

MCAA



2024-2025 STUDENT HANDBOOK

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Dear Parents,

As the Executive Director of MADISON CREATIVE ARTS ACADEMY, I would like to take this opportunity to welcome you to our school. Our primary goal is to provide for the continual development of all facets of the child: academic, emotional, physical, and social. Small group instruction by dedicated, highly qualified, loving teachers allows each student to achieve his/her full potential in a secure and nurturing environment.

We appreciate your entrusting your child to our care; however, it is our belief that a three-way responsibility exists among the school, the parent(s), and the student, if the student is to experience maximum success. Please carefully read this handbook that describes our policies and activities. Read it with your child to make it a family learning experience. We ask that you assume the following responsibilities:

- Have a thorough knowledge of Madison Creative Arts Academy's mission, vision and guiding principles.
- Support and abide by the policies.
- Provide motivation at home by establishing a quiet area for study and regular study time (students can help plan this), by showing an interest in school and class activities, and by talking regularly with your child about interests, problems, and assignments.
- Participate as much as possible in class and school activities. This will give him/her a good attitude toward school. Because you show your interest, it will stimulate your child's interest and enthusiasm.
- Confer periodically with your child's teachers concerning academic progress and conduct.
- Speak positively about teachers and the school in the presence of your child. *Negative remarks affect children!*
- Communicate directly with the teacher if there are problems concerning your child. If necessary, then you may consult the Assistant Director or the Executive Director.
- Become involved in the Parents' and Teachers' Club (PAT) as a means of becoming acquainted with other parents and teachers in the common support of MADISON CREATIVE ARTS ACADEMY; take the Panther Pride Challenge and volunteer.

Thank you, again, for sharing your child and being a part of our MADISON CREATIVE ARTS ACADEMY family. We welcome your suggestions, comments, and concerns at any time.

Sincerely,

Janna L. Barrs – Executive Director

MADISON CREATIVE ARTS ACADEMY DIRECTORY

Office: (850) 973-2529

Fax: (850) 973-8974

School Website: www.mcaa.academy

Administration		
Executive Director	Janna Barrs	barrsj@mcaa.academy
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Testing Coordinator/Library	Vicki Donaldson Washington	donaldsonv@mcaa.academy
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Chief Financial Officer	Jennifer Harper	harperj@mcaa.academy
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Third Grade	Emily Shadrick	shadricke@mcaa.academy
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Fourth Grade	Andrea Nagel	nagela@mcaa.academy
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Fifth/Sixth Grade Math	Kelli Thurner	thurnerk@mcaa.academy
Fifth/Sixth Grade Social Studies	Jamie Mask	maskj@mcaa.academy
Fifth/Sixth Grade Science	Brandi Sapp	sappb@mcaa.academy
Sixth/Seventh Grade Language Arts	Theresa Hale	halet@mcaa.academy
Seventh/Eighth Science	Jessica Haag	haag@mcaa.academy
Eighth Grade Language Arts	Leigh Ann Browning	browningl@mcaa.academy
Seventh/Eighth Grade Math	Hayley Starling	starlingh@mcaa.academy
Seventh/Eighth Grade Social Studies	Allison Prairie	prairiea@mcaa.academy
Algebra 1	Willa Branham	branhamw@mcaa.academy
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Physical Education & Health	Brianna Thompson	thompsonb@mcaa.academy
Librarian	Patricia Holmes	holmesp@mcaa.academy
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Band/Music	Yanquarius Holloway	hollowayt@mcaa.academy
Agriscience	Jessica Webb	webbj@mcaa.academy
Art	Misti Archambault	archambaultm@mcaa.academy



MCAA MISSION, VISION, AND BELIEFS

MISSION

The mission of Madison Creative Arts Academy is to ensure that all students receive a challenging and enriching liberal arts education that provides a moral and ethical framework for critical decision making.

VISION

Each student will leave MCAA with skills and confidence necessary to transition seamlessly to higher level institutions and further become productive and compassionate citizens of their communities.

BELIEFS

- All students can develop into productive members of their communities.
- It is our responsibility to provide a challenging educational program that fosters critical thinking and an appreciation of the Arts.

BOARD OF DIRECTORS

The Board of Directors is the policy-making body of MADISON CREATIVE ARTS ACADEMY and no other individual or group has the authority to set or change any policy. The Executive Director has the responsibility of carrying out Board policies.

The Board of Directors retains the privilege to make changes, amendments, and corrections as they see the need, of the rules and policies of the school, at any time with or without prior notice.

Any parent who feels a problem exists or has a concern that needs to be addressed, should present his/her views to the teacher, the Executive Director, the school's Parent Liaison, and then a Board member, in that order.

BOARD OF DIRECTORS – 2024-2025

Amanda Norris – *President*

Jennifer Page - *Vice President*

Tyler Coody– *Treasurer*

Elise Yates – *Secretary*

Chad Arnold

Matthew Browning

Abby Godwin

Daniel Havard

Jarrold Lauth

Will Washington

Board-appointed Parent Liaisons: Christian Matlock and Katherine Phillips. For contact information, please reach out to the MCAA Office at 850-973-2529.

School Hours: The Madison Creative Arts Academy school day begins at 7:50 AM and ends at 3:00 PM. Office hours are from 7:30 AM until 5:30 PM. On Early Release Days, students will be released at 12:30 PM.

RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students attending Madison County Public Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. Students are also vested with other fundamental rights. Among these is the right to:

1. Be informed of the Madison County School District (MCSD) policies and rules of the Code of Student Conduct
2. A safe and orderly environment in which to learn, have property respected, and to protect self and property against injury attempted by another
3. Know about and use school guidance services
4. Be treated with dignity and respect by other students, school personnel, and campus visitors
5. Reasonable and fair treatment and have rules enforced without discrimination
6. Be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without the consent of parents/guardians, or students 18 years of age or older
7. Free transportation as allowable by law
8. Be notified of failure or the potential for failure as outlined in the progress reporting schedule
9. Receive an academic program that promotes high student performance and is delivered by competent teachers in an atmosphere from bias and prejudice
10. Express viewpoints responsibly in writing or orally without jeopardizing relations with teachers or school, conduct meetings on school grounds or in school buildings in accordance with school rules and scheduled use of facilities, and organize clubs and groups
11. Have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student has any object or material which is prohibited by law or School Board
12. Expect student records will be kept safe and private
13. Expect that other students and school personnel respect feelings, rights, their property, and privacy
14. Opportunity for hearing upon suspension from school
15. Upon written request by his or her parent, be excused from standing for or reciting the Pledge of Allegiance

DAILY CONDUCT CODE [§1003.31(4)(a-g)Florida Statutes]

By enrolling in a public school in Madison County, Florida, each student agrees to conduct himself/herself according to the Statute's Daily Conduct Code which requires that students:

1. Be respectful and obedient at all times
2. Not hurt another person with my words or my acts
3. Tell the truth, because it is wrong to tell a lie
4. Not steal, because it is wrong to take someone else's property
5. Respect my body and not take drugs
6. Show strength and courage, and not do something wrong just because others are doing it
7. Pledge to be nonviolent and to respect my teachers and fellow classmates

RESPONSIBILITY MAKES A DIFFERENCE

FAMILY RESPONSIBILITIES

By enrolling a child in Madison Creative Arts Academy each parent/guardian agrees to comply with the essential parental responsibilities including but not limited to:

1. Reviewing the contents of the Code of Student Conduct guide with their child
2. Ensuring the daily attendance of their child and promptly report and explain any absences or tardiness from school
3. Providing their child with the resources needed to complete class work
4. Assisting their child in being healthy, neat, and clean

5. Bringing to the attention of the school authorities any problem or condition which affects their child or other children of the school
6. Ensuring their child does not bring inappropriate or contraband items to school
7. Discussing report card and work assignments with their child and monitor student academic progress in the SKYWARD student management system
8. Ensuring that the school has up-to-date home, work, and emergency telephone numbers
9. Ensuring that current emergency health care information regarding their child is on file with the school
10. Communicating with the school (i.e., talk to the child's teacher, return requested forms, etc.)

STUDENT RESPONSIBILITIES

Becoming a responsible adult begins with becoming a responsible student! Students have the responsibility to:

1. Adhere to the guidelines set forth in the school handbook and this Code of Student Conduct
2. Attend all classes daily and be punctual for all school days during the school year and to provide the school with adequate written explanation and appropriate documentation to explain an absence, and request make-up work assignments from teachers upon return to school and complete them within an appropriate length of time
3. Come to class with all necessary materials and be prepared to learn
4. Take advantage of learning opportunities
5. Use guidance services for educational and personal improvement
6. Show respect for and consideration to all individuals and property
7. Report hazardous or dangerous situations to an adult in authority
8. Immediately report illegal activities to appropriate authorities
9. Refrain from bringing inappropriate or contraband items to school
10. Abide by all rules and regulations established by school, teacher, and bus driver
11. To complete all classroom assignments, homework, and projects/reports as outlined by their current classroom teacher
12. Refrain from profane or inflammatory statements
13. Conduct themselves in a safe and responsible manner
14. Dress in a neat, clean, and well-groomed manner
15. Take responsibility for his/her own work and actions, and share with their parents/guardians grades and progress reports received relative to their progress in each class

Note: Students who report any of the above listed activities/information to the appropriate authorities may have their names held in confidence and the District agrees not to release the student's name to any other student.

STUDENT CODE OF CONDUCT

The Madison Creative Arts Academy Board of Directors adopted the District School Board of Madison County's Student Code of Conduct. For convenience sake, portions of the Student Code of Conduct are inserted into this handbook. The entire Student Code of Conduct can be viewed on the District's website. A link to the District website is located at www.mcaa.academy under the "About" tab.

SCOPE OF AUTHORITY

The Code of Student Conduct applies to all students enrolled in Madison County Public Schools and Madison Creative Arts Academy. The code is in effect on MCAA's owned or controlled property and whenever students are under the official supervision of MCAA or MCS D employees, including but not limited to: field trips, extracurricular activities, or while being transported to and from such places either by school bus, approved drivers, or other official means of conveyance.

GENERAL SCHOOL INFORMATION, POLICIES, AND PROCEDURES

CIVILITY POLICY

Employees of MCAA/MCSD will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Accordingly, this policy promotes civility, mutual respect, and orderly conduct among District employees.

PARENTS' AND TEACHERS' (PAT) CLUB

An important part of Madison Creative Arts Academy is the “family” environment that enables the students to feel secure while they are learning. This includes the involvement of parents, teachers, and students. The PAT Club provides an opportunity to participate in school activities and projects to achieve this goal. All parents are strongly encouraged to participate. Participation in fundraising activities is necessary to help provide amenities that we would otherwise not be able to afford. All families are automatically members of the PAT Club. PAT Club meeting and activity notifications are posted in Bulletin Bits found under the Student/Parent link on the school website, the PAT Club Facebook page, in student planners, and from time to time conveyed via OneCall Now messages.

GRANDPARENTS CLUB

A vital part of Madison Creative Arts Academy is the Grandparents Club. The Grand Parents Club is open to all Grandparents whose grandchildren are students at MCAA. The Grandparents Club allows Grandparents to actively participate in their grandchildren’s educational opportunities as well as engage with their teachers. The Grandparents also host numerous fundraisers throughout the year with the proceeds geared towards supporting the school and its mission through various projects throughout the year.

LOST AND FOUND

A box is kept in the Activity Building for personal items found on the grounds. If a name is on the item, it will be returned to the owner. All unclaimed items that are not picked up by the end of the school year will be given to a charitable organization. Parents and students may check the Lost and Found box any time.

LUNCHES, SNACKS, AND WATER BOTTLES

Students may either bring a lunch from home or purchase one of the items offered each day at school. Students bringing lunches from home should have them when they arrive in the morning. In cases when the lunch has been left at home, parents may bring it to the office where the student will get it at lunchtime. ***Students should not have lunches from fast food restaurants delivered to school.*** A list of lunch items and prices will be sent home the first day of school each year. Parents will pre-order the student’s lunches using the online lunch ordering system. If a student forgets to order lunch, the student’s teacher will notify the Lunch Director and she will provide the student with lunch. The charged lunch will be billed to the child’s online lunch account.

Milk or water may be purchased at school. Beverages brought from home should be nutritious. Do not send carbonated drinks or tea.

Planning with the student should result in a nutritious lunch that he/she will eat. Avoid sending too much, as sharing is not permitted except in very special cases when a child brings something for the whole class. The rules against sharing food are for health reasons.

Students may bring a snack from home. **Students may also bring a water bottle from home. Water bottles must be clear, plastic and have a screw top lid.**

GIFTS, INVITATIONS, TREATS

Students should not bring gifts, invitations, treats, etc. to school for classmates unless they have one for everyone in the class. For example, if a student is planning to invite only a few classmates to a party, then those invitations should be sent through the mail or plans made by phone, not at school. Special gifts (not those that are part of a planned school party) for Christmas, Valentine’s Day, birthday, etc., should be given privately, not at school.

SCHOOL STORE

The school store will be open each school morning from 7:30 A.M. to 8:00. The school sells supplies such as paper, notebooks, pencils, pens, erasers, highlighters, and poster paper. Prices are competitive with stores. Madison Creative Arts Academy t-shirts and sweatshirts may be purchased through the school office.

PARENT TEACHER CONFERENCES AND TELEPHONE CALLS

Should you need to contact your child's teacher for any reason, please email the teacher or call the school any time during the day and your message will be given to the teacher. The teacher will return your call as soon as possible. Please avoid calling teachers at home since the records are kept at school, and they may not have the information you need. Also, our teachers are encouraged to spend time at home with their families.

If you need a conference, please call the office and one will be scheduled. Teachers have playground duty, faculty meetings, and other conferences after school and are not available for conferences each day. By calling, you and the teacher can arrange a time convenient for both of you.

Teachers begin accepting students at 7:50 A.M. Please do not plan to visit with a teacher before school, as his/her class will be waiting for him/her when the bell rings. Prior to the bell, he/she needs time to prepare for his/her busy day.

*Do not hesitate to talk with your child's teacher whenever you become aware of a problem. A delay can make the problem more difficult to solve. **Please call to schedule a conference.***

OFFICE AND TELEPHONE USE

Students may use the office for official business only. The office telephone may be used only with permission and in case of necessity. Calling for forgotten homework or calling to make plans for friends to come over after school are not considered necessities. Students must have a permission slip from the teacher before using the phone.

CELL PHONES AND/OR ANY ELECTRONIC COMMUNICATIONS DEVICES

Wireless Communication Devices (WCDs) as used in this policy are defined in Bylaw 0100 and include peripheral devices that have a wired or wireless connection to the WCD (e.g. headphones, earbuds, watches with wireless capabilities, etc.). Electronic communications include, but are not limited to, video/audio records, photographs, and/or text messages

HB 379 gives schools the right to restrict cell phone usage during instructional time. While students may still possess a cell phone or wireless communication device while at school, **a student may not use a wireless communication device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communication devices during instructional time.** Cell phones that are heard, or are in use on school grounds without the consent of school personnel **will be confiscated.**

The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and restrooms.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of WCDs brought onto its property, or the unauthorized use of such devices. Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

The District will utilize its existing IEP, Section 504 plan, and student medical processes and procedures to evaluate requests for accommodation that are supported with the needed documentation.

Grades Pre-K through 8

Students in grades PK through 8 are encouraged to leave their WCDs at home. Students who bring WCDs to school must ensure that they remain **off** and completely out of view for the entire school day. **Cell Phones must remain in the classroom caddy during classroom instruction.** Classroom teachers may also provide, and students may utilize, a cell phone storage area in their classroom. These expectations also apply to extra-curricular and co-curricular activities that occur before or after the school day.

Grades 9 through 12

Students in grades 9 through 12 are encouraged to leave their WCDs at home. Students who bring WCDs to school must ensure that they remain on silent mode and completely out of view for the entire school day except for the student's lunch period, or as expressly authorized by the classroom teacher for a specific instructional activity. Classroom teachers may also provide, and students may utilize, a cell phone storage area in their classroom. These expectations also apply to extra-curricular and co-curricular activities that occur before or after the school day.

Note: Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. [S 1006.07(2)(f), Florida Statutes]

STUDENT RECORDS

ACCESS TO STUDENTS AND STUDENT RECORDS BY PARENTS

The parent that registers the student and provides information on the student data registration form will be considered that parent who controls and makes final decisions regarding the student. It is the parent's responsibility to supply the school with any documents that delineate custody issues. When parents are divorced or separated, both parents have full rights to participate in the child's school activities and know what is happening at school unless there is a court document limiting that access. A non-residential parent may have access to student records and information unless a court order prohibits such access. If a court has issued such an order, then the student's parent is responsible for providing the principal with a certified copy of the order. Additionally, the school will not resolve parental disputes regarding a student and/or student record access. Normal school procedures for parent pick-up, eating with a student at school, and attendance at other school activities is permitted by both parents unless there is a court document that prohibits contact or severs parental rights. Schools do not have facilities nor is it appropriate to accommodate parent domestic visitations. If parents approach schools for these visitations, they will be requested to make arrangements for out-of-school visitation after school hours.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 30 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If copies of these records are requested, the first five pages will be provided at no cost. For requests in addition to five pages, an amount of 15 cents per page will be charged.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask the MCSD to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. When making such a request, a written statement to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent. The one exception, which permits disclosure without consent, is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

4. Upon request, the District discloses educational records, including record of disciplinary actions, without consent to officials of another school district in which the student intends to enroll.
5. When requesting basic information from students and parents/guardians, a request will be made for the student's social security number under section 1008.386, Florida Statutes. In any case, disclosure of the social security number is voluntary and will be used only as a student identification number in the Information Technology (IT) system maintained by the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

STUDENT RECORDS AND REPORTS - RIGHTS OF PRIVACY - NOTIFICATION

In accordance with 1002.22, Florida Statutes, students and their parents/guardians shall have rights of access, rights of challenge, and rights of privacy with respect to student records and reports. Every student shall have a right to privacy with respect to the educational records kept on him or her. Personally identifiable information contained in such records and reports is confidential. These records and reports cannot be released without the written consent of the student's parent/guardian, or of the student himself or herself if he or she is 18 years of age or older, unless the purpose for the release of such information is consistent with Florida Statutes. Such a release of information without consent can be for any reason consistent with that in 1002.22(3)(d), Florida Statutes, including, but not limited to, purposes consistent with inter-local agreements with other agencies.

SUBPOENAS FOR STUDENT RECORDS

Federal and state law requires that school officials comply with court orders and subpoenas from a court of competent jurisdiction for the timely production of student records. If disclosure is made in response to a court order or subpoena, you will be notified, except where the law prohibits said notification. If a student (18 years old or older), or the parents/guardians of a minor student, object to the release of these records, an objection to a subpoena for non-party production must be timely filed and/or a protective order must be timely obtained from a court of competent jurisdiction.

DIRECTORY INFORMATION

MCAA and the MCS D reserves the right to release "directory information" to the general public without obtaining prior permission from students or parents/guardians. Directory information includes the student's name, parent/guardian names, residential address, telephone number (if listed), date and place of birth, name of most recent previous school or program attended, participation in school sponsored activities and sports, height and weight of athletic team members, dates of school attendance, anticipated graduation date, honors and awards received, and diploma conferred. However, a student or his/her parents may notify the principal of the desire NOT to have directory information released. This notification must be submitted in writing to the principal within 30 days of distribution of the Code of Student Conduct or 30 days after initial enrollment. In that case, this information will not be disclosed except with the consent of a parent/guardian or eligible student, or as otherwise allowed by the Family Educational Rights and Privacy Act. In the absence of written notification to restrict the release of directory information, MCAA and the MCS D will assume that neither a parent/guardian of a student, or an eligible student, objects to the release of the designated directory information. MCAA will routinely publish directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities. Under provisions of the National Defense Authorization Act and the Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of Armed Forces, etc.) and to post-secondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use, including among others, mailing lists for solicitation purposes.

PROTECTION OF PUPIL RIGHTS AMENDMENTS

Local educational agencies receiving funds from the U.S. Department of Education are required by federal law to comply with requirements for the collection and reporting of certain information by means of student surveys, as well as requirements to protect student privacy. The information that must be reported relates to student attitudes and behaviors on topics such as school safety, substance use and the prevalence of risky attitudes or behaviors, particularly with respect to alcohol and drug abuse. In addition, these surveys also collect information on general health practices and human sexuality. Such information is collected by survey

anonymously on a sampling basis, and no personally identifiable information is obtained from or reported on any individual student. The District cooperates with other agencies such as the Florida Department of Health in conducting these surveys.

It is the policy of the MCSD and MCAA to notify parents/guardians of upcoming surveys that reveal information concerning one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental and psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or student's parent/guardian
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Participation Voluntary — No student shall be required to participate in such a survey if the student or the student's parent/guardian, if the student is less than 18 years of age, objects to participation. Prior written parental consent will be obtained before a minor student takes a survey funded by the U.S. Department of Education that includes any of the above topics. On all other surveys, parents/guardians will be given the opportunity to opt their child out of participation. Notification to parents/guardians will occur prior to students being given surveys.

