
**STUDENT CODE OF CONDUCT
AND
DISCIPLINE PROCEDURES**

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and will provide for the welfare and safety of all students. The school's primary goal is to educate, not to discipline. However, when the behavior of student conflicts with the rights and education of others, disciplinary actions may be necessary for the benefit of that individual and the school as a whole.

Students shall be governed by the policies, regulations, and rules that are applicable in the school; on the school grounds; at a school activity whether on campus or away from school; on a school bus or other transportation provided by the school; or any other location covered by these procedures. The Superintendent shall provide for the establishment and administration of procedures necessary expected student conduct and discipline. The policies governing discipline are designed to be age-appropriate, in proportion to the severity of the behavior leading to consequences, and considered with prior discipline history and other relevant factors. Such governing rules shall be published and disseminated to school personnel, students and parents. Parents and students are encouraged to be familiar with the policies, rules and regulations of this school system and their individual schools and to be supportive of them.

Important Information

1. Students who attend or participate in any activity conducted for the benefit of students, whether school-sponsored or supported by private organizations such as booster clubs, sports organizations or similar groups, without regard to whether the event takes place on or off school property, are subject to this student discipline code and school rules.
2. Students under out-of-school suspension or expulsion are not allowed on school campuses or at school functions.
3. School administrators and School Resource Officers have the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property.
4. Corporal punishment is not permitted in the Cartersville City School System.
5. Disciplinary cases involving possible criminal conduct may be reported to appropriate law enforcement agencies.
6. Students are to notify an administrator or staff member when illegal items are found in the school or on the school campus. Students are not to pick up or handle illegal or suspicious items.
7. When a Pre-K to Grade 5 student is in violation of the Student Code of Conduct, the disposition will be left to the discretion of the school administrator, unless otherwise specified in law or policy.

OFFENSES AND DISCIPLINE PROCEDURES

Offense #1: Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit weapons or dangerous instruments including firearms; knives; any object that can be reasonably considered a weapon; or any object which may be used in such a manner as to inflict bodily injury, or place another person in fear of his/her safety. [See: O.C.G.A. 16-11-127.1 Weapons Law]

Disposition:

Ten-day suspension with recommendation for expulsion of one calendar year minimum.

Penalty for possession of a knife with blade less than two (2) inches:

Grades 9-12: 1st offense: Discretion of administration
2nd offense: Suspension
3rd offense: 10-day suspension with possible recommendation for expulsion
Grades PK-8: Discretion of administration

Offense #2: Activating Any Fire Alarms/Bomb Threats Under False Pretense

Disposition:

Grades 6-12: 1st Offense: Suspension
2nd Offense: 10-day suspension with recommendation for expulsion
Grades PK-5: Discretion of school administration

Offense #3: Narcotics, Alcoholic Beverages, and Stimulant Drugs

- a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- b. A student shall not pretend to violate any of the above.
- c. Students shall follow school procedures for prescription and over-the-counter medications.

Disposition:

- a. Grades 6-12: Suspension with possible recommendation for expulsion
Grades PK-5: 1st offense: Suspension
2nd offense: 10-day suspension with possible recommendation for expulsion
- b. Discretion of school administration
- c. Discretion of school administration

Offense #4: Assault or Battery on a School Employee, Classmate, or Others; Fighting; Threats

- a. A student shall not cause, attempt to cause, threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, other student or to any person attending school related functions.
- b. Fighting, threatening and/or intimidating another student with violence is prohibited.
- c. Hazing, in any form, of any student is prohibited.
- d. Writings (including e-mails) of threat, harm or hurt to or about another student or employee of the school system are prohibited.

Disposition:

- a. Grades 6-12: 10-day suspension with possible recommendation for expulsion
Grades PK-5: Discretion of school administration
- b. Range from suspension to expulsion
- c. Range from suspension to expulsion
- d. Discretion of school administration

Offense #5: Property Damage

- a. Theft, willful and malicious destruction of and/or threat to destroy school property or that of school employees, including such actions as the use or threat of bombs, explosives, setting fires, arson, and the deliberate destruction of school property.
- b. Any offense listed above directed toward another student

Disposition:

- a. Restitution for all damages, and suspension with possible recommendation for expulsion
- b. Restitution and consequences at the discretion of school administration

Offense #6: Use of Profane, Obscene, or Fighting Words or Gestures

- a. Directed toward staff
- b. Directed toward students

Disposition:

- a. Grades 6-12: Suspension
Grades PK-5: Discretion of school administration
- b. Discretion of school administration

Offense #7: Gang-Related Clothing [Board Policy JCDB]

The displaying of unauthorized group, gang and /or any organizational symbols, colors and/or any identification markings are prohibited.

