

# CODE OF CONDUCT

The purpose of the Code of Conduct is to provide students with an effective and safe learning environment.

## Expectations

Each student is expected to:

- Behave in a responsible manner at school and at all school-related functions on or off campus.
- Demonstrate courtesy and respect for others.
- Attend all classes regularly and on time.
- Prepare for each class, take appropriate materials to class and complete assignments.
- Obey all District and School rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.

## Behavior Code

The Behavior Code governs students' conduct on school grounds; off school grounds at a school activity; off school grounds at a non-school activity, but where the misconduct leads to a disruption on school or any other violation of the Student Code of Conduct and in route to and from schools, or any school-sponsored activity, on the bus, and at the bus stop.

Parents and students should carefully review ALL information contained in the Code of Conduct. Students are subjected to disciplinary action for engaging in or attempting to commit any of the prohibited behaviors listed in the Code of Conduct.

### PROGRESSIVE DISCIPLINE MATRIX

Level I	Description	Consequence
Classroom disruption	Student classroom behavior that is disruptive to the classroom environment for a short period of time. Examples include making noises during classroom instruction, calling out answers, moving around the classroom without permission.	A Four Step Referral Process: <b>Step 1:</b> Warning <b>Step 2:</b> Contact Parent/Guardian <b>Step 3:</b> Assign Detention at Lunch or After School <b>Step 4:</b> Refer to Admin via Portal moves to Level II
Being in an unauthorized area without permission.	Students being in unauthorized areas or during inappropriate times. For example, walking in hallways during lunch tracks or being in classrooms with no adult supervision.	
Unauthorized sites	Being on non- educational sites in the classroom (depending on area admin discretion)	
PDOA	Inappropriate physical contact between students, including, but not limited to inappropriate displays of affection or inappropriate touching. For the purpose of this rule, inappropriate physical contact does not include fighting.	
Unauthorized use of cell phones, headphones, beats, ipods etc. in classroom	Unless otherwise directed by school administration or school staff, the use of cell phones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch periods, class changes, study halls, recess periods, electives periods, and any other structured or unstructured activity that occurs during the normal school day. If a student is allowed to possess a cell phone or PED, the devices must be kept out of sight in their book bag, backpack, or purse, and turned completely off. This prohibition includes all emergency situations unless the student is directed to use a cell phone or PED by a CCA employee or other official or unless an extreme threat to the health or safety of a student arises and no CCA employee or other official is present.	<b>1st time-</b> Verbal warning. Device confiscated, kept in front office, returned to student at end of day <b>2nd-</b> Device confiscated, kept in front office, must be picked up by parent/guardian <b>3rd -</b> Device confiscated, returned to parent/guardian; parent choice - 2 Day ISS, phone remains in office for 10 school days <b>4th -</b> device confiscated, 2 day ISS, loss of privilege for 1 semester (parent notified in writing) <b>5th -</b> Confiscated, 1 day OSS, loss of privilege for 1 calendar year (parent notified in writing)
Unauthorized items at school	Skateboards, roller skates, Heely, or any item that may be dangerous to the student population	<b>Step 1:</b> Warning. keep item in front office <b>Step 2:</b> 2nd violation keep in office parent pick up <b>Step 3:</b> 3rd violation same as 2nd plus ISS
Selling Items at School	You are not allowed to sell any items at school unless approved by an administrator	<b>Admin Discretion</b>
Unauthorized use of headphones in Hallways	Student is using headphones, air pods, iPods, beats etc. ...bring to office with name	
Cheating	Student is cheating on academic assignments or tests	
Insubordination	Student refuses to follow directions	
Harassment	Using language on a mobile device or a verbal conversation threatening any type of harm to another student or telling a student they will meet up with them after a threat or name calling in a text or verbal, using language or pictures that is inappropriate to make fun of another student. This includes any behavior such as pushing or shoving another student.	
Tardy to School - Late to class	Student arrives to school after the tardy bell - Student arrives to 2nd, 3rd or 4th after the tardy bell	3 "Free" 4-6 Lunch Detention 7-9 PM Detention 10 +ISS

