type: none"> ➤ Grades K-12 ≥ 90th percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test 	<ul style="list-style-type: none"> ➤ Grades K-12 ≥ 90th percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test ➤ Grades K – 12 Superior product/performance with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators
Creativity	<ul style="list-style-type: none"> ➤ Evaluation data required 	<ul style="list-style-type: none"> ➤ Grades K-12 ≥ 90th percentile on composite score on a nationally normed creativity test ➤ Grades K-12 Rating scales used to qualify student creativity must equate to the 90th percentile ➤ Grades K-12 Superior product/performance with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators
Motivation	<ul style="list-style-type: none"> ➤ Evaluation data required 	<ul style="list-style-type: none"> ➤ Grades 6-12 Two-year average of a 3.5 GPA on a 4.0 scale in regular core subject of mathematics, English/language arts, social studies, science, and full year world languages. (See pg. 32-33 for additional information) ➤ Grades K-12 Rating scales used to qualify student motivation must equate to the 90th percentile ➤ Grades K – 12 Superior product/performance/structured observation with a score ≥ 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators

Richard Woods, Georgia's School Superintendent

An Equal Opportunity Employer



Section 504

The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information, please contact Jodi Collins. The implementing regulations for Section 504 as set out in 34 CFR part 104 provide parents and/or students with the following rights:

- An appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled peers.
- Free and appropriate educational (FAPE) services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
- Participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs.
- Facilities, services, and activities that are comparable to those provided for non-disabled students.
- Evaluation prior to a Section 504 determination of eligibility.
- Not consent to the school systems' request to evaluate your child.
- Ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
- Consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations.
- Placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
- If eligible under Section 504, periodic reevaluations, including prior to any subsequent significant change of placement including prior notice to any actions by the school system regarding the identification, evaluation, or placement of your child.
- Examine educational records.
- Impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
- Receive a copy of this notice and a copy of the school system's impartial hearing procedures (Section 504 Procedural Safeguards) upon request. If disagreement occurs with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), have a right to a review of that decision according to the school systems' impartial hearing procedure.
- File a complaint with the United States Department of Education's Office for Civil Rights. Staff and administrators have the responsibility of ensuring that all students with disabilities are identified, evaluated and provided with needed accommodations and services, resulting in a free appropriate public education (FAPE).

Assessments and Transcripts

PSAT

Students can gain testing experience for the SAT by taking the Preliminary Scholastic Aptitude Test (PSAT). Tenth grade students are encouraged to take the PSAT for practice. For eleventh graders, the PSAT is also the National Merit Scholarship Qualifying Test. This test is offered in October. Students will sign up for this test at MCHS. **A fee is required for taking this test in the eleventh grade.**

SAT

The Scholastic Aptitude Test (SAT) measures verbal and mathematical ability. Results from this test may be required to determine postsecondary admission. Students should check with the post-secondary school of choice to determine test-score requirements. Students will sign up to take the SAT through their College Board accounts.

ACT

The American College Test (ACT) assessment includes four tests of educational development: English, Mathematics, Reading, and Science Reasoning. The tests are based on the major areas of instruction in American high schools. Results from this test may be used to determine postsecondary admission. Students will sign up to take the ACT through their ACT Account.

ACCUPLACER

The ACCUPLACER may be required by some colleges for admissions and placement determinations.

ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) will be administered during the school year. This test qualifies students planning to enter the military for specific jobs. Any student may take this test. The results provide students with valuable career information.

DMV REQUESTS

Please refer to the Georgia Department of Driver Services website (<https://dds.georgia.gov/teen-drivers>) for the most up-to-date information regarding teen drivers. Requests for ADAP certificates and/or other supporting documents must be made by the student 3 school days in advance of needing them.

HOPE

Information on the HOPE scholarship and student eligibility is available from your counselor and at GAfutures.org. Your official HOPE GPA is determined and available through GAfutures.org.

TRANSCRIPTS

Each student may request copies of his/her transcripts while a senior at Miller County High School. They may be requested by a student, parent, or guardian. Final semester grades will not be a part of the transcript until after grades are posted and entered. A final transcript will be sent to their requested college. After graduation, all transcripts will incur a fee of \$5 for each copy. Students may request transcripts to be sent to colleges from GaFutures.org at no charge. See your counselor for more details.

DUAL ENROLLMENT

For information on available Dual Enrollment options at MCHS see Ms. Jana Clenney.

Semester hour credit will be converted to high school unit credit as follows:

1-2 semester hour course = 0.5 credit

3-5 semester hour course = 1.0 credit

Any grade earned in a class at any post-secondary school will be increased by 3 points.

If a student withdraws from a college course and no corresponding course or credit recovery opportunity is possible, the student will receive a "W" on the high school transcript. For transcript reporting purposes, any grade given by the college indicating a withdrawal (e.g., W, WF, WP) will be converted to a "W."

Due to summer state reporting guidelines, "W" will not be reported for DE courses taken during the summer term. Pass / Fail (P/F) will be recorded as received.

Honors/Enhanced/AP Courses

Students working to earn credit for completing high school core Honor Courses, Enhanced Courses, or College Board AP Courses will have three (3) additional points added to their final grade for the course.

Middle School Students Working Towards High School Credit in Core Classes

Students working to earn high school credit in core classes in middle school (I.E. - Enhanced Algebra and/or Honors Physical Science) will have three (3) additional points added to their final grade for the course. The grades earned for these classes will be recorded on the students' high school transcript and calculated towards their high school GPA.

Awarding Units & Transferring Credits

Upon enrollment of a transferring student the principal and/or designee reviews transferring courses and curriculum to compare with state standards as necessary, grants units of credits, and updates the student's transcript in the Student Information System. In addition, the principal or designee may schedule required End-of-Course Assessments in accordance with state assessment guidelines and state rules concerning transfer credits.

REGISTRATION

Registration is supported by the students' advisors and the Guidance Department. Consult your counselor and/or advisor with any questions or concerns.

All schedule change requests must be submitted for the entire school year by a predetermined deadline and will be strictly enforced. Specific class periods and teachers are assigned by Infinite Campus.

HOSPITAL/HOMEBOUND (H/H) PROGRAM

Hospital/Homebound (H/H) refers to those students who have a medically diagnosed physical condition that restricts them to their home or hospital for a period of time that will significantly interfere with their education. Eligibility and Placement

1. A medical referral form shall be completed by a licensed medical physician. Forms are obtainable in the Office at Miller County Board of Education. The physician shall project that the student will be absent a minimum of ten school days and is physically able to profit from educational instruction.
2. Students are not eligible for Hospital/Homebound if the absence is caused by communicable diseases, emotional problems, expulsion, suspension, uncomplicated cases of pregnancy, or abuse of chemical substances.

