

conduct grade for each grading period. When a student loses a point, a note will be made in the student's daily take home folder on that day. Students who maintain 100 points for the entire year will receive a Citizenship Award at the end of the year.

### **TRIBE PRIDE DISCIPLINARY CONSEQUENCES**

The Opportunity Room is a location for students who need a "time out" or an extended separation from their classroom. Students who are assigned the Opportunity Room will reflect on actions to improve behavior. Parents will be notified when their child is sent to the Opportunity Room.

In-school-suspension (ISS) will be assigned by an administrator for chronic or severe behavior. Parents will be notified when their child will be sent to in-school- suspension.

Out of school suspension (OSS) will be assigned by an administrator for behaviors that endanger others (students or adults) or for other extreme behaviors as deemed appropriate by the administrator.

Students who are assigned ISS and/or OSS are at risk for not being allowed to attend field trips or participate in field day. If a student is absent on the day ISS is assigned, ISS will be served upon the student's return to school.

### **TRIBE PRIDE – CAUGHT DOING GOOD**

Positive Referral slips will be given to students who are observed exhibiting positive behavior by faculty and staff. Students receiving a Positive Referral slip will receive a special phone call home bragging on their behavior. Students can also earn tickets for individual rewards.

**Please read carefully "The Lumpkin County Elementary School Code of Conduct" in the following pages. All students are responsible for the choices made in violation of this code. Disciplinary action for violations will be determined by the nature and severity of the offense and is at the discretion of school administrators and will be in compliance with the law.**

### **LUMPKIN COUNTY ELEMENTARY SCHOOL CODE OF CONDUCT**

It is the purpose of the Lumpkin County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy, which requires all schools to adopt codes of conduct, which require students to conduct themselves appropriately at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees; students 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.

The school's primary goal is to educate, not punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by the policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places.

- At school or on school property at any time.
- Off school grounds at any school activity, function or event and while traveling to and from such events.
- On vehicles provided for student transportation by the school system.

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices

taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags.

### **DEFINITION OF TERMS (CODE OF CONDUCT)**

**Assault:** Any threat or attempt to physically harm another person or any act, which reasonably places another person in fear or physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

**Battery:** Intentionally making physical contact with another person in an insulting, offensive or provoking manner or in a way that physically harms the other person. (Example: fighting).

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him/her and which are likely to recur.

**Detention:** A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents/guardians.

**Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Dress Code:** The current dress code is explained in the student handbook.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use, recommendations and board policy. Caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

**Extortion:** Obtaining money or goods from another student by violence, threats or misuse of authority.

**Fireworks:** The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, as well as articles containing many explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-School Suspension:** Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short term) or for a period greater than 10 days (long term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriation of any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapon:** The term is defined as any object, which is or may be used to inflict injury to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club or other bludgeon-type weapon, lighter, any stun gun or laser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring tick, metal knuckles, chains, blackjacks or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku or fighting chain, throwing star or oriental dart or any weapon of the kind.

### **AUTHORITY OF THE PRINCIPAL (CODE OF CONDUCT)**

The principal is the designated leader of the school and, with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures, which he/she believes to be in the best interest of the student, and the school, provided any such action does not violate school board policy or procedures.

### **PROGRESSIVE DISCIPLINE PROCEDURES (CODE OF CONDUCT)**

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the

behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. All consequences are at the discretion of LCES administration and may be changed accordingly.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warnings and/or Counseling with an Administrator or Counselor
- Opportunity Room
- Loss of Privileges (such as recess or ice cream)
- Isolation or Time Out
- Temporary removal from class or activity
- Notification of Parents
- Parent Conference
- Community Service
- Detention
- In-School-Suspension (ISS) – If a student is absent on the day ISS is assigned, ISS will be served upon the student's return to school.
- Out-of-School-Suspension (OSS)
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense includes long-term suspension or expulsion including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the JCEB Board of Education policies. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing office in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his/her behavior. **If the student is suspended, the student's parents will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities, which occur outside normal school hours or off the school campus at the discretion of administrators.

