

**MODEL PROGRESSIVE DISCIPLINE  
ELEMENTARY SCHOOL**

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior. However, the school administration has the discretion to apply the conduct code as necessary in extreme or unusual situations.

**Level I Discipline**

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

Professional staff may utilize any of the discipline management techniques appropriate for the situation, including but not limited to the following:

1. Participation in Restorative Practices, or Restorative questions for students to answer.
2. Isolation during lunch.
3. Classroom isolation from peers within the classroom or in an alternate classroom.
4. Student participation in conference with parent/guardian and teacher.
5. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
6. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
7. Detention
8. Temporary loss of a privilege.

**Level II Discipline**

Level II discipline offenses are intermediate acts of misconduct which requires administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Student participation in conference with parent/guardian, teacher, and/or principal.
2. Restriction from programs and special assemblies.
3. Assignment to detention.
4. Partial day in-school suspension (ISS).
5. Full day in-school suspension (ISS) for up to three school days.
6. Participation in the cleaning/repair of any damage caused to the school-related environment.
7. Financial restitution for the repair of any damage caused to the school-related environment.
8. Participation in Restorative Practices, and/or the development of a written or graphic representation/restorative questions that reflect understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
9. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
10. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

**Level III Discipline**

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Restriction from programs and special assemblies.
2. Full day in-school suspension (ISS) for up to five school days.
3. Suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Participation in the cleaning/repair of any damage caused to the school-related environment.
5. Financial restitution for the repair of any damage caused to the school-related environment.
6. Participation in Restorative Practices, and/or development of a written or graphic representation/restorative questions that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
7. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
8. Parent comes to school to accompany student to classes.
9. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

**Level IV Discipline**

Level IV discipline offenses are the more serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of

all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. In-school suspension (ISS) for up to seven (7) school days.
2. Suspension from school for up to five (5) school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Referral to tribunal.
4. Participation in the cleaning/repair of any damage caused to the school-related environment.
5. Financial restitution for the repair of any damage caused to the school-related environment.
6. Participation in Restorative Practices, and/or development of a written or graphic representation/restorative questions that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
7. Participation in a school-service project which enables the student to be engaged in the desired character trait.
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
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**Level V Discipline**

Level V discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal for referral to the tribunal process. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Disciplinary Infraction		Definition of Infraction	I	II	III	IV	V
(01) Alcohol	a	Unintentional possession of alcohol		X	X		
	a	Under the influence of alcohol without possession		X	X	X	
	c	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol			X	X	
(02) Arson	a	Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks		X	X		
	b	Intentional damage as a result of arson- related activity or the use of an incendiary device			X	X	
(03) Battery	a	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries	X	X			
	b	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries		X	X		
	c	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.			X	X	
(04) Breaking & Entering – Burglary	a	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)			X	X	X
(05) Computer Trespass	a	Unauthorized use of school computer for anything other than instructional purposes			X	X	
	b	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.				X	X

(06) Disorderly Conduct	a	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others	X	X			
	b	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action		X	X	X	
	c	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year			X	X	X
(07) Drugs, Except Alcohol and Tobacco	a	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs	X	X			
	b	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	X	X	X		
	c	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics		X	X	X	X
(08) Fighting	a	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries	X	X	X		
	b	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries		X	X	X	
	c	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.			X	X	X
(11) Larceny / Theft	a	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value below \$100	X	X	X		
	b	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250		X	X	X	
	c	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.			X	X	X
(13) Robbery	a	Robbery without the use of a weapon		X	X		
	b	Robbery with the use of a weapon			X	X	X
(15) Sexual Harassment	a	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals	X	X	X		
	b	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals		X	X	X	
	c	Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.			X	X	X
(16) Sex Offenses	a	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3		X	X		
	b	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts		X	X	X	
	c	Engaging in sexual activities on school grounds or during school activities				X	X

(17) Threat / Intimidation	a	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack without a weapon	X	X			
	b	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack with a weapon		X	X	X	
	c	School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. <b>Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.</b>			X	X	X
(18) Tobacco/Vapes	a	Unintentional possession of tobacco and vape products	X	X			
	b	Use of or knowledgeable possession of tobacco and vape products		X	X	X	
	c	Distribution/selling of tobacco and vape products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.			X	X	X
(19) Trespassing	a	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose	X	X			
	b	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.		X	X	X	
(20) Vandalism	a	Participating in the minor destruction, damage or defacement of school property or private property without permission	X	X	X		
	b	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.			X	X	X
(22) Weapons - Knife	a	Unintentional possession of a knife or knife-like item without intent to harm or intimidate	X	X	X		
	b	Intentional possession of a knife or knife-like item without intent to harm or intimidate		X	X	X	X
	c	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate			X	X	X
(23) Weapons – Other	a	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm	X	X	X		
	b	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm		X	X	X	X
(25) Weapons – Handgun	a	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm			X	X	X
(26) Weapons – Rifle/Shotgun	a	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm				X	X
(27) Serious Bodily Injury	a	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death					X
(28) Other Firearms	a	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives					X
(29) Bullying	a	First Offense of bullying as defined in Georgia Code Section 20-2-751.4	X	X	X		

	b	Second incident of bullying as defined in Georgia Code Section 20-2-751.4		X	X	X	
	c	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.			X	X	X
(30) Other - Attendance Related	a	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	X	X			
(32) Academic Dishonesty	a	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments	X	X			
	b	Intentional plagiarism or cheating on a minor classroom assignment or project	X	X	X		
	c	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)	X	X	X	X	
(33) Student Incivility	a	Failure to comply with instructions or the inadvertent use of inappropriate language.	X	X			
	b	Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth	X	X	X		
	c	Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.		X	X	X	
(34) Possession of Unapproved Items	a	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	X	X	X		
	b	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous		X	X	X	
	c	The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.				X	X
(35) Gang-Related	a	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang	X	X	X		
	b	The solicitation of others for gang- membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.		X	X	X	
(36) Repeated Offenses	a	Collection of minor incidents	X	X			
	b	Collection of moderate incidents		X	X		
	c	Collection of severe incidents			X	X	X

