



# Student Code of Conduct 2023-2024

Madison County Board of Education, Approved April 6, 2023



Madison County School System

## 2023-2024 Student Code of Conduct

MCBOE Approved 04.06.2023

### TABLE OF CONTENTS

#### GENERAL INFORMATION

<a href="#">Purpose</a>	2
<a href="#">Parent Responsibilities</a>	2
<a href="#">Board of Education Jurisdiction</a>	2
<a href="#">Behavior Violations</a>	3
<a href="#">Appeals</a>	4
<a href="#">Definitions- Disciplinary Actions</a>	4
<a href="#">Other Disciplinary Actions</a>	7

#### BEHAVIORS & DISCIPLINARY ACTIONS

<a href="#">Classroom Managed Behaviors</a>	8
<a href="#">Disciplinary Actions- Classroom Managed Behaviors</a>	8
<a href="#">Local Code Behaviors</a>	9
<a href="#">Disciplinary Actions- Local Code Behaviors</a>	10
<a href="#">Class I Minor Behaviors</a>	11
<a href="#">Disciplinary Actions- Class I Minor Behaviors</a>	13
<a href="#">Class II Intermediate Behaviors</a>	13
<a href="#">Disciplinary Actions- Class II Intermediate Behaviors</a>	17
<a href="#">Class III Major Behaviors</a>	18
<a href="#">Disciplinary Actions- Class III Major Behaviors</a>	23
<a href="#">Class IV Criminal Behaviors</a>	23
<a href="#">Disciplinary Actions- Class IV Criminal Behaviors</a>	26

#### SCHOOL BUS BEHAVIORS & DISCIPLINARY ACTIONS

<a href="#">Bus Expectations</a>	27
<a href="#">Discipline for Transported Students</a>	27
<a href="#">Bus Behavior Violations</a>	27
<a href="#">Disciplinary Actions- School Bus Behaviors</a>	28

<a href="#">RESOURCES</a>	30
---------------------------	----

# GENERAL INFORMATION

## Purpose

The Madison County School System (MCSS) has adopted the Student Code of Conduct to promote and maintain a positive, safe, and effective learning environment for students and staff. This environment is created and maintained by adults who respond to student behavior in a way that improves the student's ability to successfully navigate the social and academic environment at school. Ultimately, the goal of the Madison County Board of Education (MCBOE/Board/Board of Education) in outlining our expectations is to provide clear, consistent guidelines and procedures to maximize student learning.

In the event that students require additional support in one or both areas, we provide high quality instructional strategies and interventions in order to maximize learning opportunities for all students.

As students progress in our schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their own actions; however, the procedures identified in the MCSS Student Code of Conduct and the MCSS Parent-Student Handbook shall apply to all students.

## Parent Responsibilities (Code of Alabama § 16-1-24.1)

Custodial parents, or individuals acting in that capacity, are responsible for ensuring that each student under his/her care and control follows Board policy and procedures, as well as, local school rules and regulations. It is also the responsibility of parents/guardians to know such policies, rules and regulations, and to contact the school in the event he/she has not received or is not aware of such policies, rules and regulations.

According to *Alabama State Law*, parents are:

- Responsible financially for a child's destructive acts against school property or persons.
- Responsible and required to appear at school when requested by an appropriate school official for a conference regarding acts of a child and/or the discipline of a child.
- Required to see that a child is enrolled in school according to state law.
- Required to see that the child regularly attends school and abides by the system's rules and regulations related to attendance.
- Required to compel the child to properly conduct him/herself in accordance with the policies, procedures, rules, and regulations of behavior adopted by the system and the local school.

## Board of Education Jurisdiction

Students who attend the Madison County School System and their property are subject to all the policies and procedures of the Madison County Board of Education during the school day, during school-sponsored activities, while on or in Board property and facilities, while being transported on school buses, at school bus stops, and at times and places including, but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities. This guidance includes remote learning and the Madison County Virtual Academy. All regulations and prohibitions outlined in this document and the Madison County Board of Education Policy also apply to vehicles and other property brought onto MCBOE property.

In addition to the foregoing, application of the MCSS Student Code of Conduct may be extended to the immediate vicinity of the school, and during after-school hours when and where student conduct could have a detrimental effect on the health, safety, and welfare of other students and the school or where the conduct could otherwise disrupt the educational process. The Student Code of Conduct may be applied to students involved in off-campus conduct or activity which threatens to interfere with the provision of instructional or educational services, to disrupt the school environment or which otherwise adversely implicates the school's legitimate educational or administrative interests.

The Madison County Board of Education may take all necessary action to ensure that its facilities are safe and secure and that the MCSS Student Code of Conduct is enforced. Such action may include the inspection and search of Board facilities and personal property brought onto Board facilities. The driver of the vehicle is responsible for any inappropriate item that is found in a vehicle on Board property. Students and others may be asked to walk through a metal detection device or to allow a search of personal property in conjunction with attendance at any MCSS related event or when entering Board property. Any person who refuses will be denied admission to a Board facility, will be required to leave the premises immediately.

## Behavior Violations

Violations of the MCSS Student Code of Conduct are generally grouped into six (6) classes:

- Classroom Managed Behaviors
- Local Code Behaviors
- Class I Minor Behaviors
- Class II Intermediate Behaviors
- Class III Major Behaviors
- Class IV Criminal Behaviors

The disciplinary procedures for each reflect a system of graduated and matched consequences depending on the intensity and frequency of a problem behavior.

- All Classroom Managed, Local Code, Class I, and II behaviors will be handled at the local school level

- Commission of a Class III or IV offense by any student is punishable by suspension and referral to the Student Services Department for a Disciplinary or Expulsion Hearing

When a student is referred to the principal or his/her designee, the principal will then have the discretion to determine the nature and classification of the violation committed by the student according to the Student Code of Conduct. Each student will be allowed to provide an explanation and to provide a statement including the names of witnesses to the incident prior to any final disciplinary action taken

## Appeals

Students charged and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level. However, students charged under Class III may request an appeal of the decision of the Student Services Hearing Officer by contacting the office of the Assistant Superintendent of Student Support Services within ten (10) days of receiving the hearing determination. While awaiting an appeal, the student is expected to begin his/her assignment at the alternative school, PACE Academy, as days missed from school after the original hearing date are unexcused.

