CODE OF CONDUCT

In line with its Core Beliefs and Commitments (see Policy BAB: School Board Governance), the Henry County Board of Education has established a comprehensive Code of Conduct that focuses on creating a supportive, safe, secure, and equitable learning environment while promoting the academic, social, and emotional development of students. Henry County Schools' approach to student conduct reflects our commitment to understanding and addressing the causes of student behavior and teaching students appropriate behavior while providing a safe and secure learning environment for all students.

The Henry County Board of Education's Code of Conduct was designed and created to comply with the progressive discipline processes set forth in O.C.G.A. §20-2-735, which states that discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student during the current school year and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed.

The degree of discipline to be imposed by each school administrator will be in proportion to the severity of the student's behavior and will take into account the student's discipline history, the age of the student, and other relevant factors. Disciplinary consequences may include local interventions, in-school suspension (ISS), short-term suspension, and/or a referral to a disciplinary hearing. Disciplinary consequences imposed by a hearing officer at a disciplinary hearing may include long-term suspension or expulsion that could range from the remainder of the current term through permanent expulsion.

A copy (digital and/or hardcopy) of the Code of Conduct is provided annually to each student in grades pre- kindergarten through twelfth.

EXPECTATIONS

Each student may expect that Henry County Schools will:

1. Provide a free, quality public education.
2. Provide a safe learning environment.
3. Ensure that all students are treated courteously, fairly, and respectfully.
4. Provide students with the opportunity to respectfully express their opinions, concerns, and complaints.
5. Address all complaints and concerns brought to the attention of school personnel and school staff.
6. Inform students of the Code of Conduct and of disciplinary procedures related to disciplinary actions and/or appeals.

Each student is expected to:

1. Read and become familiar with this Code of Conduct.
2. Behave in a responsible manner at school, on school buses, at school bus stops, and at all school-related functions on or off campus.
3. Demonstrate courtesy and respect for others.
4. Attend all classes regularly and on time.
5. Prepare for each class, take appropriate materials to class, and complete assignments.
6. Follow all District rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.
7. Communicate with his or her parent/guardian about school academic progress.

Each parent/guardian may expect that Henry County Schools will:

1. Ensure that parents or guardians are treated respectfully by school principals, teachers, and other staff.
2. Provide access to information regarding their student and Henry County School District's policies and procedures.
3. Promote and encourage active participation in their student's education.
4. Promptly notify parents or guardians if a student is disciplined and inform parents of procedures related to disciplinary actions and/or appeals.
5. Inform parents or guardians about their student's academic and behavioral progress.
6. Provide access to information about Henry County School District's policies and procedures.

Each parent/guardian is expected to:

1. Read and become familiar with this Code of Conduct.
2. Make sure their student attends school regularly, on time, and notify the school before the school day if their student is going to be absent.
3. Give the school accurate and current contact information and inform/update the contact information when and if it changes.

4. Inform school officials about any concerns/complaints in a respectful and timely manner.
5. Work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their student.
6. Talk with their student about the behavior that is expected at school.
7. Support their students' learning and school activities.
8. Be respectful and courteous to staff, other parents, guardians, and students.
9. Respect other students' privacy rights.
10. Give school any and all information to assist with the welfare and education of the student and the safety of operations.

Per Georgia Department of Education (GADOE) Discipline Discrepancy Requirement - relevant disciplinary procedures apply to the child with a disability in the same manner and for the same duration as the procedures would be applied to a child without a disability, unless the Behavior Intervention Plan (BIP) states otherwise or the disciplinary action is found to be a manifestation of the child's disability. Please refer to HCBOE Policy JD: Student Discipline.

Additional Behavior Requirements

The district may impose campus, classroom, or club/organization rules in addition to those found in the student handbook. These rules may be listed in the student and campus handbooks, be posted, or distributed in classrooms, or be published in extracurricular handbooks, state or national organization bylaws, and/or constitutions. Sponsors and coaches of extracurricular activities may require and enforce additional standards of conduct for student participation in extracurricular activities.

Organizational standards of behavior concerning an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in disciplinary actions being taken against the student, including but not limited to the student being removed from participation in extracurricular activities, exclusion from school honors, suspension, and expulsion for violation of the Student Code of Conduct.

Addendums to the Code of Conduct may be added based on the specific needs of response to the pandemic or other national emergencies. These will be communicated by the schools through phone, internet and/or physical distribution of guidelines.

Information Regarding Disciplinary Procedures

The Code of Conduct governs students' behavior on school grounds and off school grounds at a school activity. The Code of Conduct also governs student behavior off school grounds at a non-school activity, but where the misconduct constitutes a potential danger to school, students, and/or staff, or constitutes or causes a disruption of school operations. Finally, the Code of Conduct also governs any student conduct that constitutes a violation of the Student Code of Conduct en route to and from schools, en route to or from any school-sponsored activity, while on the bus, and/or while at the bus stop.

Disciplinary action will be progressive, will draw on the professional judgment of teachers and administrators, and may, depending on the circumstances, include a range of discipline management alternative resolutions, including positive disciplinary techniques. Disciplinary action will take into consideration, without limitation, the seriousness of the violation, the student's age and grade level, the frequency of the student's misbehavior overall, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and requirements of law (including, without limitation, IDEA and Section 504). Because of these factors, discipline for a particular violation (unless otherwise specified by law) may bring into consideration varying alternative resolutions and responses. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case-by-case basis.

When a Code of Conduct violation is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation, where possible, should include interviews with the alleged perpetrator(s), identified witnesses, ISS teacher(s), staff members, and others who might have relevant information.

When possible, written statements may be requested from all individuals who are interviewed. Video surveillance, if available and relevant, should be reviewed and secured. Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Although schools will make an effort to inform parents about issues of concern, when possible, parental consent and notification is not required prior to questioning and/or obtaining written statements from students.

At an appropriate time during the investigation, the parent or guardian will be notified. If the incident involves injury or a need for immediate medical care arises, appropriate medical attention will be provided, and the parent or guardian notified as soon as is practicable. The principal and his/her designee should also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel.

The principal has the authority to assign In-School Suspension or Out-of-School Suspension for 10 days or less. Questions regarding In-School Suspension or Out-of-School Suspension should be directed to the school administration.

The determination of whether a student has violated the Code of Conduct will be based solely on a preponderance of the evidence, which means that it is more likely than not, based on all of the evidence available, that the student violated the Code of Conduct. Once it has been determined that the student violated the Code of Conduct, the administrator will follow the progressive discipline process.

LEVELS OF DISCIPLINE

The Code of Conduct is generally organized into four (4) levels of prohibited behaviors: *Level 1 Violations, Level 2 Violations, Level 3 Violations*, and *Level 4 Violations*. **However, it is important for students and parents to note that the circumstances of particular violations may warrant more severe consequences, even on the first violation. The School District reserves the right, in the administration's sole and exclusive discretion, to take any and all action necessary to protect its students, provide a safe and secure learning environment, and to ensure the orderly operation of all educational facilities, including without limitation treating a violation as a higher-level violation and/or providing for more severe consequences.** Additional information regarding prohibited behaviors and disciplinary actions follows these sections.

Level 1 Discipline: Level 1 Discipline is generally used for minor acts of misconduct which interfere with the good order of school. Level 1 violations are generally minor violations and may represent a failure to demonstrate universally accepted expectations or social skills. It is the responsibility of all staff to address minor violations as soon as practicable within the environment in which the misbehavior occurred. Following appropriate teacher alternative resolutions, the student may be referred to an administrator. The accumulation of multiple Level 1 violations could result in more severe consequences.

Level 2 Discipline: Level 2 Discipline violations are generally mid-level acts of misconduct. Mid-level infractions are addressed by administrators. Repeated (two or more) violations of any Level 2 violation can result in that violation being considered a Level 3 violation and referral to a disciplinary hearing. Consequences range from a minimum of a long- term suspension to expulsion and possible opportunity to attend the District's alternative school.

Level 3 Discipline: Level 3 Discipline violations are generally serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. Level 3 violations are generally major infractions and are serious safety violations. Major infractions should be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from school. Level 3 violations may result in a referral to a Disciplinary Hearing with consequences ranging from long-term suspension to expulsion and possible opportunity to attend the District's alternative school. Administrators will notify the appropriate district personnel, school resource officers, and law enforcement or state agencies deemed appropriate and required by law.

Level 4 Discipline: Level 4 Discipline violations are the most egregious acts of misconduct and generally constitute a serious violation of the law (for example, conduct which would be considered a serious felony criminal act if the student were an adult), and pose a significant safety risk or result in serious bodily injury. Committing a Level 4 violation will result in a referral to a Disciplinary Hearing resulting in consequences of up to permanent expulsion.

Before a student who is in preschool through third grade is assigned more than five days of out of school suspension, whether consecutive or cumulative, the student must receive multi-tiered system of supports (MTSS). If the student has an Individualized Education Program (IEP) under the Individuals with Disabilities in Education Act or a Section 504 Plan under the Rehabilitation Act of 1973, then the student's IEP or Section 504 Team must meet to review appropriate supports provided to the student under the plan.

A student may be taken to a Disciplinary Hearing for accumulation of seven (7) or more Code of Conduct violations. This may result in long-term suspension or expulsion. The length of long-term suspension or expulsion may range from the remainder of the current term through permanent expulsion.

Students currently enrolled at EXCEL Academy (alternative school) that commit a Level 2, 3 or 4 violation may receive a long-term suspension or expulsion from all Henry County Schools without the opportunity to attend the alternative school.

Depending on the severity of the violation, school administrators have the authority to send a student to a Disciplinary Hearing for any violation regardless of the level of disciplinary violation.

Only the Henry County Board of Education/Superintendent has the authority to allow a student who is under a permanent expulsion from any school system to enroll in Henry County Schools.

A student who receives a consequence of permanent expulsion from the Disciplinary Hearing Officer for violating a Level 4 Violation during a school year may not enroll into EXCEL Academy unless the student, pursuant to an appeal to the Henry County Board of Education, receives permission from the Board/Superintendent to re-enroll into the Henry County School District. The Board/Superintendent may grant the re-enrolled student the opportunity to enroll into EXCEL Academy. A student who receives a consequence of permanent expulsion from the Disciplinary Hearing Officer for committing a Level 4 Violation may not attend any Offense Based Intervention Programs unless the student, pursuant to an appeal to the Henry County Board of Education, receives permission from the Board/Superintendent to re-enroll into the Henry County School District.

DISCIPLINARY DEFINITIONS

Note: The definitions below are meant to address and define particular disciplinary actions. Parents and students are encouraged to read and become familiar with all defined terms.

