

JEFFERSON COUNTY

SCHOOL REGULATIONS and CODE OF CONDUCT

The Principal is the designated leader of the school and, with the staff, is charged by the Superintendent with the safe and orderly operation of the school. In case of disciplinary violations not covered in this document, the Principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

The following section presents a guideline for student behavior. No attempt is made to include every situation that may arise during a school year. Administrators will deal with all disciplinary occurrences through a fair, common-sense approach.

Conduct: JCHS attempts to meet the needs of all students and to promote a feeling of mutual trust among students, faculty, staff, and administration. Each year students will sign for a copy of the **Code of Conduct** prepared in accordance with rules and regulations governing conduct as adopted by the Jefferson County Board of Education. Read it carefully. Students and parents should understand the discipline procedures stated. Any questions that students or parents have should be cleared up early in the school year.

Depending upon the nature of the offense, discipline procedures may include written assignments of a positive nature, detention, parent conferences, in-school suspension, out-of-school suspension, or referral to the System Hearing Officer with a recommendation for long-term suspension or expulsion.

Teacher Detention: Teachers may assign detention, which will be served at the discretion of the teacher.

Lunch Detention: Administrative detention will be served during lunch. When assigned lunch detention by the administration, students may eat during the detention period. Students will report to the office before the tardy bell.

Saturday School: Administrators may assign Saturday School as an alternative consequence.

In-School Suspension (ISS): The Jefferson County Schools will operate an In-School Suspension (ISS) program as an alternative to out-of-school suspension. The major objective of the ISS programs is to encourage a student to stay in school and keep up his/her classwork while being punished for more serious or repeated offenses. Another objective is to alter the behavior of the student who attends so he/she will not return to the program. In order to keep the student in school, the suspended days must be served in ISS at the discretion of the principal and must be served consecutively. **OSS cannot be chosen in lieu of ISS.** ISS classes will be conducted each day of the school year.

JEFFERSON COUNTY CODE OF STUDENT CONDUCT

Academic Dishonesty: A student shall not commit the offense of academic dishonesty which includes cheating, lying, plagiarism, altering records, or other fraudulent acts on school assignments, exams, records, or statewide assessments; using the computer network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws.

Plagiarism is a form of cheating and includes a student's use of the writings or work of another person in a manner which represents the writings or work as the student's own instead of the true author; or the unacknowledged use of materials prepared by another agency or person providing academic materials; or the use, by paraphrase or direct quotation, of material without complete acknowledgment of the source. Lying includes any false or deceiving representation made to a faculty member, administrative official, school safety officer, staff member, hearing officer, or any other adult designated by the school as having a position of authority.

Lying will also include concealing or distorting the facts, nature, origin, persons involved, or details, which are the subject of inquiries by a faculty member, administrative official, school safety officer, staff member, or any other adult designated by the school as having a position of authority.

Disposition - Violators will be subject to the following disciplinary actions: Classroom cheating on assessments (projects, tests, quizzes, etc.) will result in

- in-school suspension and a retest of the assignment.
- If the student holds a position (office) in a club, on an athletic team, or in an organization, he/she must relinquish that position. The student may remain a member of the particular organization.

Alcohol- No student shall possess, use, or be under the influence of alcohol while on school property, at school activities, or en route to or from school or school activities. This violation shall be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Recommendation for suspension or tribunal.

Arson- No student shall commit the offense of arson, which is defined as the unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, of which no student shall be in possession of or cause the detonation of such devices, and trash can fires if they are contributing factors to a damaging fire. This violation may be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to 10 days suspension; this offense carries the possible recommendation for tribunal. Restitution must be made prior to re-entry.

Battery- No student shall commit the offense of battery, which is defined as actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual, including school personnel. Battery includes when an individual physically attacks or 'beats up on' another individual. This includes an attack with a weapon, an attack that causes serious bodily harm to the victim, or the actual placement or mailing of a bomb, regardless of whether the bomb explodes. This offense occurs only when the attack is very serious, serious enough to warrant calling the police or bringing in security and where the intent is to do bodily harm to someone. This violation shall be reported to the proper law enforcement agency.

Disposition - Principal's discretion up to ten days suspension; this offense carries the possible recommendation for tribunal.

