

Madison County Academic Options Center

Student/Family Handbook

Revised June 16, 2024

Madison County Academic Options Center

Welcome to MCAOC

Throughout this handbook, you will find answers to questions commonly asked about Madison County Academic Options Center (MCAOC). Although it is impossible for any handbook to cover every situation that could possibly arise, this handbook is a general guide to everyday rules and policies that govern MCAOC. The administration has the authority and reserves the right to make decisions concerning any situation that is not specifically addressed by this handbook.

MISSION STATEMENT

The MCAOC strives to support and assist every Madison County School with the education of those students who are unsuccessful in their traditional school and need an alternative setting. The MCAOC attempts to identify each student's academic, social, and emotional needs. The intent of the MCAOC is to return each student to his/her home school with the skills necessary to be successful in a comprehensive school environment.

GOALS

- Promote positive changes in students through behavior modification and rehabilitation.
- Teach students the behaviors necessary to be successful at his/her home school.
- Prepare students to apply the appropriate behavior at his/her home school as to prevent being reassigned to the alternative school.

INTRODUCTION

Students are assigned and accepted into the Madison County Academic Options Center as a part of the Madison County School District's on-going mission to safely educate students academically and socially. MCAOC is a Tier III intervention initiated by the district to address a specific violation of the code of discipline. It can also be a Tier III intervention initiated because of a student's non-response to previous Tier I and Tier II interventions for on-going behavior problems/violations in the regular school setting. MCAOC seeks to encourage and promote positive change in students. This includes the ability to accept and understand authority and its meaning and purpose in the school setting.

PROGRAM OBJECTIVES

The program objectives include:

- A teaching students the behaviors necessary to be successful in a regular school setting.
- B teaching students how to transfer these behaviors to the regular school setting.

ADMISSION PROCEDURES

- A. All students and parents must meet with an administrator to discuss the MCAOC program and its requirements.
- B. All students must sign a social (behavior) contract which states their agreement to follow the program guidelines.
- C. The staff and parents discuss a re-entry plan to the regular school that is based on established exit criteria.

2024-2025

Academic Options Center

Please Print:

Student _____ Home School _____ Grade _____

Home Address

Street # / Name	Apt.	City, State	Zip Code
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Neighborhood: _____

Parent/Guardian Name _____ Cell # _____

E-mail Address _____ Home # _____

Place of Employment: _____ Work #: _____

Parent/Guardian Name _____ Cell # _____

E-mail Address _____ Home # _____

Place of Employment: _____ Work #: _____

List any special medical conditions/ allergies the student may have

I, _____ (parent/guardian), certify that I am
legally qualified to enroll _____ (student) in the
Madison County Academic Options Center. I have completed orientation and have received,
read, and agree to comply with the MCSD and MCAOC handbooks. I understand that by
enrolling my child, s/he and I are responsible for complying with the policies, rules, and
regulations.



**MADISON COUNTY
SCHOOLS**

Student Health Form

School Year _____

School:		Grade:	Teacher:	
Student's Name:		Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent/Guardian Name(s):		Work Phone(s):	Cell Phone(s):	
Transportation: <input type="checkbox"/> CAR <input type="checkbox"/> BUS	Local Physician/Healthcare Provider		Phone:	

STUDENT'S HEALTH HISTORY

CONDITION	NO	YES	LIST SYMPTOMS – MEDICATIONS NEEDED -COMMENTS
ALLERGY (Life Threatening)			
To Food			
To Medication			
To Insects			
Asthma			
Seizure			
Diabetes – Must have DMMP from physician			
Attention Deficit (ADD, ADHD)			
Birth Defect/Physical Handicap			
Bone/Joint Conditions			
Emotional/Psychological Disorder			
Headaches Migraine			
Cardiac Conditions			
Hypertension (High Blood Pressure)			
Blood Disorder/Sickle Cell			
Speech/Hearing Problems			
Gastrointestinal Conditions			
Surgery			
Vision Problems			Glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No Contacts <input type="checkbox"/> Yes <input type="checkbox"/> No
Handicaps, special needs, or other medical concerns not listed			
Is the student taking daily medication			If YES, Please list:

I give my permission for my child to participate in the school's health program which may include health education and basic screening (vision, hearing, scoliosis, etc.). I give my permission for my child to receive standing orders/first aid care as needed. I give my consent for medical information to be shared between my child's medical provider and the school nurse. I consent that medical information may be shared with personnel who are directly involved with my child at school. It is the parent/guardian responsibility to notify the school of any medication or medical condition changes.

Parent/Guardian Signature: _____ Date: _____

Health forms and medical action plans are required each school year

QUALIFYING DAYS

Students will be referred for a specific number of qualifying days. A good qualifying day is based on attendance, behavior, and grades. The student is required to be present 85% of the day, have positive behavior, and participate in all school work to receive their qualifying day. The AOC Behavior Modification Sheet will be used to document daily behaviors. The student is required to gain 95% in order to earn credit for that day.

STUDENT BEHAVIOR MODIFICATION SHEET PROCEDURES

A part of the MCAOC's mission is behavior modification. One of the most important tools in the process is the student's Daily Behavior Modification Sheet. The Daily Behavior Modification Sheet is the instrument that serves to provide the picture of the student's expected progress in the MCAOC program. It provides for students, parents/guardians, and school staff a visual/written explanation, measurement and record of the student's attendance, behavior, and academic progress.

The following procedure must be followed:

- Students are required to take the Daily Behavior Modification Sheet home each week, present it to parent/guardian for signature, and return it the next school day. If it is not returned signed, the daily points are not recorded and parents will be contacted.

STAFF

- A. All teachers are licensed by the state of Mississippi to provide instruction to the students.
- B. The administration is responsible for daily operation of the school. This includes overseeing curriculum and instruction in addition to managing severe disciplinary incidents.

INDIVIDUALIZED INSTRUCTION PLAN (IIP)

The MCAOC develops an IIP for each student. Upon enrollment in the MCAOC, students will be scheduled in classes that (as closely as possible) parallel those classes in which the students were enrolled at his or her homeschool. All exceptional education students will follow their current IEP.

PARENT INVOLVEMENT

- A. Parent involvement is vital to the child's success at MCAOC. Parents are required to sign feedback sheets weekly.
- B. Please call the school (601.607.7963) if the child does not bring a feedback sheet home.

VISITORS

Visitors are welcome on the campus of any Madison County School. However, listed below are regulations that must be observed.

- All visitors must report to the office immediately upon entering the building.
- Teachers will not be interrupted while teaching except for emergencies
- It is at the principal's discretion to ask a visitor to leave the campus if he or she is causing a disruption to the environment, program, or activity for which the visitor is attending.

AOC BEHAVIOR MODIFICATIONI SHEET

Student Name: _____

Student Number: _____

Friday	Class	Attendance		General Behavior		Class Work		Dress Code		Redirection Consequences	Comments/Grades
	1 st /5 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	2 nd /6 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	3 rd /7 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	4 th /8 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	HR/Bus	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	Daily % _____										

Monday Daily % _____	Class	Attendance		General Behavior		Class Work		Dress Code		Redirection Consequences	Comments/Grades
	1 st /5 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	2 nd /6 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	3 rd /7 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	4 th /8 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	HR/Bus	M	NM	M	NM	M	NM	M	NM	TO LE ETO	

Tuesday Daily % _____	Class	Attendance		General Behavior		Class Work		Dress Code		Redirection Consequences	Comments/Grades
	1 st /5 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	2 nd /6 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	3 rd /7 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	4 th /8 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	HR/Bus	M	NM	M	NM	M	NM	M	NM	TO LE ETO	

Wednesday	Class	Attendance		General Behavior		Class Work		Dress Code		Redirection Consequences	Comments/Grades
	1 st /5 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	2 nd /6 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	3 rd /7 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	4 th /8 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	HR/Bus	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
Daily % _____											