## Definitions- Disciplinary Action

The MCSS Student Code of Conduct prescribes that certain disciplinary actions may be taken in response to student behavior. The following definitions provide explanations of ways discipline may be applied.

**Alternative School Placement (PACE Academy):** Students who commit a Class III violation are subject to placement at the PACE Academy for a designated amount of time.

The PACE Academy is located at 1275 Jordan Rd, Huntsville, AL 35811. It is the parent's responsibility to transport the student to and from the PACE Academy during the assigned period. The base school will provide all assignments and record grades. The PACE Academy faculty will provide instruction while the student attends PACE Academy. Any student assigned to the PACE Academy will be prohibited from entering onto any Board property other than the location to which the student is assigned, and from attending or participating in any local school or Board activities which are not made a part of the student's assignment in the program, whether on or off school or Board property.

- Any assignment to PACE Academy must be served at the assigned campus and may not be served remotely in lieu of reporting to the assigned campus
- Consequences for Class III infractions are carried over from year to year and school to school within Madison County School System
- A student who seeks to enroll with pending disciplinary consequences from another school or system is subject to the consequences assigned by the school or Board and will be required to satisfy those consequences prior to attending an MCSS school

**Behavior Contract-** Individualized written agreements that are used to change student behavior(s). Contracts should define student expected positive behaviors and establish a set of criteria in which to achieve the desired behaviors.

**Community Service:** Students participate in an activity to serve and benefit the school and/or community. Examples: Cleaning up public spaces; writing letters to troops.

**Detention or Temporary Removal from Class (less than a full day):** Assignment to a designated supervised location on a school campus, either outside the regular school day or during the regular school day, for a specified period of time. A failure to comply with school or classroom detention procedures could result in additional disciplinary action.

**Discipline- Special Education:** For students with disabilities as defined by law, the procedures and consequences specified in the MCSS Student Code of Conduct may be modified on a case-by-case basis based upon the unique circumstances, the student's disability, the student's IEP, or the requirements of federal or state law. In all cases, the MCSS Student Code of Conduct will be construed and applied so as to comport with applicable laws and regulations governing the discipline of students with disabilities. Suspensions of students with disabilities shall conform to generally applicable substantive and procedural criteria. However, suspensions that exceed ten (10) consecutive school days or otherwise constitute a change of placement shall not be implemented without prior consultation with the Special Education Department.

**Driving Privilege Suspension:** The driving of vehicles to school by students is considered a privilege. Driving privileges may be revoked at the discretion of the principal.

**Expulsion:** Expulsion is the removal of a student from the Madison County School System by the Board of Education. Any student charged with a Class IV violation and confirmed through the hearing process may be expelled from Madison County School System. If the student is expelled, it is the parent's responsibility to continue the student's education during the expulsion period if the student is between the ages of 6 and 17. Students who are suspended out of school or expelled from the Madison County School System are not allowed to attend any school function nor be on any of the Madison County Board of Education properties during the duration of the out of school suspension or expulsion. Any violation of this guideline could result in a report to law enforcement authorities and/or arrest.

[Refer to MCBOE Policy 6.15](#)

**In School Suspension (ISS):** Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. In-school Suspension is an alternative setting that removes students from the classroom for a period of time while still allowing students to attend school and complete their work. Generally, a student assigned to in-school suspension spends the entire day in the designated ISS location, completing work submitted in advance by the student's teachers, while being monitored by school staff.

- The number of all suspensions are noted on the annual Alabama School Incident Report (SIR) that each school system is required to submit to the Alabama State Department of Education (ALSDE). School suspensions that occur any time during the school year are noted on this report.
- Local school suspensions will affect a student's opportunity to participate in certain school activities and exemptions from exams throughout the school year. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises.

[Refer to MCBOE Policy 6.14](#)

**Intervention Strategy-** An action, method, cue, or task that addresses misbehaviors to increase appropriate behaviors.

**Out of School Suspension (OSS):** Temporary removal of a student from a school and the school program. It does not include suspension for less than one complete day, alternative school placement, reassignment to another education program or class where the student will receive instruction under the supervision of the local education agency.

- When suspended out of school, a student is prohibited from entering into any Madison County Board of Education property and from attending or participating in school or MCBOE related activities (for example, athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule will result in additional charges of trespassing against the student.

[Refer to MCBOE Policy 6.14](#)

**Parent Conference:** A parent conference is a meeting at the school with the principal or his/her administrative designee, parent, and student to resolve the disciplinary problem.

**Parent Contact:** The school will contact the parent to explain and/or discuss the behavior.



**Prevention Strategy-** Procedures used to keep students from engaging in negative behavior.

**Restitution of property and damages:** A student may be responsible for the cost of replacing materials or property which are lost or damaged due to malice, negligence, or intentional acts.

**School Bus Suspension:** The denial of the privilege of being allowed to ride a school bus, based on conduct generally occurring while a student is riding, preparing to ride, waiting to ride, or traveling to ride a public school bus.

**Seizure of Property:** Confiscation of student property that is used or intended to be used to commit a violation of the code of conduct. Property will be returned to the custodial parent.

**Student Conference:** A student conference is a meeting at the school with the principal or his/her administrative designee, teacher(s), and student to resolve the disciplinary problem.

**Withdrawal of Privileges:** Loss of specific school privileges for a specified period of time. These may include, but are not limited to, computer/internet access, student activities, or club participation.

## Other Disciplinary Actions

Students transferring from another public school system, private, parochial, virtual, home, or other schools will not be permitted to enroll if they are under a suspension or facing a pending disciplinary or expulsion hearing until the student has satisfied the conditions for readmission set by the suspending board of authority.

Students transferring from a Department of Youth Services (DYS) facility will be required to complete a twenty-day (20) minimum placement at the Madison County School System's Alternative School before being allowed on any school campus.

Students who were expelled from a previous district are not eligible to enroll in the Madison County School System until the expulsion period ends.

Students who enroll and who have been assigned by another district to an alternative school program for disciplinary reasons must attend Madison County School System's Alternative School for the time assigned by the previous district at a minimum.

