

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 understand and address the causes of student behavior and teach 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.

A copy of the Code of Conduct is provided annually to each student in grades pre-kindergarten through twelfth. Students who enroll in Henry County Schools during the school year will receive the Code of Conduct at the time of enrollment.

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 student's 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 alleged perpetrator(s), identified witnesses, 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 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 did violate the Code of Conduct. Once it has been determined that the student did violate 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 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 intermediate acts of misconduct. Level 2 violations are generally mid-level infractions. 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.

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. 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.

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 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 to re-enroll into the Henry County School District. The Board 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 to re-enroll into the Henry County School District. The Board may grant the re-enrolled student the opportunity to attend the Violation Based Intervention Program.

DISCIPLINARY DEFINITIONS

Note: The definitions below are meant to address and define particular disciplinary actions. Throughout this Code of Conduct, other defined terms may refer to the Glossary of Terms located within this Handbook. 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 will be suspended from the program and from school for the remaining number of days that students were assigned to ISS.
- *Short-Term Suspension:* Students subject to a short-term suspension will be suspended from school for not more than ten (10) consecutive days.
- *Long-Term Suspension:* Students subject to a long-term 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.
- *Expulsion:* Students subject to an expulsion will be suspended from school beyond the end of the current semester. A Disciplinary Hearing is required to impose an expulsion of longer than 10 days.
- *Permanent Expulsion:* Students subject to a permanent expulsion from school will be permanently suspended 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

Referral to an Alternative School: Students who receive a long-term suspension or expulsion, and who are referred to alternative school, will be referred for a minimum nine (9) weeks. Any student who is referred to the alternative school for 18 weeks or more, may have the opportunity to reduce his/her suspension or expulsion by up to nine (9) weeks by attending school regularly, following all rules set by the alternative school, achieving passing grades in all classes, and attending or participating in any violation-based alternative resolutions program required by the alternative school. Students are only eligible for an alternative school reduction from 18 to 9 weeks once in their Henry County Schools education. Any student who commits a Level 3 or 4 disciplinary infraction while attending the alternative program may be removed from the program, after being found in violation after a disciplinary hearing.

Suspension or Expulsion from School

All In-School Suspension, Out-of-School Suspension, or Expulsion shall also include suspension from all regular school activities, extracurricular school activities, athletic participation, and other school events.

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.

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.

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.

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 communication that is disrespectful.
- 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 progression on page 56.**
- 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 57.**
- 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 immediate level 1 violation.
- 1.5 Dress Code:** Violation of the dress code policy. **Dress Code is one of three Level 1 violations that has an alternate progression, please see the Dress Code progression on page 58.**
- 1.6 Electronic Resources:** Violating the policies for using electronic resources. **Refer to page 60.**
- 1.7 Misuse of Electronic Communication Devices:** Unauthorized possession, displaying or using a cell phone, pager, or other electronic communication device during the school day without the consent of the principal or his/her designee.
- 1.8 Encouraging Prohibited Behavior:** Inciting, 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 or physically encourages others to engage in prohibited behavior, which may include oral instruction or physically showing a student how to engage in prohibited behavior.
- 1.9 False Information:** Deliberately giving false or misleading information, including, but not limited to, forgery and altering records.
- 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 Hazardous Objects: Possession of any hazardous objects on school grounds, school busses, school bus stops or school events without intent to use. If the student displays, uses, or otherwise exhibits intent to use said object in a non- dangerous manner, refer to Level 2, Non-Dangerous Use of Hazardous Objects.

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 as 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.”

1.13 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.

1.14 Inappropriate Physical Contact Between Students: Includes, but is not limited to, pushing, shoving, inappropriate display of affection, or inappropriate touching.

1.15 Insubordination: Being insubordinate to school personnel or school volunteers.

1.16 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.

1.17 Tobacco Products and Paraphernalia: Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product, or smoking paraphernalia.

1.18 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 Health and Medication Authorization Form**. 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 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).

1.19 Profanity: Using profane, vulgar, obscene, insulting, or threatening language, gestures, graphics, or materials, whether spoken, written, gestured, or communicated in person or via any electronic device, directed towards any person other than school personnel.

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

1.21 Skipping School: Leaving school, skipping school, or skipping class without permission.

1.22 Unauthorized Areas: Being in an unauthorized area without permission.

LEVEL 1 PROGRESSIONS

PK-5th Grades

All PK-5 schools are encouraged to have proactive, intervention-based, and multi-step systems at the classroom level prior to office referral.