Breaking and Entering/Burglary- No student shall commit the offense of burglary, which is defined as unlawful or unauthorized forceful entry into a school building or other structure on school property with or without the intent to commit theft. This applies to school buildings or activities related to a school function. This violation shall be reported to the proper law enforcement agency.

Disposition - Violators shall be subject to the following disciplinary actions: Principal's discretion up to ten days suspension; this offense carries the possible recommendation for tribunal.

Bullying- No student shall commit the offense of bullying. The term "bullying" means an act that is: Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

Causes another person substantial physical harm or visible bodily harm.

Has the effect of substantially interfering with a student's education.

Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school.

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

Disposition - Violators shall be subject to the following disciplinary actions:

- First Offense – Principal's discretion up to three day suspension
- Second Offense - Principal's discretion up to five day suspension
- Third Offense - Recommendation for tribunal.

*Based on the severity of the bullying, a principal may refer any such incident to the Hearing Officer.

Bus Misconduct – No student shall commit the offense of bus misconduct which is defined as unruly behavior on a school bus and/or at a school bus stop. If the student is found in violation of this offense, a conference may be convened with the parent/guardian of the student and appropriate school officials to outline possible solutions such as assigned seating on the school bus, ongoing parent involvement, and progressive age appropriate discipline for student misconduct, including possible suspension from riding the school bus. Bus misconduct violations may be applicable under other codes found elsewhere in this Code of Conduct.

Disposition – Violators shall be subject to the following disciplinary actions: Principal's discretion up to ten day suspension.

Computer Trespass or Misuse - No student shall commit the offense of computer trespass, which is defined as the 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. No student shall disclose a number,

code, password, or other means of access to school computers or the school district computer network without proper authorization. This violation may be reported to the proper law enforcement agency. Restitution for damages must be made prior to re-entry. Use of a school computer for anything other than instructional purposes is not permitted. In order to fully utilize the JCHS computer network, all students and parents/guardians are to sign the Network Responsibility Agreement for Students of the Jefferson County School District.

Disposition - Violators shall be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for tribunal.

Disorderly Conduct- No student shall commit the offense of disorderly conduct, which is defined as creating or contributing to a moderate or severe disturbance that substantially disrupts the normal operation of the school environment and/or poses a threat to the health, safety, and welfare of students, staff, or others. A student commits the offense of disorderly conduct when he or she commits any of the following:

Acts in a violent or tumultuous manner toward another person whereby such person is placed in reasonable fear of the safety or such person's life, limb, or health;

Acts in a violent or tumultuous manner toward another person whereby the property of such person is placed in danger of being damaged or destroyed;

Without provocation, uses disrespectful or abusive words, which by their very utterance, tend to incite or cause an immediate breach of the peace; or

Uses obscene and vulgar or profane language in the presence of another person while at school or while attending a school-sponsored event thereby causing a substantial disruption in the orderly conduct of the learning environment or school function.

A violation resulting in a recommendation for long-term suspension or expulsion shall be reported to the proper law enforcement agency.

Disposition - Violators shall be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for tribunal.

Drugs- The term "drug" includes all controlled substances, over-the-counter medications, CBD oil, prescription medications, marijuana and marijuana-like herbs or substances, THC oil, inhalants, ingestible items, pills, tablets, and items designed to look like drugs. Except when permission is granted by school officials, no student shall possess, have under his or her control, or be under the influence of any drug or controlled substance while on school property or at any school function. All medication to be administered by a school employee will be given only if the parent/guardian has completed and turned in to the school office an Authorization to Give Medications at School Form.

A. Any medication prescribed to a student or purchased over-the-counter and brought to school by the student must be in its original container and checked into the office immediately upon arrival.

Violators will be subject to the following disciplinary actions:

*Principal's discretion up to ten-day suspension; this offense carries the possible recommendation for tribunal.

B. While on school property or at any school function, no student should participate in the unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, prescription drug, over-the-counter drug, narcotic substance, marijuana, CBD oil, THC oil, or any substance represented as a drug, or equipment or devices used for preparing or using drugs or narcotics. Students under the influence of, or involve Disposition: This violation shall be reported to the proper law enforcement agency. Violators will be subject to the following disciplinary actions: Violators will be subject to recommendation for tribunal. Individuals selling or distributing drugs or substances held out to be drugs on school campus or at school functions shall be subject to tribunal and may not be afforded the option of attending the CHOICES Academy.