**JEFFERSON COUNTY STUDENT CODE OF CONDUCT  
ELEMENTARY SCHOOL**

**To the Students of Jefferson County:**

The Jefferson County School System is committed to the operation of schools that are safe and free of behavioral disruptions that interfere with students' ability to learn. This brochure has been developed to provide information to you and your parents regarding disciplinary actions which will result when the school rules are violated.

It is your responsibility as a student to read this brochure and follow the rules that contribute to a positive learning environment. Please discuss these rules with your parent(s) or guardian(s). The rules and consequences discussed in this brochure are not exhaustive. The principal in your school has the authority to assign additional consequences if the infraction is significant in its frequency or intensity. If you have questions, contact the principal of your school.

Superintendent  
Jefferson County Schools

**STATEMENT ON AUTHORITY OF PRINCIPAL**

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 covered or not covered by the brochure, the principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

**STATEMENT ON AUTHORITY OF TEACHERS**

The superintendent and the school principals support any teacher's authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of this student code of conduct.

**Restorative Practices and Positive Behavior Intervention Supports (PBIS)**

Restorative Practice is a philosophy and system wide process that works to change the school culture rather than merely responding to student behavior. In conjunction with PBIS, restorative practices are proven to reduce disciplinary incidents and support improved academic outcomes. The premise of Restorative Practices and PBIS is that continual acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity and learning.

**GENERAL POLICIES**

The conditions of this code cover conduct of students during school hours, at school related functions, on the school bus, and at school bus stops.

- Parents and/or law enforcement officials are subject to be notified in instances when a student is found to be in possession of weapons or drugs/alcohol or when a student commits any criminal act.
- If weapons or drugs/alcohol are found on school property by a student, they should be immediately turned into school officials and should not be placed in pockets or concealed in any manner.
- Students directly involved in drug/alcohol incidents, even though not proved to have been in actual possession, shall be considered accessories and subject to disciplinary action that may include notification of law enforcement.
- Any item sold or possessed under pretense of being a drug-related item is subject to be treated as drug, drug paraphernalia, or alcohol possession.
- It should be noted that, when there is reasonable suspicion, a student's person, student's property, locker, or automobile parked on school property may be searched by school officials. This does not cover random searches.
- Any medication brought to school by students must be checked in to the office immediately upon arrival, and the medicine must be dispensed by the office personnel or school personnel. This policy is inclusive of prescription medications and over the counter medications. However, students may keep EpiPens and emergency inhalers on their persons at all times.
- The school bus is considered an extension of the classroom. Misconduct on the bus or at the bus stop may receive the same consequence(s) as would be appropriate for the school setting; including suspension from the bus.
- A student guilty of repeated violations of school policy is demonstrating insubordination and willful disregard for school authority. Such a student may be referred to disciplinary tribunal.
- Student behavior on a school-sponsored trip is subject to the provisions noted in this brochure. A school-sponsored trip is defined as any off-campus experience whereby one or more students, under the supervision of school personnel, represent the school in some capacity (field trip, athletic event, club event, etc.). The trip begins upon arrival at school and concludes upon return to school and dismissal from campus.
- No student shall engage in any off-campus, non-school related actions which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and staff. A student arrested, charged or convicted of a criminal act while off campus is subject to disciplinary rules (including Tribunal) and may be excluded from school.
- Students suspended from other schools or school systems **will not** be eligible for entrance into the Jefferson County School System, during the time of suspension/expulsion. In order to be admitted after their suspension/expulsion, these students will need to seek admittance through disciplinary tribunal.
- Cellular phones may be in the possession of a student at any time, but may not be used for any reason except for direct instructional purposes unless otherwise instructed under the direction of a teacher, principal, or other certified personnel from the opening time until the closing time of each school day. Each school's principal shall establish the opening and closing times. No other electronic devices such as mp3 players, hand held video games, tablets, etc. will be allowed in the schools of Jefferson County without prior permission. *Neither the school system nor the schools nor the school personnel will be responsible for any item lost or stolen including any item confiscated in relation to policy JCDAF - Use of Electronic Devices by Students.*
- Parents are required to have a conference with the principal after any suspension and before the student can reenter the schools of Jefferson County.
- A student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students shall make up those tests and assignments that the teacher determines will have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade. It is the student's responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event.
- The Chronic Disciplinary Problem Student is a student who exhibits consistent patterns of misconduct. The Code of Conduct shall guide all decisions as to the enforcement of rule infractions and the administration of consequences for the infraction of certain rules. RTI/SST committees will meet as needed to determine why the student is having so many discipline referrals. Strategies and/or alternatives for the student to follow to improve the problem will be addressed. By the time a student reaches an accumulation of three (3) discipline referrals, a conference will be held with the student and his parents and notification will be by phone or mail within a 24-hour period. The student will be notified along with the student's parents that further office referrals may result in suspension from school and/or disciplinary tribunal.

The Jefferson County school system does not condone bullying. Our discipline concerning bullying is in accordance with GA state law. Bullying is defined as:

**Bullying Law O.C.G.A. 20-2-751.4.** As used in this Code section, 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 within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- 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.