Some of the disciplinary actions that may be used for student violations of the Code of Conduct include the following:

- *Warning/Reprimand:* Students will be warned that they may receive a consequence if the misbehavior continues.
- *Detention:* Detention may be used to address tardiness, behavior detrimental to learning, and physical contact between students that is deemed inappropriate. For each day assigned to detention, students will be required to spend a period of time, not to exceed one supervised hour, completing assigned class work. Students may complete activities centered around social and emotional learning, restorative practices, character education, and other activities that assist students in understanding the root cause of their behavior and how they take responsibility for their actions. No other activity will be allowed during detention (this includes no manual labor).*In-School Suspension:* The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers while in In-School Suspension (ISS). While assigned to ISS, students may not participate in or attend any extracurricular activity, including athletic participation and other school events. If students violate any rule of the ISS program, students may be suspended from the program and from school for the remaining number of days those students were assigned to ISS.
- *Short-Term Suspension:* Students subject to a short-term out-of-school suspension will be suspended from school for not more than ten (10) consecutive days. Short-term Suspension shall also include suspension from all participation in or attendance of regular school activities, extracurricular school activities, athletic participation, and other school events.
- *Long-Term Suspension:* Students subject to a long-term out-of-school suspension will be suspended from school for more than ten (10) consecutive days but not beyond the end of the current semester. A Disciplinary Hearing is required to impose a long-term suspension. Long-Term Suspension shall also include suspension from all participation in or attendance of regular school activities, extracurricular school activities, athletic participation, and other school events.
- *Expulsion:* Students subject to an expulsion beyond the end of the current semester. A Disciplinary Hearing is required to impose an expulsion. of longer than 10 days. Expulsion shall also include suspension from all participation in or attendance of regular school activities, extracurricular school activities, athletic participation, and other school events.
- *Permanent Expulsion:* Students subject to a permanent expulsion from school will be permanently expelled from school at all times after the effective date of the permanent expulsion, beyond the current semester, and not allowed to attend any Henry County School. A Disciplinary Hearing is required to impose a permanent expulsion.
- *Strategies and Alternative Resolutions*: When students commit Level 1 through 3 disciplinary violations, a combination of strategies and alternative resolutions may be used in conjunction with a disciplinary response.
- *Chronic Disciplinary Problem Student:* A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur (O.C.G.A. §20-2-764).
  - After four or more Code of Conduct violations, the school should inform the parent/legal guardian, invite such parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or his/her designee to devise a disciplinary and behavioral correction plan.
  - Students that commit seven or more Code of Conduct violations may be taken to a disciplinary hearing resulting in a consequence of Long-Term Suspension or Expulsion.
- *Option to Attend Alternative School:* Students who receive a long-term suspension or expulsion may be provided the opportunity to attend the alternative school based upon the disciplinary hearing officer's decision. Any student who commits a Level 2, 3 or 4 disciplinary infractions while attending the alternative school may be removed from the school,

after being found in violation at a disciplinary hearing. When the circumstances that led to a student's suspension are particularly violent, disruptive or may pose a danger to the safety and welfare of students and staff, then a hearing officer may determine that the student's referral to alternative program may be in the virtual setting only.

- *Term -a half of a semester.*
- *Semester*- two terms or half of a school year.

Electronic Resources: Violating the policies for using electronic resources.
Henry County Schools provides Internet/World Wide Web access to school system staff and students (users). The purpose of this service is to provide teachers and students access to electronic resources that support job responsibilities and the teaching and learning process. User access to the Internet and other computer resources is a privilege, not a right. Therefore, users who violate rules for the use of electronic resources shall be subject to revocation of these privileges and potential disciplinary and/or legal actions.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources include, but are not limited to, Internet, World Wide Web (WWW), chat rooms, electronic mail, data, online resources, online services, portable media, network information, licensed software, telecommunication resources, HCS Intranet, and all other school system electronic messaging systems and data systems. Staff and students do not have a right to privacy while using the district's computer network. School officials can and will search data or e-mail stored on all school system- owned computers and networks with or without notice.

All users are expected to comply with Policy IFBGA, Electronic Communications, and follow school system regulations for the use of electronic resources. Such regulations include, but are not limited to, the following:

1. Email accounts are provided for professional and academic purposes. Email accounts should not be used for personal gain, personal business activities, or to solicit for non–school system business. Broadcasting of unsolicited messages is prohibited. District employees should use electronic resources to communicate confidential staff or student information only to those who are authorized to receive and with a need to know. This includes student assessment data.
2. Users are required to follow school system regulations which concern the use of electronic resources (i.e., will not damage computers, will not violate the privacy of users' files, will follow directions of staff or supervisors, will not be wasteful of resources).
3. Comply with network policies regarding student and staff logins including, but not limited to, circumventing desktop protection applications or internet filtering devices.
4. Use the Internet for appropriate educational resources.
5. Use electronic resources only with permission of administrator or designated personnel.
6. Comply with copyright laws (giving credit to the rightful author and not distributing protected materials or software) and do not download or transmit confidential or copyrighted information.
7. Immediately report security problems or policy violations to appropriate school and/or district staff.
8. Do not use electronic resources in a manner that is obscene, insulting, purposely inaccurate, intimidating, or knowingly offensive to others.
9. Do not access inappropriate, obscene, or vulgar materials or show others how to access or use them.
10. Do not transmit computer viruses or any other malicious programs.
11. Do not intentionally damage or disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.
12. Do not install or remove software on any computer or server.
13. Do not share user IDs or passwords.
14. Do not utilize unauthorized user IDs or passwords.
15. Do not post messages or information and attribute to another user.

School system staff will employ the same supervision and care in determining and monitoring appropriate use of the Internet. Failure to abide by Board policies and administrative procedures governing use of the school system's electronic resources may result in the suspension or revocation of system access and can result in disciplinary action.

Henry County Schools has taken precautions to restrict access to inappropriate electronic materials; however, on a global network it is impossible to control all available content. A user may accidentally or purposely discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Henry County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing.

Henry County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource. It is the policy of Henry County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online

disclosure, use, or dissemination of personal identification information of minors; (d) comply with the Children's Internet Protection Act; and (e) comply with the Student Data Privacy and Transparency Act.

Internet Acceptable Use

The Henry County Board of Education recognizes the integral role of technology in advancing teaching, learning, and district operations. Students and employees have access to the internet and/or the district's network, along with a range of technology devices, tools, and applications—including at times Artificial Intelligence (AI)—to facilitate instruction, communication, collaboration, and administrative processes, all in alignment with the district's vision, mission, and strategic plan. All technology use must comply with the Board's policies, regulations, and the District's approval processes; the Georgia Professional Standards Commission Code of Ethics for Educators; the HCBOE Student Code of Conduct; the Student & Parent Handbook; the Employee Guide; and relevant laws including but not limited to the Children's Internet Protection Act (CIPA), Family Educational Rights and Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA), Student Data Privacy, Accessibility, and Transparency Act of Georgia (SDA), and Protecting Georgia's Children on Social Media Act of 2024. It is the policy of the Board of Education that the school system shall have in continuous operation, with respect to any technology devices using district-provided network resources/services or the internet, a qualifying "technology protection measure," as that term is defined in O.C.G.A. Section 20-2-324.

All users are expected to comply with Policy IFBG: Internet Acceptable Use, and follow school system regulations for Internet Acceptable Use. Such regulations include, but are not limited to, the following:

- **District Systems and Technology Resources Acceptable Use**
  1. District systems and technology resources are to be used for District activities. Personal use should be limited.
  2. District-issued devices that are assigned to individuals are the responsibility of that individual. Devices that are damaged under normal wear and tear will be replaced at no cost. Devices that are otherwise damaged will be replaced or repaired at the contract rate of an approved vendor, and the individual may be required to cover some or all of the expense.
  3. District-issued devices should be secured when left unattended. It is the responsibility of the individual to protect District-issued devices and data in their care. If a device is lost or stolen, the event should be reported immediately to an official at the school or department in which the individual is assigned or enrolled, the Information Services Division and appropriate law enforcement, if deemed necessary.
  4. Vandalism of District property is prohibited and may result in disciplinary action, and if applicable, legal actions. This includes any activity intended to harm or destroy District systems or technology resources, e.g., hardware, software, or data, such as creating a computer virus, service disruptions, and physical damage.
  5. Upon withdrawal (students), termination of employment (employees), retirement (employees), or termination of agreement/contract/memorandum of understanding (e.g. temporary/contract workers, vendors, contractors, volunteers, etc.), individuals must return all District-issued devices, property, equipment, and electronically-stored information to the District through the school or department in which the individual is assigned (e.g. temporary/contract workers, vendors, contractors, volunteers, etc.) or enrolled (students).
- **Internet and Network Acceptable Use**
  1. Only District-approved devices are permitted to connect to the District secure network while on-premise at District facilities.
  2. A guest network is provided for individuals, such as visitors, vendors, parent/guardians, volunteers, etc., to which non-District-owned devices can connect to gain access to the internet. 3. The District prohibits the use of District resources and secured network access by nonemployees unless pre-approved by the Chief Information Officer (CIO) or designee.
  1. Individuals must not attach personal devices to the District's network that provide wireless access or other shared network connections to the District network (such as wireless routers or cell phones used as wireless hotspots) unless otherwise authorized by the Chief Information Officer (CIO) or designee.
  2. Individuals are not allowed to host websites that are not work-related, i.e., personal websites on District systems including, but not limited to, sites hosted on the Google Workspace for Education or Microsoft 365 domains. This does not include district authorized web pages or websites, such as, those published by teachers, athletics, and extracurricular sponsors.
  3. Individuals are not allowed to produce on non-District systems personal web pages, websites, or social media pages that appear to officially represent the District or schools, unless otherwise authorized to do so by superintendent. Such approved sites will be regularly monitored by a district official to ensure appropriate representation of the District's reputation and compliance with board policy and applicable laws.
  4. The District reserves the right to block access to internet sites it deems may be inappropriate (e.g., sexually explicit, gambling-related sites), lack educational or work-related content, or those that pose a threat to the network.

5. Individuals shall not run district-issued devices or cellular phones and devices in wireless sharing or hot spot modes unless otherwise authorized to do so by the Chief Information Officer (CIO) or designee. This potentially allows other users, specifically minors to connect to the device in a peer-to-peer connection.
6. Individuals shall not utilize any remote access software, tools, or technologies, including but not limited to, Windows Remote Desktop (or other third-party remote applications), unless otherwise authorized to do so by the Chief Information Officer (CIO) or designee.