PROMOTION/RETENTION POLICY

(Effective 2023 – 2024 School Year)

9th to 10th

- 6 total units

10th to 11th

- 12 total unit

11th to 12th

- 18 total units

GENERAL GRADUATION REQUIREMENTS

- Graduation requirements are determined by the year a student enrolls in the 9th grade. Current students in grades 10-12 will be required to have 24 credits for graduation. Students will be advised and parents will be notified concerning a student's individual graduation requirements.
- Graduation requirements are on file in the counselor's office. Parents and students may schedule an appointment with the counselor to discuss individual graduation requirements and progress toward graduation.
- A student must be in compliance with all existing requirements of the Georgia Department of Education. Only students who have earned their diploma will be allowed to participate in the graduation ceremony and other graduation-related activities. Students must complete all graduation requirements. Graduation requirements are available on the school website. Students and parents can view student progress through the Infinite Campus portal. Students may also make an appointment with their school counselor to review progress.
- Students who are currently enrolled in the Alternative School program or setting due to disciplinary actions and/or attendance will not be allowed to participate in the graduation ceremony and other graduation-related activities.
- Those students who qualify and plan to participate in the graduation ceremony are required to participate in graduation practice. Students are expected to remain until dismissed even if the practice exceeds the regularly scheduled time allotment. Failure to practice or remain at practice could result in loss of ability to participate in the graduation ceremony. Failure to be in compliance with the graduation dress code would prevent students from walking during the ceremony. Students will be pulled by the final faculty sponsor before entering the ceremony if the student is not in compliance. We hope that students will honor this request. However, it is up to the individual to decide if they want to participate in the ceremony.
- Students are expected to be respectful to their classmates during the graduation ceremony. Any student exhibiting inappropriate behavior or that detracts from the ceremony may be removed from the event by the local law enforcement.

High School Graduation Requirements

Areas of Study	Units Required
English/Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
CTAE/ Fine Arts	3 credits
Health/Personal Fitness	1 credit
Electives	4 credits
Total Units Required (Minimum)	24

GRADING POLICY

Miller County High School operates on the course credit system. At the end of each course, credit will be granted for courses passed. At Miller County Middle School/High School Progress Reports and Report cards will not be printed but can be accessed through Infinite Campus Student and Parent Portals. A progress report or report card can be printed by request.

MAKE-UP WORK

A student who has an absence is permitted to make up work that has been assigned while the student was absent with no penalty attached. On the day that the student returns after an absence, the student must make arrangements for making up the work. The student must make up the missed work within five (5) days of returning to school unless otherwise extended by the teacher. This does not apply to assignments that had been pre-assigned. If the student fails to make up the work, he/she will receive a zero (0) for that assignment(s). Any or all missing assignments will be designated by an M (missing) or a zero. If a student is missing an assignment but he/she was present the day the assignment was due, that would be a discipline issue rather than just a student missing an assignment.

OSS - If a student has been given OSS the teacher does not have to send work home with the student or post the assignment in Google Classroom. It will be the responsibility of the student to make arrangements with the teacher to make up the work upon return.

FINAL EXEMPTION POLICY

Final Exemption Criteria: Students may be eligible for exemption from a final exam in a course if one of the following sets of criteria is met.			
Academic Average	A: 90-100	B: 80-89	C: 70-79
Attendance	Fewer than 5 absences	Fewer than 3 absences	Perfect attendance or 1 absence
Tardies	Fewer than 3 unexcused tardies	Fewer than 3 unexcused tardies	Fewer than 3 unexcused tardies
Behavior	No ISS or OSS	No ISS or OSS	No ISS or OSS
Absences from Co-Curricular, Military, or any other school-related functions should not count against the exemption.			

Any student who plans to miss the final exam for medical or family reasons, must have prior approval in writing by the principal in order to take the exam early. It is the responsibility of all students who are absent exam day to contact the teacher to set a makeup time.

***Students working on Credit Repair/Recovery may still need to attend school during exemption days until all work has been completed.**

HONORS AND AWARDS

MIDDLE SCHOOL AWARDS DAY CRITERIA

- Jr. Beta Membership for the previous school year
- Honor Roll
- Academic achievement (which is earned by making a yearly “A” average in ELA, math, science, and/or social studies)
- Perfect attendance
- **Top Accelerated Reader Award** is presented to the student who earned the most AR points in each grade.
- **The Pirate Award** is presented to one student from each middle school class that has shown measurable growth in regards to behavior and/or academics.
- **The Pirate Pride Award** is presented to one student from each homeroom class. The recipients of this award are model students who go above and beyond to assist the teacher and/or students in the classroom, have had no disciplinary issues and demonstrate high moral character.

- **The Principal's Award** is presented to the student in the 8th grade with the second highest cumulative grade point average.
- **The Superintendent's Award** is presented to the student who has the highest cumulative grade point average in each grade.

JUNIOR MARSHALS/HONOR GRADUATES AND RANK IN CLASS

Class rank, honor graduates and all other honors awarded by MCHS will be determined by using an unrounded academic numerical average. Academic classes shall be calculated to 1/1000th of a percentage point. Class ranking for all grades shall be determined by the unrounded academic numerical average of weighted final semester grades for all courses completed up to midterm of 4th nine weeks of the current school year. The progress report percentage grade weighted as described at 9 weeks of the spring semester of the current school year will represent the courses taken during that semester in the calculation. Dual Enrollment grades will have a midterm grade that is given by the college and will be included in the 9-week progress report/calculation for spring semester. Course averages will be weighted by the units of credit for each course to properly weigh the grades for partial semester courses.

Any grade earned in a class at any post secondary school will be an equal 3 points increase, whether that grade was earned at a school that is a unit of the University System of Georgia or other SACS accredited post-secondary school. Please note that Advanced Placement and Honors courses will earn 3 points respectively.

As used above, advanced placement courses are defined as those courses and teachers certified by the College Boards audit program to be advanced placement courses.

Sophomore Servers - Students who seek to serve as a Sophomore Server shall not exceed seven (7) unexcused absences and shall not have any ISS and/or OSS for the school year.

Junior Marshals - The top ten (10) Juniors with the highest academic average (HOPE GPA) will be given the honor of Junior Marshal. Must be taking rigor courses and no more than seven (7) unexcused absences for the year.

Honors – Students maintaining an unrounded academic average of 90.000 and above based on the above calculation method will be honor graduates. Must have taken at least 4 rigor classes when offered. All core courses taken will be included. This includes college level courses and any CTAE courses used in lieu of core academic courses. Students will not be eligible for Honor Graduate status if they have had more than 7 unexcused absences and/or an alternative school placement during senior year.

Valedictorian and Salutatorian – Only students who have been enrolled in MCHS their entire junior and senior years will be eligible to be valedictorian or salutatorian. The student with the highest unrounded ACADEMIC average according to the calculations described above and therefore ranked first in the graduating class will be valedictorian. The student with the second highest unrounded ACADEMIC average according to the calculations described above and therefore ranked second in the graduating class, will be salutatorian. In the event of a tie for valedictorian, there will be co valedictorians and no salutatorian. No alternative school placement during senior year.

HIGH SCHOOL AWARDS DAY CRITERIA/HONOR CORDS

Superintendent's Award recognition is given to the student with the highest average for each grade, 9th - 11th. For Seniors, this honor is the Valedictorian and Salutatorian.

Pirate Spirit subject award is a department choice award based on work ethic, participation, and has a love for the subject in each course.

Grade level Citizenship Award- recipient of this award should demonstrate the following: outstanding qualities in attitude, work ethic, school spirit, character, and/or community service (no discipline referrals).