Additionally, students may not be eligible to attend Madison County School System if they have been indicted on charges of committing a criminal offense until such time as their case has been settled in court (additional regulations may apply for students who qualify for special education or 504 services). In addition, those students may be required to temporarily attend the Alternative School.



Graduating seniors who are under suspension or assigned to an off-campus educational program at the time of graduation may be denied participation in the commencement exercises.

## BEHAVIORS & DISCIPLINARY ACTIONS

### Classroom Managed Behaviors

#### Electronics Possession or Minor Unauthorized Usage

Unauthorized possession of audio and/or video devices or other similar devices/materials, minor unauthorized use of MCSS electronic devices such as searching for or visiting sites unrelated to academic instruction.

#### Excessive Distractions of Other Students

Talking out, being out of seat or area, engaging in tasks other than teacher-led instruction.

#### Horseplay/Running

Running or physical contact that is not intended to hurt or be aggressive, but may cause harm to that student or other students or board employees.

#### Dress Code

Minor dress code violations that can be corrected without the student having to change clothes and/or leave the classroom.

#### Unexcused Tardies

Grades 5-12: Reporting late to or departing early from class a total of three (3) times. Incremental increases of three (3) will result in movement to the next violation.

### Disciplinary Actions- Classroom Managed Behaviors

Behavior	Grade Level	Disciplinary Action
First Behavior	PK-12	<ul style="list-style-type: none"><li>• Teacher conference with the student</li><li>• Parent contact</li><li>• Prevention and/or Intervention strategy</li></ul>
Second Behavior	PK-12	<ul style="list-style-type: none"><li>• Parent contact</li><li>• Revised intervention and/or prevention strategy and/or behavior contract, and/or detention</li></ul>
Third Behavior	PK-12	<ul style="list-style-type: none"><li>• Parent conference with student, teacher, &amp; administrator</li><li>• And/or revised behavior contract</li><li>• And/or office referral for local code</li></ul>

Fourth Behavior	PK-12	<ul style="list-style-type: none"> <li>• Office Referral for Class I</li> </ul>
Fifth Behavior	PK-12	<ul style="list-style-type: none"> <li>• Office Referral for Class II</li> </ul>

**For elementary students-** the accumulation and progression of Classroom Managed Behaviors will reset at the beginning of each nine (9) week grading period.

**For secondary students-** reset will occur at the beginning of each semester.

Classroom managed violations may not be appealed beyond the local school level.

## Local Code Behaviors

- L10.1a      Failure to Follow Appropriate Directives**  
Unwilling to follow appropriate directives from a Madison County Board of Education employee.
- L10.1b      Non-Conformity to Dress Code**  
Failure to comply with the dress code outlined in the MCSS Parent-Student Handbook.
- L11.1a      Minor Disruption in a Classroom**  
Any minor behavior or actions that causes a disruption in the classroom.
- L11.1b      Inappropriate Physical Contact of Another Person**  
Any unsolicited or unwanted touching.
- L11.1c      Minor disruption on a school bus**  
Any minor behavior that causes disruption on a school bus.
- L16.1      Electronic Devices – Unauthorized Use**  
***Refer to MCSS Acceptable Use Agreement***  
The use or possession of any electronic communication device that is a violation of local board policy, the MCBOE Acceptable Use Agreement, or legislation.
- L36.1a      Tardiness to School or to Class < 10 minutes**  
***Refer to MCSS Parent-Student Handbook > Attendance***  
Any unexcused absence from class less than 10 minutes.
- L58.1      Dishonesty or Cheating**  
To lie or be deliberately deceptive or any act to obtain, attempt to obtain, or aid another to obtain credit for work by dishonest or deceptive means.

## Disciplinary Actions - Local Code Behaviors

Behavior	Grade Level	Disciplinary Action
First Behavior	PK-5	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Conference with the student</li> </ul> <b>When appropriate based on circumstances:</b> <ul style="list-style-type: none"> <li>• Seizure of property (to be returned to parent)</li> <li>• Restitution of property and damage</li> <li>• Community Service</li> <li>• Withdrawal of privileges</li> <li>• Detention</li> </ul>
	6-12	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Conference with the student</li> </ul> <b>When appropriate based on circumstances:</b> <ul style="list-style-type: none"> <li>• Seizure of property (to be returned to parent)</li> <li>• Restitution of property and damage</li> <li>• Community Service</li> <li>• Withdrawal of privileges</li> <li>• Detention</li> </ul>
Second Behavior	PK-5	<ul style="list-style-type: none"> <li>• Conference with the parent</li> </ul> <b>When appropriate based on circumstances:</b> <ul style="list-style-type: none"> <li>• Seizure of property (to be returned to parent)</li> <li>• Restitution of property and damage</li> <li>• Community Service</li> <li>• Withdrawal of privileges</li> <li>• Detention</li> </ul>
	6-12	<ul style="list-style-type: none"> <li>• Conference with the parent</li> <li>• Detention or temporary removal from class</li> </ul> <b>When appropriate based on circumstances:</b> <ul style="list-style-type: none"> <li>• Seizure of property (to be returned to parent)</li> <li>• Restitution of property and damage</li> <li>• Community Service</li> <li>• Withdrawal of privileges</li> <li>• Detention</li> </ul>
Third Behavior	PK-5	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Detention or temporary removal from class</li> </ul> <b>When appropriate based on circumstances:</b> <ul style="list-style-type: none"> <li>• Seizure of property (to be returned to parent)</li> <li>• Restitution of property and damage</li> <li>• Community Service</li> <li>• Withdrawal of privileges</li> <li>• Detention</li> </ul>

	6-12	<ul style="list-style-type: none"> <li>• Same as Class I violation</li> </ul>
Fourth Behavior	PK-5	<ul style="list-style-type: none"> <li>• Same as Class I violation</li> </ul>
	6-12	<ul style="list-style-type: none"> <li>• Same as Class II violation</li> </ul>

**Local Code Behaviors** may not be appealed beyond the local school level. Intervention and/or prosecution by law enforcement will be sought when necessary and appropriate.