- **Email Use**
  The District issues student email accounts for internal use only. Students can access email from any device via the Student LaunchPad. However, for security purposes, students can only send and receive emails to and from other Henry County Schools users and approved whitelisted accounts, e.g., GaDOE, GA Futures, College Board, etc.). Henry County Schools employees along with select temporary and contract workers, vendors, and contractors are issued email accounts intended for professional use only.
  For further details, refer to HCS Board Policy IFG, Electronic Communications and accompanying regulation(s).
- **Use of Artificial Intelligence**
  The district may provide access to approved artificial intelligence (AI) tools to students, faculty, staff, and other individuals for educational and administrative purposes only. For further details, refer to the HCS Board Policy IFGA-R(2), Acceptable Use of Artificial Intelligence.
- **Password Management and Authorization**
  1. Individuals must keep passwords private, securely hidden, and protected and must not share passwords with anyone unless they are authorized and authenticated for such access. This includes supervisors, support staff members, or Information Services Division personnel.
  2. Individuals should create passwords that, at a minimum, adhere to the recommended character length and complexity guidelines set forth by the Information Services Division.
  3. Individuals may use password storage technology on District-owned devices if that technology uses multi-factor authentication (MFA) such as biometric, SMS, or authenticator-based MFA.
  4. Individuals may not circumvent any authentication or security mechanism, nor modify, bypass, or disable the security configuration of any District-owned device.
  5. Individuals should immediately notify an administrator or supervisor and the Information Services Division Help Desk at 770-898-4043 if their password is lost or stolen, or if they believe someone has obtained unauthorized access to an account password.
- **Violations**
  1. Violations of the acceptable use policy may cause any one or combination of the following: any employee's or student's access privileges to be revoked; disciplinary action and/or appropriate legal action to be taken, up to and including termination of employment (employees) or expulsion (students).

Criminal Violations
Students who violate regulations in the Code of Conduct are subject to punishment by Henry County Schools. Students who commit violations that violate local, state, or federal laws are subject to charges by law enforcement authorities. *Per O.C.G.A. § 20-2-1181, administrators are authorized to remove immediately any student alleged with a violation of terroristic threats to a remote learning setting with offered counseling supports, through the pendency of an investigation*."

EXCEL Academy
EXCEL Academy is a non-traditional alternative school that provides a safe, positive learning environment for students who have been found to be in violation of the Code of Conduct through a disciplinary hearing by a HCS Hearing Officer or by waiver. Since EXCEL Academy is an alternative to long-term suspension/expulsion, any student found to have committed a Level 2, Level 3, or Level 4 violation while attending EXCEL Academy may be suspended or expelled from the school system without the option of attending any Henry County Schools. Transportation is generally not provided to EXCEL Academy unless the student receives Exceptional Student Education Services and/or protected under Section 504.

The opportunity to enroll at Excel Academy for the current semester is open for ten school days after the hearing date or signing of waiver. If the student is authorized to attend the alternative school and elects to do so, the student must comply with the rules and regulations of the alternative school. Violation of the rules and regulations of the alternative school may result in dismissal from that program. If the student elects to attend the alternative school, the parent and student will be responsible for registering the student at the alternative school within ten school days of the disciplinary hearing or signing of waiver. **Failure to enroll the student within ten (10) school days will result in the student not being allowed to attend. The parent and student will be responsible for the student's transportation to and from the alternative school. Timely enrollment will ensure continuity of the student's education is maximized.** A student who is enrolled in EXCEL Academy as a result of a disciplinary action will not be allowed on other school grounds during

any school activity, extracurricular activity, athletic activity, or other school events. While students are suspended pending a disciplinary hearing, they will be allowed to make up schoolwork during the suspension time.

Off-Campus Behavior
Any student who is arrested, indicted, or has a Juvenile Court complaint filed against him/her which alleges the student committed a felony or a delinquent act which would be a felony if committed by any adult, an assault upon another student, a violation of the laws prohibiting controlled substances or sexual misconduct 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 (O.C.G.A. §20-2-751.5), shall be immediately suspended from school and all school activities with the matter being submitted to a Disciplinary Hearing Officer.

If the Disciplinary Hearing Officer finds there is sufficient evidence to believe the child committed a felony, a delinquent act which would be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances or sexual misconduct 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, the Disciplinary Hearing Officer shall issue a short-term or long-term suspension or expulsion from school, or placement of the student in an alternative educational program as deemed appropriate by the Disciplinary Hearing Officer.

Personal Belongings
Personal belongings such as toys, electronic games, playing cards, cameras, or recording devices of any kind may not be brought to school or on class field trips unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken up and kept in the school office until parents come to claim them. Also, students are subject to disciplinary action for bringing inappropriate items to school without the consent of the school administration. The School District is not responsible for lost, stolen or damaged personal belongings.

Personal Electronic Devices
Students are prohibited from using personal electronic devices or accessories during the instructional school day. A personal electronic device refers to any device utilized to access the Internet, Wi-Fi, cellular telephone signals or to capture images or video. This includes but is not limited to, cell phones, smart watches, tablets, and gaming devices.

This also includes the use of accessories. Personal electronic device accessories include any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device.

Although students may possess a personal electronic device, it should not be turned on or utilized for any function. The above-specified devices should be turned off, placed out of sight, and not used during instructional days. This includes established school day hours and at off-campus activities during the school day.

Reporting Criminal Conduct
Any action or failure to act by a student which is a violation of any law or which an administrator or teacher believes may be a violation of a law may be reported to the School Resource Officer (SRO).

School Resource Officers
The primary goal of the School Resource Unit is to provide a safe learning environment for students and teachers. It is the responsibility of the SRO to uphold the constitution, all applicable laws, and protect the citizens. The presence of officers on school campuses and at school-sponsored events helps deter criminal activity. The SRO seeks to establish positive relationships with the school community, and is a valuable resource for students, parents, and teachers regarding matters of safety, security, and criminal law. Whenever incidents of crime or threats to safety occur, the SRO can respond within his or her capacity and as outlined in the specific SRO Program Memorandum of Understanding (MOU) as between HCS and Henry County Police Department.

School Safety Zone
School safety zones are defined as in, on, or within 1000 feet of any real property leased, owned, or occupied by the Henry County School District. It is unlawful for any person to carry, possess, or have under his/her control any weapon or explosive compound while within a school safety zone, at a school building or school function, or on school property or a vehicle furnished by the school. Violation of this law is a felony. However, an individual over the age of 21 years old (except students) who are in possession of a weapon and/or has a weapon locked in a compartment of a motor vehicle and has a lawful gun license or permit, may transit through a designated school zone to carry or pick up a student. However, it is unlawful for any person to remain within the school safety zone without a legitimate cause or need. Failure to leave the premises when requested is grounds for a charge of disruption of or interference with the operation of any public school.

Student Allegations of Employee Misconduct

Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or to the Human Resource Services Department at 770-957-5107. As authorized by Georgia law, if it is determined that a student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion.

Student Questioning by Officials

School Administrators: Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.

Department of Family and Child Services (DFCS): DFCS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the object of that investigation may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, parents will be informed that such interviews are being requested, if prior notification is possible.

Guardian Ad Litem: The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student's school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.

Law Enforcement: School Resource Officers, as well as Probation Officers of the Juvenile Court, are permitted to question students at school without prior parental approval and notification. Law enforcement officers from other agencies investigating non-school-related matters may question students without the consent of the parent/guardian.

Student Searches

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school administrators may search a student, student desks, student learning devices, and student lockers at any time. In addition, a student may be searched if administrators have reason to believe the student is in possession of an article or substance which is illegal, prohibited by school rules, or dangerous. Students are given the opportunity to produce the item sought, or to voluntarily empty their pockets, purses, or book bags. Students may be asked to remove their jacket, vest, shoes, or socks. A School Resource Officer will be called if search yields illegal substances or other illegal materials. Searches may include the use of trained K-9's. A student who refuses to allow an administrator to search him/her will be subject to disciplinary action, up to and including suspension and/or a disciplinary hearing. Weapons detection systems may be utilized in all schools and at all school events.

Student Vehicle Searches

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school administrators may search student vehicles at any time. As a condition of parking on premises owned by the Henry County Board of Education, students consent to a search of their vehicles. Students must have an approved parking permit application on file to park on school premises. Such application provides notice to the consent to search. If school authorities have a reasonable belief that a student's vehicle, which is parked on school premises, contains an article or substance which is illegal, prohibited by school rules, or dangerous, school authorities may initiate a search of the vehicle. Searches may include the use of trained K-9's. Failure of any student to comply with school authorities' search of their vehicle may subject the student to disciplinary actions.

If a search yields illegal or contraband materials, said contraband material shall be deemed to be constructively possessed by the student who owns, possesses, and parks the searched vehicle onto premises owned by Henry County Board of Education, and said student will be subject to school disciplinary actions for violation of the Code of Conduct. Illegal or contraband items recovered from the search of a student vehicle shall be turned over to proper legal authorities for ultimate disposition. If recovered items are not illegal but are in violation of Board policies, the items will be held by the school until claimed by the student's parents or guardian.

STUDENT CONDUCT VIOLATIONS

Henry County Schools strives to provide a supportive, safe, secure, and equitable learning environment for all students. Students shall not violate any of the following rules of Henry County Schools.

Progressive Discipline
The disciplinary levels below correspond to the progressive discipline levels detailed above within the levels of discipline. However, in serious violations, principals or designees working in conjunction with the School Leadership and Operations Division may use a higher level of progressive discipline.

The Code of Conduct provides examples of violations that may occur and guidelines for the MINIMUM and MAXIMUM consequences. This Code of Conduct is not intended to include all violations for which disciplinary action may be taken as it is not possible to identify all behavior, which might result in disciplinary consequences.

Similarly, this Code of Conduct is not intended to list every consequence for every violation as it is not possible to anticipate every particular set of circumstances under which a disciplinary consequence may be appropriate.

The student will receive a consequence that is either the minimum, the maximum, or an appropriate consequence in between. Students and parents/guardians should expect that discipline will be progressive, will be equitable, and will be fairly and evenly administered.

This Code of Conduct is meant to be a clear and concise reference guide and students and parents/guardians are encouraged to communicate with school administrators regarding their student's particular situation.

Students that commit seven or more Code of Conduct violations in one school year may be taken to a disciplinary hearing resulting in a consequence of Long-Term Suspension or Expulsion.

LEVEL 1 VIOLATIONS

1.1 Behavior Detrimental to Learning: Such behavior includes, but is not limited to, conduct that disrupts the learning environment and insulting/disrespectful communication.

1.2 Bullying (1st Violation): Bullying, as the term is defined in Georgia law (*O.C.G.A. §20-2-751.4*), is strictly prohibited. The Student Code of Conduct for all schools within the school system expressly prohibits bullying. **Bullying is one of three Level 1 violations that has an alternate progression, please see the Bullying progressions on page 57-58.**

1.3 Bus Conduct: Students must obey all bus safety rules and all rules listed in the *Student Code of Conduct*. **Bus Conduct is one of three Level 1 violations that has an alternate progression, please see the Bus Conduct progression on page 58-59.**

1.4 Unexcused Tardies to school or class: Students that briefly miss class can accumulate tardies which may result in a level 1 violation. Tardies to class of an extended nature may result in an immediate level 1 violation.