1st Violation: Verbal Warning and Parent Notification

2nd Violation: Parent Conference and/or 1 day Out-of-School Suspension (OSS)

3rd Violation: 1 day OSS

4th Violation: 1 day OSS

5th Violation: 1 day OSS

A school may only increase to 2 days of OSS for a level 1 Violation after following the appropriate chronic discipline guidelines. If no Chronic Discipline Meeting has been held, OSS must remain in 1-day segments.

6th Violation: 2 days OSS

7th Violation: 2 days OSS-Hearing for 7th Level 1 Violation (only if a Chronic Discipline Meeting has been held and implemented)

Subsequent Violations will repeat 2 days OSS.

6th-12th Grades

All 6-12 schools are encouraged to have proactive, intervention-based, and multi-step systems at the classroom level prior to office referral.

1st Violation: Warning-1 day of In-School-Suspension (ISS)

2nd Violation: 2 days of ISS

3rd Violation: 3 days of ISS

4th Violation: 4 days of ISS

5th Violation: 5 days of ISS

A school may only assign OSS for a Level 1 Violation after following the appropriate chronic discipline guidelines. If no Chronic Discipline Meeting has been held, ISS must be assigned instead of OSS. Schools may/are encouraged to assign ISS in place of OSS for students that have never violated the rules of In-School Suspension.

6th Violation: 2 days of Out-of-School Suspension (OSS)

7th Violation: 3 days of OSS – Hearing for 7th Level 1 Violation (only if a Chronic Discipline Meeting has been held and implemented)

Subsequent Violations will repeat 3 days OSS.

Committing a Level 1.16 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:
 - o causes another person substantial physical harm or visible bodily harm;
 - o has the effect of substantially interfering with a student's education;
 - o is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or,
 - o 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 6-12 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	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1.1 1st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for five (5) days and Alternative Resolution	Verbal Warning and Alternative Resolution	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	Requires a Disciplinary Hearing. Long-term suspension or expulsion for 18 weeks.	Requires a Disciplinary Hearing. Long-term suspension or expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
*Depending on the severity of the bullying allegation, school administrators have the discretion to send a student to a disciplinary hearing for the first (1 st) 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.				

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

1. Acts of physical violence.
2. Bullying.
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 ear buds 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 the all clear.

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 discipline 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
1 st Violation	Parent Contact by Administrator	Bus suspension for two (1) days	Parent Contact by Administrator	Bus suspension for three (3) days
2 nd Violation	Bus suspension for one (1) day	Bus suspension for two (2) days	Bus suspension for three (3) days	Bus suspension for five (5) days
3 rd Violation	Bus suspension for three (3) days	Bus suspension for five (5) days	Bus suspension for five (5) days	Bus suspension for ten (10) days
Additional violations beyond the 3 rd violation may result in up to ten (10) days of bus suspension or disciplinary hearing. Bus conduct may result in both bus and school-based consequences.				

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.
2. Hats, 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. 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 midribs, halters, and tank tops 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. Body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear is prohibited.

DRESS CODE Level 1.5	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Violations of the Dress Code Policy will be referred to an administrator for resolution.		In-School Suspension for the remainder of the school day. Students may return to regular class upon correction of the dress code violation.	
2 nd Violation	Violations of the Dress Code Policy will be referred to an administrator for resolution.		Students will be placed in In-School Suspension for three (3) days. If the violation is corrected before the expiration of the three (3) days, students may return to regular class after serving one full school day in In-School Suspension.	
3 rd Violation	Violations of the Dress Code Policy will be referred to an administrator for resolution.		Students will be placed in In-School Suspension for at least 3 days and then until the violation is corrected.	
An explanation of the dress code violation will be provided to students/parents by the administrator, a combination of local interventions, supports, and disciplinary response may be appropriate.				

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 Board of Education 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 an 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 any damages a user may suffer, including loss of data or cost incurred from a commercial service. 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 [Pub. L No. 106-554 and 47 USC 254(h)]; and, (e) comply with the Student Data Privacy and Transparency Act.

LEVEL 2 VIOLATIONS

Disruption of School: Causing or contributing to the disruption and interference of school operations. It is unlawful for any person, to disrupt or interfere with the operation of a public school. 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. An example of prohibited conduct includes, but is not limited to, causing, participating in, or encouraging a food fight or attending or logging onto and disrupting a virtual classroom where the student is not enrolled or otherwise authorized by the teacher to attend.

DISRUPTION OF SCHOOL Level 2.2	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st 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 three (3) days
2 nd 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 three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
3 rd Violation	Short Term Out of School Suspension for five (5) days	Short Term Out of School Suspension for seven (7) days	Short Term Out-of-School Suspension for seven (7) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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.