## Class I Minor Behaviors

### **S10.1a Failure to Follow Appropriate Directives**

Repetitive- Unwilling to follow appropriate directives from a MCBOE employee.

### **S11.1a Minor Disruption in a Classroom**

Minor repetitive behavior or actions that cause a disruption in the classroom.

### **S11.1b Inappropriate Physical Contact of Another Person**

Any repeated unsolicited, unwanted touching, or physical aggression that may or may not involve physical harm or injury.

### **S16.1 Unauthorized Communication Device**

The use or possession of any electronic communication device that causes a disruption and/or is a violation of local board policy.

### **S20.1 Harassment of Another Person**

[Refer to MCBOE Policy 6.10](#)

The intent to harass, annoy, or alarm another person with physical contact, abusive or obscene language or gestures, or electronic and/or other means of communication.

### **S26.1 Profane/Obscene Language or Manifestations**

The non-direct use of obscene, abusive, vulgar, demeaning, or irreverent language on school grounds or at a school-related activity. Can be verbal, written, or gesture.

### **S31.1 Threat/ Intimidation- Low Concern**

***Refer to MCSS Parent-Student Handbook > Physical Harm***

Any communication (verbal, written, or gesture) to place another person in fear of bodily harm without displaying a weapon or subjecting the person to actual physical attack.

### **S36.1a Tardiness to School or to Class < 10 minutes**

Any repetitive unexcused absence from class less than 10 minutes.

**S36.1b Unauthorized Absence From Class or School for Part of a Day >10 minutes**

Any unexcused absence from class 10 minutes or greater.

**S58.1a Dishonesty or Cheating**

Repetitive - To lie or be deliberately deceptive or any act or attempt to obtain, or aid another to obtain credit for work by dishonest or deceptive means.

**S58.1b Any other violation**

Any act that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

**S59.1 Minor Violation of Acceptable Use Agreement (AUA) and Internet Safety**

Failure to comply with the Acceptable Use Agreement

[Refer to MCBOE Policy 4.9](#)

***Refer to the MCSS Acceptable Use Agreement***

In addition to the consequences for a Class I violation described herein, the student's technology or computer privileges may be modified or suspended. Violations include:

- Accessing another individual's materials, information, or files without the permission of that person
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission
- Using passwords other than one's own
- Giving out personal information online such as full name, home address, phone number, etc
- Using software that has not been assigned or approved by staff
- Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by the district administration, teachers, or other appropriate district staff
- Seeking to gain or gaining unauthorized access to information resources or other computing devices
- Harassing, insulting, or attacking others in person or through the virtual classroom setting
- Accessing chat rooms, and sites selling term papers, book reports, and other forms of student coursework

## Disciplinary Actions - Class I Minor Behaviors

Behavior	Grade Level	Disciplinary Action
First Behavior	PK-5	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Up to 1 day of In-School Suspension</li> </ul>
	6-8	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● 1 day of In-School Suspension</li> </ul>
	9-12	<ul style="list-style-type: none"> <li>● Parental contact</li> <li>● 2 days of In-School Suspension</li> </ul>
Second Behavior	PK-5	<ul style="list-style-type: none"> <li>● Parental contact</li> <li>● Up to 1 day of In-School Suspension</li> </ul>
	6-12	<ul style="list-style-type: none"> <li>● Parental contact</li> <li>● 2 days of In-School Suspension</li> </ul>
Third Behavior	PK-5	<ul style="list-style-type: none"> <li>● Conference with the parent</li> <li>● Up to 2 days of In-School Suspension</li> </ul>
	6-8	<ul style="list-style-type: none"> <li>● Conference with the parent</li> <li>● 2 days of In-School Suspension</li> </ul>
	9-12	<ul style="list-style-type: none"> <li>● Conference with the parent</li> <li>● Same as Class II violation</li> </ul>
Fourth Behavior	PK-5	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Same as Class II violation</li> </ul>
	6-12	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Same as Class II violation</li> </ul>

**Class I Behaviors** may not be appealed beyond the local school level. Intervention and/or prosecution by law enforcement will be sought when necessary and appropriate.

## Class II Intermediate Behaviors

### S05.2

#### Physical Attack

An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or “beats up on” another individual.

### S08.2

#### Criminal Mischief – Less Than \$100

The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it.

- S10.2 Disobedience**  
Repetitive failure to follow directives that may impede the learning environment, or pose a threat to the health, safety, and or welfare of students, staff, or others.
- S11.2 Disorderly Conduct**  
Any act that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others.
- S12.2 Disruptive Demonstration**  
Demonstrations of five (5) or more participants who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance, or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law.
- S16.2 Unauthorized Communication Device**  
The repetitive use or possession of any electronic communication device that causes a disruption and/or is a violation of local board policy.
- S17.2 Fighting**  
Any physical altercation between two or more individuals with an intent to harm.
- S19.2 Gambling - Minor**  
To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes are \$100 or less.
- S20.2 Harassment of Another Person**  
[Refer to MCBOE Policy 6.10](#)  
The intent to harass, annoy, or alarm another person with physical contact, abusive or obscene language or gestures, or electronic and/or other means of communication.
- S22.2 Inciting Others Without Injury**  
Leading, encouraging, or assisting in a major disturbance causing destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function.
- S24.2 Larceny/Theft/Possession of Stolen Property (less than \$100)**  
The unlawful taking, carrying, leading, riding, or driving away of another person's property with intent to convert it or deprive the owner thereof.
- S26.2 Profanity/Obscene Language or Manifestation**  
Directed use, whether verbal, written, or gesture, to include that of a racially motivated nature.