1.5 Dress Code: Violation of the dress code. Refer to page **59** for Dress Code Policy.

1.6 Electronic Resources: Violating the policies for using electronic resources. **Refer to page 49.**

1.7 Misuse of Personal Electronic Devices: Unauthorized possession, displaying or using a cell phone, or other electronic communication device during the school day. This includes, but is not limited to, smartwatches, headphones, earphones, earbuds, and other listening devices.

1.8 Encouraging Prohibited Behavior: Inciting, urging, encouraging, counseling, or advising others to engage in prohibited behavior that violates the K-12 Student & Parent Handbook or any policy of the District. A student violates this rule when he/she verbally, physically, or in writing, encourages others to engage in prohibited behavior, which may include oral instruction or physically showing a student how to engage in prohibited behavior. This provision specifically includes encouraging fighting or physical harm to another in any form.

1.9 False Information: Deliberately giving false or misleading information, including, but not limited to, forgery, altering records and academic dishonesty/cheating.

1.10 Failure to Report: 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.

1.11 Gambling: Includes, but is not limited to, betting money or other items on card games, dice games, or the outcome of athletic contests or other activities, and/or possession of gambling materials or paraphernalia.

1.12 Inappropriate Items and Activities: Possessing, using, selling, buying, giving away, bartering, or exchanging any material, substance, food item, or personal belonging that is inappropriate for school. Possession or non- damaging use of a laser pointer.

1.13 Inappropriate Physical Contact Between Students: Includes, but is not limited to, non-violent, disruptive pushing, inappropriate displays of affection (including, but not limited to, kissing or embracing on campus), or minor inappropriate touching.

1.14 Insubordination: Being insubordinate to school personnel or school volunteers. All students shall comply with directions or commands of all authorized District and school personnel or designees.

1.15 Miscellaneous Violations: Violating any other Board of Education or school rule, including, but not limited to, failing to report to detention and/or violating rules of the In-School Suspension program.

1.16 [Reserved; not in use]

1.17 Over-the-Counter Medication: Using or possessing over-the-counter medication at school without the written consent of the principal or his/her designee. When students must take medicine at school, parents must bring all medicine and related equipment to the principal or his/her designee and complete a **Student Medication Consent Form and Release**. Medicine cannot be given without written permission and instructions from the parent. **Please do not send medicine to school with students. All prescriptions and over-the-counter medicines must be kept in the school clinic or office unless authorized in writing by a physician and approved by the principal in accordance with Regulation JGCD-R(1): Medication- Procedures.** Students are subject to disciplinary action, including but not limited to short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal's consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed or per label directions.

1.18 Profanity: Using profane, vulgar, obscene, insulting, language, gestures, graphics, or materials, whether spoken, written, gestured, or communicated in person or via any electronic device.

1.19 Possessing Obscene Materials: Possessing obscene or vulgar materials when such conduct does not involve another student.

1.20 Skipping: Leaving school without permission of the principal or his/her designee, skipping school, or skipping class. **(For high school students, parking privileges may be revoked for two or more Skipping School violations).**

1.21 Unauthorized Areas: Being in an area without the permission of school personnel.

1.22 Allowing Unauthorized Entry: Opening or propping open doors to allow unauthorized entry into the school.

1.23 Parking/Driving Violations: Students who drive to school must follow all safety rules and procedures established by the principal, including obtaining a parking permit. Violation of safety rules and procedures related to parking and/or driving to school may result in revocation of parking privileges and/or other disciplinary action. This may include reckless driving on campus such as burnouts, doughnuts, & speeding.

LEVEL 1 PROGRESSIONS

All schools are encouraged to have proactive, intervention-based, and multi-step systems at the classroom level prior to office referral.

Level 1 Violations	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Verbal Warning and Alternative Resolution Parent notification	Verbal Warning and Alternative Resolution Parent notification	Verbal Warning and Alternative Resolution Parent notification	In-School Suspension for one (1) day
2nd Violation	Parent Conference	In-School Suspension for one (1) day	In-School Suspension for one (1) day	In-School Suspension for two (2) days
3rd Violation	In-School Suspension for one (1) day	Short-Term Out-of-School Suspension for one (1) day	In-School Suspension for two (2) days	In-School Suspension for three (3) days
4th Violation*	In-School Suspension for two (2) days	Short-Term Out-of-School Suspension for two (2) days	In-School Suspension for three (3) days	In-School Suspension for four (4) days
5th Violation	Short-Term Out-of- School Suspension for two (2) days	Short-Term Out-of-School Suspension for three (3) days	In-School Suspension for five (5) days	Short-Term Out-of-School Suspension for two (2) days
6th Violation	Short-Term Out-of- School Suspension for three (3) days	Short-Term Out-of-School Suspension for four (4) days	Short-Term Out-of-School Suspension for three (3) days	Short-Term Out-of-School Suspension for five (5) days
7th Violation	Short-Term Out-of- School Suspension for four (4) days	Short-Term Out-of-School Suspension for five (5) days or Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion (If chronic disciplinary meeting has been held and plan implemented)	Short-Term Out-of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion (if chronic disciplinary meeting has been held and plan implemented)

***** Refer to Chronic Disciplinary guidelines for students with four or more Code of Conduct violations. After four Code of Conduct violations, a Chronic Discipline Meeting should be held, and a disciplinary and behavioral correction plan devised.

PK-3rd Grade: Refer to HB 740 Guidelines for suspension of preschool through third grade students for more than 5 consecutive or cumulative school days.

Committing a Level 1.15 Violation (violating the rules of In-School Suspension program) may result in the remainder of days being assigned as Out-of-School Suspension.

BULLYING

Bullying, as the term is defined in Georgia law (*O.C.G.A. §20-2-751.4*), is strictly prohibited. The Student Code of Conduct for all schools within the school system expressly prohibits bullying. If you or your student believe that a student is being bullied, please report it to a school staff member or administrator immediately.

Bullying is defined as an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

a. causes another person substantial physical harm or visible bodily harm;
b. has the effect of substantially interfering with a student's education;
c. 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 "bullying" 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 networks, or other electronic technology of a local school system.
The term "bullying" 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.

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.

Professional development and training opportunities for school staff on how to respond appropriately to acts of bullying, victims of bullying, and bystanders who report bullying, shall be in place. Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint and in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at the minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the Disciplinary Hearing Officer that a student in grades has committed the violation of bullying for the third (3rd) time in a school year, the student shall be assigned to the alternative school (EXCEL Academy).

Depending on the severity of the bullying allegation, school administrators have the discretion to send a student to a disciplinary hearing for the first (1st) or second (2nd) bullying violation whereby the student, if found to have committed the violation, will be subject to disciplinary action pursuant to the student and parent handbook, including but not limited to, suspension or expulsion.
Upon the finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

BULLYING Level 1, 2, 3	Elementary		Middle & High	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
Level 1.2 1st Violation	Verbal Warning and Alternative Resolution	In-School Suspension for five (5) days or Short-Term Out-of-School Suspension for five (5) days and Alternative Resolution	Verbal Warning and Alternative Resolution	In-School Suspension for five (5) days or Short-Term Out-of-School Suspension for five (5) days and Alternative Resolution
Level 2.1 2nd Violation	Short-Term Out-of- School Suspension for up to two (2) days and Alternative Resolution	Short-Term Out-of-School Suspension for five (5) days and Alternative Resolution	In-School Suspension for ten (10) days or Short-Term Out-of-School Suspension for ten (10) days, not a combination thereof, and Alternative Resolution	In-School Suspension for ten (10) days or Short-Term Out-of-School Suspension for ten (10) days, not a combination thereof, and Alternative Resolution
Level 3.1 *3rd Violation	Short-Term Out-of-School Suspension for ten (10) days	Out-of-School Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion
*Depending on the severity of the bullying allegation, school administrators have the discretion to send a student to a disciplinary hearing for the first (1st) bullying offense whereby the student, if found to be in violation, will be subject to disciplinary action including, but not limited to, suspension or expulsion as outlined in level 3.1 (3rd violation).				

SCHOOL SAFETY HOTLINE 1-877-SAY-STOP (1-877-729-7867) COMPLETELY CONFIDENTIAL AVAILABLE 24 HOURS A DAY

BUS CONDUCT

Students must obey all bus safety rules and all rules listed in the *Student Code of Conduct.* The school bus is considered an extension of the school campus and classroom; therefore, all school rules apply while students are being transported to and from school or school-sponsored activities. The bus driver has the authority and responsibility to maintain a safe, orderly, and secure environment on the bus. Students are expected to comply promptly and respectfully with all directives issued by the bus driver. Seating assignments are at the discretion of the bus driver and may be established or modified as necessary to ensure student safety and appropriate conduct.

In addition, Georgia law prohibits the following acts while on a bus:

1. Acts of physical violence.
2. Bullying as the term is defined in Georgia law (O.C.G.A. §20-2-751.4).
3. Physical assault or battery of persons on the bus.
4. Verbal assault of persons on the bus.
5. Disrespectful conduct toward bus drivers or other persons.
6. Unruly behavior.
7. Students shall be prohibited from using any electronic devices with or without headphones or earbuds during the loading and unloading process. Students should keep electronic equipment packed away when preparing to board and when getting off the bus. Use of electronic devices while onboard the bus with headphones or ear buds is permitted as long as it does not interfere with the driver's operation of the school bus.
8. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus.
9. Students must maintain silence at all railroad crossings until the driver has crossed and gives all clear.
10. Students must obey all rules listed in the Bus Transportation Safety section of this Handbook.

Any violation of the Code of Conduct occurring on any bus may have consequences of being suspended from riding on the bus in addition to any other disciplinary consequences set forth in the Code of Conduct.

Fighting on a bus is among the most serious violations committed by students, as it endangers everyone riding the bus by causing the driver's attention to be diverted. Fighting on a school bus may result in immediate suspension from the bus and/or school with no prior warning or progressive disciplinary action being taken.

During the period of bus suspension, parents/guardians will be responsible for providing the student's transportation to/from school. Bus suspension is not an excused absence or tardy. If a student causes damage to a school bus, parents/guardians will be required to repay the cost of any damage to the bus. At the discretion of the principal, parents/guardians may be asked to meet with school officials to develop a school bus behavior contract for the student.