Honor Roll - Students who achieve a grade of 95 or better in each subject will have their names placed on the "Principal's List" for outstanding achievement. Students who achieve a grade of 90 or better in each subject will have their names placed on the "A" Honor Roll. Students who achieve a grade of 80 or better in each subject with at least one grade of 90 or above will have their names placed on the "A-B" Honor Roll.

Perfect Attendance Award

Beta Member Recognition

Literary Participation Recognition

CTAE Certificate Recognition

STOLE AND CORD RECOGNITION FOR SENIORS

Beta Club Stole Criteria: Must be an active participant in MCHS Beta Club, maintain a 90 or above academic average (non-weighted/non-rounded), accumulate a minimum of 20 service points during senior year at MCHS and a minimum of three (3) consecutive years.

Beta Club Tassel Criteria: Must be an active participant in MCHS Beta Club, maintain a 90 or above academic average (non-weighted/non-rounded), accumulate a minimum of 20 service points during senior year at MCHS.

Pathway Cord Criteria: Must complete a pathway (3 courses in CTAE or Fine Arts) to receive a pathway cord.

EOPA Cord Criteria: Students who distinguish themselves by passing the pathway EOPA will receive a second CTAE cord.

Dual Enrollment Cord Criteria: Must have taken dual enrollment class(es) during their high school years; Passing scores in all courses taken.

AP Scholar Cord Criteria: Must have taken advanced placement class(es) during their high school years; Passing scores in all courses taken.

HOSA Cord Criteria: Must have met the following requirements to be eligible for a HOSA cord at graduation: maintain an active membership for a minimum of (3) years (including senior year).

FBLA Cord Criteria: Must have met the following requirements to be eligible for a FBLA cord at graduation: maintain an active membership for a minimum of (3) years (including senior year).

FFA Stole Criteria: Students must be a current active member in the FFA for 3 years or more of high school,

attended state and/or National Conventions or has earned their greenhand, chapter and state degrees.

Band Stole Criteria: For students who are in marching AND concert band all four years of their high school.

DISCIPLINE INFORMATION

- A student's past disciplinary record may be considered when assessing a discipline penalty.
- Students serving out-of-school suspension, alternative school placement, long-term suspension or expulsion are **not permitted to attend or participate in any school function, or be on school grounds (Examples are sporting events, award events, school dances, and any other school functions, etc.)**
- The principal, or his designee, has the discretion to recommend long-term suspension or expulsion based on the seriousness of the offense. Long-term suspension or expulsion recommendations are heard by a discipline Tribunal.
- School administrators are authorized to file criminal charges in their official capacity as an administrator for the school system.
- The school board is charged with adopting rules to govern the operation of the schools within its district.
 1. The courts universally recognize that it is within the power of, and indeed is the duty of, the school board to make needful regulations to control the behavior of the students.
 2. In fact, even if the school board does not have a written behavior code or if the rules do not cover the particular activity in question, the school board can still punish behavior that is subversive to good order and discipline in the schools.

INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

Interrogations

The principal of each school, or the authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish misconduct. The system strives to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner that ensures that students are not arbitrarily stripped of personal privacy.

Lockers: Lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations, and avoid any practices that lead students to believe the lockers are under their exclusive control.

In the event a search of the student's person, personal possessions, or locker reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

CODE INFRACTIONS

CHEATING

Cheating is prohibited at Miller County Middle School and Miller County High School. Cheating may include, but is not limited to, such things as copying another student's homework, copying another student's answers on a test, plagiarizing a paper, using a "crib sheet" during a test, giving answers to another student during a test, and any other activities that are designed to substitute someone else's work for that of the student who will receive credit for the work. Any behavior that is intellectually dishonest must be avoided and is prohibited. As technology continues to advance, for instance, cheating code infractions related to such things as AI (artificial intelligence) must also be adaptable in order to ensure academic integrity. Students who are found to be cheating or to have cheated will be subject to strict disciplinary action by the teacher and/or school administration. These consequences will include loss of credit for any assignments, tests, or other items on which the student cheated.

- 1st offense Parent contacted by Teacher and a zero for work
- 2nd offense Parent/Admin/Teacher conference and a zero for work.
- 3rd + offense Parent contact, a zero for work and 3 days ISS

HARASSMENT/DISCRIMINATION

It is the policy of the Miller County Board of Education that all students and employees shall be free from all forms of harassment and discrimination, including harassment or intimidation based on race, color, religion, sex, age, national origin, disability or any other legally protected status. Students are entitled to equal educational opportunities in the educational environment. **Bullying requires alternative placement on the 3rd offense.**

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational development or success; (2) submission to or rejection of such conduct is used as a basis for educational decisions affecting an individual; or (3) such conduct unreasonably interferes with a student's educational performance or creates an intimidating, hostile, or offensive working environment. (Reference to JCAC policy.)

Procedures for Reporting Harassment

Any student who reasonably believes that he/she has been subjected to harassment or discrimination of any kind should immediately contact the principal to make a complaint. If the allegations involve the Building Administrator (principal), the complaint should be made to the superintendent, administrative assistant, or human resources director, Miller County Board of Education, 96 Perry Street Colquitt, Georgia, (229) 758-5592. These persons are designated coordinators for compliance with Title II, Title VI, Title IX and the Americans with Disabilities Act. In every case, the complaining student should complete a written complaint setting forth the details of the allegations and explaining how the alleged conduct has interfered with the student's educational opportunities. Inquiries may also be forwarded to the Office for Civil Rights, United States Department of Education, Washington, DC.

Where there is a reasonable belief that the reported conduct may constitute harassment or discrimination, a prompt investigation of the situation will be conducted by the person receiving the complaint (or his/her designee), an action reasonably calculated to prevent a continuation or recurrence of a harassment or discrimination will be taken including discipline or discharge of any employee responsible, or discipline or expulsion of any student responsible. Investigators shall prepare a written report which sets forth the findings of the investigation and the evidence in support of the findings.

Employees or students with knowledge of any facts related to a harassment complaint must refrain from discussion of such matters with other employees, except as directed by those investigating the complaint. No employee or student will suffer any adverse treatment for the good faith reporting of harassment or discrimination or for cooperating in an investigation of harassment conduct. The Board of Education will make every reasonable effort to maintain the confidentiality of the complaint and the resulting investigation.

HALL PASS

Hall passes must have a student's name recorded with destination, time left and time returned. Students out of class without a note in the agenda will be considered off limits or skipping. Teachers may require students to make up missed instructional time for restroom breaks and other personal issues.

VIOLENCE

Violence in schools or on school buses will not be tolerated. Assault and/or battery upon a teacher, other school official, or school employee is prohibited and requires a minimum suspension of 90 days on the first offense. When a student has committed an alleged assault and/or battery upon a teacher, other school official, or school employee, the student shall be referred to a Student Disciplinary Tribunal with a recommendation for

long-term suspension, expulsion, or permanent expulsion.