- S29.2 Sexual Harassment**  
[Refer to MCBOE Policy 6.11.1](#)  
Unwanted, verbal, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance.
- S31.2 Threat/Intimidation- Medium Concern**  
***Refer to MCSS Parent-Student Handbook > Physical Harm***  
Any communication (verbal,digital, written, or gesture) to place another person in fear of bodily harm without displaying a weapon or subjecting the person to actual physical attack.
- S32.2 Tobacco Possession**  
[Refer to MCBOE Policy 4.2.4](#)  
The possession, use, distribution, or sale/transfer of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.
- S33.2 Tobacco Sale/Transfer**  
[Refer to MCBOE Policy 4.2.4](#)  
The possession of tobacco products with the intent to distribute, sell, or transfer on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.
- S34.2 Tobacco Use**  
[Refer to MCBOE Policy 4.2.4](#)  
The possession, use, or intent to use tobacco products on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation.
- S35.2 Trespassing**  
[Refer to MCBOE Policy 4.1](#)  
Knowingly entering or remaining unlawfully on any school premises.
- S36.2 Unauthorized School Absence**  
[Refer to MCBOE Policy 6.1.1](#)  
Leaving campus without permission.
- S52.2 Knife Possession**  
[Refer to MCBOE Policy 4.2.2](#)  
Inadvertent possession of a knife or other blade less than three (3) inches long without intent to harm or intimidate others.

- S58.2a Medication Violation**  
Failure to comply with the medication procedures and policies outlined in the MCSS Parent-Student Handbook.
- S58.2b Any Other Violation**  
Any act that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.
- S59.2 Violation of Acceptable Use Agreement (AUA) and Internet Safety – Intermediate**  
[Refer to MCBOE Policy 4.9](#)  
***Refer to the MCSS Acceptable Use Agreement***  
Any failure to comply with the AUA. In addition to consequences for a Class II described herein, the student’s technology or computer privileges may be modified, suspended, or terminated. Violations include:
- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material
  - Transmitting obscene, abusive, sexually explicit, or threatening images and/or language
  - Using the network for commercial purposes
  - Harassing, insulting, or attacking others in person or through the virtual classroom setting
  - Altering the setup of computers as set by the system administrator
- S60.2 Vape/ Vapor, Possession**  
[Refer to MCBOE Policy 4.2.4](#)  
Possession of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substances.
- S61.2 Vape/ Vapor, Usage**  
[Refer to MCBOE Policy 4.2.4](#)  
Using a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance.
- S62.2 Vape/ Vapor, Sale**  
[Refer to MCBOE Policy 4.2.4](#)  
Selling of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substances.
- S63.2 E-Cigarettes, Possession**  
[Refer to MCBOE Policy 4.2.4](#)  
Possession of a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substances.

**S64.2****E-Cigarettes, Usage****[Refer to MCBOE Policy 4.2.4](#)**

Using a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substances.

**S65.2****E-Cigarettes, Sale****[Refer to MCBOE Policy 4.2.4](#)**

Selling a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substances.

**Disciplinary Actions - Class II Intermediate Behaviors**

Behavior	Grade Level	Disciplinary Action
First Behavior	PK-5	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Up to 2 days of In-School Suspension or 1 day Out of School Suspension</li> </ul>
	6-8	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• 2 days of In-School Suspension or Out of School Suspension</li> </ul>
	9-12	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• 3 days of In-School Suspension or Out of School Suspension</li> </ul>
Second Behavior	PK-5	<ul style="list-style-type: none"> <li>• Conference with the parent</li> <li>• Up to 2 days of In-School Suspension or Out of School Suspension</li> </ul>
	6-8	<ul style="list-style-type: none"> <li>• Conference with the parent</li> <li>• 2 days of In-School Suspension or Out of School Suspension</li> </ul>
	9-12	<ul style="list-style-type: none"> <li>• Conference with the parent</li> <li>• 3 days of In-School Suspension or Out of School Suspension</li> </ul>
Third Behavior	PK-5	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Up to 3 days of In-School Suspension or 2 days Out of School Suspension</li> </ul>
	6-8	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• 3 days of In-School Suspension or Out of School Suspension</li> </ul>
	9-12	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• 3 days of In-School Suspension or Out of School Suspension</li> </ul>
Fourth Behavior	PK-5	<ul style="list-style-type: none"> <li>• Conference with the parent</li> <li>• Up to 3 days of In-School Suspension or 2 days Out of School Suspension</li> </ul>
	6-8	<ul style="list-style-type: none"> <li>• Conference with the parent</li> </ul>

		<ul style="list-style-type: none"> <li>• 3 days of In-School Suspension or Out of School Suspension</li> </ul>
	9-12	<ul style="list-style-type: none"> <li>• Conference with the parent</li> <li>• 3 days of In-School Suspension or Out of School Suspension or Same as Class III</li> </ul>

**Class II Behaviors** may not be appealed beyond the local school level. Intervention and/or prosecution by law enforcement will be sought when necessary and appropriate.

## Class III Major Behaviors

### S01.3 Alcohol Possession

Possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated or under the influence of alcohol at school, school-sponsored events, and on school-sponsored transportation.

### S02.3 Alcohol Sale/Transfer

Alcohol sale/transfer includes, but is not limited to, giving away, furnishing, and distributing.

### S03.3 Alcohol Use

Alcohol use includes individuals caught in the act of using, are tested and use found by an officer during/after arrest, or discovered in the course of investigating the incident to have used alcohol.

### S05.3 Assault (*Bodily Harm- 3rd Degree*)

Any intentional touching or striking of another person against his/her will that causes bodily harm to an individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim.

### S08.3 Criminal Mischief (*less than \$500*)

The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it to include participation in social media or other challenges that encourage the destruction or theft of school and/or personal property.

### S09.3 Defiance of Authority

Repetitive and persistent disobedience that may impede the learning environment, or pose a threat to the health, safety, and or welfare of students, staff, or others.

### S11.3 Disorderly Conduct

Any act with arrest by law enforcement that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others.

**S13.3a****Drug Possession**

The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of or possessing drugs or substances represented as drugs on school transportation, at school-sponsored events, or on school property.

**S13.3b****Drug Paraphernalia**

Possession of equipment and/or devices used for preparing or taking drugs or narcotics.

**S14.3****Drug Transfer**

Transfer or intent to transfer drugs to or from an individual. This includes individuals caught in the act of transfer or that are discovered to have transferred in the course of investigating the incident.

**S15.3****Drug Use**

Drug use includes individuals caught in the act of using, are tested and use found by officers during/after arrest, or are discovered to have used drugs in the course of investigating the incident.