Smell of Marijuana — This applies to any students who come to come with the smell of marijuana on their clothing.

First Offense- Call home to have parent/guardian to bring clean clothing

Second Offense- Suspension for 2 days

Third Offense- Suspension for 3 days

Electronic Smoking Devices: No student shall have any device used to deliver nicotine or any other substance that may be used by a person to simulate smoking through inhalation of vapor or aerosol from a device. Such devices include, but are not limited to, those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.

Disposition:

- First Offense—Suspension for three days with a vape education course for the student.
- Second Offense—Suspension for five days with vape education course for student and required parent conference to discuss vape education course.
- Third Offense: Recommendation for tribunal.

Fighting- No student shall commit the offense of fighting, which is defined as mutual participation in a fight involving physical violence where there is no one main offender and intent to harm, while at school or at a school-related event. This does not include verbal confrontations, tussles, or other minor confrontations. This violation shall be reported to the proper law enforcement agency.

Disposition-

*Principal's discretion up to ten-day suspension; this offense carries the possible recommendation for tribunal.

Failure to Serve In-School Suspension - Students who do not successfully complete ISS will have to complete it on the next day when the student shows up to school. Students who do not report to ISS, or who are removed for violations of ISS rules, will receive an extra day of ISS.

Gambling – No student shall commit the offense of gambling. A student commits the offense of gambling when he or she makes a bet upon the partial or final result of any game or contest or upon the performance of any participant in such game or contest; or plays and bets for money or other things of value at any game played with cards, dice, or balls.

Disposition – Violators shall be subject to the following disciplinary actions: Principal's discretion up to ten-day In School Suspension.

Homicide- No student shall commit the offense of homicide which is defined as murder and non-negligent manslaughter, killing of one human being by another, or killing a person through negligence. This violation shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: subject to recommendation for tribunal.

Kidnapping - No student shall commit the offense of kidnapping which is defined as the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her parents or legal guardian. This violation shall be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Violators will be subject to recommendation for tribunal.

Larceny/Theft - No student shall commit the offense of larceny/theft which is defined as the unlawful taking, carrying, leading, or riding away of property of another person without threat, violence, or bodily harm. Included are pocket-picking, purse or backpack-snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, and all other types of larcenies. The charge of Larceny/ Theft should occur only when theft is

serious enough to warrant calling the police or bringing in security and may require restitution for violator's re-entry to school. Students taking pencils or paper from each other are not examples of Larceny/Theft.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for tribunal. Restitution must be paid.

Late to School - Students who arrive after the tardy bell must immediately check in at the front office window, present their ID card and a note for being late, to the office personnel.

Property Loss/Damage - No student shall be in possession of property of another without his/her permission and with intent not to restore said property to the rightful owner. This violation may be reported to the proper law enforcement agency and may require restitution for the violator's re-entry.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Receiving Stolen Property – No student shall commit the offense of receiving stolen property. A student commits the offense of receiving stolen property when he or she receives, disposes of, or retains stolen property which he or she knows or should know is stolen unless the property is received, disposed of, or retained with intent to restore it to the owner. This violation may be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Motor Vehicle Theft - No student shall commit the offense of motor vehicle theft which is defined as theft or attempted theft of a motor vehicle, to include car, truck, motorcycle, dune buggy, RV, or anything that is self-propelled. This violation shall be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Violators will be subject to recommendation for long-term suspension or expulsion

Gang Activity - No student shall engage in or attempt to engage in gang activity. No student shall wear or display gang affiliated clothing or signs while on school property or at any school activity, whether or not such a person is a member of the gang. Heavy chains, spikes, etc. are not acceptable. This violation may be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Inappropriate Language or Gestures - Improper, obscene, vulgar or profane language or gestures at school or at school events are unacceptable. **If the language or gesture is directed at a staff member, the disposition will be 4 days suspension for the 1st offense.**

Disposition: 1st offense - 2 days suspension.

2nd offense - 4 days suspension.