VIOLATION OF ELECTRONICS & TECHNOLOGY POLICY Level 2.3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		In School Suspension for five (5) days	Short Term Out-of- School Suspension for three (3) days
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Short Term Out-of-School Suspension for three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Short Term Out- of-School Suspension for seven (7) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

GIVING FALSE INFORMATION Level 2.4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out of School Suspension for one (1) day		In School Suspension for five (5) days	Short Term Out- of-School Suspension for two (2) days
2 nd Violation	Short Term Out of School Suspension for two (2) days		Short Term Out-of- School Suspension for two (2) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

FALSE REPRESENTATION SUBSTANCES Level 2.5	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out of School Suspension for one (1) day		In-School Suspension for Five (5) days	Short Term Out-of- School Suspension for two (2) days
2 nd Violation	Short Term Out of School Suspension for two (2) days		Short Term Out-of- School Suspension for two (2) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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.

GANG AFFILIATION Level 2.6	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Disciplinary Hearing (Up to 27 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Non-Dangerous Use 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, 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.

NON-DANGEROUS USE OF HAZARDOUS OBJECTS Level 2.7	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for one (1) days		Short Term Out-of-School Suspension for (2) days	Short Term Out-of-School Suspension for five (5) days
2 nd Violation	Short Term Out-of-School Suspension for two (2) days		Short Term Out-of-School Suspension for three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
3 rd Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for seven (7) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Fighting: For the purpose of this violation, fighting shall include, but not be limited to, hitting, kicking, punching, slapping, or other physical contact with another student or person that are 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	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st 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 three (3) days	Short Term Out-of-School Suspension for five (5) days
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Inappropriate Activity of a Sexual Nature: Such conduct does not rise to the level of severity of a Level 3 violation and may include public displays of affection including, but not limited to, kissing or embracing or 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; 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 [Board Policy JCAC: Sexual Harassment of Students](#).

INAPPROPRIATE ACTIVITY – SEXUAL NATURE Level 2.9	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Unintentional Physical Contact with School Personnel: Unintentional, but inappropriate physical contact or action with school personnel.

UNINTENTIONAL PHYSICAL CONTACT – SCHOOL PERSONNEL Level 2.10	Elementary		Middle/ High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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 Health and Medication Authorization Form**. 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).

Medical Substance Containing Alcohol Level 2.11	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Verbal Warning and Alternative Resolution		In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		Out-of-School Suspension up to three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
3 rd Violation	Short Term Out-of-School Suspension for two (2) days		Short Term Out-of-School Suspension for seven (7) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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 Health and Medication Authorization Form**. 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 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.

Possession of Prescription Drugs Level 2.12	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Verbal Warning and Alternative Resolution		In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for one (1) day	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Viewing Obscene Materials Level 2.13	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out- of-School Suspension for one (1) day	Short Term Out- of-School Suspension for two (2) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out- of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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.

Entering into Areas Designated for the Opposite Sex 2.14	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension for two (2) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Theft: Theft including, but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property.

THEFT Level 2.15	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out- of-School Suspension for one (1) day	In-School Suspension for five (5) days	Short Term Out- of-School Suspension for two (2) days
2 nd 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 three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
3 rd 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 seven (7) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Vandalism or Damage to Property: Vandalizing or damaging school or personal property, regardless of whether there is a monetary loss of value.

Vandalism or Damage to Property Level 2.16	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Verbal Abuse: Verbally abusing others, including but not limited to, threats, or intimidation, including but not limited to, harassing or taunting in person, on the Internet, or other mode of electronic communications.

Verbal Abuse Level 2.17	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Possession or Vaping Devices/Electronic Cigarettes or Related Products: Possession, distribution, or use of electronic cigarettes (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. This includes, but is not limited to, cannabidiol (CBD) extract or hemp products. 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 or Use of Vaping/ Electronic Cigarettes or Related Products Level 2.18	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of- School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out- of-School Suspension for one (1) day	Short Term Out-of- School Suspension for two (2) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
3 rd Violation	Short Term Out- of-School Suspension for two (2) days	Short Term Out-of- School Suspension for three (3) days	Disciplinary Hearing (Up to 18 weeks expulsion and referral to the alternative school.)	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

LEVEL 3 VIOLATIONS

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
1 st 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 one (1) day	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to alternative school.
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
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. 9 weeks of either Long Term Suspension or Expulsion and referral to alternative school.	Requires a Disciplinary Hearing. 18 weeks of either Long Term Suspension or Expulsion and referral to alternative school.
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 or planned, cause a disruption of the school environment or educational process, group fights of three (3) or more individuals, and/or fights that cause an injury.