**S17.3****Fighting**

Any repeated physical altercation between two or more individuals with an intent to harm or any physical altercation resulting in serious injury. Aggravated fighting involving two (2) or more participants under any of the following circumstances: *(All parties involved in a fight are subject to disciplinary action)*

- When the fight has reasonable potential to cause injury to those other than the participants
- Which is premeditated by one or more of the participants
- Which occurs in congested areas, during class changes, or where other students, employees, parents, or the public are subjected to potential harm as a result of the fight
- Which occurs in a classroom or during instructional time
- Which continues despite specific contemporaneous instructions to cease by a teacher or other adult acting in an official capacity; or which occurs on a school bus while the school bus is in motion
- When participating in an incident that is gang related, gang motivated, or that gang activity participation or motivation is a contributing factor to the incident that puts student learning or participation in school activities at risk
- When any act on a school bus that has the potential to cause great harm to the passengers, driver, or property surrounding the bus
- When students trespassing on another school campus

- When any other violation which the hearing officer may reasonably deem falls in this category

**S18.3 Fire Alarm/False Alarm**

Tampering with, setting off, or knowingly rendering a false fire alarm causing false fire report to be transmitted to or within an official or volunteer fire department or a false alarm to any other governmental agency.

**S19.3 Major Gambling**

To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes are \$100 or more.

**S20.3 Harassment/Bullying**

Any intentional abusive behavior that takes place on school property, on a school bus, or at a school-sponsored function, including, but not limited to, written, electronic, or verbal communication and/or physical acts or contact that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic as identified in MCBOE policy.

**S20.3a Hazing**

Any willful action taken or situation created, whether on or off the school premises, which recklessly or intentionally in connection with initiation into or affiliation with any organization or group, endangers the mental or physical health of any student. Infractions in this category may include, but are not limited to, such examples as striking, beating, bruising, maiming, threatening to strike, beat, bruise or maim, or threatening or attempting to do physical violence to any student in connection with initiation into or affiliation with any organization or group. The term hazing as defined herein does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with an initiation into or affiliation with or compelling membership into any organization or group.

**S22.3 Inciting Others**

Leading, encouraging, publicizing, or assisting in a major disturbance using any form of communication including virtual transmissions causing destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function.

**S24.3 Larceny/Theft/Possession of Stolen Property (*greater than \$100*)**

The unlawful taking, carrying, leading, riding, or driving away of another person's property with intent to convert it or deprive the owner thereof.

- S25.3 Motor Vehicle Use – Unauthorized**  
The unlawful use of any school vehicle.
- S26.3 Profanity/obscene language or manifestations**  
Directed use towards a Board of Education employee.
- S29.3 Sexual Harassment**  
Unwanted, repeated, verbal, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance.
- S30.3 Sexual Offenses**  
Any sexual contact or other behavior/conduct intended to result in sexual gratification. Includes exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place and/ or conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness. Acts of a sexual or lewd nature including, but not limited to the following examples:
- Indecent exposure which may be defined as exposing body parts under circumstances in which the conduct is likely to cause affront or alarm in a public place or to be seen by others from private premises
  - Possession, sale, transfer, distribution, or use of obscene, pornographic, or sexually explicit material
  - Sexual contact, sexual intercourse, or other behavior or conduct intended to result in sexual gratification which is not taken by force or threat of force and where the conduct is consensual.
- S31.3 Threats/Intimidation (*High Concern*)**  
***Refer to MCSS Parent-Student Handbook > Physical Harm***  
Any communication (verbal, digital, written, or gesture) to another individual that causes reasonable fear of bodily harm with or without subjecting the person to actual physical attack.
- S49.3 Weapon Possession**  
Possession of any instrument or object designed to inflict harm on another person, or to intimidate any person. This includes fireworks and any instrument not being used for the purpose for which it was normally intended and is capable of harming an individual.
- S50.3 Weapon Sale/Transfer**  
Possession, distribution, sale, or transfer of any instrument or object to inflict harm on another person, or to intimidate any person.



- S52.3 Knife Possession**  
Possession of a knife or other blade with or without intent to harm, intimidate others or inflict damage to property.
- S53.3 Knife Sale/Transfer**  
Possession of a knife or other blade with intent to distribute, sell, or transfer.
- S58.3a Refusal of Drug or Weapon Search**  
Any refusal to submit to a search of person or property when reasonable suspicion exists about possession of substances/material prohibited by school policy or state law.
- S58.3b Any Other Violation (*Must be approved by Hearing Officer or Designee*)**  
Any act that the hearing officer may deem reasonable.
- S59.3 Major Violation of Acceptable Use Agreement (AUA) and Internet Safety**  
[Refer to MCBOE Policy 4.9](#)  
***Refer to the MCSS Acceptable Use Agreement***  
Failure to comply with AUA. In addition to consequences for Class III violations described herein, the student's technology or computer privileges may be modified, suspended, or terminated. Violations include:
- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material
  - Transmitting obscene, abusive, sexually explicit, or threatening images and/or language of an extreme nature
  - Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses
  - Gaining unauthorized access ("hacking") to resources or entities
  - Invading the privacy of individuals
  - Using personal devices (Hotspots, MiFi) to circumvent the MCSS Network

## **Disciplinary Actions - Class III Major Behaviors**

If the principal, hearing officer, or his/her designee believes the student to have committed a Class III Violation, the student will be suspended, pending a hearing with the Madison County Board of Education's Student Services Department. The disciplinary hearing with the Student Services Department is to determine whether a student committed the charged violations and if so, the appropriate disciplinary action which should be taken. Only the parent(s) having primary physical custody, or the parent(s) listed on the birth certificate, will be allowed to attend the Class III hearing. All suspensions subject to an administrative hearing will remain in full force and effect until either an administrative hearing is held or the student is expelled.