Right to Inspect — A student or the student's parent/guardian, if the student is less than 18 years of age, has the right to inspect any such survey instrument before the survey is administered or distributed to students if a request is made within a reasonable period of time. Parents/guardians further have the right to inspect or review:

- Arrangements that will be made to protect student privacy
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

Notification of Parents/Guardians — Parents/guardians will be notified of this policy annually, at the beginning of the school year, and within a reasonable period of time if any substantive change is made to this policy. Such notice shall include the specific or approximate dates during the school year when any such survey will be administered.

STATEMENT OF NON-DISCRIMINATION

The Madison Creative Arts Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

If you wish to file a complaint alleging any violation of this Act, notify:

Janna Barrs, Executive Director
Madison Creative Arts Academy, Inc.
622 NE Rocky Ford Road
Madison, FL 32340
Office: (850) 973-2529 Fax: (850) 973-8974

NOTIFICATION OF COMPLIANCE

The MCSD and MCAA adhere to a policy of non-discrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by:

Americans with Disabilities Act Title II — Prohibits discrimination on the basis of disability in state and local government programs/services.

Child Find — The District has an obligation to identify, locate, and evaluate all children with disabilities.

Civil Rights Act of 1994 TITLE VII — Prohibits discrimination on the basis of race, color, religion, or national origin.

Florida Civil Rights Act of 1992 — Secures for all individuals within the state, freedom from discrimination because of sex, national origin, age, disability, pregnancy, or marital status.

Florida Education Equity Act — The MCSD prohibits discrimination on the basis of race, disability or marital status, sex, or national origin against students or employees in any educational program or activity, or in any employment conditions or practices. The supervisor responsible for compliance may be contacted at (850) 973-2529.

Section 504 of the Rehabilitation Act of 1973 — Prohibits discrimination against the disabled. It is the intent of the District to identify, evaluate, and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents/guardians have a right to due process under Section 504. A copy of parent/guardian rights afforded by Section 504 of the Rehabilitation Act of 1973 is available at all district schools and on the Student Services website. The Director of Student Services is the coordinator of Section 504 activities and may be contacted at (850) 973-2529.

Title IX of Education Amendments of 1972 states: No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The MCSD affirmed in 1975 that it is in compliance with the requirements of Title IX and does not discriminate on the basis of sex in the educational program or activities which it operates. This statement of non-discrimination extends to MCSD employment practices and to admission to school programs. A Title IX complaint is a claim by a person that he or she has been discriminated against on the basis of sex in the programs or activities operated by the MCSD. A person having a Title IX complaint should direct his/her concern to the Executive Director who will either investigate the complaint or refer it to appropriate personnel. Title IX complaints should be addressed to:

Janna Barrs, Executive Director
Madison Creative Arts Academy Inc.
622 NE Rocky Ford Road
Madison, FL 32340
Office: (850) 973-2529 Fax: (850) 973-8974

STUDENT SAFETY

CRISIS PROTOCOL

Providing a safe and secure environment for our students to learn is a top priority of the MCSD. Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs in one of our schools. A comprehensive Crisis Management Plan has been created to guide our staff through a wide variety of situations. Fire drills, tornado drills, and lockdowns are practiced at each site to ensure that routines and safety procedures are well established and familiar to all.

Parents, please cooperate with school and district authorities during a lockdown crisis:

- Please cooperate with school and/or district directives.
- Please consult local media for regular updates about the incident. Listen for information updates on local radio and television stations.
- You may be directed to an off-campus parent staging area for the latest information regarding a campus crisis.
- Please DO NOT call the school because phone lines will be needed for emergency communication; however, please consult the local media.
- Please DO NOT call your child's cell phone in order for cell towers to be clear for emergency use; however, please consult the local media.
- Please DO NOT go to the school if a lockdown situation should occur; however, please consult the local media. Roads are closed, doors are locked, and campuses are off-limits to anyone other than authorized personnel.

Pursuant to Florida Statute 120.54(4), in the event of an emergency, the Superintendent or the School Board can enact additional rules governing student conduct which shall be enforced as included in the Code of Student Conduct.

VIOLENT OR DISRUPTIVE BEHAVIOR

The Madison County School District is committed to providing an environment supported by educators for improving school safety and increasing access to mental health supports for children and youth. We will not tolerate violent and disruptive behavior which interferes with the orderly environment and the academic process of the school. Violations may lead to the removal of a student to an Opportunity School Placement or referral to mental health services. A committee will be established to consider the consequences of

such behavior. The purpose of the committee is to review all relevant data for making a determination of placement and services. Appropriate Opportunity School staff, school-level staff and the parent will be included in the committee. The parent will be notified in writing but does not have to be present for placement decisions.

PUBLIC SAFETY INFORMATION ACT 1997 - SEX OFFENDER/SEXUAL PREDATOR LAWS

Information is available at the Madison County School District.

HARASSMENT

The purpose of this policy is to inform and educate students of their responsibilities, rights, and complaint/grievance procedures with regards to harassment. The term harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. Harassment includes, but is not limited to, racial slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material in student's possession or constructive possession (i.e., book bag, locker, etc.), worn, posted, circulated in the workplace or schools. The term also includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance. This includes dating violence as per Florida Statute and MCSD policy.

STUDENT GRIEVANCE PROCEDURES

The MCAA will promptly investigate alleged incidents of harassment or discrimination and appropriate, corrective action will be taken. Any student who alleges harassment or discrimination by another student or MCAA employee shall report the harassment to the building principal, assistant principal(s), guidance counselor(s), or teachers. Filing of a complaint or otherwise reporting harassment in good faith, will not affect the student's status, extracurricular activities, grade, or any other assignments. However, willfully reporting a false claim of harassment or discrimination in bad faith is illegal and will subject the reporter of the false claim to disciplinary action.

The harassment or discrimination complaint shall be in writing, state the act or acts, state the date(s), state the names of witnesses, and shall be signed by the complainant. The right to confidentiality, both of the complainant and of the alleged harasser, will be respected, consistent with the School Board's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred. Retaliation against any student for alleging harassment or discrimination is strictly forbidden.

THE SCHOOL DAY

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL AND SCHOOL ACTIVITIES

MCAA is not responsible for the supervision of students on school grounds until 30 minutes prior to the start of the regular school day or a scheduled event, or beyond 30 minutes after the regular school day, Afterschool Care, or a scheduled event.

Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. [§ 1003.31, Florida Statutes]

AFTER SCHOOL PROGRAM / LATE PICK-UP

The school does provide an After School Program for the convenience of parents who cannot pick up students at the 3:00 PM bell. For parents/guardians who need to pick up their children regularly after 3:20 PM, arrangements need to be made with the school.

All persons picking up students from the After School Program must ***sign their student out each and every day. The after school care supervisor will direct you to the log book. This process is essential for the safety and protection of our after school children.*** Students participating in the After School Program must be picked up by 5:30 PM. Parents picking up students after 5:30 PM will be charged \$5.00 for every ten (10) minutes (or portion thereof) that they are late.

Students who are usually picked up in the front of the school at the 3:00 PM dismissal will be sent to the age appropriate after school room after 3:20 PM to wait for their rides. Any of these students not picked up by 3:30 PM will be charged the hourly rate with a \$5.00 minimum charge. The person picking up must tell the After School Director when the student leaves. All After School Program fees are considered Child Care and can be used for the Child Care Deduction on tax returns.

STUDENT DROP OFF AND PICK-UP

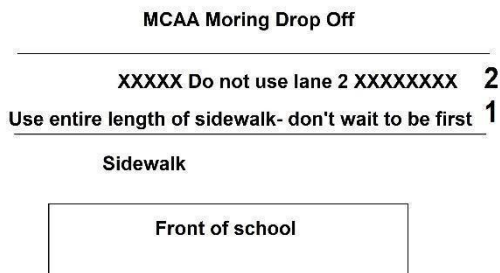
Safety is a top priority at Madison Creative Arts Academy. Safety is more important than the driver's need to hurry and leave. The following arrival and departure rules are a must for all drivers to follow. Please share this information with all individuals responsible

for driving your child to and from school. *Drivers who do not follow the morning arrival or afternoon pick-up guidelines outlined in this document may receive written warnings from the administration.*

Use of a cell phone is not allowed in the drop off or pick up line. This endangers students & staff as well as affecting the efficiency of the flow of traffic.

EARLY ARRIVAL - School hours for 4K - 8 are 7:50 A.M. until 3:00 PM. Morning arrival is from 7:30 AM until 8:00 AM. Unless absolutely necessary, **students should not arrive before 7:30 AM.** Students in 4K and 5K who arrive before 7:50 AM will report to their classroom. 1st – 4th grade students who arrive prior to 7:50 AM are to sit quietly in the hallway. Students in grades 5 - 8 are to remain in the Airnasium until 7:50 AM, at which time all students report to their homeroom classrooms. ***Students arriving after 8:00 A.M. are considered tardy and will need to be accompanied by a parent/guardian for check-in at the front office. Please park your vehicle in a parking space prior to walking the student across the crosswalk to the office for late check-in.***
Always turn off your unattended car.

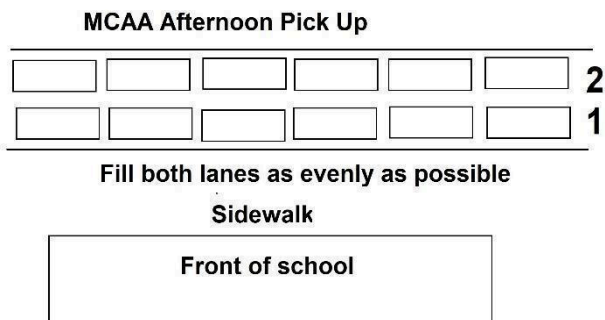
MORNING DROP OFF –



Drop off uses lane 1 (the curb lane) only. Trying to drop off from lane 2 endangers your child since they are getting out into moving traffic. If you need to get out of your car to go into the office or to assist your child in getting out, please park your car in the paved parking area located to the left of the crosswalk. Do not leave your car in the drop off lane. If you are walking your child to the office, please walk with your child using one of the crosswalks. *Always turn off your unattended car, a running unattended vehicle can easily be stolen and it is against Florida Law (s. 316.1975(1)) to do so.* Teachers and teacher assistants will set a good example and use the crosswalk.

If you are dropping off your child, please use the entire length of the sidewalk to do so. Waiting until you are first in line needlessly delays those behind you and creates a traffic jam. Loading your child so they can get out on the passenger side allows your child to safely leave your car without having to cross in front of another car. Then, looking carefully, you may pull into Lane 2 to leave.

AFTERNOON PICK-UP (PikMyKid program) –



Please leave the left lane (Lane 2) open until 2:30 PM.

MCAA uses the PikMYKid App for afternoon dismissal. This software enables us to notify students when their vehicle reaches the school property, and gives us the ability to track the time and person responsible for each pickup. When using the app, please follow the following procedure:

Making sure your location services are on and the app has permission to use your location, use the app to “announce” your arrival. Announcing will be enabled each day approximately 30 minutes prior to dismissal. If you cannot use the app on your device, please place the provided ID number card(s) for the student(s) you are picking up on your dash so it can be viewed through the windshield. Using this number provides an added level of identity protection eliminating the need to call out individual student names. Extra ID cards can be printed for other drivers/vehicles, please request them as needed.

Please use both lanes after 2:30 PM once you are in the parking area. Remain in your vehicle throughout the pickup process, and use Lanes 1 or 2 balancing out the number of vehicles in each lane. A specific number of cars will be loaded at one time. We will dismiss each lane after all vehicles in that lane are safely loaded. Please refrain from cell phone use during the process, and do not move forward until directed to do so by the traffic control person. Students who are not picked up by 3:20 PM will be sent to the Afterschool Care program.

If your child will be leaving school with someone other than those persons with permission listed on the Madison Creative Arts Academy Student Health/General Information form, you must designate the person in the PikMyKid app prior to 2:30 pm. If you are unable to use the app, please contact the school office prior to 2:00 to give notification of the change.

Due to congestion in the parking area and increased activity in our office area in the afternoon, we discourage check-outs after 2:15 PM. Your consideration in this matter is greatly appreciated.

REMEMBER COURTESY, PATIENCE, ALERTNESS, AND SAFETY ARE ESSENTIAL.

SCHOOL ATTENDANCE

EXPECTATIONS

A student is expected to be in school on time and prepared to learn every day. A student is considered absent from class if the student misses more than 15 minutes of instruction from a class.

ATTENDANCE RULES

The classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

The district school Superintendent is responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the district school board that require public schools to respond in a timely manner to every unexcused absence and every absence for which the reason is unknown of students enrolled in the schools.

Parents/guardians are responsible for the attendance of their children within the compulsory school age (6-16 years) unless the child files a formal declaration of intent to terminate school enrollment with the School Board on or after age 16. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. Parents/guardians who refuse or fail to have a child in school commit a misdemeanor, punishable as provided by law, 1003.21, Florida Statutes.

Absences - Absence is nonattendance of a student at school or in an approved educational activity/field trip or program on days when school is in session. Absence occurs when a student is not physically present at school or not participating in an approved school activity as defined under the compulsory school law. Though school-sponsored academic field trips are not considered absences, students are required to make up missed class work upon return to school.

Excused Absences may include:

- Illness or injury of the student, as documented by a healthcare professional
- Illness or injury of the student's immediate family creating insurmountable condition of absence, as documented by health care professional
- Death of a member of the student's immediate family
- Documented appointments with health care professionals
- Administrative approval based upon written request/justification to principal or designee
- Recognized religious holidays
- Documented judicial actions-subpoena/summons

Absences for vacation or other anticipated reasons must be given approval from an administrator at least seven days prior to the absence and the student must make arrangements for makeup of work prior to the absence. Excessive absences and academic standing may be factors in the decision to excuse or not excuse the absence. All work must be completed within three days of the student's return to school.

Unexcused Absences

An unexcused absence takes place any time a student is out of school for reasons not recognized under the law. On the third unexcused absence within the previous 30 school days, a letter will be sent to the parent/guardian informing them of the compulsory school attendance law and their legal obligation to follow the law.

Excessive Absences-or Truant

A student is considered truant or excessively absent when he/she has had at least five (5) unexcused absences or absences for which the reasons are unknown within a calendar month or 10 unexcused absences or absences for which the reasons are unknown, within a 90 calendar-day period, the student may be exhibiting a pattern of nonattendance and this may be considered excessive. Students who demonstrate truancy may forfeit their rights to attend field trips or other extracurricular activities. The student may be referred to the school's Student Support Team to determine if early patterns of truancy are developing. If it is determined that an early pattern of truancy is developing, regardless of whether the absences are excused or unexcused, a meeting with the parent/guardian shall be scheduled to identify potential remedies. If absences continue to be a concern despite intervention attempts the school may make a recommendation for filing a truancy petition. (1003.26 and 984.141, Florida Statutes)

Habitual Truant

A student is considered habitually truant when he/she has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the parent/guardian. (1003.01, Florida Statutes) Accumulated tardies and early check outs shall be considered unexcused absences. At the elementary school level, four unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the middle school level, six unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. Legal actions, including possible criminal charges, will be pursued when the parent/guardian ignores school attendance requirements. The Superintendent must provide the Department of Highway and Motor Vehicles with the name of each habitual truant student, age 14-18. The DHMV may not issue a driver's license or learner's permit to and shall suspend any previously issued license of any student who is in noncompliance with the attendance requirement. (Chapter 322, Florida Statutes) Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as truant.

AUTHORIZED STUDENT SIGN OUT

Students may not leave or be signed out from a school campus without the presence of an adult who is listed as the parent or guardian of record or an adult who is listed as an emergency contact on the Annual Student Contact Form. A photo ID is required from the adult listed on the Annual Student Contact Form who is requesting the release of the student to his/her custody. The principal is the final authority in determining if a student has permission to leave campus in the absence of the parent. Students are to be signed in at the *School Check In* kiosk located in MCAA's main office.

PARENT NOTES

Whenever a student of compulsory school age is absent without the permission of the person in charge of the school, the parent/guardian of the student will report and explain in writing the cause of such absence or tardy to the appropriate school personnel. This note should be provided to the school within three days upon the student's return to school. The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused or unexcused. A maximum of 3 days per school quarter may be excused by parent notes except in the case of extenuating circumstances as determined by the Executive Director or designee.

MAKE-UP WORK

Parents and students with absences are responsible for making arrangements with the teacher to make up work and assignments missed while absent. Students with excused absences will be allowed to make up work for full credit. Students with absences are expected to complete all missed assignments. Full credit will be given for all missed assignments that are turned in within three days following their return to school with the following exceptions:

- Tests or exams assigned prior to absence will be taken on the day the student returns to school. Work assigned prior to absence will be taken on the day the student returns to school. Long-term assignments and projects must be turned in on the day the student returns to school. Students checking in or out on the day a long-term assignment is due must turn the assignment in by the end of that school day to be accepted as on time.
- Teacher extends due date.

Students with Out of School Suspension (OSS) and In School Suspension (ISS) days are expected to complete all missed work during suspension. **A maximum of 70% credit will be given for all missed assignments that are completed during OSS. All missed assignments must be turned in on the day the student returns to school. Assessments that are missed due to suspensions will be completed on the day the student returns to school for full credit.** Failure to comply with requirements may adversely affect academic standing.

TARDIES

Tardies are disruptive to the learning environment and have a negative impact on student achievement. A student is tardy when they arrive at school or class after the bell to begin has sounded without an approved excuse. Leaving school early before the end of the school day also falls under this category. **The parent must accompany the student to the office when students are tardy.** Tardies may be recognized and calculated in instances of truancy for truancy purposes and documentation for court action. Tardies are also used to determine eligibility in attendance awards. Four (4) unexcused tardies to school or four (4) early checkouts from school will equal one unexcused absence at the elementary level. Six (6) unexcused tardies to school or six (6) early checkouts from school will equal one unexcused absence at the middle school.

ACADEMICS

PROMOTION AND RETENTION

Students are promoted or retained based on their overall performance and standardized test scores during the school year. The decision to retain is never made hastily and is always made in the best interest of the student. The general policy is as follows: Students in grades 5K-8 who are not on a satisfactory level in academics will be retained. Parents may refer to the Madison County School District Student Progression Plan for specific information. This plan can be viewed on the district website. For your convenience, a link will be added to the Madison Creative Arts Academy website under the Student/Parent tab.

All promotions and retention are subject to administrative approval. Students needing to be retained may attend Madison Creative Arts Academy if the administration feels that another year in the same grade at Madison Creative Arts Academy would be beneficial to that student and the upcoming class is not full. At times, by mutual consent of parents, teachers, and the Executive Director, the decision to retain a child may be made even if the child is doing passable work.

CITIZENSHIP AND CONDUCT

Good conduct and citizenship will be expected at all times of all students in classrooms, on the playground, on field trips, and at all events sponsored by the school. Every effort will be made to teach students proper citizenship and conduct. Citizenship will be evaluated each grading period on the report card. Parents are urged to talk with teachers whenever they wish to discuss their child's conduct or about any problems relating to the conduct or citizenship in class.

ENRICHMENT

A wide variety of experiences are available for each student. Art, music, physical education, public speaking, computer skills, library and study skills are taught to each class.

LIBRARY

All students in grades 1 - 8 will be encouraged to check out books from our library. Parents of students in 5k may check out books for their children.

Notices will be sent to students with overdue books. Report cards will not be issued to any student who has an overdue book unless he/she has made arrangements with the librarian.

In order to keep reference books available for all students, special rules have been set for their use and will be explained to students each year. Failure to follow the rules may result in fines.

PHYSICAL EDUCATION

Students must obtain a certain amount of physical exercise and fresh air in order to remain physically and mentally healthy. Therefore, all students will be required to participate in the activities planned for Physical Education unless a written excuse from the student's parents or doctor is presented to the teacher. After a week, a doctor's excuse is required. Please notify the Physical Education teacher and the classroom teacher of any physical problems and/or limitations which would restrict physical activity.

FIELD TRIPS

All grade levels take advantage of the numerous intellectual, cultural, and historical opportunities in the North Florida / South Georgia area. Field trips are planned to coincide with and enhance the regular curriculum and are an important part of the class program. For this reason, students are expected to attend. When a student does not attend a field trip, the teacher may assign activities in lieu of the field trip. Students are required to submit a permission slip signed by a parent before being allowed to go on a field trip. Only the students who are in the class will be allowed to attend the field trip (no siblings even if the parent drives).

HOMEWORK

Homework is an important part of each student's educational progress. All homework is checked. Students are required to hand in all homework promptly in order that they can receive the full benefit of the day's lesson. Each teacher has his/her own policy concerning homework. Parents should certainly help when necessary, especially to help understand directions, but the student should be made aware that homework is his/her responsibility. It is advisable to set up a regular homework time and place to study. Students can help in these decisions.

ACADEMIC AWARDS

HONOR ROLL - Grades 4 - 8: All students who have no academic grade lower than a B and a citizenship mark not lower than S- will be on the Honor Roll each nine weeks. Students with all A's in their academic subjects and a citizenship mark not lower than an S- will be on the All "A" Honor Roll.