DRUGS / DRUG PARAPHERNALIA / ALCOHOL

The possession, sale, transfer, distribution, or use of illicit drugs or alcohol is wrong and harmful. The possession, sale, transfer, distribution, or use of illicit drugs or alcohol is prohibited. Likewise, the possession, sale, transfer, distribution, or use of substances represented to be or thought to be by the buyer or receiver of illicit drugs is prohibited. The use of a legal substance to attain a mood-altering effect and the possession or use of any equipment or device used for preparing or taking drugs or alcohol is prohibited. When a student has allegedly violated one of these prohibitions concerning illicit drugs or alcohol and long-term suspension, expulsion, or permanent expulsion is recommended or required, the student shall be referred to a Student Disciplinary Tribunal with a recommendation for long-term suspension, expulsion, or permanent expulsion. A violation of any prohibition concerning alcohol requires a **minimum** suspension of 10 days on the first offense and referral to a Student Disciplinary Tribunal with the recommendation for long-term suspension, expulsion, or permanent expulsion for any further offenses. A violation of any prohibition concerning illicit drugs requires a **minimum** suspension of 90 days on the first offense and referral to a Student Disciplinary Tribunal with the recommendation for long-term suspension, expulsion, or permanent expulsion.

Bullying

The Miller County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows:

An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
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:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

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 cyberbullying 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 that 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. Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information

on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal.

Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of

retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal 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.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

MCMS/MCHS Student Conduct

No student shall, while on school grounds, off school grounds at a school activity, function or event, or en route to and from school by bus or other transportation provided by the school system, at school bus stops, or while in any vehicle used in connection with a school function or activity, violate any of the following rules of Miller County Middle School and Miller County High School. Note, this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal or designee.

Rule 1: Occupying Property with Intent to Deprive Others Use: A student shall not occupy any school building, gymnasium, school grounds, properties or any part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.

Rule 2: Blocking Entrances, Exits or Corridors: A student shall not block the entrance or exit of any school building or property or corridor or room thereof so as to deprive others of access thereof.

Rule 3: Damage or Destruction of School Facilities: A student shall not damage or destroy any school building or property.

Rule 4: Activating False Alarms: A student shall not falsely activate any alarm system, including but not limited to fire and security systems or call 911 without good reason to do so.

Rule 5: Terroristic Threats: A student shall not make any bomb threats or terroristic threats that may cause the discontinuance or interruption of school, or a school activity, function, or event.

Rule 6: Weapons: A student shall not possess, discharge, display, or otherwise use any firearms, explosives, or other weapons. (See minimum discipline).

Rule 7: Blocking Traffic: A student shall not, except under the direction of the school principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds.

Rule 8: Disruption of School Activity: A student shall not in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause or attempt to cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.

Rule 9: Refusal to Identify Self: A student shall not refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other authorized personnel.

Rule 10: Theft of School Property: A student shall not steal or attempt to steal school property.

Rule 11: Theft or Damage of Private Property: A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property.

Rule 12: Physical and Verbal Assault: A student shall not physically or verbally assault a teacher, other school official, school employee, those persons attending a school related function, another student, or any persons. (See minimum discipline).

Rule 13: Battery on Students and Non-School Employees: A student shall not batter another student or any other non school employee, including those persons attending a school related function. (See minimum discipline).

Rule 14: Drugs and Alcohol: A student shall not possess, sell, use, distribute, attempt to distribute, or be under the influence of any alcoholic beverage, intoxicant, inhalant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana of any kind, drug paraphernalia, or any substance set out or controlled under and by virtue of the Georgia Controlled Substances Act. A student shall not possess, sell, use, distribute, or attempt to distribute any substance under the pretense that it is an alcoholic beverage, intoxicant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana of any kind, or any substance set out or controlled under and by virtue of the Georgia Controlled Substances Act. Use of an over-the-counter drug as an over-the-counter drug and following the directions of the same shall not be a violation of this rule. In those cases in which it is necessary for a student to take medicine at school, a student shall follow the regulations established by the school. No student shall be in possession of any drugs or medicines without approval of an administrator or the school nurse. The use of prescription medication as prescribed by a doctor and in compliance with the regulations established for medications at school shall not be a violation of this rule. Under no circumstances should students distribute or sell or attempt to distribute or sell prescription drugs. (See minimum discipline).

Rule 15: Failure to Obey: A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, paraprofessionals, administrators, counselors, media specialists, school bus drivers, or other authorized school personnel.

Rule 16: Excessive Tardiness and Truancy: A student shall not miss or be tardy for class or required activities during school hours unless permission has been granted by the school administration.

Rule 17: Tobacco/Vapes: A student shall not use, possess, distribute, or sell tobacco/vapes or tobacco/vapes products. (See minimum discipline).

Rule 18: Profane, Vulgar, or Obscene Words or Gestures: A student shall not use, speak, utter, or write profane, vulgar, obscene, disrespectful, or inflammatory words, language, or drawings or make such gestures.

Rule 19: Pornographic Materials: A student shall not possess, sell, use, view, or transmit pornographic or obscene materials, literature, or electronic media.

Rule 20: Criminal Violations: A student shall not commit any crime (felony or misdemeanor) as defined by the laws of Georgia, nor violate any City, County, State, or Federal law while under the jurisdiction of the Miller County School System.

Rule 21: Inappropriate Displays of Public Affection and/or Sexual Misconduct: A student shall not engage in or encourage others to engage in any kind of amorous kissing or sexual activity with or without the consent of the other individual involved. A student shall not expose one's intimate body parts.

Rule 22: Trespassing: A student shall not trespass nor unlawfully enter onto school property or into school facilities.

Rule 23: Electronic/Communications Devices: A student shall not use electronic devices except for health or other unusual reasons approved by the school administration. A student is prohibited from using any electronic device in a manner that might interfere with school bus communications equipment or the school bus driver's operation of the school bus.

Rule 24: Gambling: A student shall not engage in gambling or participate in games of chance for money or property.

Rule 25: Academic Dishonesty: A student shall not use the work of another student or person for academic purposes unless authorized, or engage in the unauthorized use of notes or materials for completion of an assignment or test.

Rule 26: Encouraging Violation of Rules: A student shall not urge, encourage, or counsel other students to violate any of the preceding rules.

Rule 27: Bullying: A student shall not bully any person.

Rule 28: Threat, Harassment, Intimidation: A student shall not threaten, verbally or written, expressed or implied, to cause bodily injury to any student, teacher, school official, school employee, or any person attending a school related function. A student shall not harass nor intimidate any student, teacher, school official, school employee, or any person attending a school related function.

Rule 29: Physical Violence: A student shall not inflict physical violence upon a student, teacher, school bus driver, school official, or school employee. (See minimum discipline.)

Rule 30: Prohibited Items on the Bus: A student shall not use 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.

Rule 31: Falsifying reports of Alleged Inappropriate Behavior by Teacher or School Personnel: A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student.

Rule 32: Conduct Subversive to Good Order: A student shall not perform any other act, on or off campus, which is subversive to good order and discipline in the schools. This rule includes any off-campus behavior of a student, 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.

Rule 33: Repeated Violations/Willful Misbehavior: Students may not willfully and repeatedly violate school rules and state/federal laws. Students who chronically disrupt the school environment or repeatedly violate school rules may be charged with repeated violation of school rules or behavior.

The following criminal offenses committed by students can lead to schools being named as an Unsafe School according to the provisions of State Board Rule for Unsafe School Choice Option: aggravated battery, aggravated child molestation, aggravated sexual battery, aggravated sodomy, armed robbery, arson - first degree, kidnapping, murder, rape, voluntary manslaughter, non-felony drugs, felony drugs, felony weapons, and terroristic threats.