Thursday Daily % _____	Class	Attendance		General Behavior		Class Work		Dress Code		Redirection Consequences	Comments/Grades
	1 st /5 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	2 nd /6 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	3 rd /7 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	4 th /8 th Block	M	NM	M	NM	M	NM	M	NM	TO LE ETO	
	HR/Bus	M	NM	M	NM	M	NM	M	NM	TO LE ETO	

M – Met
 NM- Not Met
 TO – Time Out
 LE – Learning Experience
 ETO – Extended Time Out

Your student has **MET/ NOT MET** the behavior, attendance, and grade requirements to participate in Free Dress Friday on

_____ Date

_____ Signature

_____ out of _____ **WEEKLY** qualifying days
 _____ out of _____ **TOTAL** qualifying days
 Group Topic: _____

Student Signature: _____
 Parent Signature: _____
 Staff Signature: _____

GUIDELINES

1. Morning Arrival – All students (Bus and Car riders) will enter the building on the back sidewalk (By the loading Dock). All students entering after 8:20 will be tardy.
2. Non-school related materials - Any item that is not school material is considered contraband and will be confiscated. This includes but is not limited to candy, gum, sunglasses, bandanas, combs, picks, brushes, jewelry, items that depict affiliation with a specific gang or group, cell phones, iPods, MP3 players, other electronic devices, headphones, ear pieces, CDs, videos, cameras, food and beverages (unless the student brings his/her lunch), notes or letters that are impertinent to school or class, etc. ***Neither Madison County School District nor the Madison County Academic Options Center is responsible for any items confiscated from any student.*** In compliance with MCSD policies, there is a zero policy for having weapons, any object that can be used as a weapon, alcohol, any type of nicotine, drugs, medicine, ammunition, fireworks, etc. on campus or on the bus. If a student has these items, they may be recommended for immediate expulsion from the Madison County School District.
3. Phones and other electronic devices are **NOT** allowed at MCAOC. Any student who refuses to give a device to a staff member when directed will be subject to appropriate disciplinary consequences.
4. Money – At no time should a student have money on campus other than lunch money. A maximum of \$5.00 can be brought for lunch money and should be turned in immediately upon arrival to the MCAOC. If students have money, it will be confiscated, and the student's parents may come retrieve the money from the principal. ***Neither Madison County School District nor the Academic Options Center is responsible for any amount of money a student has while on campus.***
5. No purses, book bags, or wallets are allowed at MCAOC.
6. Restroom - Students will adhere to the following rules for bathroom break.
Students will:
 - Go three times per day at scheduled times.
 - Go to the restroom only at designated times unless MCAOC administrators have a doctor's excuse denoting the student has a medical condition which requires him/her to go to the restroom more frequently.
 - Go to the restroom one at a time.
 - Not be allowed to go to the restroom without adult supervision.
 - Not communicate in the restroom.

GENERAL INFORMATION

A. TRANSPORTATION

Madison County School District provides transportation for students assigned to MCAOC. Bus information is provided at the entry conference. Students who violate bus rules may lose their bus privilege temporarily or permanently. Students assigned to the MCAOC are not allowed to drive or walk on or off campus. Students may be car riders but must be brought by and picked up by a parent/guardian or parent/guardian designee.

B. PRESENCE on OTHER MCSD CAMPUSES / EVENTS

While enrolled in MCAOC, students are NOT allowed to attend any Madison County School District (MCSD) school-related events, activities, or functions. This includes but is not limited to athletic events, competitions, games, dances, meetings, plays on or off MCSD campuses. Failure to comply will result in the student facing consequences.

C. MEDICATION

All prescribed and non-prescribed medicine and directions for its use must be turned in by a parent/guardian and left in the front office. Proper documentation permitting the medicine to be given to the student must be kept on file in the student's records at the MCAOC.