YEAR END ACADEMIC HONORS - Grades 4-8: Students with year-end averages of A or B in each subject will receive an award.

VALEDICTORIAN will be the graduating student with the highest overall average for grades 6-8. The student must have attended Madison Creative Arts Academy for grades 7 and 8.

SALUTATORIAN will be the graduating student with the second highest overall average for grades 6-8. The student must have attended Madison Creative Arts Academy for grades 7 and 8.

HONOR GRADUATES will be all graduating students who meet both of the following criteria:

1. All A's and/or B's for grades 6-8 (year-end avg.)
2. An overall 90 average for grades 6-8.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE will be awarded to all graduating student who meet both of the following criteria:

1. 92 overall academic average for 6th-8th grades
2. A 5 on either ELA or Math FSA for the previous year OR a 4 or higher on both ELA and Math FSA in the previous year.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS

EXTRA-CURRICULAR ACTIVITIES

Extracurricular activities are offered in order to extend learning beyond the normal school day. These activities are supplemental to the school's core curriculum and are privileges, not rights. This includes participation in and/or spectator attendance at any extracurricular activity or event. Students are expected to behave appropriately at all times while participating in or attending these activities. All school and district rules and regulations are in effect during any extracurricular activity, whether held on or away from campus. In addition to any other disciplinary consequences as a result of misbehavior, the Executive Director or his designee may revoke student participation in or attendance at extracurricular activities. *[F.S 1002.20(18)]*.

Participation in a school sponsored extra-curricular activity or sport is a privilege. These activities are important components of our total educational program. Successful participation in school sponsored extra-curricular activities requires a higher level of commitment, energy, and maturity.

It is the goal of Madison Creative Arts Academy to expect a higher standard of excellence from students involved in these activities. Participating students are representing our schools in our neighborhoods, our communities, our state and our nation. The standard of

behavior should be one that exhibits pride, politeness, and responsibility. Parents and students should seriously discuss the impact of the extra time, energy, and maturity required to participate in these activities, and the strict eligibility rules a student must follow to remain qualified for such activities.

ATHLETIC CODE OF CONDUCT

The Madison Creative Arts Academy athletic program plays an important role in promoting the physical, social, and emotional development of each student. It is therefore essential for parents, coaches, and officials to encourage student athletes to embrace the values of good sportsmanship. The best way this can be done is if all involved are models of good sportsmanship. We should, at all times, lead by example by demonstrating fairness, respect, and self-control. Students, Parents, and Coaches must accept the following pledge to participate in MCAA Athletics.

Student, Parent, Coach Pledge

I acknowledge that I play a vital part in the development of student athletes and the success of the athletic program at Madison Creative Arts Academy. I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a Madison Creative Arts Academy sports event and shall pattern my behavior to reflect the following code of conduct:

1. I will not engage or encourage any other person to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
2. I (and my guests) will be a positive role model and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice, or other sporting event.
3. I will emphasize skill development and practices over winning and playing time.
4. I will not instruct my child before, during, or after a game, because it may conflict with the coach's plans and strategies.
5. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field. If there is a concern, I will follow the designated chain of command (Coach, Athletic Director, Executive Director).
6. I will not engage in the use of profanity or encourage any other person to engage in the use of profanity.
7. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
8. I will not initiate or encourage any other person to fight or scuffle with any coach, parent, player, participant or any other attendee.

I agree that if I fail to pattern my conduct to the foregoing while attending, coaching, officiating or participating in a Madison Creative Arts Academy sports event I will be subject to disciplinary action including, but not limited to, the following in any order or combination:

1. Verbal warning issued by coach and athletic director.
2. Written warning issued by coach and athletic director.
3. Suspension or immediate ejection from a Madison Creative Arts Academy sports event issued by Executive Director.
4. Season suspension or multiple season suspension issued by Executive Director

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

All high schools shall be members of the Florida High School Athletic Association (FHSAA) and shall be governed by the bylaws of that organization. These schools shall also follow the requirements for all extracurricular activities as prescribed by Florida law. For further details, refer to the FHSAA Handbook and the Florida Statutes. ["1003.43(1) and 1006.15, Florida Statutes]

- A. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
- B. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15 (3)(h).
- C. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).
 1. Attendance — Students must be in attendance all day, at school, in order to participate in extracurricular/after school activities. **Student athletes who accumulate more than three unexcused absences and/or tardies/early checkouts in any class within a calendar month will be ineligible to participate in extracurricular activities.**
 2. Alcohol/Drug — Prohibited acts include 1) possessing or consuming alcohol, 2) Operating a motor vehicle under the influence of alcohol, 3) Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol, 4)

- Public intoxications, and/or 5) Violations of additional team rules regarding alcohol use. Prohibited acts include 1) Possessing or using illegal substances, as defined by law, 2) Possessing or using controlled substances as defined by law, 3) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law, 4) The use of tobacco products by a student-athlete during practice, competition, or other team functions. A student found to be in violation of the alcohol/drug guidelines may be suspended and/or expelled from extracurricular/after school activities.
3. Academic — 2.0 GPA is required for Academic Eligibility. A middle/junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a) 1, Florida Statutes)
 4. School Discipline — Students who have been Out of School Suspended for disciplinary reasons will not be eligible to participate in extracurricular/after school activities **during the suspension**. All other school discipline as it relates to student-athlete eligibility for participation will be at the discretion of the principal or designee.
 5. Bullying – See Student Conduct & Discipline Code
 6. Sportsmanship — Sportsmanship shall be defined in accordance with the standards of the FHSAA. In general, a sports person is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by the proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the school, their families, and their communities, with the highest level of sportsmanship. A student found to be in violation of the sportsmanship guidelines may be suspended and/or expelled from extracurricular/after school activities.
 7. Dress Code — Students have a responsibility to be dressed and groomed in a manner that is consistent with the Code of Student Conduct. The principal or designee shall have the final authority for determining whether or not a student's apparel conforms to the dress code. The principal or designee may prohibit the use of clothing or items deemed inappropriate or to cause a disruption during school sponsored events to include extracurricular/after school activities.
 8. Four-year Limit of Eligibility — A student is limited to four consecutive school years of eligibility beginning with the school year he/she begins ninth grade for the first time. This does not imply that the student has four years of participation. After four consecutive school years, the student is permanently ineligible.
 9. Age Limit — A student may participate at the high school level until the day he/she reaches the age of 19 years 9 months if the student has not exceeded his/her four-year limit of eligibility. The student becomes permanently ineligible at the high school level on the day he/she reaches 19 years 9 months. Beginning with students entering the 9th grade in 2014-2015 and thereafter, a student who reaches the age of 19 on or after September 1st, and who has not exceeded his/her four-year limit of eligibility, may participate in interscholastic athletics during that school year.
 10. Physical Evaluation (EL2 Form) — A student must have a physical evaluation each year and be certified as being physically fit to participate in interscholastic athletic programs. A physical evaluation shall be valid for a period not to exceed one calendar year from the date of the practitioner's signature. The student cannot be allowed to participate in any activity related to interscholastic athletic programs until the fully executed physical evaluation form is on file in the school (s. 1002.20(17)(b), Florida Statutes).
 - 10a. Consent and Release from Liability Certificate (EL3 Form) — A student must have the consent of his/her parent(s) or legal guardian(s) to participate in interscholastic athletic programs at a member school. The student and his/her parent(s) or legal guardian(s) must also release the FHSAA, its member schools and contest officials, from all liability for any injury or claim that may result from the student's participation in interscholastic athletics. This consent and release from liability must be provided in writing on a form developed by the FHSAA for that purpose. The form must be signed by the student and his/her parent(s) or legal guardian(s). The student cannot be allowed to participate in any activity related to interscholastic athletic programs until the fully executed consent form is on file in the school
 - 10b. Transfer "authorized for good cause"
 - 11a. Transfer before a Sport Season — The student transfers and begins attending the new school on or prior to the beginning date of the sport season, as established in the FHSAA Calendar, meets all other eligibility requirements per the FHSAA and, (a) The transfer has been approved pursuant to district school board policies in the case of a transfer to a public school or pursuant to the private school policies in the case of a transfer to a private school; and
(b) A form to be provided by the association (EL6 Form — Notice of Transfer) has been submitted to the association.
 - 11b. Full and Complete Move — The student moves to a new home address due to a full and complete move by the student and the persons with whom he/she has been living for at least one calendar year that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA. A student and his/her parents cannot occupy a residence at more than one address, and only the student's current residence may be used for eligibility purposes.
 - 11c. Necessary Relocation to Residence of Another Individual – The student transfers because he/she has to move into the residence of another person who lives at a residence that makes it necessary for the student to attend a different school and

the student meets all other eligibility requirements per the FHSAA. This exception applies only to the following specific situations: (a) One of the persons with whom the student has been living dies; or (b) One of the persons with whom the student has been living is imprisoned or committed by court order to a mental facility; or (c) The student is made a ward of the court or state and is placed in a foster home by a court of legal jurisdiction. In this case, a certified copy of the court order, a copy of the petition upon which the order was based, and other evidence the court had to consider in issuing the order must be provided to the FHSAA Office. Permanent guardianship must be appointed legally by a court of competent jurisdiction.

- 11d. Move to New Residence Following Marriage — The student marries and immediately establishes a new residence with his/her spouse at a residence that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA.
- 11e. Reassignment by District School Board — The student is reassigned during the school year to a different school by the district school board, as long as the reassignment is not for athletic or disciplinary reasons, and is not requested by the student or his/her parents, and the student meets all other eligibility requirements per the FHSAA. In this case, the student may participate in interscholastic athletic competition at the public school where he/she is assigned or a private school he/she chooses to attend.
- 11f. Transfers of Schools within the First Twenty Days — The student transfers school within the first twenty (20) school days of the academic school year, meets all other requirements per the FHSAA and provided: (a) The student has not engaged in any athletic activities affiliated with either school prior to the transfer; and (b) The student has not been recruited; and (c) The student is not transferring in whole or in part for athletic reasons; and (d) The student is not transferring because of disciplinary reasons and/or misconduct; and (e) The new school principal communicates and verifies with the losing school principal that the student has not engaged in any athletic activities affiliated with either school prior to the transfer, and the student is not transferring due to disciplinary reasons.

SCHEDULING OF ATHLETIC GAMES

The **Athletic Director** is responsible for scheduling all athletic games. Coaches should not schedule any games without the prior approval of the Athletic Director. Games should be scheduled to minimize the disruption in the class. Students should not have to leave before **2:45 PM** to go to either practice or play a game.

Coaches: All coaches will be assigned by the **Athletic Director** with the approval of the Executive Director of School. Once the first practice has started, the coach will set his/her practice schedule. The **Coach** makes the calls on and off the field regarding who is to play and the strategy of the game. If there is a concern, parents and students will follow the designated chain of command (Coach, Athletic Director, Executive Director).

NOTIFICATION OF RISK

Be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result in complete or partial paralysis; brain damage; serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular-skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body; and general health and well-being. Understand that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result not only in serious injury, but in a serious impairment of future ability to earn a living; to engage in other business; social and recreational activities; and generally to enjoy life. Because of the dangers of participating in interscholastic sports, it is important to follow and obey coaches' instructions regarding playing techniques, training, and team rules. The best investment that any parent can make is to invest in purchasing school accident insurance.

In consideration of MCAA permitting tryouts for middle school team sports and engaging in all activities related to the team including, but not limited to, trying out, practicing or playing/participating in that sport; all employees, agents, representatives, coaches, and volunteers will be held harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise out of or in connection with participation in any activities related to the high/middle school interscholastic sports team. The terms hereof shall serve as a release and assumption of risk for heirs, estates, executors, administrators, assignees, and all family members.

MIDDLE SCHOOL SPONSORED SOCIAL ACTIVITIES

All social activities involving primarily students must be approved by the MCAA Board of Directors prior to advertisement. The request for approval must include:

1. Type of event
2. Theme of the event

3. Representative list of music to be played
4. Classes to be invited
5. List of chaperones

This request shall be turned in to the Executive Director as early as possible but no later than two weeks prior to the event. The responsibility of approval or disapproval shall lie with the Board, which may, at its discretion, delegate that responsibility to the Executive Director. The following guidelines will be maintained in determining approval for the event.

1. Music to be played will only be from pre-recorded media (records, tapes, CD's, etc.). Radios will not be allowed.
2. Music generally prohibited will be that type of music which is considered obscene, racially biased sexist, violent, and considered by the majority of the parent body to be offensive to anyone or any group.
3. There will be at least one chaperone for every ten students.
4. Attendance will be voluntary. Madison Creative Arts Academy students may bring one guest from outside the school in 5th –8th grades. All students and guests must conform to our dress code.

Once the event is underway the chaperones are totally responsible for assuring that each student maintains appropriate behavior and that the following guidelines are observed at all times.

1. Neither alcoholic beverages nor anyone appearing intoxicated will be allowed on school property.
2. Dancing in a sexually suggestive manner is prohibited.
3. Only that music included in the initial request shall be played.

Complete authority is given to any chaperone, administrator, or board member to expel anyone from the event at any time for any reason.

DRESS CODE

STUDENT APPEARANCE AND DRESS CODE

Responsibility for the dress and appearance of students enrolled in the Madison County District Schools primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following **minimal** guidelines for the appearance and dress of students (*Florida Statutes 1001.43(1)(b) and 1006.07(2)(d)*).

The standards of appearance for students shall ensure that the students are clean, neat, and properly dressed. Students shall maintain standards of dress and personal grooming which are appropriate for the academic environment. It is the responsibility of the principal to ensure that the dress and/or appearance of any student shall not be extreme, nor to the point of creating a disturbance that is hazardous to himself/herself, others, or to school property, even if the specific case is not covered by the information below. **The principal or principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.**

RIGHTS

Students have the right to dress comfortably in clothing that is appropriate for school, is not dangerous to health and safety, and does not create a substantial and material disruption to the school.

RESPONSIBILITIES

1. HEAD

No sunglasses, hats, caps, visors, hoods or other head coverings (i.e. bonnets, wave caps, scarfs, etc.) may be worn inside the buildings, except with administrative permission (i.e. medical necessity, religious, school related events, outdoor activities).

All hoodies must remain off the head while inside the buildings. No bandanas may be worn at any time. **Hats must remain in students' backpacks at all times unless participating in an outdoor activity.**

2. UPPER GARMENTS

- Students may wear the following upper garments: shirts with or without collars, t-shirts or button-down shirts that are any color or color pattern. These shirts may have writing or logos as long as they are deemed appropriate by school site administration. (Printed profanity or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities are prohibited.)
 - Garments must be of a length and fit that are suitable for the build and stature of the student.
 - Clothing exposing the torso or midriff, either front, back or sides, shall not be worn. The following items are prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps, tank tops, one-strap/one shoulder tops, and strapless tops.
 - Garments may not be made of transparent or “see through” material. Note: If undergarments are visible the upper garment is not permitted.
 - Necklines of all upper garments must be modest. Low cut necklines are prohibited, and the cut of garments must not expose undergarments or cleavage.
 - Shirts must touch, at a minimum, the top portion of lower garments at all times.
 - Garments that are offensive, distracting or inappropriate are prohibited, including, but not limited to, those with see-through materials, skintight items, pajamas, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities.
- 3. LOWER GARMENTS (PREK-3RD GRADES)**
- **NO rips or tears in jeans or shorts.**
 - Undergarments and the buttocks **MUST** remain entirely covered even while seated.
 - Dresses, skirts, and shorts must be no shorter than mid-thigh.
 - **Jeggings may only be worn under a top that is no shorter than mid-thigh and covers the buttocks.**
 - The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist.
 - **Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, fishnet stockings, bike shorts and spandex material bottoms are prohibited. (Examples: Leggings, tights, yoga pants, etc.)**
- 3. LOWER GARMENTS (4th- 8th GRADES)**
- **NO rips or tears in jeans or shorts.**
 - Undergarments and the buttocks **MUST** remain entirely covered even while seated.
 - Dresses, skirts, and shorts must be no shorter than mid-thigh.
 - **Leggings and jeggings are not permitted.**
 - The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist.
 - **Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, fishnet stockings, bike shorts and spandex material bottoms are prohibited. (Examples: Leggings, tights, yoga pants, etc.)**
- 4. FOOTWEAR**
- Students must wear shoes that are safe and appropriate for the learning environment
 - Cleats, slippers, and shoes with wheels are not permitted to be worn on campus. Cleats may be worn for appropriate extracurricular sports in proper areas.
 - **Grades PK-8: All footwear must be closed toe and heel. No flip flops, sandals, or “Crocs” are permitted.**
- 5. ACCESSORIES**
- Clothing, jewelry, and accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, promote alcohol, drugs, or tobacco.
 - Jewelry or accessories, to include body piercings that pose a safety concern for the student or others are prohibited. Dog collars, wallet chains, combs, large hair picks or chains that connect one part of the body to another are prohibited. Tattoos or simulated tattoos are prohibited. (FS 381.00787(1))
 - Blankets should not be brought to school unless approved by school administration.
 - Clothing, jewelry, and/or accessories (such as backpacks and/or purses) with decorations, symbols, mottos, slogans, signs, images, or designs which are offensive to good taste, the maintenance of good decorum or illegal are prohibited. Examples include, but are not limited to, anything that promotes drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior; symbols or writings that have racial (e.g. swastikas, rebel flags, etc.) or sexual connotation; or profane language.

The principal or the principal’s designee has the final authority for interpreting whether a student’s apparel/appearance conforms to the dress code and hinders the education/safety of all students.

VIOLATION OF DRESS CODE per F.S. 1006.07(2)

If the principal determines that a student's clothing does not comply with Board policy, his/her parent/guardian may be asked to bring an appropriate change of clothes to school, or the student may be asked to leave an after-school activity. The student may also receive disciplinary consequences for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.

GANGS AND GANG-RELATED ACTIVITY

The MCS D will not tolerate any gang related activity on school grounds, school sponsored events, and/or on school transportation, to include dress, tattoos, bandanas (to be used as gang identifiers), graffiti, hand signals, or verbal slang. Gang related activity may include, but is not limited to, engaging in any verbal, written, or physical act, which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors on a school campus or at a school sponsored program or activity. Violations that disrupt the educational process will lead to disciplinary action. If a student is identified or qualifies as a gang member, the student may be subject to expulsion. If a student qualifies as a gang member, subsequent violations of the Code of Student Conduct may be raised to the next level (i.e., Level 1 to Level 11; Level 11 to Level 111; Level 111 to Level IV).

It is therefore the policy of the MCS D that gangs and gang activities are prohibited in Madison County Schools according to the following:

1. Gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal/violent acts, and having a common name or common identifying sign, colors or symbols, or the purposeful violation of any MCS D policy.
2. No student on or about school property or at any school activity shall:
 - a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.
 - b. Communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or that promotes gang affiliation.
 - c. Engage in any act that encourages or promotes interest in any gang or gang activity, including, but not limited to:
 - (1) Soliciting membership in, or affiliation with, any gang
 - (2) Soliciting any person to pay for protection, or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
 - (3) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school or personal property
 - (4) Engaging in violence, extortion, or any other illegal act or other violation of school policy
 - (5) Soliciting any person to engage in physical violence against any other person
 - (6) Engaging in the use of technology that encourages or promotes interest in any gang or gang activity

The MCS D is working in conjunction with the Madison County Sheriff's Office, Department of Juvenile Justice, and the local police department to deter gang activity on school campuses. Any student exhibiting gang activity/characteristics as described in this section may be photographed and information will be shared with local law enforcement. A student identified as a gang member by the School Resource Officer/Deputy will be photographed and entered into the Florida Department of Law Enforcement's Gang Net. ["874.03 and 874.05, Florida Statutes]

STUDENT HEALTH

ILLNESS / INJURY

Students must stay home when ill. If a student becomes ill while at school, the parents will be contacted. If a student becomes seriously injured at school, he/she will be taken immediately to the emergency room of the Madison County Memorial Hospital or other neighboring hospital at the discretion of the EMS staff. Parents will be notified immediately.

If the student has a health problem which does not require absence from school, the school must be notified. The school may not administer medication to a student without the written approval of the parent. If your child needs to take medicine during the school day, the medicine and the written permission must be given to the teacher immediately upon arrival at school. A form may be kept on file allowing topical ointments, etc., to be applied to your child.

If your child has a fever exceeding **100.4 degrees**, he/she must remain **at home** until the fever has been down for at least **24 hours**. Sending a child to school not only puts the child at a disadvantage in his/her health and school work, but often spreads an illness to

others. When checking your child's temperature to determine if he/she has 100.4 degrees of fever, make sure he/she has not taken any medication such as aspirin, Tylenol or Motrin, which reduces fever.

HEALTH SERVICES PROVIDED

School health staff provides health counseling, health education, health screenings, and referral and follow up of suspected or confirmed health problems. They also provide consultation with students' parents/guardians regarding the need for health evaluation by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated. School health staff review and maintain records on incidents of health problems, corrective measures taken, and other information that may be needed to plan and evaluate health programs and policies. The school nurse provides health information, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs.