Dress Code violations	All clothing must fit modestly and provide appropriate coverage and length. Shoes should be safe for the school environment. Care must be exercised to avoid distractions caused by tattoos, piercings, and unnatural hair colors and styles.	Referral Process: <b>Step 1:</b> 2 Warnings <b>Step 2:</b> 3rd violation Lunch Detention <b>Step 3:</b> 4th violation ISS
Level II	Description	Consequence
Classroom Disruptive Behavior Step 4	Behavior detrimental to learning, which includes conduct that disrupts the learning environment and insubordination. Insubordination includes but not limited to teacher instructions or refusing to work.	1-3 Days ISS <b>Admin Discretion</b>
Disrespect	Being disrespectful or insubordinate to school personnel or school volunteers.	
Inappropriate use of phone at school or technology/websites	Videeing other students at school, posting videos, pics etc. on social media at school, accessing websites for cheating or obtaining confidential information of faculty and students	
Inciting Disruptive Behavior	Inciting, encouraging, counseling or advising others to engage in prohibited behavior that violates the Student Handbook. A student violates this rule when he/she verbally or physically encourages others to engage in prohibited behavior, which may include oral instructions or physically showing a student how to engage in prohibited behavior.	
Skipping	Leaving school, skipping school, skipping class or lunch detention without permission.	
Verbal Disagreement	Verbal arguments between students that do not include any physical contact.	
Inflammatory Language	Using profane, vulgar, obscene, insulting or threatening language, gestures, graphics, or materials, whether spoken, written, gestured, or communicated in person or via any electronic device.	
No-Show to detention	Failing to report to detention.	
Failure to Report Dangerous Behavior	Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause harm to self or others. Refusing to comply with assigned disciplinary consequences. Any act that endangers the welfare or safety of other students or staff.	
Disruptive Behavior	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.	
Possession of Nicotine products	Possessing any tobacco product or smoking paraphernalia (excluding Vapes)	
Bullying Level 1	First Offense of bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.	<b>1st Violation</b> 1-3 Days ISS. <b>Admin Discretion</b>
Level III	Description	Consequence
Failure to Comply in ISS	Violating rules of the In-School Suspension program.	<b>1st Violation:</b> 1 Day OSS <b>2nd Violation:</b> 2 Days OSS <b>3rd Violation:</b> 3 Days OSS
Verbal Assault on Staff or Student	Verbal assault, racial slurs, cussing teachers, including threatening violence of students, teachers, administrators, and other school personnel	<b>1st or 2nd Violation:</b> Out-of-School Suspension 1-10 school days.  <b>3rd Violation:</b> Referral to a disciplinary hearing and Out-of-School Suspension pending the hearing.
Fighting	Fighting to the degree that does not constitute physical abuse/assault.	
Vandalism	Damaging or vandalizing school or personal property, regardless of whether there is a monetary loss of value. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school. Marking, defacing, throw food on the wall/stalls or destroying school property or the property of another student	
Gang Activity	Engaging in gang-related activity that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive act.	
Battery	Intentional touching or striking, slapping of another person to intentionally cause bodily harm. (Only one person caused physical harm)	
School Disruption	Causing or contributing to the disruption and interference of school operations. Examples of prohibited conduct include but are not limited to causing a fire alarm. Discharging a fire extinguisher in the absence of a fire. Participation or encouraging a food fight or videeing a fight.	
Sexual Misconduct	Sexual misconduct, including but not limited to harassment, possessing, accessing or viewing obscene or vulgar materials, indecent exposure, entry to or inviting into areas designated for the opposite sex only, sexual contact without force or with threat of force, or inviting or using an electronic or other device to forward or take inappropriate, indecent, vulgar, sexual or obscene pictures, audio, or text.	

Level IV	Description	Consequence
Possession, use or distribution of THC Vape Products	Possessing, using, selling, buying, giving away, bartering, or exchanging any DAB pen/cart product or smoking paraphernalia or ionizers, vaporizers or any related paraphernalia.	<b>Violation</b> *10 days OSS/Tribunal Hearing
Severe School Disruption	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others; may represent a repeat action	Student Disciplinary Hearing
Weapons	Possessing, using, selling, buying, giving away, bartering, receiving, or exchanging any firearm, dangerous weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon. Possession of a weapon, as provided for in O.C.G.A. § 16-11-127.1	
Alcohol	Possessing, using, selling, buying, giving away, bartering, receiving, or being under the influence of any alcoholic beverage whether at school or any school related activity prior to attending school or a school-related activity.	
Drugs	Possessing, using, selling, buying, giving away, bartering, receiving, or being under the influence of any drug or substance declared unlawful, any substance or chemical that is mood altering when taken, or any substance represented to be a drug or unlawful substance or admits to the use of any substances represented to be a drug prior to attending school or a school related activity; or, possessing any drug paraphernalia. Unlawful use or possession of illegal drugs or alcohol	
Counterfeit Money	Possessing, using, selling, buying, giving away, receiving, or exchanging any counterfeit money.	
Bullying Level 3	Repeated acts, as defined in the 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.	
Assault	Physical abuse, inappropriate physical contact, or actions toward students or staff.	
Combination of Offenses	Accumulation of six (6) Section 2 offenses. Accumulation of two (2) Section 3 offenses. Or A combination of six (6) level II and Level III offenses. Willful and persistent violation of student codes of conduct	
Off-Campus Felony	Charged with a felony on or off-campus. Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.	
<i>Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.</i>		
	pictures of students or school employees and/or sexual contact. Sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972 or physical assault or battery of other students.	
Terroristic threats	A terroristic threat occurs when one threatens, whether spoken, written, or transmitted by an electronic device, to commit an act of violence against any person or student body, and that person or people has reason to believe they may suffer immediate harm.	
Theft	Theft including, but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property.	
Threats	Verbal assault of other students, including threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972; 160-4-8-.15 Verbally abusing others, including but not limited to, threats, or intimidation, including but not limited to, harassing or taunting in person, on the internet, or other mode of electronic communication.	
Bullying Level 2	Second Offense of bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.	
Possession, use or distribution of Vape Products	Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product or smoking paraphernalia or ionizers, vaporizers or any related paraphernalia. 3rd violation of nicotine vape driver's license suspended.	<b>* 1st Violation</b> 5 days OSS <b>* 2nd Violation</b> 5 days OSS/Vape Educate Course <b>* 3rd Violation</b> Alternative school <b>* 4th Violation</b> All violators will be charged by <u>Law Enforcement</u>

Please understand that this list is not all inclusive and depending on the circumstances surrounding the violation, school administrators reserve the right to deviate from the progressive discipline policy. For example, a student may be assigned In-School Suspension for up to five (5) days or assigned Out-of School Suspension for up to five (5) days for any Level I or II offense regardless of the number of previous violations, if the violation warrants deviation from the progressive discipline policy. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.