Medicine that is found in a student's possession is considered drugs and will be treated as a violation of the discipline code.

D. DRESS CODE –Students may not begin classes at the AOC until they are in full uniform daily.

- a. **Khaki pants - Only long pants with belt loops** must be worn on the waist with a belt. **NO SAGGING**
- b. **Dark Navy Blue** Golf/Polo type collared shirt worn **tucked in**.
 - i. Navy Blue, Black, Grey, or White Tee Shirt only may be worn under the collared shirt.
- c. No jewelry or items worn as jewelry
- d. Student may wear closed toe/tennis shoes only
- e. Students are required to follow the Madison County District Handbook for any other dress code policies.

E. DRUG / ALCOHOL TESTING

Upon entering the MCAOC, students must remain drug and alcohol free. If MCAOC personnel suspect any student is not drug and alcohol free, a drug screener will be requested. The MCAOC principal or his/her designee will attempt to contact the student's parent or guardian. If the results of the screen show that the student is not drug and alcohol free, the student will be recommended for expulsion from MCSD. Refusal to take a drug or alcohol test will be considered a positive test. Students referred to MCAOC for drug related offenses may be included in random drug testing.

F. DISCIPLINE OFFICE REFERRALS

Any student that receives an office referral while enrolled at the MCAOC will receive consequences and may have additional days added to his/her allotted time.

RE-ENTRY PROCESS

- A Students are eligible for re-entry to the homeschool once they have acquired their allotted qualifying days. All re-entry meetings are held at the students homeschool.
- B A representative from the MCAOC, the student and parent, and a representative from the homeschool will attend this meeting.

CONTRACTS AND FORMS

This next section contains copies of contracts that are required for admission to MCAOC. The forms contained within the handbook are for information purposes and your records. You, the parent, and your child will be asked to complete a set of these contracts and forms prior to the admissions conference. Additionally, this section contains copies of forms that are required and essential for your student's day to day operation and successful completion of the program.

Madison County Academic Options Center Policies and Procedures (IIP Supplement)

1. Class begins at 8:20 a.m. Students can enter the building beginning at 8:00. Do not drop off car riders before 8:00. Dismissal is at 3:15 p.m.
2. Except for differences outlined in this handbook, all Madison County School District policies and procedures described in the district handbook are followed at MCAOC.
3. Absences are excused when accompanied by a parent note, medical note, funeral announcement, or court document. Excuses should be turned in within two (2) days of returning to school. **NO EXCEPTIONS However, the absence will not count toward a qualifying day.**
4. No school equipment may be operated without staff permission or without staff supervision.
5. All MCAOC rules apply everywhere on campus; **this includes to and from the bus and while riding the bus.**
6. The following behaviors will result in appropriate disciplinary consequences. This can include a determination as to whether the student will remain in the MCAOC program:
 - a. Fighting or physical/verbal/written threats to peers or staff
 - b. Drug/alcohol possession or under the influence of drugs or alcohol
 - c. Vandalism/theft
 - d. Insubordination (willful defiance of any legal, moral, ethical, or safe directive of a school official)
 - e. This program is designed as a Tier III intervention of the Madison County School District commitment to provide an appropriate education to students in the safest least restrictive environment. By entering this program, I agree to abide by the rules and policies outlined. I understand that if I do not comply, I am subject to appropriate disciplinary consequences as set forth by Madison County School District.

Daily Behavior Modification Sheet Contract

A part of the MCAOC's mission is behavior modification. One of the most important tools in the process is the student's Daily Behavior Modification Sheet. The Daily Behavior Modification Sheet is the instrument that serves to provide the picture of the student's expected progress in the MCAOC program. It provides for students, parents/guardians, and school staff a visual/written explanation, measurement and record of the student's behavior conduct and interactions.