#### **BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES (CODE OF CONDUCT)**

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

**Possession, sale, use in any amount, distribution or being under the influence of any narcotic drug, hallucinogenic drugs, amphetamines, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant.**

**Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.**

**Sale, attempted sale, distribution or being under the influence of a prescription or over the counter drug.**

**Possession or use of a weapon or dangerous instrument:** A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of one calendar year suspension and will be referred to law enforcement officials (OCGA 20-2-751.1).

**Assault, including threats of bodily harm and/or sexual assault of teachers, administrators, other school personnel, other students or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function

**Battery, including sexual, or any acts of physical violence resulting in physical injury of teachers, administrators, other school personnel, other students, or persons attending school-related functions:**

Legal requirement: Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel. Possible referral to the disciplinary tribunal if a student alleged to have committed battery upon another student or a person attending a school-related function.

**Physical violence against a teacher, school bus driver, or other school personnel:**

(1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel. Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself as provided in Code Section 16-3-21; or the Board at its discretion may authorize the student to attend alternative school for the period of the expulsion. If the student who commits an act of physical violence is in kindergarten through grade eight, then the local school board at its discretion and on the recommendation of the disciplinary hearing officer, panel, or tribunal may permit such a student to re-enroll in the regular public school program for grades nine through 12. If the local school board does not operate an alternative education program for students in kindergarten through grade six, the local school board at its discretion may permit a student in kindergarten through grade six who has committed an act of physical violence as defined in paragraph (2) of subsection (a) of this Code section to re enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

(2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

**Disrespectful conduct toward teachers, administrators, other school personnel, other students or persons attending school-related functions.**

**Any behavior based on a student's race, national origin, sex or disability that is unwelcome, unwanted and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature.**

- Possession or use of tobacco in any form, including e-cigarettes and other smoking devices
- Damaging or defacing personal or school property (vandalism)
- Theft
- Extortion or attempted extortion
- Possession and/or use of fireworks or any explosive
- Activation of a fire alarm under false pretenses or making a bomb threat
- Insubordination, disorderly conduct, disobeying school rules, regulations or directives; disobeying directives given by teachers, administrators or other school staff
- Classroom and school disturbances
- Violation of school dress code
- Use of profane, vulgar or obscene words or indecent exposure
- Inappropriate public displays of affection
- Gambling or possession of gambling devices
- Moving and non-moving driving violations
- Giving false information to school officials

- **Cheating on school assignments**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission**

**Criminal law violations:** A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

### **BULLYING**

Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: 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;
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, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

The term 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 network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not 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.

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 is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint 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.

Upon a 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.

## LUMPKIN COUNTY SCHOOL SYSTEM DRUG POLICY

In order to provide a safe learning environment, students shall not possess or be under the influence of any controlled substance or prohibited drugs, including alcohol or tobacco. Look-alike drugs will be treated in the same manner as illegal substances. This policy applies to students: (1) on school grounds at any time, (2) off school grounds while attending any school-related event, (3) engaged in travel to and from school. All suspected cases of policy violation should be reported to school administration. Any student accused of violation of this policy shall be afforded due process procedural rights, and upon determination of guilt will be subject to disciplinary sanctions up to and including expulsion. Notification of parents and referral to the appropriate law enforcement agency for prosecution is mandatory by law. Lumpkin County Schools are tobacco free campuses.

## WEAPONS NOTICE

It shall be unlawful for any person to carry or to possess or have under control any weapon within school safety zone or at a school building, school function, on school property or on a bus or other transportation furnished by the school. The term weapon is defined in ***“The Lumpkin County Elementary School Code of Conduct.”*** **PUNISHMENT:** A fine of not more than \$10,000.00, imprisonment for not less than 2 or more than 10 years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37.

**All students are responsible for the choices made in violation of the code of conduct. Disciplinary action for violations will be determined by the nature and severity of the offense and is at the discretion of the school administrators and will be in compliance with the law.**

## STUDENT SUPPORT PROCESSES

The Lumpkin County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Response to Intervention (RTI), school counselor, and chronic disciplinary problem student plans.

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

## PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member’s request that a parent/guardian come to school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail, the student’s parent/guardian to observe the student in a classroom situation, and request at least one parent/guardian to attend a conference to devise a disciplinary and behavioral correction plan.