3rd offense - 6 days OSS

4th offense - long-term suspension

Lying or Giving False Information - Unauthorized Possession or Use of School Passes, Documents, etc. - Students may not possess any official school documents including hall passes, progress reports, etc. Also, neither students nor parents may forge, alter or change any signatures, dates, times, etc. with the intention of misrepresenting or misinforming the school, any business, or their parent/guardian. Forged Doctor's notes will result in the absence being unexcused; no work may be made up, and the appropriate authorities will be contacted.

Lying, giving false or inaccurate information, distorting the facts, details, persons involved, etc., in order to deceive any school official is not acceptable behavior.

Disposition: 1st offense - 3 days in-school suspension

2nd offense - 5 days suspension

3rd offense - referral to CCBOE hearing officer

- This includes students who use another student's lunch number or allow other students to use their number.

Parking Violations - Students may not park unregistered vehicles on campus, allow other students to use their parking pass, park in any space other than the one assigned to them, not display their permit, go to their car during the day without permission, allow others to use their vehicles, etc. The school will tow vehicles not properly registered and parked. 1 day of OSS or two days of ISS will suspend driving privileges. When parking is suspended, students must wait

a minimum of 30 days to re-apply. Students who park unregistered vehicles on campus will be removed from consideration for parking and be subject to the following:

Disposition: 1st offense - Detention

2nd offense - Detention

3rd offense - 2 days ISS and loss of driving permit.

4th offense - Administrative discretion.

Party to Violations of the Code of Conduct (Refer to Actual Offense Code) -

Every student concerned in the commission of a code of conduct violation is a party to the violation and may be subject to the same discipline as any other party involved in the code of conduct violation.

A student is considered in the commission of a code of conduct violation if he or she:

- Directly commits a code of conduct violation;
- Causes some other person to commit a code of conduct violation;
- Helps in the commission of a code of conduct violation;
- Advises, encourages, hires, counsels, or procures or acts in concert with another to commit a code of conduct violation.

Possession of Unapproved Items - The use or possession of any unauthorized item disruptive to the school environment. Includes but is not limited to possession of toys, fireworks, matches, toy weapons, pepper spray, bullets, stink bombs, or other items that can be construed as dangerous or harmful to the learning environment.

Principal's discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Public Display of Affection - No student shall commit the offense of Public Display of Affection. PDA is not acceptable behavior at school or school related activities. PDA is defined as kissing, hugging, or physical touching of another person.

Disposition: 1st offense - 1 day suspension

2nd offense - 2 days of suspension

3rd offense - Three days to possible long-term suspension.

Repeated Offenses - A student who has a series of conduct violations occurring within a single academic year may be subject to discipline for accumulated repeated offenses. Students who are charged with an accumulation of repeated offenses may be subject to recommendation for long-term suspension or expulsion upon a showing from school officials that they have utilized multiple, proactive, less severe options for previous offenses, such as Student Achievement Pyramid of Interventions tiers, student and parent conferences, on-going counseling, behavior management plans, last chance letters, in-school suspension, out-of-school suspension, etc.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Robbery - No student shall commit the offense of robbery which is defined as 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. An essential difference between robbery and larceny is that a threat or battery is involved in a robbery. Examples include extortion of lunch money. Violations shall be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this violation carries the possible recommendation for long-term suspension or expulsion.

Sexual Battery - No student shall commit the offense of sexual battery. This includes rape, fondling which includes touching of private body parts of another person either through human contact or using an object, forcibly or against the person's will or where the victim did not or is incapable of giving consent, indecent liberties, child molestation, sodomy. This offense shall be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Violators will be subject to recommendation for long-term suspension or expulsion.

Sexual Harassment - No student shall commit the offense of sexual harassment, which is defined as deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, suggestive jokes, or pressure to engage in sexual activity. Students who feel they have been the victim of sexual harassment should

report it immediately to school authorities. This violation may be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Sexual Offenses Code - No student shall commit a sexual offense while at school or a school related function. A sexual offense is defined as sexual intercourse, sexual contact, possession of sexually explicit images, or other unlawful behavior or contact intended to result in sexual gratification without force or threat of force. This includes indecent exposure and obscenity. Examples may include entering or downloading pornographic content onto school computers, excessive public displays of affection (PDA), public groping, inappropriate bodily contact, sexting, possession of pornographic materials, and simulated sex acts. This violation may be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Rude and Disrespectful - Rude and disrespectful behavior directed towards any school staff member will not be tolerated.