- Class III Actions: 5 days of ISS or OSS and Disciplinary Hearing

\*Any incidents involving alcohol, drugs, weapons, physical violence, or a suspected crime may result in intervention by law enforcement authorities and/or the Department of Human Resources. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

## **Class IV Criminal Behaviors**

- |              |  |
|--------------|--|
| <b>S04.4</b> | <b>Arson</b><br>Intentionally damaging a building or structure or puts a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. Fireworks are included in this category if they are contributing factors to a damaging fire.   |
| <b>S05.4</b> | <b>Assault (<i>serious bodily harm-1st or 2nd degree</i>)</b><br><b><i>Refer to (Code of Alabama § 16-1-24).</i></b><br>An actual and intentional touching or striking of another person against his/her will or intentionally causing serious bodily harm to an individual, to include a MCBOE employee. Includes an attack with a weapon or one that causes serious bodily harm to the victim. |
| <b>S06.4</b> | <b>Bomb Threat</b><br>To unlawfully place any person in fear of bodily harm by threat of explosives by any means of communication regardless as to whether or not a bomb actually exists.  |
| <b>S07.4</b> | <b>Burglary</b><br>The unlawful entry into a building or other structure with the intent to commit a crime.  |
| <b>S08.4</b> | <b>Criminal Mischief (<i>greater than \$500</i>)</b><br>The willful and/or malicious destruction, damage, or defacement to include hate speech or racially motivated language or symbols of public or private property, real or personal, without the consent of the owner or the person having custody or control of it.  |
| <b>S14.4</b> | <b>Drug Sale</b><br>The exchange of, or the intent to exchange, drugs for money or other possessions.  |
| <b>S21.4</b> | <b>Homicide</b><br>Murder, non-negligent manslaughter, killing of one human being by another, or killing a person through negligence.  |
| <b>S23.4</b> | <b>Kidnapping</b><br>The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian.   |
| <b>S25.4</b> | <b>Motor Vehicle Theft</b>   |

The unlawful taking, riding, or driving away of another person's motor vehicle.

**S27.4**

**Robbery**

The taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

**S28.4**

**Sexual Battery**

Any oral, anal, or vaginal penetration by, or union with, the sexual organ of another, or the anal or vaginal penetration of another by any other object, or attempts forcibly and/or against the person's will.

**S30.4**

**Sexual Offenses**

Any unlawful sexual behavior intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent.

**S31.4**

**Terroristic Threat**

Any threat to commit a crime of violence or damage to school property causing the disruption of school activities.

**S37.4**

**Handgun Possession**

Possession of a handgun of any kind (loaded or unloaded). Includes but is not limited to a pistol (US Code: 18 U.S.C., § 921(A)(29), 27 CFR § 478.11), revolver (US Code: 18 U.S.C., § 921(A)(29) and 27 CFR § 478.11), or any gun which will, is designed to, or may readily be converted, to expel a projectile by the action of an explosive.

**S38.4**

**Handgun Sale**

Possession and intent to distribute, sell, or transfer a handgun of any kind (loaded or unloaded). Includes but is not limited to a pistol (US Code: 18 U.S.C., § 921(A)(29), 27 CFR § 478.11), revolver (US Code: 18 U.S.C., § 921(A)(29) and 27 CFR § 478.11), or any gun which will, is designed to, or may readily be converted, to expel a projectile by the action of an explosive.

**S39.4**

**Handgun Use**

Possession and use (or intent to use) a handgun of any kind (loaded or unloaded). Includes but is not limited to a pistol (US Code: 18 U.S.C., § 921(A)(29), 27 CFR § 478.11), revolver (US Code: 18 U.S.C., § 921(A)(29) and 27 CFR § 478.11), or any gun which will, is designed to, or may readily be converted, to expel a projectile by the action of an explosive.

**S40.4**

**Rifle/Shotgun Possession**

Possession of a rifle (US Code: 18 U.S.C., § 921(A)(7) and 27 CFR § 478.11) or shotgun (US Code: 18 U.S.C., § 921(A)(5) and 27 CFR § 478.11) of any kind (loaded or unloaded).

- S41.4 Rifle/Shotgun Sale**  
Possession and intent to distribute, sell, or transfer a rifle (US Code: 18 U.S.C., § 921(A)(7) and 27 CFR § 478.11) or shotgun (US Code: 18 U.S.C., § 921(A)(5) and 27 CFR § 478.11) of any kind (loaded or unloaded).
- S42.4 Rifle/Shotgun Use**  
Possession and use (or intent to use) of a rifle (US Code: 18 U.S.C., § 921(A)(7) and 27 CFR § 478.11) or shotgun (US Code: 18 U.S.C., § 921(A)(5) and 27 CFR § 478.11) of any kind (loaded or unloaded).
- S43.4 Firearm Component Possession**  
Possession of a firearm component of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, starter gun, flare gun which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive. (US Code: 18 U.S.C., § 921(a)(3))
- S44.4 Firearm Component Sale/Transfer**  
Possession and intent to distribute, sell, or transfer a firearm component of any kind (loaded or unloaded). Includes, but is not limited to, firearm muffler, silencer, hammer, bolt, firing mechanism, or destructive device which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive. (US Code: 18 U.S.C., § 921(a)(3))
- S45.4 Firearm Component Use/Intent to Use**  
Possession and use (or intent to use) a firearm component of any kind (loaded or unloaded). Includes, but is not limited to, firearm muffler, silencer, hammer, bolt, firing mechanism, or destructive device which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive. (US Code: 18 U.S.C., § 921(a)(3))
- S46.4 Explosive Possession**  
Possession of a destructive device (bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive, including Incendiary Devices or Poison Gas) that is designed to explode and is capable of causing bodily harm or property damage.
- S47.4 Explosive Sale/Transfer**  
Possession of a destructive device (bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive) that is designed to explode and is capable of causing bodily harm or property damage with the intent to distribute, sell or transfer.

**S48.4 Explosive Use/ Intent to Use**

Possession and use (or intent to use) a destructive device (bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive) to cause bodily harm or property damage.

**S51.4 Weapon Use/ Intent to Use**

Possession and use (or intent to use) any instrument or object designed to inflict harm on another person, or to intimidate any person. This includes any instrument not being used for the purpose for which it was normally intended and capable of harming an individual.

**S54.4 Knife Use**

The use, intent to use, or possession of a knife, with the intention to inflict harm on another person or to intimidate any person.

**S58.4 Any other violation (*Must have Superintendent or designee approval*)**

Any act that the superintendent may deem reasonable.