ANNUAL EMERGENCY INFORMATION AND HEALTH UPDATE

It is very important that you complete the Annual Emergency Information and Health Update form and return it to your child's school the first week of school. PLEASE provide us with emergency contacts and inform us of any health problems your child may have which can affect them in the school setting.

Current accurate health and telephone information enables the school to contact you in case of emergency, accident, or illness, and will help us to ensure the health and well-being of your child. If any information changes during the school year, please contact the school immediately. It is the parent/guardian's responsibility to keep their child's health and contact information (telephone numbers, address, etc.) updated. In case of a serious accident or illness at school, your child will be transported by ambulance to an emergency medical facility. The parent/guardian is responsible for all expenses.

MEETING EMERGENCY HEALTH NEEDS

Onsite emergency health care is provided by staff members who are certified by a nationally recognized certifying agency to provide first aid and CPR. Onsite emergency health needs means management and aid for illness or injury pending the student's return to the classroom or release to a parent/guardian, designated friend, or designated health care provider.

Please list on the Annual Emergency Information and Health Update form, friends and/or relatives who may serve as emergency contacts for your child when you cannot be reached. Please list your best contact information such as a cell phone number, if applicable.

SCHOOL ENTRY HEALTH EXAMINATION

Students in grades Pre-K through 12th grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the past 12 months. The exam record shall be completed on a DH3040 form.

The exam record should be taken to the child's school upon enrollment. It must be completed by a health care provider licensed to perform physical examinations. For students transferring to a Florida school, a comparable form from another state would be acceptable, if completed within one year. [S 1003.22(1), Florida Statutes; Rule: Chapter 6A-6.024, FACI

FLORIDA IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY

Section 1003.22 (10) Florida Statutes, requires each district school board and the governing authority of each private school to refuse admittance or temporarily exclude from attendance any student who is not in compliance with the immunization requirements for school attendance.

School Entry Requirements

Before attending school in Florida (kindergarten through 12th grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations:

Public/Non-Public Schools Kindergarten through 12th Grade:

- Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
- Three doses of hepatitis B (Hep B) vaccine
- Four or five doses of polio vaccine*
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine (for kindergarten and grades one through eight)

Seventh Grade Requirements

In addition to kindergarten through 12th grade requirements, students must have the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve

An updated DH 680 form to include Tdap, must be obtained for submission to the school

**If the fourth dose of vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten entry only.*

***Varicella vaccine is not required if varicella disease is documented by the health care provider.*

Exemptions

There are only two types of exemptions: MEDICAL and RELIGIOUS. Your child's doctor (MD or DO) must fill out the DH-680 form (Part C) indicating a valid reason for MEDICAL EXEMPTION. Only the Health Department can grant a RELIGIOUS EXEMPTION.

ADDITIONAL VACCINE RECOMMENDATIONS

Meningococcal vaccines are not required for school entry or attendance, but are recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never previously received Meningococcal vaccines, a dose is recommended at high school entry.

Human Papilloma Virus (HPV) vaccines are not required for school entry or attendance, but are recommended for girls at their routine preadolescent visit (11-12 years of age). Males that are 9-26 years of age may receive HPV vaccine.

MEDICATION ADMINISTRATION

Administration of medications during school hours is discouraged unless a physician determines that a student's health needs require them to be given while at school. Medication must be transported to and from school by the parent/guardian or a responsible adult designated by the parent/guardian. MCAA/MCSD has a "Zero Tolerance" drug policy. Don't put your child at risk of disciplinary action! As the parent/guardian, you can avoid potential problems for your child. Don't send any medications to school with your child. Remember, even over the counter medications such as Tylenol and Advil are considered drugs. Instructions on using medication shall be provided in writing by the Florida licensed prescribing healthcare practitioner or as described on the medication container provided by the pharmacist and/or the Florida licensed prescribing healthcare practitioner. All medications shall be delivered to the school office or health clinic with the *Authorization for Medication Administration Form* completed and signed by the student's parent/guardian and the Florida licensed prescribing healthcare practitioner. The *Authorization for Medication Administration Form* is available for download on the MCAA website under the Students/Parents tab. A separate Authorization for Medication Administration Form must be completed for each medication that must be given during school hours or school sponsored activities.

- First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic or adverse reaction.
- Only medication in its ORIGINAL container from the store or pharmacy will be accepted.
- All medications being received at school must be counted with the parent/adult delivering the medication and a school health staff and/or a school employee who is receiving the medication. Verification of the count shall be made, in writing, on the medication administration log notes by the person delivering the medication(s) and the person receiving the medication(s).
- Medication should be given as close to the prescribed time as possible. It is acceptable medical practice to give the dose one hour before or after specified time on a routine basis.
- Narcotic analgesics will not be administered at school. Narcotics are known to cause decreased coordination and decreased levels of consciousness, thus presenting both impaired learning and safety issues for the student.
- No medications, prescription or non-prescription, with an expired prescription date or that is past the manufacturer expiration date will be administered at school or during school sponsored activities.
- The medication in the bottle must match the label, match the student's name, match the authorization form, and have a current prescription label (within the past 30 days for controlled substances and antibiotics; within the past 12 months for other prescribed medications) on the bottle (if it is a prescribed medication).
- Prescription labels shall not be altered with handwriting by a parent, school staff, or school health staff.
- A new prescription bottle with correct labeling is required for any dosage and/or time changes.
- The school cannot alter dosages without a new Authorization for Medication Administration Form completed by the parent/guardian and the Florida prescribing healthcare practitioner.
- Unused medication should be retrieved from the school/office within one week after medication is discontinued or by the end of the last student school day of the current school year. Otherwise, the school will dispose of the medication.

AUTHORIZATION FOR STUDENTS TO CARRY A PRESCRIPTION, INHALER, EPIPEN, INSULIN, PANCREATIC ENZYME SUPPLEMENT OR OTHER APPROVED EMERGENCY MEDICATION

If you have a student who has asthma or other health-related conditions that require self-administration of medicine or emergency type(s) of medication, or a student who needs to carry medication and self-administer on his/her person, you must complete an Authorization for Students to Carry a Prescription, Inhaler, Epipen, Insulin, Pancreatic Enzyme Supplement or Other Approved

Medication Form. You may obtain a form from your child's school. This form requires signatures of a Florida licensed healthcare practitioner, the parent/guardian, and the student.

The school nurse (MCAA LPN), upon performing a nursing assessment of the student, shall determine whether or not this student is ready to responsibly self-carry and self-administer medications at school or during school sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not ready to responsibly self-carry and self-administer medications at school or during school sponsored activities, the medication(s) will be administered by school health staff and/or trained school staff. Parents are strongly encouraged to keep a "back up" supply of any emergency medications, such as an inhaler, epipen, diabetes medication, etc., in the school clinic. For further instructions, please call or visit your child's school nurse.

Emergency Injectable Medications such as Epi-pens, Glucagons etc.

- Must be accessible immediately in case of an emergency. Only these medications with the exception of inhalers will leave the building in the event of an emergency.
- Should be kept in the clinic. It is not recommended to keep emergency medications in the classroom unless the student has been checked off to self-carry.
- May be kept in a secure but unlocked location in the clinic. If stored this way, there should be a sign on the outside of the medication cabinet indicating where the emergency medications are located.

Under NO circumstances should students show, share, dispense, or deliver prescription or non-prescription medication(s) to/with another student!

MCAA/MCSD's definition of substance abuse is "The use of any drug when such use is unlawful, and the use of any drug when such use is detrimental to the user or to others but is not unlawful".

STUDENT USE OF SUNSCREEN

Students may possess and use non-aerosol topical sunscreen without a physician's note or prescription if the sunscreen is regulated for over-the-counter use to limit ultraviolet light-induced skin damage.

HEALTH SCREENINGS

The Madison County Health Department and MCAA/MCSD provide health screenings to students in Madison County Schools. Florida Statute 402.32 of the School Health Services Act requires these screenings. These screenings are designed to detect health problems that could affect student's learning and/or growth. The screenings conducted are those outlined in our current School Health Plan. The screenings for our county include:

Vision — Kindergarten, first, third, and sixth grade students and students entering school for the first time

Hearing — Kindergarten, first, and sixth grade students and students entering school for the first time

Growth and Development (height and weight) with BMI calculation — first, third, and sixth grade students

Scoliosis — Sixth grade students

These screenings will not harm your child in any way. Mass screenings as listed above will take place within the first semester. If your child does not pass any part of the screening exam(s), you will be notified in writing. Results of your child's health screenings will remain confidential and shared only with school personnel with a need to know.

HEALTH INSTRUCTION

Health instruction will be provided by properly trained personnel as mandated by the Florida House Bill 1739, which requires that public school curriculum include instruction to reduce destructive behavior in children, human growth and development, AIDS, and pregnancy prevention. This legislation established abstinence from sexual activity outside marriage as the expected standard for all school age children and states that human growth and development education will stress this standard. Parents/guardians may review the content of the curriculum by calling the school for an appointment.

EXCLUDING STUDENTS FROM SERVICES

Parents who do not desire their child to participate in health screenings or health education are requested to send a written letter of exclusion to the school nurse no later than two (2) weeks after the date of enrollment of the current school year.

TECHNOLOGY

STUDENT ACCEPTABLE TELECOMMUNICATIONS/ELECTRONIC COMMUNICATIONS USE POLICY AND AGREEMENT

MCAA provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the District's electronic communication system that includes access to the internet. A

student's activities while using this system must be in support of education and research and be consistent with the educational objectives of MCAA. This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege by the Information Technology (IT) Department and/or disciplinary action by school officials. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. The school may suspend or revoke a student's access to the school's system upon violation of school policy and/or procedures, including the MCS D Code of Student Conduct. MCAA provides filtering software in an attempt to restrict access to inappropriate materials on the internet; however, users must recognize that filtering cannot block access to everything that might not be of educational value.

REMINDER: Network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all information stored on the network. Using the network to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of MCAA or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications system is prohibited.

Using the services for any activity which adversely affects the ability of other people or systems to use MCAA's network or the internet is prohibited. This includes denial of service attacks against another network host or individual user. Interference with or disruption of other network users, network services, or network equipment is prohibited.

Using or attempting to use a teacher's credentials to access network resources or the internet is prohibited. Other uses that the Superintendent/designee may find unacceptable are prohibited.

Using electronic resources, including, but not limited to, network access, internet access, digital cameras, tablets (i.e., Windows mobile devices, iPod Touch, Palm, etc.), personal communication devices (i.e., cell phones, pagers, messaging devices, telephones, digital recorders), MP3 players, iPods, USB flash drives, email, computers, and laptops are prohibited, unless student has permission from the classroom teacher where the electronic resource will be used. The following are examples of unacceptable use of telecommunications/electronic communications and students must not attempt to:

- Use or share another individual's username and password
- Leave computer unattended while logged on
- Read, create, send and/or receive email unless using a school-provided email account.
- Access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others
- Use social network sites including, but not limited to, Snapchat, Tik Tok, Instagram, Facebook, Twitter, chat rooms, etc.
- Video streaming not related to educational purposes or curriculum set by the school
- Download music or videos not authorized by the school
- Use of voice, video and image capture applications without teacher or administrator permission.
- Install services or electronic file sharing mechanisms
- Access, modify, harm, or destroy another user's data
- Attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message
- Cyber bullying on or off campus (i.e., threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes, but is not limited to, online threats and insults intended to embarrass, harass, or terrify others via electronic resources)
- Post personal information about self or others, sharing confidential information about students or employees
- Agree to meet with anyone met online
- Intentionally waste limited resources
- Bypass the filtering by use of anonymous proxies or unauthorized proxies and services
- Download and/or install games, software, tools, or any executable file.
- Connect to any unauthorized wireless access point or internet service provider including using a privately owned electronic device as a cabled or wireless hotspot.

GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS

At Madison Creative Arts Academy, we use Google Workspace for Education. As such, we provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At MCAA, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into school Chromebooks, and learn 21st century digital citizenship skills. All students have restrictions on their email accounts that limit communications. They will only be able to send and receive email from teachers and other students in the school as well as approved educational service providers. To view the G Suite for Education Privacy Notice, visit the following website: https://workspace.google.com/terms/education_privacy.html.

STUDENT TECHNOLOGY AND DEVICE GUIDELINES

MCAA provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources.

All users, including parents and students, must read and be familiar with the IT Policies and Procedures handbook. A copy can be found on the District website on the Information Technology Department web page. In addition to those set forth in the IT Policies and Procedures Handbook, the following policies apply:

1. Students are responsible for good behavior on the MCAA network and devices just as they are in a classroom or school hallway.
2. MCAA Devices and its Network shall only be used for instructional and school related purposes.
3. Devices and network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all devices and information stored on the network.
4. Students must notify a school administrator or teacher of device or network malfunctions immediately.
5. All MCAA devices must be made available for immediate inspection by MCAA staff with or without prior notification.
6. Scheduled device checks will occur throughout the year; all devices must be brought to school every day.
7. Students and/or parents must notify a school administrator or teacher of device damage immediately.
8. Devices will be expected to be maintained in good working order. If misuse is evident, the full price of repair or replacement of the device becomes the responsibility of the parent.
9. It is strongly suggested that protective equipment, covers, bags, etc. are used to ensure an additional layer of protection from damage to the device.
10. Students may not use the device for purposes in contrast to the MCAA Acceptable Use Policy.
11. If a student violates this policy, the MCAA device must be immediately returned in good working order.
12. If a device is damaged, the student is responsible for the cost or repair in accordance to the following:
 - a. Screen Replacement: \$50
 - b. Keyboard Assembly or Replacement: \$75
 - c. Charger: \$40
 - d. Battery: \$40
 - e. Full replacement of Chromebook: \$300
 - f. Full replacement of Laptop: \$850.00-\$1,500 depending on the device

If a student violates any of these guidelines, his/her access to the network or MCSD devices may be terminated and appropriate disciplinary and/or legal action will be taken.

STUDENT DISCIPLINE

DISCIPLINARY INTERVENTIONS

Our philosophy of student behavior is one that employs a structured, systematic approach designed to support learning. Classroom management, student motivation, and positive reinforcement generate an atmosphere where student rules are viewed as guidelines for academic success.

We will provide a safe, comfortable classroom and campus environment and maximize opportunities for student learning, which are the most important factors in governing student behavior. All students' interests, strengths, and cultural backgrounds are welcomed and valued.

We believe that all students have the right to a safe and effective learning environment and that teachers have the right to a safe and effective teaching environment. Discipline issues are minimized when students are engaged in meaningful and interesting activities. Students do best with positive reinforcement techniques. Students need to have structure and limits.

We believe that discipline and classroom management exist as additional learning experiences for students. Discipline should come from a desire to teach students to self-assess and self-regulate their behavior. A well-disciplined student understands what is socially and personally healthy and productive and can correct his or her own behavior when straying from that ideal. This kind of student can resolve conflicts in a healthy way and knows what behavior is productive within social communities. Likewise, classroom management exists to guide students toward positive behaviors. It not only maximizes the time spent learning in the classroom, but it

also serves to eliminate many situations in which students are tempted to exhibit negative behaviors. Effective classroom management helps ensure student success.

In Madison County Schools, we believe that as professional educators, we are charged with providing a safe, structured, and orderly environment for all staff and visitors to our schools. Further, we believe that teaching and upholding high behavioral standards are key components in preparing our students to be successful and productive citizens in the greater society. In order to fulfill these responsibilities and achieve these goals as a district all Madison County Schools will:

- Follow the Student Code of Conduct and School Board Policies
- Provide training for staff and parents in effective behavior practices
- Promote positive behavioral supports
- Administer disciplinary measures with fairness and consistency
- Engage parents as partners in identifying and maintaining student behavior as an educational priority for all students in Madison County Schools

DEFINITIONS OF INFRACTIONS

Abusive, Profane, Obscene, Discriminatory Language/Materials-The use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in unwelcome or inappropriate touching or any other physical act that is considered to be offensive, socially unacceptable, or not suitable for an educational setting; the deliberate use of inappropriate language (profanity) with the intent for others to hear, the use of obscenity toward a school staff member, and the use of obscene gestures.

Alcohol (Possession/Use/Sale) SESIR-Possession, sale, purchase, or use of alcoholic beverages while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

Aggravated Battery SESIR - (intentional great bodily harm) A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

Arson SESIR - (Intentionally setting a fire on school property) To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

Bomb Threat/Explosives – Intentionally making a false verbal or written report to any person, including school personnel, concerning the placement or use of any bomb, dynamite, explosive, chemical compounds, or arson causing devices.

Bullying SESIR- (intimidating behaviors that are repeated, intentional, and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.

Burglary SESIR - (illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

Bus Misconduct-Violation of any code of conduct rules or transportation rules.

Cell Phone/Electronic Device Violation-Disruptive and inappropriate exposure/use of cell phones, text messaging, web access, portable music devices, digital cameras, and like communication devices during the instructional day.

Cheating/Plagiarism-Cheating on any assignment, test/quiz or online classwork to include the possession of inappropriate or deliberate distribution, or use of information, including, but not limited to: computer files or folders, passwords, electronic devices, or oral or written notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

Class/Campus Disruption (Minor)-Disruption of all or a significant portion of campus activities, school-sponsored event, classroom, other portions of a school or School Board facility, and school bus transportation that poses a threat to the learning environment, health, safety, or welfare of others.

Class/Campus Disruption (Major) SESIR- (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

Combustibles/Fireworks-Possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or a destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket or similar device that is designed to explode.

Contraband-The possession or storage of items which are prohibited at school, including, but not limited to: cigarettes, e-cigarettes/paraphernalia, ammunition clips/magazines, bullets or cartridges, flammable liquids, combustible materials, poisonous matches, lighters, firecrackers, bottle rockets, smoke bombs, or other similar items and laser pointers or light substances.

Dangerous Implement-Possession of a tool, instrument, appliance, or utensil which may/may not be intended to cause harm to another.

Defiance/Insubordination-Not submitting to authority; disobedient; failure to follow reasonable request by School Board employee; not telling the truth when requested by School Board employee.

Defiance of Authority and School Rules-The flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult authority.

Destruction of School Property (Minor)-To deliberately destroy or deface school property with a value of less than \$300.

Destruction of School Property (Major)-To deliberately destroy or deface school property with a value of more than \$300.

Disorderly Conduct (Minor)-Any act that substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment.

Disorderly Conduct (Major)-Engaging in disorderly conduct that seriously interferes with the orderly operation of school or a school function or poses a threat to the health, safety, or welfare of others, or causes personal injury, or results in damage or destruction to public or private property.

Dress Code Violation-Failure to comply with the established dress code policy.

Drug Sales and Distribution SESIR-The manufacture, cultivation, sale, purchase, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug (look-alike), narcotic, or controlled substance.

Drug Possession/Use SESIR-The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

Fighting (Minor)-Incidents that involve personal contact to include pushing, shoving, an aggressive act toward another student, or attempting to fight, which could include the following: instigating, inciting/inciting fights verbally or through social media.

Fighting SESIR (Major)-Mutual combat and/or mutual altercation. When two (2) or more persons mutually participate in use of force or physical violence that requires either physical restraint or results in injury requiring first aid or medical attention.

Forgery (Minor)-To fraudulently or falsely make or alter a document.

Forgery (Major)-To make a false or misleading written communication to a school staff member with either the intent to deceive, or under circumstances which would reasonably be calculated to deceive the staff member, or producing or possessing any false document, item, or record represented to be an authentic school document item or record.

Gang-Related SESIR-Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors on a school campus, transportation, or at a school-sponsored program or activity.

Harassment SESIR-Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that: (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her

property; (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that caused substantial emotional distress in such a person and serves no legitimate purpose.

Hazing SESIR- Any action that endangers the mental or physical health or safety of a student at a school for the purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (1) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior; or (2) any brutality of a physical nature, such as whipping, beating, banding, or exposure to the elements.

Homicide/Murder/Manslaughter SESIR-The unjustified killing of one human being by another.

Instigating a Fight-A person instigating, inciting, or encouraging a fight or confrontation between individuals.

Kidnapping SESIR-Abduction of an individual. Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Larceny/Theft SESIR- (taking of property from a person, building, or a vehicle) (\$750 threshold) The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.

Medication Policy Violation-Failure to comply with the guidelines for possessing or administering prescription medications and over-the-counter medications.

Misuse of School Computer-Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging or in any way causing the malfunction of the computer, network program(s) or data.

Motor Vehicle Theft-The theft of a motor vehicle from any property owned and operated by the School District.

Other (Minor) - (Minor) incidents that do not fit within the other definitions.

Other (Major) SESIR - (Major) incidents that do not fit within the other definitions. Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples include student producing or knowingly using counterfeit money, participating in gambling activities, possession of child pornography, possession of drug paraphernalia.