The following procedure must be followed:

- Students are required to take the Daily Behavior Modification Sheet home each week, present it to parent/guardian for signature, and return it the next school day. If not returned and signed, students risk not receiving their points.
- The staff will guide the interaction. Your goal is to respond appropriately or learn to respond appropriately. Every MCAOC interaction is an opportunity to learn appropriate interaction in the school setting. Remember, part of the MCAOC process is to learn appropriate interaction with authority and apply those skills when you return to the regular school setting.
- Do not alter, mark through, change or damage the sheet or anything on the sheet in any way. Any incidents of this nature will result in appropriate MCAOC consequences.

Student Signature

Date

Parent Signature

Date

Principal or Designee Signature

Date

Bus Rules Behavior Contract

1. All regular school rules and the MCAOC rules apply when at the bus stop and while riding the bus.
2. Students may receive a bus referral for the following reasons:
 - a. Profanity
 - b. Fighting, pushing, or tripping
 - c. Violation of school procedures
 - d. Destruction of property
 - e. Excessive mischief
 - f. Smoking
 - g. Eating, drinking, or littering
 - h. Rude, discourteous, annoying behavior
 - i. Unacceptable language
3. Students may be suspended from the bus for unacceptable behavior and repeated or serious violations. Students may be removed from the bus for their entire term at MCAOC.
4. Students will have assigned seats on the bus.

Riding the bus is simple:

- Sit down
- Be quiet
- Come to school or go home

I agree to abide by the above listed rules.

Student Signature

Date

Parent Signature

Date



Behavior Support Plan

Identifying Information:	Implementation Date: _____
Name: _____	Grade: _____ Homeschool: _____
Parent: _____	School: Academic Options Center
Reasons for the Plan/Problem Behaviors Student has been referred to the AOC for disciplinary issues at home school for defiance and disrespectful behaviors/Non-Compliance with school and class rules, policies and procedures.	
Function/Goals of Intervention: <ul style="list-style-type: none"> • Increase coping skills • Increase positive, peaceful interactions with others • Identify positive traits and strengths about self 	
Teaching New Skills: The following strategies will be utilized when appropriate. <ol style="list-style-type: none"> 1. Teacher will remind the student how to deal with frustration and what to do before beginning difficult and challenging tasks (relax, deep breaths, count to 10, stretch, etc.) 2. Teacher will make comments to validate and normalize the student's feelings of frustration (I know you feel frustrated and that is okay. Everyone feels...) when student is becoming upset. 3. When student cannot control his/her feelings of anxiety or frustration, he/she may ask to go to an alternate room (counselor, literacy specialist, etc.) to calm down. 4. Student will utilize positive self-talk when feeling overwhelmed or anxious. 5. Teacher will utilize praise and positive reinforcement to reinforce student when making good choices. 6. Student will meet with counselor to work on social skills. 7. Student will participate in character education and groups which may include but not be limited to the following subjects: anger management, drug/alcohol prevention, healthy relationships, and responsibility. At times may be led by approved individual not employed by Madison County Schools. 	
Consequences for Non-Compliance: <ul style="list-style-type: none"> • Student will be subject to the school and class discipline policies and procedures. • Student will be subject to natural consequences. • Loss of privileges • Negative mark Daily Behavior Modification Sheet 	
Positive Reinforcement: <ul style="list-style-type: none"> • Teacher will give positive praise and encouragement and emphasize student's strengths and positive traits. • Teacher will send positive notes home, call parent to give positive feedback, etc. • Teacher will highlight the student's strengths, positive traits, skills, and talents as an example to the class when relevant and appropriate. • Positive Mark on Daily Behavior Modification Sheet 	
Home Intervention Support: Parent will maintain regular communication with school, teacher, and/or administrator. Parent will follow through with rewards and consequences at home.	
Parent: _____ Date: _____ Student: _____ Date: _____	Counselor: _____ Date: _____ Principal: _____ Date: _____



**MADISON COUNTY SCHOOLS
MARK OF EXCELLENCE**

INFORMED CONSENT

I, _____, parent/guardian of _____
(Parent/Guardian Name) (Student Name)

Mental Health Therapist	Behavior Specialist
<input type="checkbox"/> DO hereby give my consent for the Madison County Schools' Mental Health Therapist(s) to provide services to my child.	<input type="checkbox"/> DO hereby give my consent for the Madison County Schools' Behavioral Specialist to provide services to my child.
<input type="checkbox"/> Do NOT hereby give my consent for the Madison County Schools' Mental Health Therapist(s) to provide services to my child.	<input type="checkbox"/> Do NOT hereby give my consent for the Madison County Schools' Behavioral Specialist to provide services to my child.