EXCESSIVE PHYSICAL CONTACT Level 3.4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
2 nd Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
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 act of indecent exposure, 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 sexual intercourse, oral sex, or sodomy as the term is defined by the laws of the State of Georgia; any act of viewing or possessing which involves another student; selling, buying or transmitting sexually explicit or sexually exploitative materials, or any materials which depict a minor 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 [Board Policy JCAC: Sexual Harassment of Students](#).

SEXUAL MISCONDUCT Level 3.5	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out- of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the Alternative school.	Requires a Disciplinary Hearing. Expulsion for 27weeks and referral to the alternative school.
2 nd Violation	Short Term Out- of-School Suspension for five (5) days	Short Term Out- of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27weeks and referral to the alternative school.
3 rd Violation	Short Term Out- of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. 18 weeks of either Long- Term Suspension or Expulsion and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27weeks and referral to the alternative school.
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: 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 with the person of another that does not result in physical harm.

ATTEMPTING TO MAKE INAPPROPRIATE PHYSICAL CONTACT/ ACTION - SCHOOL PERSONNEL. INTENTIONAL CONTACT THAT DOES NOT CAUSE HARM Level 3.6	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
2 nd Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or	Requires a Disciplinary Hearing.
			Expulsion and referral to the alternative school.	Expulsion for 27 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Seven or More Level 1 Violations: Accumulation of seven (7) or more Level 1 violations in one academic school year.

7 OR MORE LEVEL 1 OFFENSES Level 3.7	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.

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	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. Expulsion for 9 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.

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 Health and Medication Authorization Form**. 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 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.

Prescription Medication Level 3.9	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
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 Schedule I, II, III, or IV drug as defined by the Official Code of the State of Georgia, or any substance or chemical that is mood altering when taken that has not been prescribed to the student taking the substance or the chemical.

DRUGS Level 3.10	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out- of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
2 nd Violation	Short Term Out- of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative school.
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	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out- of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
2 nd Violation	Short Term Out- of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
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.

Vandalism or damage to property greater than \$500 Level 3.12	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. Expulsion for 9 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
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	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. Expulsion for 9 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Terroristic Threats: A terroristic threat is any communication that could be perceived as a threat by a school administrator to commit any act of violence or to burn or damage property. Terroristic threats shall also include, but are not limited to, 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, or images which have the effect of causing a disruption of the school.

Terroristic Threats Level 3.14	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out- of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
2 nd Violation	Short Term Out- of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Two or More Level 2 Violations: Accumulation of two (2) or more Level 2 violations in one academic school year.

2 OR MORE LEVEL 2 VIOLATIONS Level 3.15	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	3 days OSS	5 days OSS	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school
2 nd Violation	5 days OSS	Disciplinary Hearing Expulsion for 9 weeks	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
3 rd Violation	7 days OSS	Disciplinary Hearing Expulsion for 18 weeks	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Level 3.16 Pepper Spray; Use without Intent to Harm: Use or discharge of pepper 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	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out- of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
2 nd Violation	Short Term Out- of-School Suspension for seven (7) days	Short Term Out- of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative school.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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.

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.

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 by the action of an explosive or electrical charge, or gas cartridge (CO2 and nitrogen oxide cartridges that fuel air soft weapons).

POSSESSION – FIREARM, DANGEROUS WEAPON, EXPLOSIVE COMPOUND Level 4.1	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Requires a Disciplinary Hearing. Expulsion for one Year. P-3rd Grade – 10 days OSS	Requires a Disciplinary Hearing. Permanent Expulsion	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. 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.

PHYSICAL VIOLENCE AGAINST PERSONNEL WITH PHYSICAL HARM Level 4.2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	Requires a Disciplinary Hearing. Expulsion for one Year. P-3rd Grade – 10 days OSS	Requires a Disciplinary Hearing. Permanent Expulsion	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Adjudication or Conviction of Felony (All Others): 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	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Adjudication or Conviction of a Felony (“Seven Deadly”): The adjudication or conviction of an enrolled student or a student seeking enrollment who committed an violation that involves 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
1 st Violation	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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 act 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 (OCGA 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 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 activity or school sponsored social event.

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 students to in-school suspension, assign students short-term suspensions, 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 school work that is missed due to the suspension pending the disciplinary hearing, and shall be permitted onto 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 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 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 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, 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.