Miller County Middle School and Miller County High School **Discipline Policy and Procedure**

Minor classroom correction for minor issues is a part of classroom management and should first be handled by the teacher. If behavior is not modified, then administrative referrals are appropriate. Discipline given will be based on the severity of misbehavior, students' discipline history, student willingness to rectify misbehavior

and the degree of cooperation.

Teacher Detentions: Students stay with the teacher for assigned time.

Administrator Assigned Lunch Detention: Mon – Fri during lunch period located in a school classroom and students will have assignments to complete.

In School Suspension: Removal of a student from his or her regular classes and assignment of the student to an alternative setting isolated from peers. Before being released from ISS, work should be completed and the ISS instructor will place it in the teacher's box. The ISS instructor will email the classroom teachers of students not released for that period for incompleteness of work assigned. **If ISS Rules Not Followed:** Students will serve OSS for time remaining and 1 day ISS will be served when the student returns.

Out of School Suspension: Removal of a student from the regular school day setting. During the period of suspension, the student is excluded from all school sponsored classes and/or activities (I.E. - school sports, dances, banquets, etc.).

Long Term Suspension: Suspension lasting longer than 10 days

Expulsion: Suspension out of school going from one semester to another semester.

Bus Suspension: Student suspended off bus. (Student or parent is responsible for transportation to/from school or student is counted absent.)

Legal Charges: Law enforcement is contacted and charges filed against student.

Severe Clause: Administration reserves the right to accelerate consequences according to severity of the incident, student attitude or continual repetition.

STUDENT OFFENSES

No student shall, while on school grounds, off school grounds at a school activity, function, or event, or in route to and from school by bus or while in any vehicle used in connection with a school function or activity violate any of the following rules of the Miller County School System. **Note, this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal or designee.**

Parking Violation

Parking lot rules and regulations, along with a Student Parking Application form, have been provided for all students parking in the student parking area. This document and application form detail expectations for parking on campus as well as consequences for not meeting those expectations.

Electronic/Communication Device

The following guidelines apply to electronic device and accessories:

During the school day, cell phones, electronic devices, and accessories (ex: ear buds, headphones, speakers, airpods, etc) should be out of sight except in locations and times as designated by school administration. Cell phones, accessories and electronic devices should not be out, on, or used during the instructional period for any reason.

If a student violates the electronic/communication device rule, the teacher will collect and turn the phone into Administration. If a student refuses to give the teacher the entire cell phone or electronic

device (including accessories), an administrator will be contacted and additional consequences will be given.

Consequences (per semester):

1st – Phone will be turned into administration. Student may pick up the phone at the end of the school day from the front office.

2nd – Phone will be turned into administration. A parent/guardian must pick the phone up from the front office.

3rd – Phone will be turned into administration and student will be assigned 1 day of ISS. A parent/guardian must pick the phone up from the front office.

4th or more - Further violations will be considered a major offense and may result in more severe consequences.

NOTE: The school is not responsible for any lost or stolen personal items. Security of these items is the student's responsibility. Educational processes **will not** be interrupted to search for such devices.

In the event that a student refuses to submit an electronic device upon first request by a Miller County Board of Education employee, the student will receive two (2) days of suspension (OSS). If the student further refuses to submit the device to school administration, the student will receive three (3) days of suspension (OSS) **and** may be recommended for a hearing for possible placement in alternative school/expulsion.

Electronic Information Resources Violation (Per Year)

All students must follow the Miller County Board of Education Acceptable Use policy. Students who do not adhere to the policy will receive discipline as outlined in the Acceptable Use policy. **Please be aware that every keystroke is being recorded and monitored on personal and school devices connected to MCHS wireless network.**

Miller County Schools use instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in a global community. The Miller County School System utilizes MCBOE student accounts, MCBOE devices, and the MCBOE electronic network. Technology discipline offenses will be addressed as outlined in the Discipline Procedures for Technology Infractions and the misuse of technology may result in the restricted use of MCBOE and/or personal devices while on school grounds. Chromebooks are issued by MCBOE to all classrooms and utilized by students during instructional time. Students assume the risk of damage to school issued chrome books if the device is damaged or lost during student use. Depending upon the extent to which the Chromebook is damaged, the repair/replacement cost will vary between \$50.00 and \$250.00. The school will provide a billing description prior to the Chromebook being repaired/replaced.

The Miller County School System also believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Using the electronic services via the Internet is a privilege, not a right and all students and parents must sign the Miller County School System Electronic Network Use Rules.

The documents (in bold) mentioned above must be signed and on file. Failure to submit to the terms and conditions as prescribed by these documents may result in loss of privileges or disciplinary action.

The Miller County School System believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

While the Internet offers students and teachers access to a variety of information, the system recognizes misuse and abuse is possible. The system will make every effort to protect students and teachers from these misuses and abuses but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the electronic services. The Miller County School System is taking all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum.

Using the electronic services via the Internet is a privilege, not a right. The privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to the following:

- Using the Internet for any illegal activity, including violation of copyright or other contracts.
- Using the Internet for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Vandalizing the data of other users.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals (Example - Recording others without consent to do so.).
- Using an account owned by another without authorization.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Placing of unlawful information on a system.
- Using abusive or otherwise objectionable language in either public or private messages.
- Sending of messages that are likely to result in the loss of recipient's work or disrupting systems; or example a computer virus.
- Sending "Chain Letters" or "Broadcast" messages to lists or individuals, or other types of communication which would cause congestion of the networks.
- Using the Internet to send/receive messages and images which are inconsistent with the district's curriculum, and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, dangerous, and obscene messages and images.

The Miller County School System makes no guarantee of any kind, for the Internet service provided to the student. The system will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials a parent otherwise would have a right of notice and/or consent to, pursuant to state or federal law. Use of any information obtained via the Internet is at the individual's own risk.

The Miller County School System believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

To that end, the Miller County School System supports and respects each family's right to decide whether or not to apply for Internet access.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Individuals using these systems are subject to having all activities on these systems monitored by the system or school personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination may occur with warning.

It is possible for all users of the Internet (including your child) to access information intended for adults.

Although the Miller County School System has taken all reasonable steps to ensure the Internet connection is used only for the purposes consistent with the curriculum, the district or school cannot prevent the availability—or even begin to identify—inappropriate material elsewhere on the Internet. Computer security cannot be made perfect and it is likely that a determined student can make use of computer resources for inappropriate purposes.

By signing the signature page, you are acknowledging the following: I have read the Electronic Network Use Rules document, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above, and agree to hold blameless, and release from liability, the Miller County School System, the sponsoring school, its subcontractors, and employees. I understand that my child is expected to use good judgment and follow the attached Electronic Network Use Rules in making electronic contact with others. Should my child breach the Electronic Network Use Rules, I understand that my child will lose all network privileges on the Miller County School System network and may be subject to discipline up to and including suspension or expulsion.

The school administration reserves the right to handle any actions mentioned in this document or any other actions in the misuse of technology in the manner they feel is the most appropriate. Technology discipline offenses may result in the restricted use of MCBOE and/or personal devices while on school grounds.