Services may consist of assessments, evaluations, individual counseling, group counseling, family sessions, and/or collaboration with other Madison County School employees.

To build trust with students, the information will be kept confidential with some exceptions. Due to services being provided to minor children in the school setting, the Mental Health Therapist and/or Behavioral Specialist may share (on a need-to-know basis) information with parents/guardians, the child's teacher, and/or administrators who work with the child, so that they may better assist the child as a team. The Mental Health Therapist and Behavioral Specialist are also required by law to share information with parents or others in the event the child is in danger of harm to self or others. Mandatory reporting of suspected child abuse and neglect is required by any public-school employee in the state of Mississippi. The child will be made aware, in an age-appropriate manner, of these limits of confidentiality and will inform the child when sharing information with others.

This consent is good for the _____ school year. However, I understand I may withdraw my consent for my child to receive services at any time. To do so, I must contact my child's Mental Health Therapist or Behavioral Specialist.

Parent/Guardian Name (Print)

Parent/Guardian (Signature)

Date

MCAOC Teacher Email Addresses

Mr. Young	Principal	jason.young@madison-schools.com
Ms. Boyd-Jones	High School English	yboyd-jones@madison-schools.com
Mrs. Coate	Learning Strategies	jcoate@madison-schools.com
Ms. Davis	Language Arts	mon112@madison-schools.com
Mrs. Dyess	Behavioral Specialist	kdyess@madison-schools.com
Mrs. Haralson	Elementary	lharalson@madison-schools.com
Coach Jones	Physical Education	jer112@madison-schools.com
Ms. Magee	Middle & High Math	cla100@madison-schools.com
Ms. Matthews	Middle & High Science	don100@madison-schools.com
Mrs. McDaniel	School Counselor	jan148@madison-schools.com
Mrs. Suber	Resource	esuber@madison-schools.com
Mr. Stonestreet	Social Studies	sstonestreet@madison-schools.com
Ms. Taylor	Resource	jtaylor@madison-schools.com
Mrs. Terry	School Counselor	kterry@madison-schools.com
Mr. White	Computer and Art	owhite@madison-schools.com

Daily Schedule:

	Start	End
Homeroom -get breakfast and go to 1 st /5 th block.	8:00	8:20
1st Block	8:22	9:56
2nd Block	9:58	11:32
3rd Block (Lunch)	11:34	1:29
4th Block	1:31	3:04
Homeroom	3:04	3:15

Elementary Lunch – 11:05 – 11:26

1st Lunch – 11:37 – 11:58

2nd Lunch - 12:02 – 12:23

3rd Lunch - 12:27 – 12:48

Madison County Academic Options Center Re-Entry Conference

Name: _____

Date and Time: _____

The following is the list of requirements that must be completed for you to be released from MCAOC.

1. Be on time! You are one of several appointments.
2. A parent/guardian must attend.
3. Maintain eye contact and appropriate body language.
4. Apologize and make amends for the situation that resulted in your placement at MCAOC.
5. Be prepared to explain how you will handle the situation the next time?
6. State the values you have learned while at the MCAOC.
7. Be prepared to state your academic progress upon reentry to homeschool.

Student Signature

Date

Parent Signature

Date

MCAOC Principal or Designee Signature

Date

Homeschool Principal or Designee Signature

Date

Check Out List

Student Name _____
2024-2025

Name	Relationship	Contact Number
	Parent/Guardian	
	Parent/Guardian	