Disposition: Discretion of school administration

Offense #8: Rude or Disrespectful Behavior and/or Refusal to Carry Out Instruction of Faculty or Staff*

* Including being in unauthorized or undesignated area

Disposition: Discretion of school administration

Offense #9: Classroom Interference* and School Disturbances

- a. Acts which disrupt the learning opportunities of others
- b. Acts which cause disruption of learning environment and/or threatening the safety of others; including: inciting, advising or counseling others to engage in prohibitive acts; sit-downs, walkouts, riots, picketing, trespassing, threats, throwing objects, or actual violence during periods of disruption.

* Note: Interference includes, but is not limited to, noise making devices, toys, radios, etc.

Disposition:

- a. Range from teacher discretion to office referral to detention to suspension
- b. Discretion of school administration

Offense #10: Conduct on Bus [Board Policy JCDAD-R]

- a. Misbehavior
- b. Vandalism

Disposition:

- a. Discretion of school administration as outlined in Board Policy JCDAD-R
- b. Restitution for damages and consequences at the discretion of school administration

Offense #11: Smoking/Possession or Use of Tobacco Products

Disposition:

- 1st Offense: 3 days in-school suspension
- 2nd Offense: 3 days out-of-school suspension
- 3rd & Subsequent Offenses: 5 days out-of-school suspension

Offense #12: Inappropriate Public Displays of Affection

Disposition: Discretion of school administrator

Offense #13: Gambling

Gambling activity on school property or while attending an activity under school supervision is prohibited.

Disposition: Discretion of school administration

Offense #14: Campus Parking and Traffic Violations

- a. Improper parking/Parking in faculty area/No parking permit
- b. Speeding and/or reckless driving
- c. Third or subsequent parking or traffic violation

Disposition:

- a. 1st Offense: Warning
- 2nd Offense: Traffic ticket
- 3rd and subsequent offenses: Traffic ticket; Possible loss of driving privileges; &/or Vehicle may be towed at owner's expense
- b. Traffic ticket; Possible loss of driving privileges
- c. Possible loss of driving privileges; Possible notification to police

Offense #15: Absences and/or Truancy

A student shall not be absent from school or any class or other required school function during school hours except as permitted under school attendance policies and Georgia law.

- a. Determination of course credit shall be governed by Board policy and school rules & regulations
- b. A student shall not be tardy to school or to class
- c. A student may not leave school or class without permission of school officials

Disposition:

- a. Disciplinary action for unexcused absences will be at the discretion of the school administrator. Action may include detention, ISS, out-of-school suspension and/or referral to authorities

- b. Discretion of school administration
- c. Discretion of school administration

Offense #16: Conduct Outside of School [O.C.G.A. 20-2-751.5 (c)]

Any conduct outside of school hours or away from school which may adversely affect the education process or endanger the health, safety, morals, or well being of other students, teachers, or employees within the school system may be punishable.

Disposition: Penalty may range from immediate short-term suspension to a recommendation that student appear before a Disciplinary Hearing Tribunal, which may result in expulsion.

Offense #17: Felony [O.C.G.A. 20-2-751.5 (c)]

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, or a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school.

Disposition: Range from suspension to expulsion

Offense #18: Bullying [O.C.G.A. 20-2-751.4]

For the purposes of this policy, the term "bullying" as defined by state law means:

- 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.

Disposition: 1st Offense: Discretion of school administration; Notification of parent.

2nd Offense: Suspension

3rd Offense: 10-day suspension with recommendation for expulsion

Offense #19: False Accusation [O.C.G.A. 20-2-751.5 (a)]

A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student. Such false accusation is prohibited both on and off school grounds and hours.

Disposition: Discretion of school administration.

Georgia's Drug Laws

Georgia law clearly mandates certain severe penalties against students and/or adults who engage in drug-related activities at or near school property. Violators face imprisonment and fines. It is unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any school property.

Any person who violates or conspires to violate this law is guilty of a felony and upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000, or both. Students who plan

to go to college would be barred or denied from receiving state grants, scholarships, or any federal monies for college if convicted under this law.