Infraction Level One

- Unauthorized or inappropriate written/oral communication, use of E-mail, websites, or apps
- Unauthorized use of Internet or computer games
- Cheating
- Unauthorized non-school related activity
- Use of profane, inflammatory or abusive language
- Unauthorized participation in chat rooms/chatting/messaging services
- Illegal installation or transmission of copyrighted materials
- Downloading unauthorized applications
- Loading/storing/creating unauthorized files, images, video, music, apps, data, or programs
- Negligent care of device
- Unauthorized transmission of personal information over the Internet
- Activities that may be disruptive to the school environment
- Activation and/or use of “Personal Hotspot”

Level 1 Consequences may include but not limited to the following:

- Classroom warning
- Possible loss of device access at any time
- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device

Infraction Level 2

- Sharing, using or modifying someone else’s username and password
- Negligent care of device resulting in damage
- Changing Software/Hardware Configuration
- Loading/storing/creating unauthorized files, images, video, music, apps, data, programs, or viruses
- Taking pictures, audio, video without subject’s or school’s permission
- Use of unauthorized anonymous and/or false communications such as, but not limited to Google Chat,

MSN Messenger, Yahoo Messenger

- Unauthorized change of program setting or any behavior or activity that damages or disrupts network performance on school devices

- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students

- Deletion, examination, copying, or modifying of files/data/device settings belonging to other users, including staff, students and district

- Spamming- sending mass or inappropriate emails

- Vandalism (minor) such as malicious attempt to harm or destroy Miller County Schools - owned device

- By-passing the Miller County Schools Web filter through a Web Proxy

- Activities that may be disruptive to the school environment

- Action violating existing board policy

- Activation and/or use of "Personal Hotspot"

Level 2 Consequences may include but not limited to the following:

- Temporary loss of device access

- Parent contact

- Referral to administrator

- In school detention

- In school suspension

- Out of school suspension

- Possible referral to law enforcement

- Suspension with recommendation for expulsion and forfeiture of device

- Restitution in vandalism instances

- Reimbursement to Miller County Schools for actual loss, damage or repair

- Indemnification- Miller County Schools may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the Acceptable Use Policy

Infraction Level 3

- Any activity that voids the device, service agreement, software license or warranty such as, but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software)

- Unauthorized entry to program files/hacking

- Pornography

- Cyberbullying

- Vandalism (major) such as any malicious attempt to harm or destroy Miller County Schools -owned device or Theft

- Sending, transmitting, accessing, uploading, downloading, distributing, or publishing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students

- Deleting district system applications and unauthorized changing of device settings

- Use of the school/district's Internet or email accounts for financial gain or personal gain, or any illegal activity

- Activities that may be disruptive to the school environment

- Any use that violates local, state and/or federal laws or regulations

- Activation and/or use of "Personal Hotspot"

Level 3 Consequences may include but not limited to the following:

- Loss of device access

- Parent contact

- Referral to administrator

- In school detention

- In school suspension
- Out of school suspension
- Possible referral to law enforcement
- Suspension and/or recommendation for expulsion and forfeiture of device
- Restitution in vandalism instances
- Reimbursement to Miller County Schools for actual loss, damage or repair
- Indemnification- Miller County Schools may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the included Usage and Guideline

*Individual teachers may prohibit students from being in programs that are not related to class activities, including games and Internet sites.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply (See Below). The Internet is provided for students to conduct research and communicate with others related to instructional and academic needs. Access to Internet services will be provided to students who agree to act in a considerate and responsible manner. Students are expected to abide by the generally accepted rules of Internet etiquette.

These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal anyone's personal address or phone number.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the Internet in such a way that you would disrupt its use by others.
- All communications and information accessible through the Internet should be assumed to be private property. Remember, the fact that a user CAN perform a particular action does not imply that they SHOULD take that action.

DRESS CODE

Your appearance and dress at school affect your attitude and behavior and those of other students. You are expected to **dress neatly and modestly** and in such a way that you do not disrupt the educational process or endanger the health or safety of yourself or others. **Pants, shorts, and skirts must be secured at the waist.** Specific apparel includes, but not limited to:

- Clothing that reveals cleavage is not permitted.
 - Clothing with holes or cutouts that show undergarments is not permitted. (If holes are present in clothing, something **MUST** be worn underneath. No skin should be showing through holes.)
 - Shirts cannot hang off the shoulder unless appropriate attire is worn underneath.
 - Tank-tops, tube-tops, spaghetti straps, halter-tops are not permitted.
 - No mesh or see through tops may be worn without dress code appropriate undershirts. ● The midriff must be sufficiently covered at all times.
 - Young men may not wear tank tops, and sleeveless shirts must fit tightly around the top edge of the shoulder and armpit.
 - Shoes must be worn at all times. **Bedroom shoes are not permitted.**
 - Pajama tops or bottoms are not permitted.
 - Blankets are not permitted.
 - Clothing displaying, promoting, or advertising alcohol, tobacco, or other illegal substances are not permitted.
 - Clothing displaying obscene, sexually suggestive, or profane phrases, illegal activity, markings, or designs, and gang related designs, are not permitted.
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- Hats or head coverings (shower caps, etc.) are not allowed to be worn while inside of the school building unless otherwise notified by administration.
 - Sweatbands or sunglasses are not to be worn inside the building.
 - Bandanas are not permitted.
 - Leggings/tights will only be permitted if appropriately covered within fingertip length of the knee.
 - Any other article of clothing that is physically revealing or provocative is not permitted.
- (Ex. LEGGINGS, JOGGING PANTS)
- There will be NO nasal septum, nose hoops (studs are allowed -1) lip, tongue, eyebrow rings, or ear gauges, etc. Any other jewelry deemed inappropriate by the administration will not be permitted.
 - Physical Education Classes - Students in Physical Education classes are expected to follow the Physical Education Dress Code while attending physical education class. Students in P.E. are expected to dress out during assigned classes. Their attire should be as follows: shoes or sweat pants with T-shirt. The shorts must be mid-thigh. Shirt styles should conform to the standard dress code. When students come into the main building, they must be dressed appropriately!
 - Any dress deemed disruptive to the learning environment, per administrative judgment, will not be tolerated.