BUS CONDUCT Level 1.3	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Bus suspension for three (3) days	Bus suspension for five (5) days	Bus suspension for three (3) days	Bus suspension for five (5) days
2nd Violation	Bus suspension for five (5) days	Bus suspension for seven (7) days	Bus suspension for five (5) days	Bus suspension for ten (10) days
3rd Violation	Bus suspension for ten (10) days	Disciplinary hearing. Possible expulsion from the bus	Bus suspension for ten (10) days	Disciplinary hearing, Possible expulsion from the bus
Bus conduct may result in both bus and school-based consequences. Bus conduct could lead to a Long-Term suspension or expulsion from the bus.				

DRESS CODE

Dress Code: Violation of the dress code policy.

It is the Board of Education's belief that it should have and enforce hair and dress codes that will assist in preventing disruption of the educational environment, prevent health or safety hazards, and prevent interference of the learning of other students. The following regulations regarding the dress code apply to students while on school grounds, while remote learning, while participating in school athletic events, while participating in school extracurricular activities, or while on any transportation vehicle owned or used by the Board of Education.

1. Extreme styles of clothing that, in the opinion of the principal or the principal's designee, would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard, are not permitted. Clothing should be clean, neat, and worn properly (pants and skirts shall be worn at the waist). Clothing should not be too tight, too loose, too short, or too long and should not have inappropriate writing or pictures, including but not limited to, clothing which advertises alcohol, tobacco, drugs, any prohibited product, sex, depicts or suggests violence or which contains suggestive writings, pictures, or emblems that are inflammatory, vulgar, or discriminatory. Blankets are not clothing and are prohibited in or on the school bus.
2. Hats, bonnets, scarves, and other headpieces will not be worn within the school building unless approved for special occasions by the principal or the principal's designee. This includes face coverings that fully conceal the face (ski mask), thereby obscuring the student's identity. Head wraps, scarves, or dress worn in observance of a cultural or religious tradition/belief are acceptable, as long as it does not cause a disruption of the educational environment.
3. Pants and jeans with noticeable splits or holes that, in the opinion of the principal or the principal's designee, would cause a disruption of the educational environment, would be a health hazard, or would interfere with the learning of other students, are prohibited.
4. Shorts, skirts, culottes, split skirts, or dresses must be reasonable in length and appropriate for school.
5. Immodest clothing is prohibited. See-through clothing, bare shoulders, bare midriffs, halters, tank tops and pajamas are prohibited. Tight-fitting clothing, such as spandex or bicycle type clothing and/or any facsimile, is prohibited.
6. Jewelry, clothing, or other items that have pictures, logos, lettering, writing, or other symbols that the principal considers vulgar, profane, offensive, suggestive, or disruptive, or that reflect sexual or obscene overtones, or that advertise any alcohol, tobacco, or controlled substances are prohibited. Spiked jewelry, clothing, shoes, or chains are not permitted.
7. Wearing any clothing, jewelry, or other item symbolizing gang affiliation is prohibited.
8. Uniforms for cheerleaders and drill team participants are prohibited in the classroom.
9. Shoes are required for safety and hygiene reasons and may be worn with or without socks.
10. Earrings or other jewelry of such size or style that, in the opinion of the principal or the principal's designee, would

interfere with learning, would cause a disruption of the educational environment, or would be a health or safety hazard, are prohibited.

LEVEL 2 VIOLATIONS

A student that has committed two or more Level 2 violations may receive a consequence of long-term suspension through the end of the current semester or expulsion through the end of the current semester plus one additional term, or two additional terms at a disciplinary hearing.

2.1 Bullying (2nd Violation): Bullying, as the term is defined in Georgia law (*O.C.G.A. §20-2-751.4*), is strictly prohibited. The Student Code of Conduct for all schools within the school system expressly prohibits bullying. **Bullying is one of two Level 2 violations that has an alternate progression, please see the Bullying progression on page 57.**

2.2 Disruption of School: Causing or contributing to the disruption and interference of school operations, but does not pose a threat to the health or safety of others. It is unlawful for any person to disrupt or interfere with the operation of a public school. An example of prohibited conduct includes, but is not limited to, causing, participating in, contributing to, or encouraging a food fight, elopement (leaving or attempting to leave) from campus that poses a danger to self or others, running from school personnel, refusing to comply with a search if the student is believed to be in possession of item or substance that is illegal or inappropriate for school, or any disturbance that substantially disrupts the normal operation of the school environment.

2.3 Violation of Electronics and Technology Policy: Misuse of electronic or technological resources or devices, including, but not limited to, unauthorized access to the system network, creating or using the email or messaging account of another without permission to send communications, using Artificial Intelligence (AI) generated post such as Deepfakes in a non-instructional manner and disrupting a virtual classroom.

2.4 Giving False Information: Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior or alleged ethics violations by a teacher, administrator, or other school employee.

2.5 False Representation of Substances: False representation of a substance as a drug for which the student has no valid prescription or false representation of a substance as an illegal drug as defined under the laws of the State of Georgia.

2.6 Gang Affiliation: Exhibiting gang affiliation, as evidenced by a common identifying sign, symbol, tattoo, graffiti, attire, or other distinguishing characteristic. Exhibiting, gang affiliation and/or engaging in any gang-related activity is not permitted. For the purpose of this Handbook, a gang is defined as any group or association of three (3) or more persons, whether formal or informal, as evidenced by a common name or common identifying sign, symbol, tattoo, graffiti, attire, or other distinguishing characteristic, that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive activity. Students shall not use any speech or commit any act or omission in furtherance of the interests of any gang-related activity, including, but not limited to:

1. Soliciting others for membership in a gang;
2. Requesting any person to pay for protection, bullying, or otherwise intimidating or threatening or physically harming any person;
3. Inciting other students to engage in any gang-related activity; and,
4. Defacing any school property with any kind of gang graffiti.

2.7 Non-Dangerous Use and/or Possession of Hazardous Objects: Displaying, using, or otherwise exhibiting intent to use a hazardous object in such a manner that is neither dangerous nor threatening to the student, other students, personnel or any other person. If the hazardous object is displayed or used in a dangerous or threatening manner, or the student exhibits an intent to use the object, in such a way that the object could be considered a dangerous weapon, refer to Level 4 violation below. This includes sharp objects and pepper spray/mace when non-dangerously used.

- ***Hazardous Object*:** Any dirk, bowie knife, switchblade knife, any other knife having a blade of two or more inches, straight- edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known a nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or dart, or any instrument of like kind, any nonlethal gun replica, air gun, any stun gun or taser, and pepper spray, also known as capsaicin spray or capsicum spray, and commonly referred to as Mace, or any other lachrymatory agent meant to cause irritation to the eyes, pain and temporary blindness.

2.8 Fighting: For the purpose of this violation, fighting shall include, but not be limited to, mutually and/or intentionally hitting, kicking, punching, slapping, intentional spitting or use of other bodily fluids, or other physical contact with another student or person that is not school personnel, and does not rise to the level of Excessive Physical Contact as defined in Level 3. **Fighting has an alternate progression; please see the Fighting progression on page 63.**

2.9 Inappropriate Activity of a Sexual Nature: Such conduct does not rise to the level of severity of a Level 3 violation and may include selling, buying or transmitting sexually explicit or sexually exploitative materials (that do not depict a minor or a student), public displays of affection including, includes but not limited to, groping on school property; sexual harassment that does not involve physical contact such as lewd gestures, or verbal conduct or communication of a sexual nature; horseplay with inadvertent physical contact of student's or another's intimate body parts/genitals, such as intentional "pantsing" or unwelcomed sexual advances; "sexting"; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.
Note: May also involve a separate sexual harassment investigation under Sexual Harassment **Policy JCAC: Sexual Harassment.**

2.10 Unintentional Physical or Intentional Physical Contact with School Personnel: Unintentional, but inappropriate, physical contact or action with school personnel or intentional physical contact that does not rise to the level of 3.6.

2.11 Medical Substance Containing Alcohol: Possessing any substance containing alcohol which is normally used for medical purposes that has not been reported to the appropriate school official in accordance with the Medicine Policy. When students must take medicine at school, parents must bring all medicine and related equipment to the principal or his/her designee and complete a **Student Medication Consent Form and Release**. Medicine cannot be given without written permission and instructions from the parent. **Please do not send medicine to school with students.**

- **All prescription and over-the-counter medicine must be kept in the school office unless authorized in writing by a physician and approved by the principal.** Students are subject to disciplinary action, including but not limited to, short- term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal's consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed or per label directions (for over-the-counter medicines).

2.12 Possession of Prescription Drugs: Possession of prescription medication prescribed to the student by a doctor, but that has not been reported to appropriate school officials in accordance with the Medicine Policy.
When students must take medicine at school, parents must bring all medicine and related equipment to the principal or his/her designee and complete a **Student Medication Consent Form and Release**. Medicine cannot be administered at school without written permission and instructions from the parent. **Please do not send medicine to school with students.**

- **All prescription medicine must be kept in the clinic or school office unless authorized in writing by a physician and approved by the principal in accordance with regulation JGCD-R (1): Medication-Procedures.** Students are subject to disciplinary action, including but not limited to, short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal's consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed or per label directions.

2.13 Viewing Obscene Materials: Accessing or viewing obscene or vulgar materials when such conduct does not involve another person.

2.14 Entering into Areas Designated for the Opposite Sex: Entering, directing, or soliciting another student to enter into an area designated for the opposite sex only.

2.15 Theft: Theft including, but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property. *For theft greater than $500, refer to Level 3.11.*

2.16 Vandalism or Damage to Property: Vandalizing or damaging school or personal property, regardless of whether there is a monetary loss of value. *For vandalism greater than $500, refer to Level 3.12.*

2.17 Verbal Abuse: Verbally abusing others, including but not limited to, threats or intimidation, use of profanity towards others including school personnel (Georgia law prohibits the upbraiding, insulting, or abusing of any teacher, administrator, or bus driver upon the premises of any school in the presence and hearing of a student). Use of slurs or acts of bigotry related to or directed toward another person's race, ethnicity, national origin, religion, age, sex, gender, gender identity, sexual orientation, physical characteristics, or disability. This includes, but is not limited to, harassing, or taunting in person, on the Internet, in writing, or other mode of electronic communications.

2.18 Possession of Vaping Devices/Electronic Cigarettes, Tobacco Products, or Related Products: Possession, distribution, or use of a device to simulate smoking through inhalation of vapor or aerosol from the device. This includes,

but is not limited to, devices manufactured, distributed, marketed or sold as an electronic cigarette (includes but not limited to e-cigarettes, e-cigs, Juuls, vapes, vape pens, vaping cartridges, hookah devices, hookah look-alikes, advanced personal vaporizers) and related products. Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product, or smoking paraphernalia. Students are responsible for possession or use of these products regardless of lack of knowledge of what is contained in the item. *For products containing THC or other mood-altering substances, refer to Level 3.10 Drugs.*

2.19 Unintentional Physical Contact with Students that Causes Harm: Unintentional, but inappropriate, physical contact or action with students that causes harm.