**S59.4 Violation of Acceptable Use Agreement (AUA) and Internet Safety – Criminal  
[Refer to MCBOE Policy 4.9](#)**

***Refer to the MCSS Acceptable Use Agreement***

Failure to comply with the AUA. Violations include:

- Any of the uses named above that violate any local, state, or federal statute

## **Disciplinary Actions - Class IV Criminal Behaviors**

If the principal, hearing officer, or his/her designee believes the student to have committed a Class IV Violation, the student will be suspended, pending an expulsion hearing with the Madison County Board of Education's Student Services Department. The disciplinary hearing with the Student Services Department is to determine whether a student committed the charged violations and if so, the appropriate disciplinary action which should be taken. Only the parent(s) having primary physical custody, or the parent(s) listed on the birth certificate, will be allowed to attend the Class IV hearing. All suspensions subject to an administrative hearing will remain in full force and effect until either an administrative hearing is held or the student is expelled by the Madison County Board of Education.

- Class IV Actions: 10 days of OSS and Expulsion Hearing

\*Any incidents involving alcohol, drugs, weapons, physical violence, or a suspected crime may result in intervention by law enforcement authorities and/or the Department of Human Resources. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

# SCHOOL BUS BEHAVIORS & DISCIPLINARY ACTIONS

The Madison County Board of Education provides bus transportation to students who are eligible to ride based on state and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the MCBOE expects students to strictly follow all rules and regulations regarding school buses. The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safe transportation of students.

The school bus is considered an extension of the classroom, and all Madison County Board of Education regulations apply while being transported and at drop-off and pick-up. The violation of any school bus regulations may result in suspension from the bus concurrent with and in addition to any other disciplinary action prescribed in the MCSS Student Code of Conduct. School officials may impose specific rules and regulations for students to follow in riding school buses. The following expectations apply as a part of, and in addition to, any bus rules and regulations adopted by the school.

## Bus Expectations

- Be at your pick-up location ahead of the scheduled bus arrival time and prepared to board the bus
- Wait until the bus comes to a COMPLETE stop and a signal from the driver before attempting to get on or off
- Stay seated properly in seats at all times
- Listen to and obey bus drivers
- Keep the aisles clear of feet, books, bags, etc
- Keep buses free of litter
- No food or drink on the bus
- Keep conversations at a low volume, no loud or boisterous talk
- No talking during railroad crossings
- No use of profanity, obscene, or vulgar language
- No headphones/earbuds in use while loading or unloading a bus

Video cameras may be placed on school buses as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Student Code of Conduct.

Any carry-on equipment (i.e., book bags, band instruments or uniforms, sports equipment, science projects, school fundraiser items, etc.) must be held by the student owner or placed under the seat and must not interfere with either the seating or the safety of other students on the bus.

## Discipline for Transported Students

Every student who utilizes transportation services must adhere to the expectations outlined in the MCSS Student Code of Conduct. Failure to comply may result in an office referral and/or result in permanent removal from the bus. Generally, there is no appeal of disciplinary actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a meeting with the school principal or his/her administrative designee.

## Bus Behavior Violations

### L10.1b

#### Failure to Follow Appropriate Directives

- Failure to Follow Appropriate Directives from a Madison County Board of Education employee.
- Failure to follow proper procedure on the bus or at pick-up or drop-off.

### L11.1b

#### Disruption on a School Bus

- Changing seats or standing while the bus is in motion.
- Removing seat belts before coming to a complete stop on mini buses.
- Moving from a student's assigned seat.
- Yelling or speaking in a loud or disruptive manner.
- Speaking when approaching or crossing railroad tracks.
- Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits.
- Failing to secure all items within book bags, backpacks or cases. No items should hang from bags, cases or backpacks as it constitutes a safety hazard, (i.e., keychains, toys, scarves).
- Bringing prohibited items aboard the bus including, but not limited to, gum, candy, drinks, audio and/or video devices, laser pointers, or other similar devices.

### L26.1b

#### Non-Direct/ Direct Use of Profane/ Obscene Language

Indirect use of profane or indecent language to include verbal, written, or gesture.

### L58.1b

#### Any Other Bus Code Violation

Any act that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

## Disciplinary Actions - School Bus Behaviors

### 1st Bus Violation:

- Driver notifies administrator or designee
- Administrator or designee conference with the student
- Administrator or designee notifies the parent
- Bus suspension- up to five (5) days



### 2nd Bus Violation:

- Driver notifies administrator or designee
- Administrator or designee conference with the student and parent
- Bus suspension- up to ten (10) days

### 3rd Bus Violation:

- Driver notifies administrator or designee
- Administrator or designee conference with the student and parent
- Bus suspension- up to twenty (20) days

### 4th Bus Violation:

- Driver notifies administrator or designee
- Administrator or designee conference with the student and parent
- Bus suspension- up to ninety (90) days (semester)

In addition to the above identified bus consequences, if an offense rises to a Class I violation or above, the offense will be treated as such per the MCSS Student Code of Conduct.

*NOTE: Special Education and Section 504 students will be disciplined according to current policies for students with disabilities.*

## RESOURCES

### The following documents are references for the Student Code of Conduct

- [Madison County Board of Education Policy](#)
- [MCSS Acceptable Use Agreement](#)
- MCSS Parent-Student Handbook

### Contact Information

- Superintendent- Ken Kubik ([kkubik@mcssk12.org](mailto:kkubik@mcssk12.org))
- Assistant Superintendent of Student Support Services- Allen Perkins ([aperkins@mcssk12.org](mailto:aperkins@mcssk12.org))
- Director of Equity and Innovation- Dr. Rachel Ballard ([rballard@mcssk12.org](mailto:rballard@mcssk12.org))
- Student Services Coordinator- Jennifer Whitt ([jdw hitt@mcssk12.org](mailto:jdw hitt@mcssk12.org))

### Corrections/Updates to this document

- **Page 11 typo:** Code S31.3 Threat/ Intimidation- Low Concern changed to S31.1 Threat/ Intimidation- Low Concern (July 2023)
- **Page 25 typo:** Code S41.4 listed twice. Changed Rifle/Shotgun Use to 42.4 (July 2023)