<u>MCMS/MCHS DRESS CODE CHART</u>		
Item	Acceptable	Unacceptable
Pants	<ul style="list-style-type: none"> Worn around/over the hips at natural waistline (belts must be buckled) Leggings, Bodycon Jumpsuit, and Yoga pants must be worn with a shirt that is at or below fingertip length Jeans and Pants with holes, rips, or tears below fingertip length Undergarments should not be visible—including boxer waistbands 	<ul style="list-style-type: none"> Oversized, baggy or sagging pants, low waist pants or low rider pants Ripped, torn, or holes above fingertip length Overly tight, Bodycon Jumpsuits, Leggings, Tights, Yoga pants Visible undergarments - including boxer waistbands
Shorts	<ul style="list-style-type: none"> Worn at waist, fitted at crotch (belts must be buckled) Properly hemmed, cuffed or stitched Length must be at or below fingertip length 	<ul style="list-style-type: none"> Oversized, baggy or saggy Ripped, torn, with holes above fingertip length, or cutoff Overly tight, made of spandex or nylon, Bike Shorts, Bodycon Short Jumpsuits, Yoga shorts Shorter than fingertip length
Skirts, Skorts, Jumpers, Dresses	<ul style="list-style-type: none"> Worn at waist, fitted at crotch (skort) Length should be at or below fingertip length 	<ul style="list-style-type: none"> Mini-skirts shorter than fingertip length Overly tight, Bodycon dresses, No slits above fingertip length
Shirts	<ul style="list-style-type: none"> All tops and blouses should be long enough to be tucked Worn at waist level or tucked in Should cover midriff even when arms are raised above head or actively moving Sleeveless jerseys must include a full T-Shirt underneath Female shirt straps should be 2" on shoulder 	<ul style="list-style-type: none"> Bare midriffs, crop tops, cropped jackets, tank tops less than 2", halter tops, off the shoulder, tube tops Tight fitting, low cut or revealing necklines See-through tops that reveal undergarments Males cannot wear tank tops, undershirts, or muscle shirts Sleeveless jerseys without a full T-shirt underneath
Shoes	<ul style="list-style-type: none"> Soled footwear Shoes must be worn at all times during school day 	<ul style="list-style-type: none"> House slippers, bedroom slippers, shower slippers
Other	<p>THESE ITEMS ARE NOT ACCEPTABLE:</p> <ul style="list-style-type: none"> Hats, caps, and hoods cannot be worn in the building Skulls caps, doo-rags, bandanas, scarves, beanies, berets or anything that covers the head is not allowed No sweat bands, Pajamas, Robes, Blankets Visible undergarments Non-prescription sunglasses cannot be worn in the building Trench coats Chains, straps or any other item hanging from clothing Lack of cleanliness in person or dress Any item that advocates or advertises any of the following: <p>Tobacco products, alcoholic beverages, drugs, illegal substances, violence, weapons, disrespect,</p>	

	<p>racist organizations, gangs, obscenities, nudity, emblems, insignias, badges or distracting symbols</p> <ul style="list-style-type: none"> Any other type of dress/garment/paraphernalia that is distracting, immodest or interferes with learning will not be tolerated. There will be NO nasal septum, nose hoops (studs are allowed -1) lip, tongue, eyebrow rings, or ear gauges, etc. Any other jewelry deemed inappropriate by the administration will not be permitted.
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****The faculty of Miller County Middle School and High School depends on the good judgment of our parents and the sensitivity of our students not to wear clothing that may cause disruption in the learning process. Parents or students who have specific questions about an item's appropriateness should consult the local school administration.***

Dress Code Violation (Year)

- 1st referral: ISS until clothing is modified
2nd referral: Clothing must be modified and 1 day ISS
3rd referral and above: Tier 2 consequences will apply

Student Actions and Consequences

Tardies

- 1st offense - Warning
2nd Offense - Teacher detention
3rd Offense - Admin detention
4th Offense - 1 day ISS
5th Offense - 3 days ISS/OSS
After 3rd tardy, students will receive a referral for being tardy to school. Parent notes will not be accepted in lieu of punishment. 5th Offense or more possible removal of parking privileges for the remainder of the 9 weeks or semester depending on date of offense.

Simple Classroom Misbehavior

1. Failure to participate in class
2. Failure to follow reasonable requests in class
3. Horseplay in class
4. Other simple classroom misbehavior
5. Refusal to do work

Teachers should follow these steps before office referral:

1. Warning- Student/Teacher Conference
2. Parent Contact- (phone)
3. Teacher Detention time assigned with teacher before or after school

Administrative Consequences-(per Class/per Teacher)

- 1st Referral- Administrative Detention
2nd Referral and beyond- 1 day ISS

***Please note that multiple referrals may result in accelerated consequences up to OSS and/or placement into an alternative school setting.**

Tier I

Moderate Misbehavior

1. Inappropriate behavior or horseplay/profanity
2. Non designated area, off limits
3. Failure to follow reasonable request outside classroom
4. Engaging in potentially harmful activity
5. Name calling or ridiculing
6. Failure to follow school policy
7. Public display of affection (*except for hand-holding*)
8. Other moderate misbehavior

Tier I CONSEQUENCE (per semester)

- 1st Referral- 1 day administrative detention
 2nd Referral- 1 day ISS
 3rd Referral and beyond- Multiple (2 or more) days of ISS

***Please note that multiple referrals may result in accelerated consequences up to OSS and/or placement into an alternative school setting.**

Tier II

Serious Misbehavior

1. Willfully disrupting class or bus
2. Excessive horseplay
3. Disrespect (Racial, ethnic, sexist, profanity, or vulgar remarks/gestures)
4. Possession of vulgar or profane materials or writings (paper or electronic)
5. Providing false information to school or staff
6. Cutting class or school, or leaving class without permission
7. Other serious misbehavior

Tier II CONSEQUENCE (per year) (Possible Charges Filed)

- 1st Referral- 2 days ISS
 2nd Referral- 3 days ISS
 3rd Referral- 1 day OSS
 4th & above- 2+ days OSS (Possible Tribunal)

Tier III

Severe Misbehavior

1. Willfully disrupting school
2. Refusing to comply with staff directions – major insubordination
3. Defacing school property (make restitution and consequence)
4. Bullying, harassment, or instigation
5. Refusing to give staff your name or correct name
6. Affray (A skirmish or tussle between students, a step below fighting.)
7. Inappropriate use of cell phone (video/picture/text message/posting to social media)
8. Blatant disrespect to staff
9. Possession of a pocket knife less than 2 inches
10. Possession of tobacco/tobacco related products (including lighters, matches, non-tobacco dips)
11. Other severe misbehavior

Tier III-Consequence (Per Year) (Possible Charges Filed)

- 1st Referral – 3 days ISS/OSS (depending on the severity)
- 2nd Referral –3/5 days OSS (depending on severity)
- 3rd & above- 10 days OSS (Possible Tribunal)

Tier IV

Criminal Acts

1. Fighting
2. Sexual Harassment
3. Simple weapon possession
4. Possession of a knife greater than 2 inches
5. Distribution of pornographic materials (includes posting to social media, texting, and cell phone images)
6. Hazing
7. Possession of fireworks
8. Activating Fire Alarm or Fire Extinguisher
9. Vandalism or destruction of school property (make restitution and consequence)
10. Theft (make restitution and consequence)
11. Threatening or intimidation of staff members
12. Other criminal acts

Tier IV Consequence (Possible Charges Filed)

- 1st Referral-5- 10 days OSS (Possible Tribunal)
- 2nd Referral- 10 days OSS (Tribunal)

Serious Criminal Acts

1. Sale or distribution of drugs or alcohol. Possession or use of illegal drugs, drug paraphernalia, alcohol or coming to school under the influence of (including over the counter drugs or materials portrayed as controlled substance)
2. Assault on Teacher, Staff member, or Student
3. Sexual Assault
4. Engaging in Sexual Activity
5. Weapon possession
6. Inciting a riot
7. Assault with a weapon
8. Extortion
9. Terroristic threat
10. Other serious legal or school violations, criminal acts

Consequences (History- Charges Filed)

- 1st Referral- 10 days OSS (Tribunal LTS or Expulsion)

Bus Discipline

(School discipline will apply for serious offenses in addition to bus suspension)

- 1st Referral- Administrative conference with student/and student take referral home for parent to sign & return next day, or 1 day bus suspension if not returned.
- 2nd Referral- 1 day Bus suspension (Admin conference) - Call parent
- 3rd Referral- 3 day Bus suspension (Admin conference)- Call parent
- 4th Referral- 5 day Bus suspension - Parent conference with Administrator/Student to return to bus.