Physical Attack SESIR- (Battery) An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. To distinguish from fighting, report an incident as battery only when the force or violence is intentional and carried out against a person who is not fighting back.

Public Display of Affection (PDA)-Failure to comply with the established PDA policy of the individual school.

Robbery SESIR-The taking or attempted taking of anything of value that is owned by another person or organization under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

Sexual Assault SESIR- An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.

Sexual Battery (Rape) SESIR- (attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

Sexual Harassment SESIR- (undesired sexual behavior) Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule)

Sexual Offense (Minor)-Undesired behavior of a sexual nature.

Sexual Offense Other (Major) SESIR- (lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)

Skipping Class-Not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.

Strike/Adult-The uninvited, hostile touching or striking of a school employee or volunteer against their will.

Strike/Student-The uninvited, hostile touching or striking of a student against their will.

Tardiness (Excessive)-A student will be considered tardy to class when he/she is not in the classroom when the tardy bell rings. Any student arriving late must go to the attendance/front office to sign in before attending class.

Theft (Minor)-The unauthorized taking, carrying, riding away, or concealing the property of another person which is less than \$300 in value, without threat or bodily harm.

Threat/Intimidation SESIR- (instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

Throwing/Propelling Objects-To drive forward an object by means of force that imparts motion.

Tobacco Possession/Use/Sale SESIR (cigarettes or other forms of tobacco/nicotine) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21.

Trespassing SESIR- (illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.

Unauthorized Area/Location-Being present in buildings, rooms, or other areas on a school campus restricted or not open to student access during all or portions of a day.

Unauthorized Leaving of Campus-Failure of student to follow proper procedures to leave school campus.

Unauthorized Sales-The selling of goods which has not been authorized by administration.

Unsubstantiated Bullying-After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying, as listed in the Jeffrey Johnston Stand Up for All Students Act (Section 1006.147, F.S.).

Unsubstantiated Harassment-After a complete investigation and follow up of reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of harassment as listed in the Jeffrey Johnston Stand Up for All Students Act (Section 1006.147, F.S.).

Vandalism (Minor)-The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data. (Damage must be \$1000 or less)

Vandalism (Major) SESIR- (destruction, damage, or defacement of school or personal property) (\$1,000 threshold) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. (Damage must be \$1000 or more to report in SESIR.)

Vehicle Violation-Failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus, to include parking in unauthorized areas, driving or parking without a proper sticker, improper driving on campus, or unauthorized driver on campus.

Weapons Possession SESIR- (possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm

including, but not limited to: fixed blade knives, folding knives, switchblade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper sprays, poisonous gases, sling shots, electrical weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, and "look-alike" weapons. Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement, per Section 1006.07(2), F.S. However; law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.

Excessive Absences or Truant - A student is considered truant or excessively absent when he/she has had at least five (5) unexcused absences or absences for which the reasons are unknown within a calendar month or 10 unexcused absences or absences for which the reasons are unknown, within a 90 calendar-day period, the student may be exhibiting a pattern of nonattendance and this may be considered excessive. Students who demonstrate truancy may forfeit their rights to attend Grad Bash, Prom, field trips or other extracurricular activities. The student may be referred to the school's Student Support Team to determine if early patterns of truancy are developing. If it is determined that an early pattern of truancy is developing, regardless of whether the absences are excused or unexcused, a meeting with the parent/guardian shall be scheduled to identify potential remedies. If absences continue to be a concern despite intervention attempts the school may make a recommendation for filing a truancy petition. (1003.26 and 984.141, Florida Statutes)

Habitual Truant - A student is considered habitually truant when he/she has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the parent/guardian. (1003.01, Florida Statutes) Accumulated tardies and early check outs shall be considered unexcused absences. At the high school level or at a 6-12 combination school, seven unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the elementary school level, four unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the middle school level, six unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. Legal actions, including possible criminal charges, will be pursued when the parent/guardian ignores school attendance requirements. The Superintendent must provide the Department of Highway and Motor Vehicles with the name of each habitual truant student, age 14-18. The DHMV may not issue a driver's license or learner's permit to and shall suspend any previously issued license of any student. (Chapter 322, Florida Statutes) Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as truant.

Authorized Student Sign Out - Students may not leave or be signed out from a school campus without the presence of an adult who is listed as the parent or guardian of record or an adult who is listed as an emergency contact on the Annual Student Contact Form. A photo ID is required from the adult listed on the Annual Student Contact Form who is requesting the release of the student to his/her custody. The principal is the final authority in determining if a student has permission to leave campus in the absence of the parent.

Madison Creative Arts Academy Discipline Chart Terms

Code	Description	K-5	6-12
AP	Alternative Placement - A student may be placed in alternative school (Bridge) when any student can no longer function in the appropriate manner at the school they have been assigned. The administrative staff of the school making the referral will make the determination for alternative placement. Please refer to the Code of Student Conduct in reference to consequences relating to alternative placement.		●
ASD	After School Detention - A school may elect to hold after school detention as a disciplinary measure. If a student is assigned to ASD, his parents will be notified at least one day prior to the session. It will be the student's responsibility to provide transportation home following ASD. After School Detention will be supervised by qualified school personnel.	●	●
ASWD or WD	After School Work Detail - A school may elect to provide a student an opportunity to perform supervised activities related to the upkeep and maintenance of school facilities rather than suspension. ASWD may not exceed 10 hours and may not be done during class time. The student must provide transportation home and the high school activity bus may not be used.	●	●
DRS	Dress Code - Appropriate clothing must be worn at school in order to maintain a non-distracted learning environment.	●	●
ISS or ISD	In School Suspension/In School Detention - Students may be placed in ISS for a minor offense for a maximum of 10 days. They may do classroom work as well as behavior modification work while in ISS to correct their behavior.	●	●
G	Time Out – Temporarily separating a student from the environment where the unacceptable behavior occurred.	●	●
LD	Lunch Detention - A student may be assigned to eat his lunch in a quiet, controlled environment while supervised by an adult. A student may be assigned work detail in the cafeteria. An elementary/middle school student may be assigned recess detention.	●	●
OSS	Out of School Suspension - Denial of educational participation includes temporary removal from class, short term suspension (up to 10 days), and long-term suspension or expulsion (in excess of 10days). If a student is denied educational participation, every effort will be made to determine and resolve problems so that the student may return to school. Students may not participate in school activities.	●	●
SBS	Bus Violation - A student may be denied the privilege of riding a bus for violating the Code, even if he is not otherwise denied educational participation. Such action may be taken by the principal, who may also restore bus privileges following the successful resolution of disciplinary action.	●	●
SIT	School Intervention Team	●	●
SRO	School Resource Officer - Any student involved in a violation of the Code of Student Conduct may be placed on Disciplinary Probation in addition to or in place of suspension. This student may be denied participation in extracurricular activities and will be assigned to the School Resource Officer, who will assist in monitoring the student's adjustment during probation. The SRO may also serve as a counselor in situations with legal implications.	●	●
SSD	Saturday School Detention -A school may elect to hold Saturday School Detention as an alternative to out-of-school suspension. This will take place on Saturday morning from 8:00 to 10:00 a.m. Students will be supervised by a staff member while they perform chores related to upkeep and maintenance of school facilities. It is the student's responsibility to provide their own transportation to and from Saturday School Detention.	●	●
TOP	Turn Over to Parent	●	●

VR	Verbal Reprimand	●	●
WHSP	Withhold School Privileges	●	●

Discipline Grid Grades PREK - KG

	Behavior	First Offense	Second Offense	Third Offense	Repeated
1	DRS Dress Code/shoe violation, including signs and symbols	Contact Parents and change clothes/shoes (unexcused tardy or absence.)	Same as First	Same as First	Same as First
2	TAR/LATE FOR SCHOOL Tardy	(1) First tardy No referral document as class intervention	(2) Second tardy. Report to class; contact parent;	(3) Third tardy contact Parent Refer to guidance	(4) Fourth tardy contact parent Refer to guidance
3	SXM Inappropriate touching or display of body	Mandatory parent Conference,	Mandatory Parent Conference; refer to Guidance/SIT	Mandatory parent conference; Loss of Privileges; Refer to counseling; 1 Day OSS	Mandatory parent conference; Loss of Privileges; Refer to Counseling; 1-3 Days OSS
4	TOY Possessing Inappropriate Items (toys, Video games, PSP, IPOD, MP3, Cameras, Sunglasses, Radios, CD Players)	Confiscate items until the end of the day.	Contact Parents Confiscate item to be picked up by parent;	Contact Parents Confiscate item to be picked up by parent and/or Loss of privileges; LD 1-3 Days	Contact Parents Confiscate item to be picked up by parent and/or 3-5 Days LD; Loss of privileges
5	CLS/HSP/ Disorderly Conduct/THR/FFC/RUD (gestures and name calling to other students) (classroom or hallway disruption, running, horseplay etc.) Horse playing.	VR Contact parent or guardian	Contact parent or guardian Withhold Privileges	Mandatory Parent Conference or guardian. 1-3 days ISS; Withhold Privileges	Contact parent or guardian; 1-3 days ISS Withhold Privileges; 1-3 Days OSS
6	CHE Cheating, Putting name on someone else's assignment, Forgery	Phone parents and/or independent completion of assignment	Same as first	Contact Parents Loss of Privileges Failure of assignment Refer to SIT/Guidance	Contact Parents Loss of privileges; LD 1-3 Days, Failure of assignment, Refer to SIT/Guidance

7	UNA Being in an unauthorized area on campus during school hours	VR and Contact Parents	VR and Contact Parents; Loss of Privileges; LD 1-3 Days	Contact Parents and/or Loss of privileges; LD 1-3 Days	Contact Parents and/or 3-5 Days LD; Loss of privileges
	Behavior	First Offense	Second Offense	Third Offense	Repeated
8	STL/TKG/EXT/PRP stealing, extortion, defacing or destroying property	Contact Parents Loss of Privileges; LD 1 Day; Restitution where needed	Contact Parents Loss of Privileges; LD 1-3 Days Refer to Guidance/SIT; Restitution where needed	Contact Parents Loss of Privileges; LD 1-3 Days ; Refer to Guidance /SIT; Restitution where needed; 1-3 Days OSS	Same as third
9	DIS Disrespect; Improper gestures; name calling; Improper comments	VR and Contact Parents	Contact Parents 1-3 LD; Loss of privileges; Refer to Guidance/SIT	Contact Parents 3-5 Days LD; Loss of Privileges; 1-3 Days OSS	Same as third
10	PRO Use of profane or obscene language ; vulgar comments including written notes (student to student)	VR and Contact Parents	Contact Parents 1-3 days LD; Loss of privileges; Refer to Guidance/SIT	Contact Parents 3-5 Days LD; Loss of Privileges; 1-3 days OSS	Same as third
11	FTF Bus unsafe behavior or failure to follow the bus rules or directions given by the driver	VR and Contact Parents	Mandatory Parent Conference: 1-3 Days Bus Suspension	Contact Parents; 3-5 Days bus Suspension; Refer to Guidance	Contact Parents; 5-10 Days Bus Suspension and/or may be subject to permanent bus suspension as a result of future offenses
12	TRU Habitual truancy	Mandatory Parent Conference after 10 days truant; Referral to SIT, See Board Approved Truancy Procedures	15 days truant; and/or Truancy Officer; See Board Approved Truancy Procedures	25 days truant; And/or Referral to Superintendent, See Board Approved Truancy Procedures	
13	FTC/FFC Failure to follow instructions	VR and Contact Parents; Loss of privileges	VR and Contact Parents; Loss of Privileges. 1-3 days LD	VR and Contact Parents; Loss of Privileges; 3-5 days LD	Same as Third
14	BUL Bullying Student to student	Contact Parents; Counseling; Refer to Guidance	Mandatory Parent Conference; Loss of Privileges. 1-3	Contact Parents; 1-3 Days OSS	Contact Parents; 3-5 Days OSS

			days LD: Refer to Guidance /SIT		
15	INT/TRE/HA Intimidating; Threatening; Harassment; including threats made by text or internet Social Media (Instagram, Facebook etc.)	Contact Parents; Counseling; Refer to Guidance	Mandatory Parent Conference; Loss of Privileges. 1-3 days LD: Refer to Guidance /SIT	Contact Parents; 3-5 Days LD Loss of Privileges; 1 Day OSS	Contact Parents; 3-5 Days LD Loss of Privileges; Refer to Guidance/SIT 1-3 Days OSS
	Behavior	First Offense	Second Offense	Third Offense	Repeated
16	ALT Verbal altercation; attempting to fight	Contact Parents; Counseling and Loss of Privileges;	Contact parents; Anger Management counseling refer to SIT/ Guidance; 1-3 Days OSS	Mandatory parent Conference; 1-3 Days LD; Refer to SIT/Guidance; 1-3 Days OSS	Mandatory parent conference; Loss of Privileges; 3-5 Days OSS
b	AGG Hitting, tripping, pushing or attempt to hit on bus or school (including Verbal threats and Biting	Contact Parents; Time Out or WHSP	Contact Parents; 3-5 days LD; Refer to Guidance Anger Management counseling; refer to SIT/ Guidance; 1-3 OSS	Mandatory Parent Conference; Refer to SIT/Guidance 3-5 days OSS	Mandatory parent conference; 5-10 Days OSS
c	FIT Fighting on bus or at school	Contact Parents; 3-5 days LD; Refer to guidance; 1-3 Days OSS	Contact Parents; Refer to SIT/Guidance; 3- 5 days OSS	Mandatory Parent Conference; 3-5 days OSS	Mandatory parent conference; 3-5 days OSS
d	Aggressive actions, hitting or striking a staff member or district employee	Mandatory Parent Conference; Refer to guidance/ SIT; 3-5 days LD; 1-3 days OSS	Mandatory Parent Conference, Refer to guidance/ SIT; 3-5 days LD; 1-3 days OSS	Mandatory Parent Conference, Refer to guidance/ SIT; 3-5 days LD; 1-3 days OSS	Mandatory Parent Conference, Refer to guidance/ SIT; 3-5 days LD; 1-3 days OSS

Principals/Assistant Principals/Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact parents or guardians will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewer's family are blurred or otherwise removed and the video has not been entered into evidence with Law Enforcement Agencies.

Discipline Grid Grades 1-5

	Behavior	First Offense	Second Offense	Third Offense	Repeated
1	DRS Dress Code violation including signs and symbols	Contact Parents and change clothes/shoes. If unable to change, the student will report to ISS for the remainder of the day.	Contact Parents and change clothes; LD 3 days; 1 day ISS; 3 days WD; referral to Guidance	Contact Parents and change clothes; 1-3 days ISS; Referral to guidance	Contact Parents ;3 days ISS (continued actions may be considered defiance)
2	TAR/LOT Tardy	(1) First tardy, no referral document as class intervention	(2) Second tardy. Report to class; Contact Parent	(3) Third tardy 1 Day LD; ISS for the remainder of the period	(4) Fourth tardy Contact Parents; 1 Day ISS (5) Fifth tardy 3 Days ISS (6) Sixth tardy 3-5 ISS
	Behavior	First Offense	Second Offense	Third Offense	Repeated
3	SXM Inappropriate touching or display of body	Mandatory Parent conference; 3 days OSS	Mandatory Parent Conference; 3 days OSS	Mandatory parent conference and 5 days OSS plus referral to an agency	Mandatory parent conference and 10 days OSS
4	TOY Possessing Inappropriate Items (toys, Video games, PSP, IPOD, MP3, Cameras, Radios, CD Players)	Contact parent or guardian. Confiscate Item until end of the day.	Contact Parents Confiscate item to be picked up by parent;	Contact Parents Confiscate item to be picked up by parent and/or 1-3 Days WD, 1-3 Days ISS, 1-3 Days LD, 1-3 Days ASD and/or TOP	Contact Parents Confiscate item to be picked up by parent and/or 3-5 Days WD, 3-5 Days ISS, 3-5 Days ASD and/or TOP
5	UCP Use of Cell phone during school(Cell phones should be in off mode and turned in and out of sight)	Contact Parents Confiscate: Contact parent or guardian. Confiscate Item until end of the day	Contact Parents Confiscate to be picked up by parent	Contact Parents Confiscate to be picked up by parent; 1-3 Days WD, 1-3 Days ISS, 1-3 Days LD ; 1-3 Days ASD and/or Turn Over to Parent (TOP)	Confiscate to be picked up by parent; Contact Parents; 3-5 Days WD, 3-5Days ISS, 3-5 Days ASD and/or TOP

6	SCS Electronic Device Misuse (Cell phone, IPAD, Electronic Devices/ Tablets etc.)	Contact Parents OSS 3 days; Counseling Referral to School Intervention Team (SIT) and/or Referral to SRO; Subject to arrest Confiscate – Must be picked up by parent.	Mandatory Parent Conference and OSS 5 days and Referral to SRO; Subject to arrest Confiscate – Must be picked up by parent.	OSS 10 days and Referral to SRO; Subject to arrest Confiscate – Must be picked up by parent.	Expulsion; Referral to SRO; Subject to arrest Confiscate – Must be picked up by parent.
7	CHE Cheating, Putting name on someone else's assignment, Forgery	Contact Parents Failure of assignment and counseling by school counselor and/or independent completion of assignment	Same as first	Contact Parents ISS 1-3 Days Failure of assignment Refer to SIT/Guidance	Contact Parents ISS 3-5 Days Failure of assignment Refer to SIT/Guidance
8	SKP/LVG Skipping school or class; leaving class or school without permission	Contact Parents Counseling and/or 1 Day ASD; 1 Day ISS; or Zero and Unexcused absence or the class(es) skipped	Contact Parents Counseling and/or 1-3 Days ASD; 1-3 Days ISS; 1-3 Days LD or 1- days OSS; Zero and Unexcused absence for the class(es) skipped	Contact Parents Counseling and/or 3-5 Days ASD; 3-5 Days ISS; 3-5 Days LD or 1-3 days OSS; Zero and Unexcused absence for the class(es) skipped	Contact Parents Same as Third
	Behavior	First Offense	Second Offense	Third Offense	Repeated
9	UNA Being in an unauthorized area on campus during school hours	VR and Contact Parents; 1-3 Days ISS; 1-3 Days ASD; 1-3 Days WD	VR and Contact Parents; 1-3 Days ISS; 1-3 Days ASD; 1-3 Days WD	Contact parents ; 5 Days ISS;- 3-5 Days ASD; 3-5 Days WD; 1-3 Days OSS	Contact parents ; 3-5 Days ISS; 3-5 Days ASD; 3-5 Days WD; 3-5 Days OSS
10	TRU Habitual truancy	Mandatory parent conference after 10 days truant; Referral to SIT; See Board Approved Truancy Procedures	15 days truant; Truancy Officer; See Board Approved Truancy Procedures	25 days truant; And/or Referral to Superintendent; See Board Approved Truancy Procedures	

11	UEC Improper computer use, Unauthorized entry into any computer system, altering, deleting system files, Visiting inappropriate websites; Printing/ downloading inappropriate materials	VR, Contact parents and/or Possible loss of computer privileges	Contact parents ; 1-3 Days ISS; 1 Day WD; 1 Day ASD and; Possible loss of computer privileges	Contact parents; 3-5 Days ISS; 2 Days ASD, 2 Days WD and; Possible loss of computer privileges	Same as Third
12	STL/TKG/EXT/PRP /VAN stealing, extortion, defacing or destroying property; forgery	VR and Contact Parents 1-3 Days ISS; 1-3 Days ASD; 1-3 Days WD; Restitution where needed	Contact Parents 3-5 days ISS; 1-3 days OSS; Restitution; 3-5 days WD; 3-5 days ASD	Contact Parents Same as Second; Refer to SRO	Same as third
13	TBC Possession of tobacco in any form Lighters, Electronic/ synthetic smoking products Use of Tobacco in any form	Confiscate; Contact Parents. 1-3 days ISS. 1-3 WD; 1-3 ASD Confiscate: Contact Parents 3-5 Days ISS	Confiscate; Contact Parents; 3-5 Days ISS; 1 ASD;-3-5 ASD; 3-5 WD Confiscate: Contact Parents 1-3 Days OSS	Confiscate; Contact Parents; 5-10 days ISS; 1-3 OSS; Refer to SIT Confiscate: Contact Parents 3-5 Days OSS	Confiscate; Contact Parents; 3-5 Days OSS Confiscate: Contact Parents; 5-10 Days OSS
14	DIS/ PRO Disrespect; Profanity; Improper gestures; name calling; Improper comments; Pornography; vulgarity	VR and Contact Parents; 1-3 Days ASD; 1-3 ISS	Contact Parents 3-5 Days ASD; 3-5 Days ISS; 1-3 Days OSS	Contact Parents 5 Days ASD; 5 Days ISS; 3-5 days OSS	Same as third
	Behavior	First Offense	Second Offense	Third Offense	Repeated
15	CLS/FFC/DSR/HSP/THR Failure to follow directions the first time given; Disrupting school activities including class; Horseplay; Throwing Objects; Running in Hall or on sidewalk	VR and Contact parents; 1-3 Days ASD and/or 1-3 ISS and/or 1-3 LD	Contact Parents; 2 ASD and/or 1-3 ISS; 3-5 LD	Contact Parents; 3 ASD; 3-5 ISS and/or 1-3 OSS	Same as third
16	DEF/HIT/PRO/DIS Defiance of school authority; Cursing at a school employee; Striking, Biting an employee	Contact Parents; 3-5 Days ISS; 3-5 Days ASD or 1-3 days OSS	Contact Parent Conference; 3-5 Days ISS ; 3-5 Days ASD 3-5 Days OSS; Refer to SIT	Contact Parents 3-5 Days ISS; 3-10 Days OSS	Contact Parents 5-10 Days OSS; Refer to SIT or Guidance