Disposition: 1st offense - 2 days In School Suspension.

2nd offense - 3 days In School Suspension.

3rd offense - 5 days Out of School Suspension

4th offense - Administrative discretion.

Class Room Disturbances/School Disruptions – No student shall engage in any activity that disrupts any school activities. Violators shall be disciplined at the discretion of the principal.

School Pranks – No student shall commit the offense of school pranks. A student commits the offense of school pranks when he or she disrupts the school or defaces school property. If damages occur, the offense will be treated as an act of vandalism. Restitution must be made prior to re-entry. This violation may be reported to the proper law enforcement agency.

Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this offense carries the possible recommendation for tribunal.

Tardy to Class - Students not inside the classroom at the bell are tardy. Tardies start over each semester.

Disposition:

- 1 - 3 tardies teacher warnings
- 4- 6 tardies lunch detention
- 7 tardies 2 Days In School Suspension
- 8+ tardies 3 Days In School Suspension

Threat/Intimidation - No student shall commit the offense of threat/intimidation, which is defined as unlawfully placing another person in fear of bodily harm through verbal or physical threats, without displaying a weapon or subjecting the person to actual physical attack. This violation may be reported to the proper law enforcement agency. Violators will be subject to the following disciplinary actions: Disposition: Principal's discretion up to ten-day suspension. This offense carries the possible recommendation for tribunal depending on the severity of the threat or disruption caused while at school or at school related events.

Terroristic Threats - No student shall make or cause to be made a terroristic threat. A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. *This offense shall be reported to the proper law enforcement agency.

- Disposition: Recommendation for tribunal.

Trespassing -No student shall commit the offense of trespassing, which is defined as entering or remaining on a public school campus or school district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on campus after being directed to leave by the chief administrator or designee.

This violation may be reported to the proper law enforcement agency.

Violators will be subject to the following disciplinary actions:

- First Offense- Principal's discretion up to three days suspension;
- Second Offense- Principal's discretion up to five days suspension;

- Third Offense-Recommendation for tribunal.

Tobacco - No student shall possess, use, sell, distribute tobacco products on school grounds, at school sponsored events, or on transportation to or from school. Should a student discover tobacco related products or paraphernalia, on his/her person upon arrival at school, he/she should take the items directly to the principal's office. Depending upon the circumstances, charges may not be filed.

Disposition: 1st offense - 3 days suspension.
 2nd offense - 5 days suspension.
 3rd offense – Recommendation for tribunal.

Truancy - No student shall commit the offense of truancy. A student commits the offense of truancy when he or she has repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

Students are considered truant any time they:

- Cut a class or classes; “walk out of” or miss a part of a class without permission.
- Attend a class other than their assigned class.
- Leave campus without permission or without following the appropriate sign-out procedures. This includes after arriving on campus in the morning.
- Leave a school sponsored activity where attendance is monitored, without permission from the appropriate school personnel, or without following the appropriate sign-out procedures.

Disposition: 1st offense - 2 days ISS
 2nd offense - 3-days ISS
 3rd offense - 5 days ISS
 4th offense – Possible referral to tribunal

Vandalism - No student shall commit the offense of vandalism, which is defined as 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. Restitution must be made prior to re-entry. This offense may be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Principal's discretion up to ten day suspension; this violation carries the possible recommendation for long-term suspension or expulsion.

Violence Against a Teacher- A student that commits an act of violence against a teacher involving an intentional physical attack with the intent to cause bodily harm shall be suspended pending tribunal.

This violation shall be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: This offense carries the recommendation for long-term suspension or expulsion.

Weapons Possession - No student shall carry or possess or have under his or her control while at a school building, school function, on school property or on a bus or other transportation furnished by the school any weapon or explosive compound. This violation shall be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Violator is to be suspended immediately and removed from school. This offense carries the recommendation for a tribunal. Excluded are any instruments used for classroom work authorized by the teacher or school administrator.

Weapons Possession – Handgun – possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.

Weapons Possession – Rifle/Shotgun - The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

Other Firearms - Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼

ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled.

(NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).

Weapons / Hazardous Objects Possession -No student shall carry or possess or have under his or her control while at a school building, school function, on school property or on a bus or other transportation furnished by the school any hazardous object or explosive compound.

This violation may be reported to the proper law enforcement agency.