5th Referral-10 day Bus suspension - Parent conference with Administrator/Student/Driver to return to bus.

6th Referral- Bus suspension remainder of semester

7th Referral- Bus suspension remainder of school year

Prohibition of Vaping and E-Cigarettes

In alignment with Miller County's commitment to promoting a healthy and safe school environment, the use, possession, or distribution of vaping devices and e-cigarettes is strictly prohibited on school premises and at school-sponsored events. This rule is enforced with the following rationale:

1. Protecting Health and Well-being: Vaping and e-cigarette use pose serious health risks to individuals, particularly adolescents whose bodies are still developing. These devices often contain harmful chemicals and substances that can lead to addiction, respiratory issues, and other adverse health effects. By prohibiting their use, we prioritize the well-being of our students and staff.

2. Preventing Underage Usage: Vaping and e-cigarette products are frequently marketed towards youth, leading to an alarming increase in underage usage. Implementing a strict prohibition on these devices helps deter students from experimenting with or becoming addicted to nicotine and other harmful substances, safeguarding their long-term health and well-being.

3. Maintaining a Drug-Free Environment: Vaping devices can be modified to deliver substances other than nicotine, including illicit drugs. By prohibiting vaping and e-cigarette use outright, we minimize the risk of these devices being used as a conduit for illicit drug activity on school grounds, ensuring a safe and drug-free environment for all students and staff.

4. Addressing Legal and Ethical Concerns: While the legal landscape surrounding vaping and e-cigarettes continues to evolve, their use by minors remains a violation of state and federal regulations. By enforcing a strict prohibition policy, we uphold legal standards and demonstrate our commitment to ethical conduct and compliance with applicable laws.

Consequences for Violation:

First Offense: Any student found in possession of or using a vaping device or e-cigarette will be subject to disciplinary action. Specifically, the consequence for a first offense will result in five days of Out-of-School Suspension (OSS) and a behavior contract. These measures are intended to serve as both a deterrent and an educational opportunity, allowing students to reflect on their actions while minimizing disruption to their academic progress.

Second Offense: In the event of a second offense, the consequence will escalate to ten days of Out-of-School Suspension (OSS). This increased penalty underscores the seriousness of repeated violations and emphasizes the school's commitment to maintaining a safe and healthy environment for all students and staff.

Third Offense: A third offense will result in mandatory placement in the Alternative School program. This measure is implemented to provide additional support and intervention for students who have not responded to previous disciplinary measures and to ensure the continued safety and well-being of the school community.

By adhering to this rule and its associated consequences, we reinforce the importance of maintaining a healthy, safe, and drug-free school environment while providing students with the support and guidance they need to make responsible choices for their well-being. We appreciate the cooperation of students, parents, and staff in upholding this policy for the benefit of the entire school community.

Student Fails to Attend Teacher Assigned Detention

Teacher will refer the student for administrative detention.

Student Fails to Attend Administrator Assigned Detention

1 day ISS for failing to attend.

Student Fails to Attend ISS

1 day OSS for each day failing to attend and re-serve ISS when student returns

*The administration reserves the right to accelerate or alter consequences based on the nature and/or severity of the incident.

All policies and procedures are subject to change at the discretion of the Miller County Board of Education and/or the Miller County Middle/High School Administration.

Miscellaneous

TELEPHONE USE

Students may not use any school phone without prior permission from school personnel. All calls must be made by school personnel. **Cell phones should not be out, on or used during the instructional period for any reason.**

CARE OF SCHOOL/PERSONAL PROPERTY

- Students are expected to take care of all school property, not limited to textbooks, equipment, or facilities. Failure to take proper care of textbooks or not returning the books will result in fines being levied for book repair/replacement for the replacement cost of the book.
- Students who damage school property will be responsible for the repair of said property, and subject to restitution and police charges being filed.

LOST AND FOUND

- For "Lost and Found," please see the front office.
- Students are directed not to bring expensive jewelry, excessive cash, cameras, radios and/or tape recorder players to school or school events.
- Students are cautioned about taking pocketbooks, jewelry, and other valuables to the gym during physical education class, athletic practices, or other events. **Students are to use gym lockers for security. Coaches may also secure items for students.**

MCMS/MCHS and its employees will not be responsible for such items nor guarantee their safety; employees will not be responsible for items to be delivered to students. Students are responsible for security of items, and classroom searches WILL NOT be used to take up instructional time.

DUES

Junior and Senior dues are a year to year requirement in the Miller County School System. Whatever the Junior class raises via fundraisers and dues follow the whole class to their Senior year. The amount of money fundraised will determine how much is spent on their Senior Prom the following year. A certain percent of money raised during the Junior year plus dues are then used for their Senior year ceremonies. Dues are \$60 and will go up to \$80 after Christmas Break (both Junior AND Senior years). Junior Dues are not just for students attending Prom but for ALL Junior Members.

Senior Class Dues serve to help us both **CELEBRATE & RECOGNIZE** your Senior Year AND cover the many varied costs associated with putting on a Graduation Ceremony at Miller County High School that you and your family deserve! Every Senior planning to participate throughout their Senior year and enjoy Graduation is required to pay Senior Class Dues. They will be \$60.00 from August to January 1. After that, the dues will increase to \$80.00

DEBTS

Students must clear all debts with **Ms. Terri Cunningham**. Seniors will not be allowed to participate in graduation exercises or to receive their final transcripts until all debts are paid in full.

Off-Campus Conduct

The Board of Education has a responsibility to provide protection for students and employees. Furthermore, it is obligated to provide and maintain a safe and orderly environment for education to take place. Therefore, it is the duty of the Miller County Board of Education to make necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the schools. Administrators are authorized to take disciplinary action for conduct which occurs: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function, or event; or, (c) en route to and from school or a school activity.

Authority to take disciplinary action also extends to any off-campus, non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and staff. A student who has been charged with a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such an act could include but would not be limited to a felony or offense which would be considered to be a felony if the student were an adult, or an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature. Such students whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action including, but not limited to, in-school suspension, and/or an assignment to an alternative educational program.

School officials shall contact the proper authorities to verify any and all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school. Any suspension, expulsion, or exclusion from enrollment under this policy shall be handled in accordance with due process as set out in board policy relating to suspension or expulsion.

All policies and procedures are subject to change at the discretion of the Miller County Board of Education and/or Miller County Middle School and Miller County High School Administration.

MEDIA CENTER

The Media Center is an information center for students, faculty, and staff. The hours of operation are 7:45 a.m.-3:15 p.m. Monday-Friday unless otherwise notified.

The student must have a Media pass/SmartPass in order to visit the Media Center during class time. No item may be renewed or checked out if a student has unsettled debts. Students are financially responsible for overdue, damaged, and lost materials. Books may be checked out for two weeks and may be renewed once. Lost and damaged materials must be paid in full.