17	FTF/XIT bus misbehavior or failure to follow the bus rules or directions given by the driver	VR and Contact Parents; 1-3 days bus suspension	Contact Parents; 3-5 Days bus Suspension	Contact Parents; 5-10 Days bus Suspension	Contact Parents 5-10 Days Bus Suspension and/or may be subject to permanent bus suspension
18	BUL Bullying student to student	Contact Parents, Counseling, 1-3 Days ISS and/or 1-3 Days OSS	Mandatory Parent Conference; 3-5 Days ISS; 3-5 Days OSS; refer to SIT or Guidance	Mandatory Parent Conference; 3-5 Days OSS	Mandatory Parent Conference; 5-10 Days OSS
19	INT/TRE/HA Intimidating; Threatening; Harassment; including threats made by text or internet Social Media (Instagram, Facebook etc.)	Contact Parents; Counseling and/or 1-3 days ISS; Days WD 1 Day ASD; 3 Days WD or 1-3 days OSS	Mandatory Parent Conference; and/or 2 ASD; 3-5 Days ISS; 1-3 Days OSS; refer to SIT or Guidance	Mandatory Parent Conference; and/or 3 days ASD and/or 5-10 ISS; 1-3 Days OSS	Mandatory Parent Conference; 3-5 Days ASD and/ or 10 Days ISS and/or 3-5 Days OSS
20	ALT Pushing or shoving on bus or school; attempting to fight; including verbal altercation; biting	Contact Parents; Counseling or 1-3 Days ISS or 1 ASD; 1-3 Days WD; 1-3 Days OSS	Mandatory Parent Conference; 3 ASD or 3-5 Days WD or 3 ISS; 1-3 Days OSS; Anger Management counseling refer to SIT or Guidance	Mandatory Parent Conference; 5 ASD or 5 Days WD or 5 ISS; 1-3 Days OSS; Refer to SIT/Guidance	Mandatory Parent Conference; 5-10 Days ISS or 1-3 Days OSS
	b AGG Hitting, tripping, pushing or attempt to hit on bus or school (including Verbal threats). One sided- no one hurt	Contact Parents; 1-3 Days ISS or 2 ASD; 1-3 Days WD; 1-3 Days OSS	Mandatory Parent Conference; 3-5 Days ISS or 4 Days ASD/WD and/or 1-3 Days OSS; Refer for Anger Management Counseling; refer to SIT/Guidance	Mandatory Parent Conference; 5-10 Days ISS or 5 Days ASD/WD and/or 3-5 Days OSS; Refer to SIT/Guidance	Mandatory Parent Conference; 10 Days ISS or 5-10 Days OSS
	c FIT Fighting with or without injury on school grounds or school bus	Contact Parents; 3-5 Days ISS; 3-5 Days ASD or 1-3 Days OSS; Refer to guidance	Mandatory Parent Conference 5 Days ISS or 3-5 Days OSS; Refer to SIT/Guidance Notify SRO if criminal	Mandatory Parent Conference; 5-10 Days OSS; Notify SRO if criminal	Mandatory Parent Conference; 5-10 Days OSS; Notify SRO if criminal

Note: Self Defense – a student has the right to protect him/herself from uninvited physical harm or injury. A valid claim of self defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him / herself. Retaliation is not self-defense.

21	ALC/DRG Possession, use or distribution of alcohol or drugs (or look a likes) including over the counter drugs	Mandatory Parent Conference; Notify SRO; confiscation and possible 3-5 days OSS and drug abuse course. Refer to guidance for counseling	Mandatory parent conference; Notify SRO and 3-5 Days OSS; Refer to SIT/Guidance	Mandatory parent conference; Notify SRO and 5 Days OSS	Mandatory parent conference; Notify SRO and 10 Days OSS
22	PNW/IMI/WPO Possession of a weapon or dangerous object, lookalikes, BB guns, Airsoft guns, etc.	Mandatory Parent Conference; Must Notify SRO, and possible 3-5 days OSS depending on intent and type of weapon; Refer to SIT/Guidance	Mandatory Parent Conference Must Notify SRO, confiscation and 5-10 Days OSS	Mandatory Parent Conference Must Notify SRO, confiscation and 5-10 Days OSS and may recommend for expulsion	Mandatory Parent Conference Must Notify SRO, permanent confiscation and recommend for expulsion
23	FWK/BOM Possession of fireworks, explosive devices, arson. Making Bomb threats; false pulling of fire alarm; improper discharge of fire extinguisher; TAMPERING WITH FIRE EQUIPMENT	Mandatory Parent Conference; 1-5 Days ISS ;1-3 Days ASD/WD or 1-3 Days OSS; Must notify SRO	Mandatory Parent Conference; 3-10 Days ISS or 3-5 Days ASD/WD; 3 Days OSS; Must notify SRO	Mandatory Parent Conference; 3-5 Days OSS, must notify SRO	Mandatory Parent Conference; 5-10 Days OSS
24	FTC Failure to report to ASD/LD/WD/ISS; Or Failure to complete discipline assignment	Contact Parents; Make up missed days and add 1 day	Contact Parents; Make up missed days and add 2 days	Contact Parents; Convert remaining ASD/WD/LD to ISS or OSS; Refer to guidance	Contact Parents; Convert Remaining ASD/LD/WD to OSS
25	WPO Possession of a firearm, knives, bomb or explosive device at school or on school premises or school functions or school transportation	Except as noted in other steps of this discipline grid, the principal or designee to investigate, confer with the SRO and consult with the Superintendent or designee prior to making an alternative placement (AP) recommendation			
	Behavior	First Offense	Second Offense	Third Offense	Repeated
26	SESIR* Violation of Zero Tolerance Policy 5.10 of District School Board of Madison County (See Code of Student Conduct for list of offenses)	Except as noted in other steps of this discipline grid, the principal or designee to investigate, confer with the SRO and consult with the Superintendent or			

	*School Environmental Safety Incident Reporting	designee prior to making an AP recommendation			
27	EXC Excessive referrals (8 or more)	8 or more referrals Mandatory Parent Conference, Refer for counseling	9 more referrals Mandatory parent conference, refer to SIT	10 or more referrals Mandatory parent conference. ISS/OSS	
28	DRS according to Florida Statute 1006.07(2)(d)1 (Saggy Pants Law)	Verbal Warning and Contact Parents	Unable to participate in Extracurricular Activities up to 5 days and parent conference	1-3 days ISS. No Extracurricular activities up to 30 days. Parent contact and written letter detailing ISS and ineligibility to participate.	
29	UEC (Teacher or Administration Computer) Improper computer use, Unauthorized entry into any computer system, altering, deleting system files, downloading inappropriate materials	Contact Parents; 3 days OSS and no use of computer for the remainder of the year; Referral to SIT/guidance	Contact Parents; 5 days OSS and No use of computer for remainder of the year	Contact Parents; OSS 10 days; Expulsion	
30	DRS Open display of gang-related material, activity, signs, symbols in a threatening manner written or facsimile	Mandatory Parent Conference and/or 1 day ISS and/or Referral to SIT/Guidance	Mandatory Parent Conference; 1-3 days ISS ; Referral to SIT and/or Referral to SRO	Mandatory Parent Conference; 3 days OSS; Referral to SRO	

Principals/Assistant Principals/Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact parents or guardians will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. The decision belongs to the principal or his designee in this and all situations afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewers' family are blurred or otherwise removed and video has not been entered into evidence with Law Enforcement Agencies.

Discipline Grid Grades 6-8

LEVEL 1					
	Behavior	First Offense	Second Offense	Third Offense	Repeated
1	ASM Disruption of a school function (assembly disruption during school hours, etc.)	Mandatory parent conference; 1 day ISS; 1 OSS	Mandatory parent conference; 2 days ISS; 2 OSS	Mandatory parent conference; ISS 3 Days, 3 OSS	Mandatory parent conference; ISS 5 Days, 5 OSS
2	CAF Cafeteria misconduct; skipping in lunch line; eating beyond the cafeteria or patio Leaving trays/ trash on cafeteria or tables.	Lunch Detention 1-3 days	Contact parents Lunch Detention or After School Detention 1-3 days	Contact parents Lunch Detention, After School Detention or Saturday School Detention 1-3 days	Contact parents ISS 3 days
3	CHE Cheating on test	Contact parents and Zero on test	Contact parents Zero on test and ISS 3 days	Parent Conference Zero on test and OSS 3 day	Contact parents Expulsion
4	CLS/HSP/ Disorderly Conduct/THR/RUD/Disrespect (gestures and name-calling to other students) (classroom or hallway disruption, throwing in classroom, hallway or cafeteria, running, horseplay etc. Making or displaying (ex. book bags) derogatory ethnic, racial, or religious remarks to other students; Loud Noises)	Contact parents Lunch Detention, After School Detention or Saturday School Detention 1-3 days	Contact parents Lunch Detention, After School Detention or Saturday School Detention 1-3 days	Mandatory Parent Conference ISS 5 days;	Contact parents OSS 1 day (Continued actions may be considered ' Defiance)
5	DRS Dress Code violation, including signs and symbols	Sign in at ISS; Contact parents and change clothes/shoes (unexcused tardy or absence); Unable to change, student must report to ISS for remainder of the day	Mandatory parent conference; 1 day ISS; 1 day OSS	Mandatory parent conference; 2 days ISS; 2 days OSS	Mandatory parent conference; ISS 3 Days, 3 days OSS
6	DRS according to Florida Statute 1006.07(2)(d)1 (Sagging Pants Law)	Verbal Warning and Contact Parents	Unable to participate in Extracurricular Activities up to 5 days and mandatory parent conference	1 day ISS. No Extracurricular activities up to 30 days. Parent contact and written letter detailing ISS and ineligibility to participate.	3 days ISS (Continued actions may be considered as Defiance)
7	EAT/GUM Food/drinks in halls, classrooms and other inappropriate areas at inappropriate times. Chewing gum without staff permission	Dispose of goods Documented warning issued	Contact parents; dispose of goods; Lunch detention 1-3 days	Contact parents; ISS, Dispose of goods; Lunch detention 1-3 days	Contact parents; Dispose of goods and ISS 1-3 days (Continued actions may be considered as Defiance)
8	LAC Lack of cooperation with faculty and staff. Student does not want to complete assignments or complete class work during class. Includes sleeping in class	Contact parents; After School Detention	Contact parents; Saturday School Detention	Contact parents; ISS for 1 day	Contact parents; ISS for 3 days (Continued actions may be considered Defiance)

	Behavior	First Offense	Second Offense	Third Offense	Repeated
9	PDA/KIS Public Display of Affection in a manner which is inappropriate in a school setting in the judgment and discretion of the principal.	Contact parents; ISS, After School Detention or Saturday School Detention 1-3 days	Contact parents; ISS, After School Detention or Saturday School Detention 1-3 days	Contact parents; 5 Days ISS	Contact parents; 3 Days OSS (continued actions may be considered Defiance)
10	TAR Tardy to class (semester to semester)	With 3rd tardy, receive referral, 1 day ISS	With 4th tardy, receive referral, 3 days ISS	With 5th tardy, receive referral, 5 days ISS	With 6 or more tardies, Mandatory parent conference
11	TOY Possessing inappropriate Items (toys, PSP, Video games, IPOD, MP3, Cameras, etc.)	Contact parent or guardian. Confiscate item for 24 hours unless picked up by parent then After School Detention	Same as 1st	Same as 1st	Contact parents, Confiscate the item for 24 hours, 1 Day ISS
12	UCP Use of cell phones during instructional time. Cell phones should not be used from the time a student arrives at the school campus until the last bell of the school day. Cell phones should be in off mode and turned in and out of sight. Phones will be confiscated if they are seen or heard	Contact parent or guardian. Confiscate items for 24 hours unless picked up by parents. After School Detention	Contact parents Confiscate for 72 hours or 3 Days ISS	Contact parents Confiscate for 72 hours and 3 Days ISS	Contact parents Confiscate for 72 hours and 5 Days ISS
Level 2					
	Behavior	First Offense	Second Offense	Third Offense	Repeated
13	ALT Pushing or shoving on bus or school; attempting to fight ALT Verbal only without pushing, Making no attempt to fight, but disturbing class, hallway, cafeteria or otherwise normal function of school	Contact Parents; ISS 1 day; and/or Refer to SIT for intervention Contact parents; Refer to Guidance/SIT	Mandatory Parent Conference, Anger management/ Counseling Refer to SIT/ SRO and OSS 1-3 days; Contact parents; 1-3 Days ISS Anger management counseling	Mandatory parent conference; OSS 5 days and /or Expulsion; Subject to arrest; Anger management/ Counseling Contact parents; 3 Days OSS	Mandatory parent conference; Expulsion; Subject to Arrest Contact parents; 5 Days OSS Continued actions of this kind will result in longer suspension or recommendation for expulsion
14	CLS Field Trip misconduct	Contact parents ISS 3 days; Can be excluded from future field trips for the remainder of year	Contact parents ISS 5 days; Will be excluded from future field trips for the remainder of year		

15	FTC Failure to report to ISS, or LD; WD	Contact parents Add another day or OSS 1 day	Contact parents ISS 3 days	Mandatory parent Conference and OSS 3 days	Contact parents OSS for 5 days (Continued actions may be considered Defiance)
	Behavior	First Offense	Second Offense	Third Offense	Repeated
16	FTC Failure to comply with ISS, ASD, LD WD rules	Contact parents Add another day or OSS 1 day	Contact parents OSS 3 days; Referral to SIT	Mandatory parent Conference and OSS 5 days; Referral to SIT	Contact parents OSS 10 days Expulsion
17	GAM/SAL Gambling or Unauthorized sales	Contact Parents; ISS 3 days	Contact parents; ISS 5 days	Mandatory Parent Conference and OSS 3 days; Referral to SRO	Mandatory parent conference; 10 days OSS Expulsion
18	HAZ Hazing	Contact Parents; 5 Days ISS; and/or Referral to SRO; Refer to SIT	Mandatory Parent Conference; 3 Days OSS	Mandatory Parent Conference; 10 Days OSS and or Expulsion	
19	INF Inciting a fight (including pushing it up), failure to leave the area when requested by an adult.	Contact Parents; OSS 1 day; Anger management counseling; and/or Referral to SRO & SIT	Contact parents; OSS 3 days; Anger management counseling and Referral to SIT	Mandatory Parent Conference and OSS 5 days and/or Expulsion	Mandatory Parent Conference; OSS 10 days and expulsion
20	DIS Disobedient / non-compliant-refusal to follow the directions of school staff, school rules, classroom rules, or behavior contracts.	Contact parents; 1 Day ISS	Contact parents; 3 Days ISS Counseling	Mandatory Parent Conference and 3 Days OSS and/or Expulsion	Contact parents OSS 10 days and/or Expulsion
21	LOT Loitering on campus at the end of the school day;	Contact parents; ISS 1 day; and/or Referral to SRO	Contact parents; ISS 3 days; and/or Referral to SRO	Contact parents; OSS 1 days; and/or Referral to SRO	Contact parents; OSS 5 days;
22	LVG Leaving class without permission	Contact parents; ISS 3 days; Referral to guidance	Contact parents; ISS 5 days; Referral to SIT	Mandatory Parent Conference and OSS 3 days;	Mandatory Parent Conference; OSS 5 days;
23	LVG Leaving campus without permission, sitting in parking lot, failure to sign in or out	Contact parents; ISS 3 days	Contact parents; ISS 5 days	Contact parents; OSS 3 days	Mandatory Parent Conference; OSS up to 5 days and/or Expulsion
24	LYG Giving false information (lying, forging passes or notes)	Contact Parents; OSS 1 day	Contact parents; OSS 3 days	Mandatory Parent Conference and OSS 5 days; Referral to SIT	Mandatory parent Conference; OSS 10 days and Expulsion
25	PRO Use of profane or obscene language; Vulgar comments including written notes (student to student)	Contact parents; ISS 3 days	Contact parents; ISS 5 days	Mandatory Parent Conference and OSS 1 day; Referral to SIT	Mandatory Parent Conference; OSS 3-5 days

26	PRP Tampering with emergency equipment i.e. cameras, fire extinguishers, emergency phones, smoke detectors or sensors	Contact Parents; 3 days OSS; and/or Referral to SRO	Mandatory Parent Conference and 5 Days OSS; and/or Referral to SRO	Mandatory Parent Conference; 10 Days OSS; and/or Referral to SRO	Mandatory Parent Conference; 10 days OSS; recommendation for expulsion and/or Referral to SRO
27	SCS Electronic Device Misuse (Cell phone, IPAD, Electronic Devices/ Tablets etc)	Contact Parents OSS 3 days; Counseling Referral to SIT and/or Referral to SRO; Subject to arrest	Mandatory Parent Conference and OSS 5 days and Referral to SRO; Subject to arrest	OSS 10 days and Referral to SRO; Subject to arrest	Expulsion; Referral to SRO; Subject to arrest
	Behavior	First Offense	Second Offense	Third Offense	Repeated
28	SKP Skipping 1 class, in hall without permission	Zeroes in class skipped; Parent contact; ISS 1 day	Zeroes in class skipped; ISS 3 days	Mandatory parent conference; Zeroes in class skipped; ISS 5 days. Referral to SIT	Zeroes in class skipped; OSS 3 days
29	SKP Skipping more than one class	Contact parents Zeroes in class skipped; ISS 3 days	Contact parents Zeroes in class skipped; ISS 5 days. Referral to SIT	Mandatory parent conference Zeroes in class skipped; OSS 3 days	Mandatory parent conference Zeroes in class skipped (Continued actions may be considered as Defiance) OSS 5 days
30	TBC Possession of tobacco products, matches, lighters, electronic/ synthetic smoking products	Mandatory parent conference, ISS 5 days; Confiscate the item, referral SRO/ SIT/Guidance/ ASPIRE Tobacco Cessation program	Mandatory Parent Conference and OSS 3 days; Confiscation; referral SRO/ SIT/Guidance	Mandatory parent conference OSS 5 days and/or Expulsion; Confiscation; referral SRO/ SIT/Guidance	Mandatory parent conference, OSS 10 days Expulsion; referral SRO/ SIT/Guidance
31	TRU Habitual truancy	Contact Parents; 10 days truant; Referral to SIT, See approved MCSD Truancy procedures	15 days truant; and/or Referral to Truancy Officer; Report to DMV, See approved MCSD Truancy procedures	25 days truant; And/or Referral to Superintendent & DMV See approved MCSD Truancy procedures	
32	UNA Being in an unauthorized area, (computer use)	Contact Parents; ISS 1 day; if Unauthorized Internet use-access privileges on a probationary period of 30 days in addition to 1 Day ISS. Use only for assignments	Contact Parents; ISS 3 days; if Unauthorized Internet use-access privileges on a probationary period of 90 days in addition to 3 Days ISS. Use only for assignments	Mandatory Parent Conference and OSS 3 days; if Unauthorized Internet use-access privileges are suspended for the remainder of the school year in addition to 3 Days OSS	Mandatory Parent Conference; OSS 5 days