2.20 Attempting to Make Harmful Contact with Another Student; Attempting to Start a Fight: This includes but is not limited to situations where fighting words are exchanged with possible posturing to inflict physical harm and/or verbal altercations, and yelling.

2.21 Trespassing: Entering or remaining on a public-school campus, school bus, or school board facility without authorization or invitation and with no lawful purpose for entry.

2.22 Cell Phone Filming or Posting: Using an electronic device to film and/or post images within the school building or on school grounds during the school day, without the permission of a school administrator or designee. Electronic devices include any device used to access the Internet, Wi-Fi, cellular telephone signals, or to capture images or video. This includes but is not limited to cell phones, smartwatches, smart glasses, tablets, laptops, Chromebooks and gaming devices.

LEVEL 2 PROGRESSIONS

LEVEL 2 VIOLATIONS	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	In-School Suspension for one (1) day	Short-Term Out-of-School Suspension for one (1) day	In-School Suspension or Short-Term Out- of-School Suspension for three (3) days	In-School Suspension or Short-Term Out-of-School Suspension for five (5) days.
2nd Violation	Short-Term Out-of-School Suspension for three (3) days	Short-Term Out-of-School Suspension for five (5) days	Ten (10) days of Out-of-School Suspension or referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out of School Suspension for five (5) days	Ten days of Out- of-School Suspension or referral to a Disciplinary Hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, here the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary responses may be appropriate. Accumulation of any two (2) or more Level 2 violations in one academic school year may lead to a disciplinary hearing.				

FIGHTING PROGRESSION

Fighting at school is among the most serious violations committed by students, as it endangers the safety of others and disrupts the learning environment.

Fighting: For the purpose of this violation, fighting shall include, but not be limited to, mutually and/or intentionally hitting, kicking, punching, slapping, intentional spitting or use of other bodily fluids, or other physical contact with another student or person that is not school personnel, and does not rise to the level of Excessive Physical Contact as defined in Level 3.

FIGHTING Level 2.8	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out-of-School Suspension for two (2) days	Short-Term Out-of-School Suspension for four (4) days	Short-Term Out-of-School Suspension for five (5) days	Short-Term Out- of-School Suspension for seven (7) days
2nd Violation	Short-Term Out-of-School Suspension for four (4) days	Short-Term Out-of-School Suspension for six (6) days	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out-of-School Suspension for six (6) days	Ten days of Out- of-School Suspension or referral to a Disciplinary Hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary responses may be appropriate. Accumulation of any two (2) or more Level 2 violations in one academic school year may lead to a disciplinary hearing.				

VAPING PROGRESSION

It is unlawful for any individual under the age of 21 to use, possess, purchase, or sell vaping devices (O.C.G.A. §16-12-171).

2.18 Possession of Vaping Devices/Electronic Cigarettes, Tobacco Products, or Related Products: Possession, distribution, or use of a device to simulate smoking through inhalation of vapor or aerosol from the device. This includes, but is not limited to, devices manufactured, distributed, marketed or sold as an electronic cigarette (includes but not limited to e-cigarettes, e-cigs, Juuls, vapes, vape pens, vaping cartridges, hookah devices, hookah look-alikes, advanced personal vaporizers), nicotine pouches, and related products. Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product, or smoking paraphernalia. Students are responsible for possession or use of these products regardless of lack of knowledge of what is contained in the item. *For products containing THC or other mood-altering substances, refer to Level 3.10 Drugs.*

Possession of a Vaping Device Level 2.18	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	In-School Suspension and includes an Alternative Prevention Course or Short-Term Out-of-School Suspension for two (2) days	In-School Suspension and includes an Alternative Prevention Course or Short-Term Out-of-School Suspension for four (4) days	In-School Suspension (3) days and includes an Alternative Prevention Course	Short-Term Out-of-School Suspension for five (5) days.

2nd Violation	Short-Term Out-of-School Suspension for four (4) days	Short-Term Out-of-School Suspension for six (6) days	Ten days of Out-of-School Suspension or referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out-of-School Suspension for six (6) days	Ten days of Out- of-School Suspension or referral to a disciplinary hearing, where the student may face long-term Suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Alternative Prevention Courses may be a combination of online and face-to-face sessions offered throughout the school year. Accumulation of any two (2) or more Level 2 violations in one academic school year may lead to a disciplinary hearing.				

LEVEL 3 VIOLATIONS

A student who has committed a Level 3 violation may receive a consequence of long-term suspension through the end of the current semester or expulsion through the end of the current semester plus one, two, three, or four additional terms at a disciplinary hearing.

Failure to provide notification of charge, adjudication, or conviction of a felony: Upon any enrolled student being charged, adjudicated, or convicted of a felony violation as defined in Level 4, Rule 3, or Rule 4, the student shall immediately notify the Principal and the Superintendent of said charges, adjudication, or conviction and shall provide to the Principal and Superintendent a copy of all documents received by the student concerning said charges, adjudication, or conviction, including any probation terms. This includes any violation held in abeyance or given first offender status. Failure to provide the required documents shall be grounds for disciplinary action.

FAILURE TO PROVIDE NOTIFICATION Level 3.2	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for one (1) day	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Ten days of Out- of-School Suspension or referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Gang Related Activity: Engaging in a gang-related activity that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive act.

GANG RELATED ACTIVITY Level 3.3	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion	Out- of-School Suspension or referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face a long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out- of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Excessive Physical Contact: The use of *excessive physical force* resulting in harmful contact with a student or person other than school personnel referenced in Level 4. This includes, but is not limited to, fights that are beyond a Level 2 fight, that are violent and advance planning is evident, cause a major disruption to the school operational environment or educational process, group fights of three (3) or more individuals, and/or fights that cause harm. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, and/or where medical attention was sought for a significant injury.

EXCESSIVE PHYSICAL CONTACT LEVEL 3.4	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out- of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Sexual Misconduct: Any inappropriate act of a sexual nature that involves physical contact or that rises above a Level 2 offense; any intentional act of indecent exposure of the intimate body parts/genitals, including "flashing," "mooning," or "streaking" as those terms are commonly understood, any act of indecent fondling, groping or touching of the student's own intimate body parts or the intimate body parts of another; any act of viewing or possessing of any materials which depict a minor or any student in a sexual manner; any act of recording images of intimate body parts, whether of oneself or of another person. **Note: May also involve a separate sexual harassment investigation under Sexual Harassment Policy JCAC.**

SEXUAL MISCONDUCT LEVEL 3.5	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Ten days of Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out- of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Any incident of sexual misconduct will be reported to law enforcement and state agencies as required by law. Combination of local interventions, supports, and disciplinary response may be appropriate.				

Attempting to make inappropriate physical contact or action with school personnel. or **Physical Violence Against Personnel, No Physical Harm:** Spitting or committing acts of physical violence against teachers, school bus drivers, or other school officials or employees is prohibited. For the purposes of this rule, physical violence is defined as intentionally making physical contact of an insulting or provoking nature or posturing to inflict physical harm with school personnel that does not result in physical harm (Could include resisting a School Resource Officer).

ATTEMPTING TO MAKE INAPPROPRIATE PHYSICAL CONTACT or ACTION – SCHOOL PERSONNEL or PHYSICAL VIOLENCE AGAINST PERSONNEL THAT DOES NOT CAUSE HARM LEVEL 3.6	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion

2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out- of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Ten days of Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Alcoholic Beverages: Possessing, using, selling, buying, giving away, bartering, exchanging, receiving, or being under the influence of any alcoholic beverage at school, at any school-related activity, prior to attending school, or prior to a school-related activity.

Alcoholic Beverages Level 3.8	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out-of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short- Term Out-of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out-of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Prescription Medication: Possessing, using, selling, buying, giving away, bartering, exchanging, distributing, or receiving any prescription drug not prescribed to the student in possession; wrongfully possessing, using, selling, buying, giving away, bartering, exchanging, distributing, or receiving any prescription drug that is prescribed to the student; or the use of any substance represented to be a prescription drug prior to or after attending school or a school related activity that was not prescribed for the student.

When students must take medicine at school, parents must bring all medicine and related equipment to the principal or his/her designee and complete a **Student Medication Consent Form and Release**. Medicine cannot be given without written permission and instructions from the parent. **Please do not send medicine to school with students.**

All prescription medicine must be kept in the clinic or school office unless authorized in writing by a physician and approved by the principal in accordance with regulation JGCD-R (1): Medication-Procedures. Students are subject to disciplinary action, including but not limited to, short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal's consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed or per label directions.

PRESCRIPTION MEDICATION LEVEL 3.9	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out-of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out-of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out-of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Drugs: Possessing, using, selling, buying, giving away, bartering, exchanging, receiving, or being under the influence of any substance or chemical that is mood altering when taken that has not been prescribed to the student taking the substance or the chemical, or any illegal drug or narcotic as defined by the Official Code of the State of Georgia, Mood altering substances or chemicals may include but not limited to hemp products, cannabis or cannabidiol (CBD) oil, Delta variants, THC variants, synthetics and substances represented as drugs.

DRUGS LEVEL 3.10	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion

3rd Violation	Short-Term Out-of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a Disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Theft Greater than $500: Theft, including but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property when the value of the property is greater than $500, as estimated by school officials.

THEFT GREATER THAN $500 LEVEL 3.11	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Short-Term Out-of-School Suspension for ten (10) days	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out-of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Vandalism or damage to property greater than $500: Vandalizing school or personal property, with the cost of damages being greater than $500, as estimated by school officials. This includes, but is not limited to, unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

VANDALISM OR DAMAGE TO PROPERTY GREATER THAN $500 LEVEL 3.12	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out-of- School Suspension for five (5) days	Short-Term Out-of- School Suspension for ten (10) days	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion

2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out- of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Damaging or Setting Off a Fire Alarm or attempting to start a fire: Willfully damaging or destroying a school fire alarm; setting off a school fire alarm with no reasonable belief that a fire exists on the school premises. This violation shall also include refusing to evacuate the building when a fire alarm sounds, or an evacuation of a school is ordered. Attempting to start a fire on school grounds or at school events.

DAMAGING OR SETTING OFF A FIRE ALARM LEVEL 3.13	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out-of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion.	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out- of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Terroristic Threats: A terroristic threat is any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm, to commit any act of violence or to burn or damage property.

TERRORISTIC THREATS LEVEL 3.14	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out-of-School Suspension for three (3) days	Short-Term Out- of- School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out-of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate. *Per O.C.G.A. § 20-2-1181, administrators are authorized to remove immediately any student alleged with a violation of terroristic threats to a remote learning setting with offered counseling supports, through the pendency of an investigation*."				