Adopted: 5/11/09

*Descriptor Code: **JD-R-6***

Electronic Communication Devices

Students are not permitted to use an electronic communication device during school hours except for health or other unusual reasons approved by the Board.

Disposition: As listed under Offense #9 under this Code of Conduct.

Weapons Law [O.C.G.A. 16-11-127.1]

It is unlawful for any person to carry, possess or have under their control any weapon or explosive compound (excluding fireworks) within a school safety zone, en route to or from school, or at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, as defined in Section 921, Title 18, of the United States Code, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, 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 chahka, 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 oriental dart, or any weapon of like kind, and any stun gun or taser. *School Disposition: Expulsion for not less than one calendar year and referral for criminal charges which upon conviction carries fines and/or mandatory prison sentences.*

School Bus Rules and Regulations

Rules of student behavior included elsewhere in this *Code* are applicable to school buses as well as:

1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
2. Students are permitted to load and unload only at their approved bus stops.
3. Each driver shall have the right to designate a place on his or her bus for each student.
4. Students shall not stand in or operate the door.
5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
6. Students shall hold such materials as band instruments, book bags, etc.
7. Objects are not to be thrown or tossed inside the bus or out bus windows.
8. Students are not permitted to get off the bus while it is in motion. No stops will be made except for scheduled loading and unloading.
9. Students shall not write, cut, scratch, deface or otherwise vandalize buses.
10. No smoking, use of profane language or misbehavior will be tolerated on buses.
11. While on a bus, students are prohibited from any of the following:
 - a) acts of physical violence;
 - b) bullying or threatening others;

- c) physical assault or battery;
- d) verbal assault;
- e) any other unruly behavior.

12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.
14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost and parents notified.
15. Drivers are to be respected and their instructions followed at all times.
16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.

Sexual Harassment

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be violation of this policy for any staff member to harass a student through conduct or communications of a sexual nature as defined in the following.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a staff member to a student or when made by any student to another student constitutes sexual harassment when:

- 1) submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's education;
- 2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- 3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- 1) Verbal harassment or abuse
- 2) Pressure for sexual activity
- 3) Repeated remarks to a person with sexual or demeaning implications
- 4) Unwelcome touching
- 5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct as necessary. All allegations of sexual harassment shall be investigated. The Principal or his/her designee shall initiate immediate and appropriate corrective or disciplinary action. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. Because sexual harassment can be considered a form of child abuse, the principal or designee may notify the Department of Family and Children Services.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

Adopted: 5/11/09

*Descriptor Code: **JD-R-8***

Required reporting of students committing prohibited acts [O.C.G.A. 20-2-1184]

Any teacher or other person employed at any public or private elementary or secondary school who has reasonable cause to believe that a student at that school has committed any of the following acts upon school property or at any school function, may make a written report of such an act and report the name of the student(s) to the principal or the principal's designee.

- (1) Code Section 16-5-24, relating to aggravated battery;
- (2) Chapter 6 of Title 16, relating to sexual offenses;
- (3) Code Section 16-11-127, relating to carrying deadly weapons at public gatherings; or
- (4) Code Section 16-13-30, relating to possession and other activities regarding marijuana and controlled substances;

Suspensions and Expulsions

Suspension means precluding a student from normal school operations, activities, and functions for the time of the suspension. A student in In-School Suspension (ISS) is also suspended from all school-sponsored activities for the days he/she is in ISS. Short-term Suspension removes a student out-of-school for not more than 10 consecutive days. Long-term suspension is removing a student for more than 10 days but not beyond the current quarter or semester. Expulsion is suspension for more than 10 days that goes beyond the current term, and may be permanent.

Parental Notice

The Georgia General Assembly requires us to "encourage parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult."

Discipline Appeals

Any disciplinary matter involving punishment of five days out-of-school suspension or less, or any punishment less severe is not grieveable beyond the building level principal. Any disciplinary matter involving punishment of seven days out-of-school suspension or less is not grieveable beyond the Superintendent. (Policy JCE)

Statement of Authority of Principal

The principal is the designated leader of the school and with the staff is responsible for its orderly operation. In cases of discipline violations not covered by prescribed disposition in this brochure, the principal may enact corrective measures which he or she believes are in the best interest of the school and student involved.

Schools shall request a parent or guardian signature and/or student signature, as is appropriate, in acknowledgement of receipt of this *Student Code of Conduct and Discipline Procedures*.

Rescinds: 7/14/08