33	USG Possession/use of unauthorized medication, over the counter without parent permit on file	Contact Parents; 3 Days ISS; Referral to Guidance; and/or Referral to SRO	Mandatory Parent Conference and 5 Days ISS; Referral to Guidance and Referral to SRO; SIT	Mandatory Parent Conference; 3 Days OSS; Referral to Guidance; and/or Referral to SRO	Mandatory Parent Conference; 10 Days OSS; Referral to Guidance; and/or Referral to SRO
Level 3					
	Behavior	First Offense	Second Offense	Third Offense	Repeated
34	AGG Hitting, Kicking, Tripping, Throwing, Pushing on bus or school to include actions towards students or district employees.	Contact Parents; 3 Days OSS; Referral to guidance; Anger management counseling	Mandatory Parent Conference and 5 Days OSS; Referral to SIT/guidance; Anger management counseling	Mandatory Parent Conference; OSS 10 days and/or Expulsion	
35	ALC possessing, using, or being under the influence of alcohol	Mandatory Parent Conference and 5 Days OSS; Referral to SIT/guidance; Alcohol counseling; and Referral to SRO	Mandatory Parent Conference; 10 Days OSS; Expulsion; Alcohol counseling; and Referral to SRO		
36	BUL Bullying	Contact Parents; Counseling and 3 days OSS; Refer to SIT	Mandatory Parent Conference; 5 days OSS	Mandatory Parent Conference; 10 days OSS and expulsion	
37	BOM Pulling fire alarm	Mandatory parent conference; 5 days OSS; Referral to SIT/guidance; and/or referral to SRO	Mandatory parent conference; 10 Days OSS; and/or referral to SRO	Mandatory parent conference; 10 Days OSS and Expulsion; and/or referral to SRO	
38	CAI Careless act causing Injury	Contact Parents; 3 Days OSS	Mandatory Parent Conference and 5 Days OSS	Mandatory Parent Conference; 5 Days OSS; and/or Referral to SRO	Mandatory Parent Conference; 10 Days OSS and Expulsion; Subject to arrest;
39	CAM Threatening to disrupt school and/or fight	Contact Parents; 3 Days OSS; and/or Referral to SRO	Mandatory Parent Conference; 5 Days OSS and/or Expulsion; and/or Referral to SRO	Mandatory parent Conference; 10 Days OSS and/or Expulsion	Mandatory Parent Conference; 10 Days OSS and Expulsion
40	DEF Defiance of authority. Willful and open disobedience in a bold and challenging manner after being asked more than once.	Mandatory Parent Conference and 5 days OSS; Referral to guidance; and or Referral to SRO	Mandatory Parent Conference; 10 Days OSS and/or Expulsion	Mandatory Parent Conference; 10 Days OSS and Expulsion	
41	DIS Disrespect of Staff as defined previously	Contact Parents; 3 Days ISS; 1-3 Days OSS	Mandatory Parent Conference and 5 Days ISS; Refer to SIT	Mandatory Parent Conference; 3 Days OSS	Mandatory Parent Conference; 10 Days OSS

42	DIS Gross disrespect/ misbehavior or Profanity or obscenity directed towards a school staff or public service personnel	Mandatory Parent Conference and 5 Days OSS - Anger Management counseling	Mandatory Parent Conference; 10 Days OSS	Mandatory Parent Conference; 10 Days OSS and Expulsion	
43	DRS Open display of gang related material, activity, signs, symbols: written or facsimile	Contact Parents; OSS 3 days; and/or Referral to SRO	Mandatory Parent Conference and OSS 5 days; and/or Referral to SRO	Mandatory Parent Conference; OSS 10 days Expulsion	
44	DRU/USG Possession, use or under the influence of drugs, and or controlled substances, synthetics, (including lookalikes)	Mandatory Parent Conference; 10 days OSS. Subject to Expulsion; Referral to SRO; Subject to arrest; and Referral to Guidance for counseling	Mandatory Parent Conference; 10 Days OSS and Expulsion Referral to SRO Subject to arrest		
	Behavior	First Offense	Second Offense	Third Offense	Repeated
45	DSR Disruption of school sponsored activity after school hours	Contact Parents OSS 5 days and/or Expulsion; Subject to arrest; Loss of privileges	Contact Parents OSS 10 days Expulsion; Subject to arrest		
46	FIT Fighting with or without injury on school grounds or School Bus. Note: Self Defense – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self-defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. Retaliation is not self-defense.	Contact Parents; 5 Days OSS; Referral to SRO; Subject to arrest; Anger management counseling	Mandatory Parent Conference and 10 Days OSS Subject to arrest; Anger management Counseling	Mandatory Parent Conference; 10 Days OSS and/or Expulsion; Subject to arrest	Mandatory Parent Conference; 10 Days OSS and Expulsion; Subject to arrest
47	FWK Possessing or use of fireworks, firearm cartridges	Contact Parents Confiscate; 5 Days OSS; referral to SRO	Confiscate; 10 Days OSS; referral to SRO	Confiscate ;OSS 10 days Expulsion;	
48	INT/TRE/HA (Students to Student) Intimidating; Threatening; Harassment; including threats made by Written note, Electronic text or internet Social Media (Instagram, FaceBook, SnapChat, etc.)	Contact Parents Counseling and/or 5 days ISS;	Mandatory parent Conference 3 Days OSS; refer to SIT or Guidance	Mandatory Parent Conference and 5 Days OSS; Referral to SRO	Mandatory parent conference, 10 Days OSS and/or expulsion; Referral to SRO
49	LYG Intentionally making false accusations that jeopardize the reputation, employment or professional certification of a teacher or other school staff	Mandatory Parent Conference and 5 days OSS; Refer to SIT; Referral to SRO	Mandatory Parent Conference; 10 Days OSS; Referral to SRO	Mandatory Parent Conference; 10 Days OSS and expulsion; Referral to SRO	

50	MIS Excessive mischief/referrals (8 or more Referrals)	First review; Mandatory Parent Conference; Referral to SIT & Counseling; Possible Expulsion	Second review; Mandatory Parent Conference; Expulsion		
51	SXH Sexual Harassment	Mandatory parent conference; Counseling and/or 1 day OSS	Mandatory parent conference; 3 Days OSS; refer to SIT or Guidance	Mandatory parent conference; 5 Days OSS; Referral to SRO	Mandatory parent conference; 5-10 Days OSS and/or expulsion; Referral to SRO
52	SXM (Minor)Sexual Misconduct indecent proposition or contact or touching, pornographic materials or devices on campus, indecent exposure	Mandatory parent conference; 5 Days OSS; Referral to guidance	Mandatory parent conference; 10 Days OSS and Expulsion		
	Behavior	First Offense	Second Offense	Third Offense	Repeated
53	TBC Use of tobacco products, matches, lighters, electronic/synthetic smoking products	Mandatory parent conference; 3 Days OSS; referral SRO/ SIT/Guidance ASPIRE Tobacco Cessation Program	Mandatory parent conference; 5 Days OSS; referral SRO/ SIT/Guidance	Mandatory parent conference; 10 days OSS; Expulsion; referral SRO/ SIT/Guidance	
54	TKG/STL Stealing or accessory (less than \$750) possession of stolen property TKG/STL Stealing or accessory to stealing, buying and/or selling stolen property (over \$750), including vehicle and/or equipment. Possession of stolen property	Contact Parents; 3 Days OSS; Restitution and/or referral to SRO Mandatory Parent Conference; 5 Days OSS; Restitution and/or referral to SRO; Subject to arrest	Mandatory Parent Conference and 5 Days OSS Restitution and/or referral to SRO Contact Parents 10 Days OSS; Restitution and/or referral to SRO; Subject to arrest	Mandatory Parent Conference and 10 Days OSS: Restitution and/or Expulsion Mandatory Parent Conference and 10 Days OSS Restitution; Expulsion	Mandatory Parent Conference; Restitution and Expulsion
55	TRS Entering and or remaining in a building and/or school property without permission	Contact Parents; 3 days OSS; and/or Referral to SRO	5 days OSS; and/or referral to SRO; Subject to arrest	Mandatory Parent Conference; 10 days OSS and/or Expulsion; and/or Referral to SRO	
56	UEC (Teacher or Administration Computer) Improper computer use, Unauthorized entry into any computer system, altering, deleting system files, downloading inappropriate materials	Contact Parents; 3 days OSS and no use of computer for the remainder of the year; Referral to SIT/guidance	Contact Parents; 5 days OSS and No use of computer for remainder of the year	Contact Parents; OSS 10 days Expulsion	

57	VAN Vandalism/defacing/destroying school property (under \$250 value)	Mandatory Parent Conference; Restitution; 1 Day OSS; Referral to SRO	Mandatory Parent Conference; Restitution; 3 Days OSS; and Referral to SRO	Mandatory Parent Conference; Restitution; 5 Days OSS and/or Expulsion	
58	VAN Vandalism/defacing/destroying school property (over \$250 value)	Mandatory Parent Conference; Restitution 5 Days OSS; and Referral to SRO	Mandatory Parent Conference; Restitution; 10 Days OSS; Expulsion		
59	WPO Possession of a pocketknife with less than 2 ½ inch blade. If the person has not revealed the knife to anyone or brandished the knife openly and during investigation or search, the knife is found. If the knife is revealed or brandished it becomes a level 4 Zero Tolerance violation.	Contact Parents; Confiscate, 5 days OSS; and/or Referral to SRO	Mandatory Parent Conference; Confiscate and 5 days OSS; and/or Referral to SRO	Mandatory Parent Conference; Confiscate, 10 days OSS and Expulsion; and/or Referral to SRO	

Severe Infractions of the Code of Student Conduct

Level 4

	Behavior	First Offense	Second Offense	Third Offense	Repeated
60	ALC sale or distribution of alcohol	Mandatory parent conference; 10 days OSS and/or Expulsion; and/or Referral to SRO Subject to arrest; and Referral to Guidance for treatment	Mandatory parent conference; 10 Days OSS and Expulsion; and/or Referral to SRO Subject to arrest		
61	ARS Arson	Mandatory parent conference 10 Days OSS and expulsion; and/or Referral to SRO; Subject to arrest			
62	BAT when one student physically attacks another student with the intent to do bodily harm.	Mandatory parent conference 10 Days OSS and expulsion; and/or Referral to SRO			
63	BAT Assault or battery on a school staff or public service personnel	Mandatory parent conference 10 Days OSS and expulsion; and/or Referral to SRO			
64	BOM Bomb Threat	10 Days OSS and expulsion; and/or Referral to SRO; subject to arrest			
65	BRK Breaking and entering/Burglary into a school property	Mandatory parent conference; 10 days OSS and/or, Expulsion; and/or Referral to SRO; Subject to arrest			

66	DOC Serious campus disruption	Mandatory parent conference; 10 Days OSS and expulsion; and/or Referral to SRO; Subject to arrest			
67	DRD sale or distribution of drugs, and or controlled substances* This includes counterfeit drugs. This offense also includes delivery or sale of drug paraphernalia. (note: Lookalikes)	Mandatory parent conference; 10 Days OSS and expulsion; and/or Referral to SRO			
68	EXT Extortion/Coercion/Blackmail	Mandatory parent conference; 10 Days OSS Referral to SIT/guidance	Mandatory parent conference; 10 Days OSS and/or Expulsion		
69	HOM/KID/OMC Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention	Mandatory parent conference; 10 days OSS and Expulsion; and/or Referral to SRO; Subject to arrest			
70	INT/TRE/HA (Teachers or staff including Bus Drivers) Intimidating; Threatening; Harassment; including threats made by Written note, Electronic Text or Internet Social Media (Instagram, FaceBook, SnapChat, etc.)	Mandatory parent conference; 10 Days OSS and/or expulsion; and/or Referral to SRO	Mandatory parent conference; Expulsion; and/or Referral to SRO		
71	RIO Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner leading to a potential for violence	Mandatory parent conference; 10 Days OSS and/or Expulsion; and Referral to SRO; Subject to arrest	Mandatory parent conference; Expulsion; Referral to SRO; Subject to arrest		
	Behavior	First Offense	Second Offense	Third Offense	Repeated
72	ROB Robbery	Mandatory parent conference; 10 days OSS and/or Expulsion; and/or Referral to SRO; Subject to arrest			
73	SXM (Major) sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner including sexting	Mandatory parent conference; 10 Days OSS and expulsion; and/or Referral to SRO; Subject to arrest			
74	SXO/SXB Sexual Offense, Sexual Battery, Indecent exposure	Mandatory parent conference; 10 Days OSS and expulsion; and/or Referral to SRO; Subject to arrest			

75	TRE Threatening to bring or use weapon	Mandatory parent conference; 10 Days OSS and expulsion; and/or Referral to SRO			
76	WPO Possession or discharge of explosive devices	Mandatory parent conference; 10 Days OSS and expulsion; and/or Referral to SRO; Subject to arrest			
77	WPO Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives or pocketknives with over 2 ½ inch blades are included) F.S. 790.115	Mandatory parent conference; 10 Days OSS and expulsion; and/or Referral to SRO; Subject to arrest			

Principals/Assistant principals/Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact parents or guardians will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law afforded by law.

Unexcused Absences Grades 6-8 – All absences, which have not been specifically identified as excused, are unexcused absences. Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewers’ family are blurred or otherwise removed and video has not been entered into evidence with Law Enforcement Agencies.

BUS CONDUCT RULES

The bus is an extension of the school campus. Therefore, students will adhere to all conduct rules, including those addressing medication, while riding a MCAA school bus. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's enrollment card for that bus, shall be permitted to ride such a bus while it is being operated on a regular school bus route. A student living outside of Madison County must provide his/her own transportation to an approved bus stop within the county of Madison.

After students are unloaded when a bus arrives from any type of transport (normal drop off, field trip, etc.), the staff member accepting or overseeing the students will physically check the bus to ensure all MCAA students have departed the bus. In the event more than one staff member is present, the most senior member will designate a member to perform this function.

Section 1006.10(1-7), Florida Statutes, gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school or school functions at public expense.

Students being transported on a school bus must comply with the following rules:

1. Get on/off at their regularly appointed bus stop unless written parent/guardian permission is provided to the school administrator early in the day to allow time for verification.
2. Occupy the seat assigned by the driver and refrain from moving around while the bus is in motion. Seat belts must be correctly fastened upon taking assigned seat and worn at all times if the bus is designed with seat belts.
3. Wait until the bus has come to a complete stop before entering or exiting the front door of the bus. Students shall form a line in order to ensure safety in getting on or off the bus.

4. Be at the bus stop at least 5 minutes before bus arrival but not more than 15 minutes before arrival. Observe proper rules of conduct while waiting for the bus. Students shall stay at least 12 feet off the road and off private property.
5. If it is necessary for a student to cross a road to board a bus, the student should wait until the bus arrives and the driver deploys the stop arm and flashing red lights. The student should make visual contact with the driver, watching for the Department of Education's (DOE) adopted crossing signal. The student should then make a right and left check for traffic and cross 12 feet in front of the bus.
6. If it is necessary for a student to cross a road after unloading from a bus, the student should stand at the side of the bus in sight and hearing of the driver. The student should make visual contact with the driver, watching for the DOE's adopted crossing signal. The student should then make a right and left check for traffic and cross 12 feet in front of the bus.
7. Obey the driver, monitor, and volunteer at all times and follow the standards of conduct while riding the school bus. Report promptly to the principal when instructed to do so by the driver. Bus infractions may result in an out-of-school suspension.
8. Keep all body parts and belongings inside the bus windows.
9. Keep from littering, throwing, or propelling objects inside the bus.
10. Keep from throwing or propelling items outside the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
11. Keep from defacing or vandalizing a school bus. Restitution will be required for any damages sustained to the bus.
12. Use the handrail when entering and leaving the bus. Be careful that loose straps or drawstrings on articles of clothing or backpacks do not get caught on the handrail.
13. Follow emergency evacuation procedures when appropriate.
14. Observe classroom conduct rules at all times (except for ordinary conversation). Silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students. When the bus is in motion, only talk to the driver if it is necessary and be quiet when the driver turns the dome lights on, raises a hand, etc. One of these signals will be used at railroad crossings.
15. Use of profane or objectionable language or engaging in any other objectionable conduct is prohibited. There shall be no pushing, fighting, or any other type of misconduct at any time.
16. Possession of sharp/dangerous instruments or any type of weapons on the bus is prohibited.
17. Bring no animals, glass containers, skateboards, food, or drinks on the bus.
18. Do not use or have any tobacco products (smoking, chewing, dipping) or other mood altering substances while on the bus.
19. Bring no bulky or inappropriate objects on school transportation. This includes, but is not limited to, musical instruments, athletic equipment, etc., that cannot be held in the student's lap. No objects may block the aisles or emergency exits.
20. Students may not use cell phones while riding school buses to and from school. Cell phones may be used upon returning from a field trip or an extracurricular activity beyond normal school hours. The teacher/coach and the bus driver will jointly give permission for students to call parents to give an estimated time of arrival.

Note: MCAA buses are equipped with video/audio cameras for security purposes. Students are being recorded during their ride. These recordings may be used to determine violations of the Code of Student Conduct. Only authorized school personnel can view a bus video/audio recording, when the need arises, due to the protection of other students' privacy.

All bus incidents requiring potential discipline intervention will be referred to school administration for determination of appropriate consequences.

Procedures for students with disabilities are described in the subsection ESE: Suspensions and Expulsions.

BUS SUSPENSION/EXPULSION

When a student is suspended or expelled from the bus, they are not permitted to use any MCAA school bus for extracurricular activities or field trips during the suspension or expulsion timeframe. At the principal's discretion, a student with a Level I or Level II infraction may be allowed to ride the bus for extracurricular activities only for field trips that are academic in nature.

A student who uses School Board provided transportation must abide by the rules of safety and behavior necessary for the operation of the system. Bus riders must follow rules in the Code of Student Conduct. Serious or repeated infractions of these rules may cause the student to lose the privilege of riding the bus. It is the responsibility of the parent/guardian to see that the student follows the rules or to provide for the student's own transportation. Suspension from a school bus does not affect the requirements of attendance laws and regulations. Level II or Level III offenses may result in an out-of-school suspension. Level III and Level IV offenses may result in expulsion from school. By statute, criminal penalties may be imposed. See Mandatory Consequences for Bus Violations. [1001.42, 1003.26, 1006.10, and 1006.21, Florida Statutes]

Parents/guardians are responsible for their children at the bus stop. However, school officials may address misconduct by students at a bus stop. Bus drivers may issue bus referrals based on behavior they observe at bus stops and administrators may investigate and discipline accordingly. [1006.07(2)(h), 1006.09(1)(b), and 1006.10, Florida Statutes]

K – 12 BUS DISCIPLINE GRID					
UNACCEPTABLE BEHAVIORS ON A SCHOOL BUS					
Level 1					
	Behavior	First Offense	Second Offense	Third Offense	Repeated
1	EAT Eating or drinking	Verbal or written reprimand	Parent Conference	3-day suspension from school bus transportation	5-day suspension from school bus transportation
2	INS Failing to sit in the seat assigned by the bus operator	Verbal or written reprimand	Parent Conference	3-day suspension from school bus transportation	5-day suspension from school bus transportation
3	PRO Use of profanity.	Verbal or written reprimand	1-3 days Bus Suspension	3-5 days suspension from school bus transportation	5-day suspension from school bus transportation
Level 2					
	Behavior	First Offense	Second Offense	Third Offense	Repeated
4	FTF Failing to utilize required safety equipment on the bus	Verbal or written reprimand	3-5 days suspension from school bus transportation.	5-10 days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
5	FTF Disrupting, distracting, or disobeying a bus operator	Verbal or written reprimand and/or 1 day bus suspension; or 1 day ISS	1-3 days Bus Suspension	3-5 days suspension from school bus transportation	5-day suspension from school bus transportation
6	FTF Getting out of the seat while the bus is in motion	Verbal or written reprimand	3-5 days suspension from school bus transportation.	5-10 days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
7	FTF Loud talking, Talking at Railroad, inappropriate remarks, or spitting out of the bus window at other students, pedestrians, or motorists.	Verbal or written reprimand and or 1 day bus suspension	3-5 days suspension from school bus transportation.	5-10 days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
Level 3					
	Behavior	First Offense	Second Offense	Third Offense	Repeated
8	HSP Horse playing	Verbal or written reprimand, bus suspension, and or 4 days work detail	3-5 days suspension from school bus transportation.	5-10 days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
9	DIS Gross disrespect of the driver or assistant	5-day suspension from school bus transportation and/or school	10-day suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	

10	FTF Placing head, arms, or legs outside the window of the bus.	3-5 days suspension from school bus transportation and/or school	5-10 days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
11	FTF Opening a school bus emergency door and/or exiting the bus when the bus is stopped, unless directed by the school bus operator in an emergency or during an evacuation drill.	3-5 days suspension from school bus transportation and/or school	5-10 days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
12	FTF Opening a school bus emergency exit door while the bus is in motion.	5-day suspension from school bus transportation and school	10 days suspension from school bus transportation and school	Possible suspension from the bus for the remainder of the school year	
13	THR Throwing objects on the bus or out of the window of the bus, which may or may not cause injury to persons or physical damage.	3-5 days suspension from school bus transportation and/or school	5-10 days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
14	THR Throwing objects at a bus after leaving the bus, which may or may not cause injury to persons or physical damage.	3- 5 days suspension from school bus transportation and/or school	5-10 days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
15	VAN Vandalism of seats or other bus equipment	3-5 days suspension from school bus transportation and/or school; Restitution	5-10 days suspension from school bus transportation and/or school; Restitution	Possible suspension from the bus for the remainder of the school year; Restitution	
16	INS Boarding or attempting to board a bus route other than the student's assigned bus route or attempting to leave the school bus at other than the student's assigned bus stop without permission of the school principal or designee.	3-5 days suspension from school bus transportation and/or school	5-10 days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
17	AGG/ FIT Hitting, Kicking, Tripping, Pushing or Attempting to hit on bus. Attempting to hit with or throw an object at another student.	Contact parent; 3-5 days OSS; Referral to SRO; Subject to arrest; Anger management counseling	Contact parent; 5-10 days OSS Subject to arrest; Anger management Counseling	Mandatory Parent Conference; 10 days OSS and/or Expulsion; Subject to arrest	
18	TBC Use of Tobacco Products, Matches, Lighters	Mandatory Parent Conference, 3 days OSS; referral to SIT/Guidance; Aspire Tobacco Cessation	Mandatory parent conference, 5-10 days OSS	Mandatory parent conference, 10 days OSS; Expulsion	
19	ALC possessing, using, or being under the influence of alcohol	Mandatory parent conference, 5 days OSS; Referral to guidance; Alcohol counseling Referral to SRO	Mandatory parent conference, 10 Day OSS; Referral to SIT/guidance; Alcohol counseling;		

			Referral to SRO; Expulsion		
20	ALC sale or distribution of alcohol	Mandatory parent conference, 10 days OSS and/or Expulsion; Referral to SRO; Subject to arrest; and Referral to Guidance	Mandatory parent conference, 10 days OSS and Expulsion; Referral to SRO; Subject to arrest		
21	DRD/USG Possession, use or under the influence of drugs, and or controlled substances (including Lookalikes)	Mandatory Parent Conference; 10 days OSS and subject to Expulsion; Referral to SRO; Subject to arrest; and Referral to Guidance	Mandatory Parent Conference; 10 days OSS and Expulsion; Referral to SRO; Subject to arrest		
22	DRD sale or distribution of drugs, and or controlled substances. This includes counterfeit drugs. This offense also includes delivery or sale of drug paraphernalia. (including Lookalikes)	Mandatory Parent Conference; 10 days OSS and expulsion; Referral to SRO; Subject to arrest			

Principals/Assistant Principals/Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact Parent or guardian will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law afforded by law.