Disposition - Violators will be subject to the following disciplinary actions: Violator is to be suspended immediately and removed from school. This offense carries the recommendation for long-term suspension, expulsion, or removal from school for one calendar year. Excluded are any instruments used for classroom work authorized by the teacher or school administrator.

Weapons - Knife – possession, use, or intention to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.

Weapons - Other – possession, use, or intention to use any instrument or object to inflict harm on another person, or to intimidate any person. Included in this are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, bats, tasers, stun guns, tear gas guns, cap guns, bb guns, pellet guns, electrical weapons or devices, explosives, or propellants.

Willful Refusal - No student shall commit the offense of defiance/willful refusal. A student commits this offense when he or she willfully refuses to immediately follow school staff directives. Based upon the severity of the defiance/willful refusal, a principal may refer a defiant/willful refusal incident to the hearing officer with a recommendation for long-term suspension or expulsion.

Disposition: 1st offense - 2 days suspension.

2nd offense - 4 days suspension.

3rd offense - 6 days suspension

DEFINITIONS OF DISCIPLINARY ACTIONS

Prior to assignment of suspensions from school, the school administration must inform a student of the specific acts of misconduct the student is accused of committing and afford a reasonable opportunity to defend against these charges. The parent or guardian of the student will be notified of the suspension in writing, stating the offense and reasons for the suspension. Suspension, when deemed necessary, will begin no later than the day following an act subject to suspension, providing due process rights can be afforded within this time. Students suspended from other school districts will not be eligible for enrollment during the time of suspension.

Offenses, which are punishable by short-term suspension of less than ten days, will be disposed of preferably through Saturday School, and In-School Suspension whenever possible. Absences due to short-term suspension or pending a disciplinary hearing or tribunal are unexcused and make up of class work shall not be afforded; however, an opportunity to make up major exams and special projects shall be afforded, provided the suspension is imposed by the school and is not the choice of the student.

Students that are assigned in-school suspension, out-of-school suspension, long-term suspension or expulsion from school may not attend or participate in any school functions and may not be on a Columbia County School District campus without the principal's prior permission. Students assigned to the alternative school, in-school suspension, out-of-school suspension, or expulsion for disciplinary reasons, lose their eligibility to participate in extracurricular activities. An assigned disciplinary suspension is considered to have ended when the student returns to the regular class setting the following school day.

- **Short-Term Suspension** - The suspension of a student from a public school for not more than ten school days.

- **Long-Term Suspension** - The suspension of a student from a public school for more than ten school days but not beyond the current school semester. Students who are long-term suspended with the option to attend the Columbia County Alternative School may be required to attend the alternative school beyond the current semester as indicated by the Hearing Officer.

- **Expulsion** - The expulsion of a student from a public school beyond the current school semester or year. A student who has been expelled may be required to appear before the Hearing Officer for reentry into the school district.

Alternatives to Out-of-School Suspension

In-school suspension: As an alternative to out-of-school suspension, in-school suspension may be assigned. In-School Suspension removes the student from the regular classroom. The

student will work on assignments from his regular class. The maximum number of days a student may be assigned to In-School Suspension is ten days per semester unless otherwise allowed by the Associate Superintendent of Student Support.

Saturday School: As an alternative to suspension, Saturday School may be assigned. The student will work on assignments from regular class periods.

Columbia County Alternative School: An alternative school enrollment that may be available to students who have been suspended for more than ten days or students returning from the criminal justice system. Students will not be afforded the opportunity to attend the alternative school more than three times while attending both middle and high school.

DISCIPLINARY HEARING PROCESS The hearing officer is appointed by the Columbia County Board of Education. The hearing officer serves as the direct representative of the Columbia County Board of Education in determining student discipline cases involving recommendations for out-of-school suspensions of more than ten days. Decisions of the hearing officer carry the full weight of the authority of the Columbia County Board of Education. The hearing officer has been established in accordance with the Official Code of Georgia Annotated §20-2-750 and by policies and regulations of the Columbia County Board of Education.

School Bus Rules and Regulations

School transportation is provided by the Columbia County Board of Education to all eligible students. The following rules are published for the safety, health and welfare of all children who ride school buses:

Rules and pupils' responsibilities

- Students will follow the directions of the driver.
- Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and ten feet from where the bus stops.
- Students must be at the stop in inclement weather as well as fair weather. • Students will wait in an orderly line and avoid playing.
- Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
- Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.

- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat and keep hands to themselves.
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students may carry only objects that can be held on their laps (no large items such as plants, trees, balloons, flowers, and posters may be carried on the bus.) • Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
- Insolence, disobedience, fighting, and pushing will not be tolerated on the bus.
- Students will not extend head, arms, or objects out of the bus windows.
- Band instruments must be held in the student's lap or placed under the seat. No instruments may be placed in front of the exit door nor in a seat needed for students. Buses cannot transport instruments larger than a trombone.
- Students will be totally silent at railroad crossings.
- Students will stay seated until time to get off of the bus. The open door is the signal to get up from the bus seat.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, not expressly permitted by school administration.
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- Students shall be prohibited from acts of physical violence, bullying as physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
- Students must provide a written note, signed by a parent or guardian and school official giving permission to ride a different bus or get on or off the bus at a different bus stop location.
- Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.
- Large athletic sports equipment should not be transported on the bus.
- Once the driver arrives at the school, students will remain seated until the driver signals for the students to exit.

Cell Phones/Electronic Devices -

Classrooms:

When students enter the classroom, they will place their cell phones into the cell phone holder located near the teachers desk. Students will not be allowed to charge cell phones during class. No cell phones or personal electronic devices/accessories will be used by students during scheduled class time. JCHS has sufficient technology that will be provided to students if required for learning.

***Accessories: Airpods, earbuds, watches, iPads, and/or other tablets

During Class Transition:

Students may use cell phones during transition to their classes.

If an emergency occurs and phone usage is required, use during the designated time/place or report to the office during a scheduled class change.

Designated times and designated places include the following:

1. Prior to the 8:25am bell while seated in the cafeteria or gym.
2. During lunch while seated in the cafeteria.

If students refuse to turn in their cell phones:

Consequences:

1st offense – device taken by admin., parent contacted and student goes to ISS (1 day).

2nd offense – device taken by admin., parent contacted and student goes to ISS (2 days).

3rd offense – device taken by admin, parent contacted and student goes to ISS (3 days).

***Any offense thereafter- parent will be contacted and student will be sent to OSS and/or tribunal for repeated offenses

Students may pick up phones from the front office after 3:05 pm.

Jefferson County High School Dress Code Policy

With the understanding that a student's behavior is influenced by the way the student is dressed and with the understanding that no student should dress in a manner that is disruptive or has an adverse effect on the daily school activities, the following guidelines have been developed with input from the students, faculty, and administration.

1. Clothing and accessories should not display or imply profanity, sex, alcohol, tobacco, drugs, weapons, violence, or gang related activity.
2. Clothing should not be disruptive to the learning environment or offensive to the gender, race, ethnicity, religion or culture of others.
3. Hats, head coverings, bandana, curlers, picks, hairnets, and sunglasses are not to be worn during the school day.
4. No see through, mesh, or sheer garments are allowed.
5. Shoes or sandals must be worn at all times.
6. Shirts must cover the midriff area. Shirts must have sleeves that cover the shoulder area. Spaghetti straps, tank tops, and/or crop tops are not allowed.
7. Skirts, dresses, and or shorts must be knee length or longer, front and back.
8. No leggings, tights, jeggings, or yoga pants may be worn unless worn with a knee length or longer exterior clothing.
9. Pants and shorts must be knee length or longer. Pants must be fitted at the waist with no undergarments showing.
10. No rips or holes in pants or shorts that show skin above the knee.
11. No pajama pants and/or shirts.
12. No blankets or pillows are permitted at school.
13. Proper and acceptable undergarments must be worn and must not be visible to others. Cleavage must not show.
14. The school principal shall have discretion to schedule special dress days.
15. The school principal or designee has a right to prohibit any item of clothing he or she deems inappropriate.
16. The interpretation and decision of the principal shall be final.

Disposition - Violators will be subject to the following disciplinary actions:

- First Offense - Warning (which may include a possible change of clothing, and an opportunity for the student to remove body piercings as directed by the school administration)
- Second Offense – 2 Days off ISS
- Third Offense - 3 Days of ISS
- Fourth Offense - Principal's Discretion up to 5 days suspension