Pepper Spray; Use without Intent to Harm: Use or discharge of pepper spray/ stink spray by any student when no intent to harm or injure is evident shall be prohibited. The level of disruption by the discharge or use may determine the severity of the consequence.

PEPPER SPRAY: USE WITHOUT INTENT TO HARM LEVEL 3.16	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out- of-School Suspension for five (5) days	Short-Term Out-of-School Suspension for ten (10) days	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out- of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Non-lethal Weapons: Possession or use of a gun replica or toy gun that is portrayed as a weapon or could reasonably be mistaken for a weapon.

NON-LETHAL WEAPON LEVEL 3.17	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	Short-Term Out- of-School Suspension for three (3) days	Short-Term Out-of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
2nd Violation	Short-Term Out- of-School Suspension for five (5) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion
3rd Violation	Short-Term Out- of-School Suspension for seven (7) days	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion.	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion.	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

LEVEL 4 VIOLATIONS

If a preschool through third grade student commits a Level 4 offense, specifically if the student possesses a weapon, illegal drugs or other dangerous instrument, or the student's behavior endangers the safety of other students or school personnel, then school administration or a hearing officer may assign age-appropriate consequences without first referring the student to the MTSS process.

A student who has committed a Level 4 violation may receive a consequence of expulsion through the end of the current semester plus one, two, three, or four additional terms or up to permanent expulsion.

Possession of a Firearm, Dangerous Weapon, or Explosive Compound: Possessing, using, selling, buying, giving away, bartering, or exchanging any firearm, dangerous weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon. Pursuant to O.C.G.A. §20-2-751.1, a violation of this rule has a mandatory minimum one-year of expulsion, but may result in permanent expulsion, at the discretion of the Disciplinary Hearing Officer.

It is unlawful for any person to carry, or to possess, or have under his/her control while within a school safety zone or on a bus or other transportation furnished by the District any dangerous weapon, firearm, or explosive compound. Any person violating this rule will be reported to the appropriate authorities for prosecution.

- Dangerous Weapon: Includes any weapon or object that could reasonably be used in a manner that may inflict bodily harm to another. Examples include, but are not limited to, sharp objects that are used or pepper spray that is discharged or used with intent to cause harm or injury, a rocket launcher, bazooka, recoilless rifles, mortar, hand grenade, or other similar weapon designed to explode.
- Explosive: Includes any bomb, firebomb, Molotov cocktail, firecracker, fireworks, stink bomb, bullet, shell, gun powder, grenade, missile, or any other type of explosive device and/or substance, including a set fire. A student in possession of any such item will be subject to disciplinary action as outlined in the Code of Conduct, with the

matter being reported to law enforcement authorities.

- Firearm: Includes, but is not limited to, a handgun, rifle, shotgun, or other weapon, which will or can be converted to expel a projectile.

POSSESSION of a FIREARM, DANGEROUS WEAPON, EXPLOSIVE COMPOUND LEVEL 4.1	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	PK-3rd Grade – Short- Term Out-of-School Suspension for ten (10) days 4th - 5th Grade - Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face a one-year expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face permanent expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Physical Violence Against Personnel with Physical Harm: It is prohibited for any student to intentionally make physical contact which causes physical harm to teachers, school bus drivers, or other school officials or employees. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.

PHYSICAL VIOLENCE AGAINST PERSONNEL WITH PHYSICAL HARM LEVEL 4.2	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	P-3rd Grade –Short-Term Out-of-School Suspension for ten (10) days 4th - 5th Grade - Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	P-3rd Grade – Disciplinary Hearing Expulsion for one year 4th - 5th Grade - Requires a disciplinary hearing, Permanent Expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face a one year expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face permanent expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Charge, Adjudication, or Conviction of Felony (All Others): This includes any conduct (on campus or off campus) which results in the student being criminally charged with a felony, This includes, but is not limited to, the adjudication or conviction of a student of an violation that is designated as a felony under the laws of the State of Georgia, or a felony under the laws of the United States of America, and which makes his/her continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

ADJUDICATION OR CONVICTION OF FELONY (ALL OTHERS) LEVEL 4.3	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	P-3rd Grade –Short-Term Out-of-School Suspension for ten (10) days 4th - 5th Grade - Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face a one-year expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face permanent expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Charge, Adjudication, or Conviction of a Felony ("Seven Deadly"): Being charged with or the adjudication or conviction of an enrolled student or a student seeking enrollment of one or more of the following violent criminal violations, and which makes his/her continued presence at school a potential danger to persons or property at the school, or which disrupts the educational process: a. Murder (O.C.G.A. §16-5-1); Voluntary Manslaughter (O.C.G.A.§16- 5-2); Rape (O.C.G.A. §16-6-1); Aggravated Sodomy (O.C.G.A. §16-6-2); Aggravated Child Molestation (O.C.G.A. §16-6-4); Aggravated Battery (O.C.G.A. §16-5-24); and Aggravated Armed Robbery (O.C.G.A. §16-8-41).

ADJUDICATION OR CONVICTION OF A FELONY ("SEVEN DEADLY") LEVEL 4.4	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	P-3rd Grade –Short-Term Out-of-School Suspension for ten (10) days 4th - 5th Grade - Suspension and referral to a disciplinary hearing where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face a one-year expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face permanent expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Sexual Acts: It is prohibited to engage in sexual acts on school campus or during school activities. This includes, but is not limited to, any act of sexual intercourse, oral sex, or sodomy as the term is defined by the laws of the State of Georgia. This includes sexual battery and sexual harassment involving physical contact. **Note: May also involve a separate sexual harassment investigation under Sexual Harassment Policy JCAC.**

Sexual Acts Level 4.5	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	P-3rd Grade –Short-Term Out-of-School Suspension for ten (10) days 4th - 5th Grade - Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face a one-year expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face permanent expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Terroristic Threats: Level 4 Terroristic threats shall include, but are not limited to, bomb threats, making false calls to 911 which have the effect of causing a lock-down of a school building, the evacuation of a school building, or the search of a school building, or any bus, property, or building belonging to the school district by the school resource officer or any other public safety officer or agency, or the use of electronic communication to convey text, video, images or spreading false rumors which have the effect of causing a disruption of the school.

TERRORISTIC THREATS Level 4.6	**Elementary**		**Middle & High**	
	MINIMUM	*MAXIMUM*	*MINIMUM*	*MAXIMUM*
1st Violation	P-3rd Grade – Short- Term Out of-School Suspension for ten (10) days 4th - 5th Grade - Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Suspension and referral to a disciplinary hearing, where the student may face long-term suspension or expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face a one-year expulsion	Out-of-School Suspension and referral to a disciplinary hearing, where the student may face permanent expulsion
Per O.C.G.A. § 20-2-1181, administrators are authorized to remove immediately any student alleged with a violation of terroristic threats to a remote learning setting with offered counseling supports, through the pendency of an investigation."				

JURISDICTION TO TAKE DISCIPLINARY ACTION

School Administrators are authorized to take disciplinary action for misconduct that occurs:

1. On school grounds;
2. Off the school grounds at a school activity, function or event;
3. Off the school grounds at a non-school activity, function or event, but where the misconduct leads to a potential danger or disruption of school or any other violation of the Student Code of Conduct; and,
4. En route to and from school or any school-related activity, on the bus, and at the bus stop.

Authority to take disciplinary action also extends to any off-campus non-school-related actions by students, *at any time of the year*, which have a direct or immediate impact on school discipline, the educational operation or function of the school, or the welfare of students or staff. Such acts could include, but is not limited to, a felony, a delinquent act which would be considered to be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances, or sexual misconduct 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 (O.C.G.A. §20-2-751.5). A student whose presence on school property may endanger the welfare or safety of other students or staff, or whose presence may cause substantial disruption at school, may also be subject to discipline.

Notification of Charge or Commission of a Felony

Any student seeking enrollment into the Henry County School District and who has been charged with, convicted or adjudicated of a felony, or for an act that would constitute a felony under the law if committed by an adult, and including any charges, conviction or adjudication that results in an abeyance or given first offender status, or incarcerated for any period of time, prior to the student being enrolled in the Henry County School District, the student and the student's parent shall immediately notify the Principal and the Superintendent of said charges, conviction or adjudication, and shall provide to the Principal and Superintendent a copy of all documents received by the student concerning said charges, conviction or adjudication, including any bond or probation terms.

Prior to the student enrolling in the Henry County School District, the Superintendent shall make a decision of proper placement of the student. The student's placement may include provisional or long-term status anywhere within the district. Any placement may also include, at the Superintendent's discretion, a safety or transition plan. Upon enrollment, failure of the student to abide by the terms of any developed safety or transition plan may be grounds for disciplinary action, including referral to a Disciplinary Hearing Officer.

Failure of any student to provide the required documentation upon enrollment shall be a violation of the Code of Conduct and will result in the student being referred to a Disciplinary Hearing Officer for disciplinary action.

While the student's placement is pending, the student will not be permitted on campus, unless authorized by the Superintendent. The student will not be permitted to participate in any regular school activities, extracurricular activities, athletic activities, or school-sponsored social events. If the student and the parents are dissatisfied with the placement of the student by the Superintendent, they shall have the right to appeal the Superintendent's decision by filing written notice with the Superintendent within five (5) days thereof. The Board shall consider the student's placement within ten (10) school days of the Superintendent receiving written notice of the student's appeal. If no appeal is received by the Superintendent, then the Superintendent's decision shall become final.

Disciplinary Authority of Teachers and Administrators

Teachers: Teachers shall maintain discipline and order in the classroom, and are authorized to give verbal warnings, written reprimands, assign students to detention, refer students to the school office, and employ any other discipline and behavior management techniques except for short-term or long-term suspension or expulsion of a student, discipline which is forbidden by law, or discipline which is permitted under the Student Handbook or by Henry County policy to be administered only by an Administrator or Student Disciplinary Hearing Officer.

For any day assigned to detention, students will be required to spend a period of time, not to exceed one (1) supervised hour, completing assigned schoolwork. Students may complete activities centered around social and emotional learning, restorative practices, character education, and other activities that assist students in understanding the root cause of their behavior and how they take responsibility for their actions. No other activity will be allowed during detention (this includes no manual labor). Transportation of students assigned to detention is the responsibility of the student and his/her parents.

One (1) day advance notice shall be given to allow students to make alternate transportation arrangements for those days when assigned to detention.