Due to privacy and confidentiality, parents may **NOT** view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewer's family are blurred or otherwise removed and video has not been entered into evidence with Law Enforcement Agencies.

TOBACCO PRODUCTS

Students may not *use, possess, distribute or sell* tobacco products (including papers used to roll cigarettes or e-cigarettes) on school property, at school-sponsored events, at school bus stops or on school buses. In addition, it is unlawful for any person under 18 years of age to *knowingly possess* any tobacco product. [F.S. 386.212; 569.11] A vape or vaping device is considered a tobacco product. Use of tobacco products, to include vapes, is harmful and will result in disciplinary or legal actions.

BULLYING AND OTHER FORMS OF AGGRESSION

MCAA is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. MCAA encourages the promotion of positive interpersonal relations among all members of the school community. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. MCAA will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school sponsored activities and those occurring off school property if the student or employee is at any school sponsored, school approved, or school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. "Bullying", including cyberbullying, is defined as and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking

6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

[S 1006.147, Florida Statutes] [MCSD Policy No. 5.101]

Each school principal will be fully expected and authorized to implement and monitor the MCSD's policy on bullying.

THREATS OR FALSE REPORTS

If a student is found to have made a threat or false report as defined by F.S. 790.162 and F.S. 790.163 involving school or school personnel's property, school transportation, or a school-sponsored activity, the student will be expelled from the regular school for not less than one year and referred for criminal prosecution. [F.S.1006.07]

PERMANENT REMOVAL OF STUDENT FROM CLASS

A teacher may send a student to the Executive Director's office to maintain effective discipline in the classroom. The Executive Director shall respond by employing appropriate discipline-management techniques consistent with the Code of Student Conduct under *S. 1006.07*. A teacher may remove from class a student:

- Who interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- Whose behavior the teacher determines is so unruly, violent, disruptive, abusive, or disrespectful that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class under this provision, the Executive Director may place the student in another appropriate classroom, in in-school suspension, or in an alternative education program as provided by *S. 1003.53*; or the Executive Director may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may be prohibited from attending or participating in school-sponsored or school-related activities. The Executive Director may not return the student to that teacher's class without the teacher's consent unless the committee established under *S. 1003.32* determines that such placement is the best or only available alternative. The teacher and the placement review committee must render decisions within five days of the removal of the student from the classroom. Any teacher who removes 25 percent of his or her total class enrollment shall be required to complete professional development to improve classroom management skills.

STANDARDS FOR USE OF REASONABLE FORCE

Administrators, teachers, and support staff may use and apply reasonable force and restraint for self-protection or for the protection of other students from physically disruptive students. [*F.S.1006.11*]. The use of reasonable force is permitted to protect the student from:

- a. conditions harmful to learning;
- b. conditions harmful to student's mental health;
- c. conditions harmful to student's physical health;
- d. conditions harmful to safety; and,
- e. harm and/or injury to self, school personnel, and others.

While use of physical force may be needed, alternatives should be attempted, time permitting. Reasonable force cannot be excessive or cruel or unusual in nature. Physical force being used should cease upon the restoration of a safe and orderly environment.

ADMINISTRATIVE JUDGMENT

Administrative judgment, particularly at the elementary level, is needed in classifying offenses or behaviors into incident types. In making these classifications, age and developmentally appropriate behavior **MUST** be taken into consideration. In all instances of disciplinary action,

- the incident shall be investigated by the Executive Director or designee,
- a conference shall be held with the student,
- due process procedures shall be followed,
- and the parent will be notified.

When a student is suspended or recommended for expulsion or alternative placement, procedures for the recommended action as described in this Code of Student Conduct shall be followed. A complete written report of the incident and the action taken shall be maintained. A student with an IEP/504 Plan cannot be suspended for greater than ten (10) cumulative school days within one school year and must have a Manifestation Determination Hearing. Some infractions may result in arrest and charges being filed due to being a violation of the law as well as a violation of school rules. Some specific infractions and consequences are detailed in this section of the Code of Student Conduct. It is realized that there will be instances of misconduct that may arise that will not be detailed in this document or in the school's handbook. Decisions regarding the consequences in such cases will be made based on the details of the information gathered in the investigation of the incident and the severity and seriousness of the misconduct.

STUDENT DETENTION, SEARCH AND SEIZURE

Students may be temporarily detained and questioned about possible violations of School Board rules. The Executive Director or designee may search lockers, vehicles or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. [F.S. 1006.09(9)]. In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances.

DUE PROCESS

In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation.

DUE PROCESS FOR SUSPENSIONS

A student accused of an offense, which in the opinion of the principal/designee, would require suspension from school or bus, shall be afforded the following due process procedures. If a student is formally charged with a felony occurring off property owned by the MCSD by a prosecuting attorney, the principal/designee shall determine if the student's presence on campus threatens the orderly environment or safety of others. An administrative hearing should be scheduled if it is determined the felony charge is upheld. The information shall be provided to the Superintendent who shall determine the length of the suspension by an administrative placement in an alternative setting. A recommendation to expel a student shall be determined by the Superintendent and submitted to the School Board if the student is adjudicated guilty of a felony. Additional procedures for students with disabilities are described in the subsection ESE: Suspension and Expulsions. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.

- Step 1** — The student must be told by the principal/designee of the reason(s) for consideration of suspension from school or from the school bus (not to exceed 10 days).
- Step 2** — The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- Step 3** — The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the determination is to impose suspension, the notice of suspension shall be in writing. The following information shall be included in the written notice of suspension to the parent/guardian, of the minor student, or the adult student, and the Superintendent:
 - Nature of the offense
 - The date of the offense, the beginning date of the suspension, and the date on which the student may return
 - Any condition involving the suspension, such as a possible reduction of the suspension
- Step 4** — The principal/designee shall report each suspension from school or the school bus in writing to the student's parent/guardian and to the Superintendent/designee. Any suspension notice to an adult student, or the parent/guardian, or custodian of a minor student, shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian, then the notice may be sent by certified mail. This report shall be mailed and delivery initiated within 24 hours of the start of the suspension or on the next regular workday. Reasonable efforts shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
- Step 5** — The student and parent/guardian have a right to a conference with the principal/designee upon request of the parent/guardian to appeal the discipline imposed. The principal shall have the discretion to reduce or cancel the suspension if it is felt that it would be in the best interest of the student and school to do so.

- Step 6** — If the parent/guardian feels that due process was not provided, they may appeal by contacting the office of Student Services or the Assistant Superintendent of Administration to further discuss the matter. This shall not be interpreted as permitting the District administrator to substitute their judgment for the judgment of the principal.

DUE PROCESS FOR ALTERNATIVE SCHOOL PLACEMENT (Same as for suspension decisions.)

DUE PROCESS PROCEDURES FOR EXPULSION

A student accused of an offense which, in the opinion of the principal/designee, may require expulsion from school or bus, shall be afforded the due process described below. Additional procedures for students with disabilities are described in the subsection ESE: Suspension and Expulsions. In emergency situations, these procedures may be modified, as long as reasonable efforts are made to provide substantially similar opportunities.

- Step 1** The student must be told by the principal/designee of the reason(s) for consideration of expulsion.
- Step 2** The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- Step 3** The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the principal/designee determines that there are sufficient grounds for expulsion, then the principal/designee shall inform the student of the suspension from school for ten days and that a recommendation for expulsion is being considered.
- Step 4** The principal/designee shall report in writing to the student's parent/guardian and the Superintendent that the student has been suspended for ten days and that a recommendation for expulsion is being considered. Any suspension notice to an adult student, or the parent/guardian, or custodian of a minor student, shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first-class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian, then the notice may be sent by certified mail. This shall be mailed within 24 hours of the start of the initial 10-day suspension or on the next regular workday. Reasonable effort shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
- Step 5** The Superintendent/designee shall review the principal's recommendation for expulsion within five school days of receipt and shall recommend whatever action is deemed appropriate. The Superintendent shall notify the parent/guardian and the principal/designee of the decision within 24 hours.
- Step 6** The parent/guardian shall have the right to a hearing with the Superintendent/designee to challenge the extension or imposition of an expulsion. The hearing shall be informal in nature and shall be granted on written request.
- Step 7** The student's parent/guardian or the adult student shall be informed of any alternatives, if appropriate, and changes shall be made in the student's assignment or program.
- Step 8** If the Superintendent decides to recommend expulsion, the parent/guardian shall be notified by certified mail of the hearing at which the School Board will consider the recommendation. Failure to request a hearing in writing in a timely manner shall be considered a waiver of the student's right to a hearing to contest the charges.
- Step 9** The parent/guardian shall have the right to appear before the School Board, as designated depending on circumstances leading to expulsion, which will act on the Superintendent's recommendation for expulsion.
- Step 10** A student who is expelled from the District by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for a rehearing shall be made by the parent/guardian to the Superintendent/designee. The Superintendent's office shall determine whether the expulsion shall be reheard by the School Board.

*Note: The Superintendent/designee may recommend to the School Board expulsion of a student who is found guilty of a felony. However, any student subject to discipline or expulsion for the unlawful possession or use of any substance under Chapter 893, Florida Statutes may be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses the unlawful possession of such controlled substance prior to arrest. For the purpose of this section, "voluntarily discloses" means that the individual comes forward on their own volition, without coercion from outside influences.
[S 1006.09, Florida Statutes]*

ESE: SUSPENSIONS AND EXPULSIONS

Students with disabilities identified as exceptional education students may be suspended in accordance with MCSD policy for a total of ten days. In case of serious breach of conduct involving the health, safety, and welfare of students and MCSD employees, appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension may include, but are not limited to, a reduced day program, transfer to a more restrictive placement for a designated period of time, attendance for special class(es) only, modified school day (i.e., student may come to the school campus at the end of the school day for the instructional program), home instruction, and other options.

Any recommendation for the expulsion of any exceptional education student with a disability shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in IDEA. The expulsion of an exceptional education student shall not result in a complete cessation of educational services; the District is responsible for providing the student's education during the expulsion in accordance with a revised individual education plan (IEP). The principal/designee is responsible for taking appropriate action consistent with School Board policy and the Procedural Safeguards for Parents of Students with Disabilities. The following procedures shall be followed for the expulsion of exceptional education students:

- Step 1** The principal shall be responsible for convening a manifestation committee. The committee shall include, but not be limited to, the Director of Student Services/designee, the school psychologist, the guidance counselor, ESE school specialists, the involved ESE teacher, and the principal/administrative designee. Proper parent/guardian notification/invitation procedures must be followed.
- Step 2** The committee shall review the student's IEP and shall determine whether the student's behavior bears a relationship to the student's exceptionality. This decision will be taken into consideration when reviewing all evidence and making recommendations. If the committee determines the student's behavior is in relation to the exceptionality, the team may modify the student's IEP in accordance with current needs, and expulsion will not be applied (cessation of educational services is not an option for a student with a disability). Procedures in State Board of Education Rules shall apply when a student's conduct does not bear a relationship to the exceptionality.
- Step 3** The decision of the committee shall be documented. The student's IEP may be revised to reflect a modification of the current special program or an alternative placement, or an indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in the Code of Student Conduct.
- Step 4** Any change from the student's school placement to an alternative education setting must be reviewed within 45 days. The principal/designee of the student's home school must attend the meeting to review the interim alternative education placement prior to extending the alternative setting or returning the student to their home school.
- Step 5** The principal/designee is responsible for taking appropriate action consistent with School Board policy and the Procedural Safeguards for Parents of Students with Disabilities.

MCAA DISMISSAL AND INVOLUNTARY WITHDRAWAL POLICIES AND PROCEDURES

1. The School may dismiss or withdraw a student involuntarily for failure to maintain eligibility, such as District residency requirements, or for a major violation or cumulative violations that are a major violation of the School and District's Student Conduct Code. A student may not be involuntarily withdrawn for poor academic performance or for a minor violation of the School's Code of Conduct. The school will ensure that no pressure, coercion, negotiation or other inappropriate inducement will be used to attempt to have parents or guardians withdraw students from the School without good cause.
2. Upon the School's decision to implement involuntary dismissal or withdrawal, the School shall refer the student to the

District for appropriate placement with the District. In each instance where dismissal is initiated, the parents will receive written notice of the dismissal including the reasons for dismissal and a summary of the actions taken to assist the student prior to dismissal.

3. The District shall be provided a copy of the dismissal notice on the same day as the parent. The School shall work in conjunction with the parent(s) and the receiving school to assure that, to the greatest extent possible, such dismissals occur at logical transition points in the school year (e.g. grading periods or semester breaks) that minimize impact on the student grades and academic achievement.
4. The student shall be entitled to due process before dismissal, equivalent to the due process for suspensions as provided in the code of conduct. Dismissal must also be compliant with IDEA, Section 504 of the Rehabilitation Act, and the American with Disabilities Act (ADA) for students with disabilities, which will normally require a manifestation determination to be conducted prior to dismissal.
5. Student dismissal may be in addition to or separate from any other potential discipline for major offenses such as a recommendation for expulsion or alternative placement.
6. Dismissal procedures shall be included in any Parent Contract, and shared with students and parents annually and provided to the District no later than two weeks prior to the opening of school each year, or at such other time as amended or modified.

Pledge of Allegiance

House Bill 7029: Section 39 Subsection (1) of section 1003.44, Florida Statutes: 1003.44 Patriotic programs; rules. (1) Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat. 4046 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved 4047 December 22, 1942.

Madison Creative Arts Academy Volunteer Driver Agreement

Volunteer Driver Copy

Volunteer Drivers

We appreciate your willingness to be a volunteer driver. With the legalities of today's world, our liability insurance company has asked us to have the following information on file:

- 1) a copy of your driver's license,
- 2) a copy of your vehicular insurance card,
- 3) permission for the school to obtain a copy of your Motor Vehicle Record,
- 4) **your agreement to abide by the school's policies and procedures.**

Policies and Procedures

Before leaving the school on a trip as a volunteer driver, be sure that you have and do the following:

- 1) plenty of gasoline for the trip,
- 2) a safe worthy vehicle,
- 3) directions from the teacher, coach, etc. as to the predetermined route and rest stops,
- 4) enough seat belts for all riders to be buckled safely,
- 5) as a driver, please refrain from smoking and **cell phone use**
- 6) keep order in the vehicle and keep the volume of music at a moderate level,
- 7) exchange cell phone numbers to call in case of emergencies,
- 8) account for all passengers at each stop,
- 9) in case of life threatening emergencies, take the student to the nearest emergency room,
- 10) stay within the speed limit
- 11) only the students who are in the class will be allowed to attend the field trip, (no siblings)
- 12) stay with the group, do not leave without prior approval,
- 13) no stopping for food or snacks, McDonald's etc.

Agreement

* Madison Creative Arts Academy may obtain a copy of my Motor Vehicle Record.

* **I will abide by the school's policies and procedures.**

* I possess a valid driver's license that is not under suspension or revocation.

* A copy of my driver's license is on file at Madison Creative Arts Academy. (on file) _____

* A copy of my vehicular insurance is on file at Madison Creative Arts Academy. (on file) _____

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- * I will abide by the school's policies and procedures.
- * I possess a valid driver's license that is not under suspension or revocation.
A copy of my driver's license is on file at Madison Creative Arts Academy. (on file) _____
- * A copy of my vehicular insurance is on file at Madison Creative Arts Academy. (on file) _____

Volunteer driver's signature / Date

On this ____ day of _____, 20____, personally appeared before me, _____, personally known by me or produced a picture ID _____

(Signature of Notary Public)

Media Opt-Out Form

Please sign and return the attached form only if you DO NOT want your child to be photographed or filmed by the media outlets or other organizations for use in print, television, film or Internet publications.

Attention Parent or Guardian,

There are times when our school may be featured in various media. News reporters, photographers and/or film crews from TV, radio stations, newspapers or magazines may wish to photograph and/or film your child in relation to a story about our schools or students. Your child's name, grade may be included in the report. Classrooms might also participate in video-conferencing on the Internet.

Our schools are also visited by community organizations or partners who are providing services to students. These organizations or partners may wish to photograph your child and may want to use the photograph and/or your child's name and the name of the school in their publications and informational materials.

We will make every effort to honor your request, however, please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that s/he knows if you do not want your child to be photographed or filmed.

PLEASE SIGN AND RETURN TO YOUR CHILD'S SCHOOL SITE only if you *DO NOT* want your child to be photographed or filmed.

I DO NOT want my child to be photographed or filmed by members of the media, organizations or agencies at school, for use in print or Internet publications, documentaries, films or video, to the extent that the school can prevent such contact.

Print Child's Name _____ Grade _____

Print Name of Parent/Guardian _____

Parent's Signature _____

Date _____

Telephone Number of Parent/Guardian _____

Alternative Telephone Number: _____

**Madison Creative Arts Academy
Student Handbook Acknowledgement**

Please complete the following information and return to school.

Student's Name: _____ Grade _____

Address: _____

Mother: _____ Father: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Cell Phone: _____ Cell Phone: _____

Email Address: _____ Email Address: _____

School Handbook

This form is our documentation that you have received a copy of the Madison Creative Arts Academy Student Handbook. This handbook has been reviewed at school, and each student, parent and staff member is responsible for knowledge of its content. Failure to return this form will not relieve you or your parent/guardian from responsibility to know the contents of the Madison County School Board Code of Student Conduct and will not excuse your non-compliance with either the District Code of Conduct or with this Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

MADISON CREATIVE ARTS ACADEMY

Internet Acceptable Use Policy and Guidelines

The Internet provides an exciting opportunity to expand learning for students and educators. However, with opportunity comes responsibility for appropriate use.

Network Resources

The Internet serves as an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers, and administrators may have access to any of the following depending on school connection procedures:

- Worldwide electronic mail services.
- Global information and news as well as the opportunity to correspond with other institutions.
- Public domain and shareware computer software of all types.
- Discussion groups on a plethora of topics.
- Access to many Florida University and Community College Library Catalogs, as well as others from around the world.

Network Warning

With access to computers and people all over the world also comes the availability of materials that may not be considered of educational value in the context of a school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The District School Board of Madison County views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District School Board of Madison County supports those that will enhance the research and inquiry of the learner with direct guidance from faculty and staff. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network will be under the teacher's direction and monitored as a regular instructional activity. The District School Board of Madison County, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the District School Board of Madison County.

General Policy and Guidelines

It is the general policy that the network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the missions of the District School Board of Madison County and Madison Creative Arts Academy. Users and parents must acknowledge their understanding of the general policy and guidelines as a condition of using the Internet via the school network and Internet browser.

Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

Student Network Responsibility Contract

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before you will be given access to the Internet.

The Internet is an “information highway” connecting thousands of computers all over the world and millions of individual people. With access to computers around the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. However, users of the network must adhere to educational goals of his/her school at all times.

The Acceptable Use Policy and Guidelines have been established by the District School Board of Madison County and adopted by Madison Creative Arts Academy. If any user violates any of these provisions, his or her access to the network will be terminated and all future access could possibly be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

School Name: _____

Printed Student Name: _____ Grade: _____

Student Number: _____

Student Signature: _____

Date: _____

This student contract is not valid without the completion of the parental consent form.

Parent or Guardian Network Responsibility Contract

As the parent or guardian of _____, I have read the Terms and Conditions of the District School Board of Madison County Acceptable Use Policy and Guidelines. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the District School Board of Madison County and its Charter Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for suspension of computer/network privileges if and when my child’s use is not in a school setting. I hereby give my child permission to use the network.

Without parental consent this contract will not be validated and Internet privileges will not be permitted.

Print Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____

POSITIVE ATTITUDE

RESPECT

INTEGRITY

DETERMINATION

ENGAGEMENT