School Administrators: Notwithstanding anything to the contrary herein, school administrators (principals and assistant principals) have the authority to administer any discipline or behavior management technique which a teacher is permitted to use, may assign all school level discipline, which may include in-school suspension, and short-term Out of School Suspensions. Although there are no appeal rights guaranteed by law under O.C.G.A. § 20-2-750 for students serving a short-term suspension (suspension of 10 days or less), parents/guardians may contact the school Principal to discuss their child's discipline. If further support is needed after the Principal's decision, the parent/guardian may submit a parent concern to the Office of Student Conduct (Parent Concerns Link). Administrators may assign students Out- of- School Suspension up until the time of a disciplinary hearing (even if for a longer period of time than a short-term suspension) and refer any disciplinary matter to a student Disciplinary Hearing Officer for a disciplinary hearing. Any student who has been suspended pending a disciplinary hearing shall be allowed to make up schoolwork that is missed due to the suspension pending the disciplinary hearing and shall be permitted on school grounds to pick up class assignments at the office unless an administrator determines that allowing the student to pick up work assignments at the school office constitutes a danger to other students or staff. However, students who are suspended pending a disciplinary hearing are not allowed on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events.

Although generally progressive in nature, discipline should be appropriate for the misbehavior and the age of student. **Consequently, administrators have the latitude of assigning discipline in relation to the misbehavior.** For example, students who engage in more serious acts of misbehavior, such as fighting, are not entitled to a warning before any other disciplinary action is taken.

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school.

In cases of disruptive, disorderly, or dangerous conduct not covered in the Student Handbook, the principal or his/her designee may undertake corrective measures which he/she believes to be in the best interest of the student and the school provided such action does not violate School Board policies or procedures, or state or federal laws.

Disciplinary Hearings

Disciplinary Hearing Officers are independent decision makers appointed by the Board of Education to hear disciplinary matters. Notwithstanding anything to the contrary here within, Disciplinary Hearing Officers have the authority to issue a short-term suspension, long-term suspension, or expulsion of any student found to have violated the Code of Conduct. If a hearing is called, the student will be suspended from school until the hearing can be held. The hearing will be held no later than ten (10) school days after the beginning of the suspension unless the parent and school mutually agree to an extension, or the conduct of the student or parent causes a delay beyond said ten (10)-day period. Prior to the hearing, students and parents will receive a notice to include the following:

1. The rules which the student has allegedly violated.
2. A description of the student's acts.
3. The names of the witnesses who may testify against the student (witnesses may be added prior to and during the hearing).
4. The maximum consequence that the student could receive.
5. The time and place for the hearing.
6. That the student is entitled to require witnesses to be present at the hearing and the student will have to present evidence, examine any and all witnesses presented and have an attorney at the student's expense, to represent the student. School administrators should be notified prior to the hearing if a subpoena is to be issued by the Superintendent.

Parents/guardians should contact the school if they would like the notice and other documents related to the hearing in a language other than English. Language interpreter services are also available, upon request, for a student disciplinary hearing.

At the hearing, students and parents/guardians will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent's/guardian's expense, to represent the student. Any teacher called as a witness shall be given notice no later than 3 days prior to the hearing. O.C.G.A. §20-2-754(b)(4). The decision of the Disciplinary Hearing Officer may be appealed by submitting a written notice of appeal to the Superintendent of Henry County Schools by hand delivery or by mail to Henry County Board of Education, 33 N. Zack Hinton Parkway, McDonough, Georgia 30253, within twenty (20) calendar days from the date the decision is made.

A student disciplinary hearing is formal, although the strict rules of evidence as applied in a court do not apply in a disciplinary hearing, the school has the burden of proving that the student engaged in acts that violated the student code of conduct. The student will have the opportunity to present evidence and/or witnesses for the Disciplinary Hearing Officer's consideration but is not required to do so. The Disciplinary Hearing Officer will determine whether the student committed or did not violate the code of conduct as set forth by the school.

The Disciplinary Hearing Officer shall make a verbatim or written record of any information orally presented at the hearing. A transcript of the hearing will not be prepared unless there is an appeal to the Board of Education. The record and documentary evidence shall be kept on file by the Superintendent or designee for a period of twenty (20) days after the date of the decision of the Disciplinary Hearing Officer. If no appeal is filed within twenty (20) days of the date of the decision of the Disciplinary Hearing Officer, the record and documentary evidence may be destroyed. If an appeal is filed, the record and documentary evidence will be kept until thirty-one (31) days after the appeal(s) become final, at which time the record and documentary evidence may be destroyed.

All parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses about any matters logically relevant to the charge against the student. The Disciplinary Hearing Officer may limit unproductively long or irrelevant questioning.

The parents or legal guardian of the student may give testimony at the hearing and make a statement to the Disciplinary Hearing Officer concerning their feelings about the proper disposition of the case and to answer any questions. The student may be represented by counsel at the student's expense at the hearing. If parents intend to be represented by counsel at the disciplinary hearing, the parents must notify the school twenty-four (24) hours prior to the start of the hearing so that the school district may elect to retain legal counsel to represent its interests. Failure to notify the district of a student being represented by counsel may cause a delay or continuance of the hearing.

All parties shall be entitled to subpoena witnesses for the hearing. A student or parent/guardian shall submit all requests for subpoenas to the student's principal at least three (3) days prior to the time of the disciplinary hearing.

All student disciplinary proceedings and hearings conducted by either the Disciplinary Hearing Officer or the Board of Education are confidential and are not subject to the open meetings law. Only the following persons are permitted to attend a school disciplinary hearing conducted by a Disciplinary Hearing Officer: the accused student, parents or legal guardians of the accused student, legal counsel, a provider of interpretative services, school staff, and witnesses.

Any written records, transcripts, exhibits, or other documents assembled or used in any manner with regard to the conduct of any student disciplinary hearing are not public records and are not subject to public inspection.

Students who receive long-term suspension, expulsion or permanent expulsion may file an appeal to the Henry County Board of Education. The student's appeal must be in writing and delivered to the Superintendent.

When a hearing is appealed, the student disciplinary proceedings and hearing records will be compiled for the Henry County Board of Education and Superintendent review, pursuant to O.C.G.A. Section 20-2-752(4). the Henry County Board of Education will review the transcript of the hearing, make a decision based solely on the record, and notify students and parents, in writing, of the Board's decision. At the hearing before the Board, students have the right to be represented at the students' and parents' expense, by an attorney. The attorney or parent will not, however, be permitted an oral argument at the disciplinary hearing appeal. Students and parents may appeal the Board's decision to the Georgia Board of Education by giving the Superintendent written notice within thirty (30) days of the decision of the Henry County Board of Education.

Academic Honesty

Coursework submitted by a student must be the student's own, original work. Students shall not cheat on any assignment by giving or receiving unauthorized assistance (including but not limited to artificial intelligence or similar intelligence-based technologies to generate responses to assignments) or commit the act of plagiarism. Students who commit such acts are subject to not receiving credit on the assignment in question and will be subject to disciplinary action as well.

ATHLETIC CODE OF CONDUCT

Participation in extracurricular activities in Henry County Schools is a privilege and not a property right. It is understood by all students, parents, guardians, coaches and sponsors that the top priority is academic progress. Everyone involved in these activities will make every effort not to interfere with that ultimate goal. The purpose of the Code of Conduct is to establish a minimum standard of behavior. Therefore, coaches or sponsors may establish rules and consequences that are more severe than the stated code. Organization rules must be in writing and approved by the administration of each school. The athletic code of conduct will be enforced in Henry County middle and high schools. However, consequences for violations

A through D below will start over when the student begins high school. Consequences for "Violation E" below will carry from middle to high school.

NOTE: Parents/guardians must report any arrest of the student to the athletic director or sponsor within 72 hours of the arrest, even during school breaks. Failure to do so will result in the student being suspended for one (1) calendar year upon evidence proving an arrest occurred.

Violations and Consequences

A. Violation: Violation of school rules resulting in In-School Suspension (ISS) or Out-of- School Suspension (OSS) during the season.
   Consequences: The student may resume participation when –
   1. All assignments are completed and released from ISS, and/or
   2. The student returns to school on the next school day upon completion of OSS.

B. Violation: Assigned to Long-Term Suspension (LTS) or Expulsion (EXP).
   Consequences: Dismissed from extracurricular while serving LTS or EXP.

C. Violation: If found to have been charged with a delinquent act identified as a misdemeanor under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school:
   Consequences:
   1. 1st Conviction of an act identified as a misdemeanor under the laws of Georgia - Meeting with athletic director or principal, head coach or sponsor, parents, and student, and a one (1) game or activity suspension.
   2. 2nd Conviction of a delinquent act identified as a misdemeanor under the laws of Georgia - Suspended one (1) calendar year from all extracurricular activities (begins with date of charges).
   3. 3rd Conviction of a delinquent act identified as a misdemeanor under the laws of Georgia - Suspended from all extracurricular activities for the rest of his/her 7-8 or 9-12 education.

D. Violation: If found to have been charged with an act identified as a felony under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school:
   Consequences:
   1. Suspended until case is adjudicated.
   2. 1st Conviction of a delinquent act identified as a felony under the laws of Georgia - Suspended one (1) calendar year from all extracurricular activities (begins with date of arrest).
   3. 2nd Conviction of a delinquent act identified as a felony under the laws of Georgia - Suspended from all extracurricular activities for rest of his/her 7-8 or 9-12 education.

E. Violation: If found to have been charged or convicted/adjudicated with an act identified as Murder, Rape, Armed Robbery, Aggravated Child Molestation, Aggravated Sodomy, Aggravated Sexual Battery, and/or Voluntary Manslaughter under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school:
   Consequences:
   1. Suspended until case is adjudicated.
   2. 1st Conviction of such an act under the laws of Georgia - Suspended from all athletics for the rest of 7th-12th grade education.

NOTE: A second or subsequent arrest for a misdemeanor charge/delinquent misdemeanor violation will result in the student being suspended until the case is adjudicated.

A combination of a felony conviction and a misdemeanor conviction will result in the student being suspended from all extracurricular activities for one (1) calendar year. A combination of a felony conviction and two (2) misdemeanor convictions will result in the student being suspended from all extracurricular activities for the rest of his/her 7-8 or 9- 12 education.

Appeal Procedure

Any student wishing to appeal an athletic suspension must submit, in writing, to the County Athletic Supervisor the reason(s) why he/she should not be disciplined as outlined. This request will then be forwarded to the members of the review committee for their consideration. Parents/guardians will be given a written statement of decision from the committee. The review committee will be made up of the Henry County Schools Athletic Supervisor, one (1) building- level administrator, and one (1) system-level administrator. **Any student wishing to appeal a suspension from any other extracurricular activity must submit, in writing, to the principal the reason(s) why he/she should not be disciplined as outlined. This request will then be reviewed by the principal and the organization sponsor. Parents will be given a written statement of decision from the sponsor or principal.**