

lead to more serious behaviors. Codes that focus on one or the other may undermine the development of self-discipline in students. For schools to maintain a safe and orderly environment, systems must handle the full range of unacceptable behaviors.

4. Match consequences with the severity of the misbehavior. Codes should list separately minor and severe misbehavior with the resulting disciplinary action. Codes constructed in this format allow students to immediately identify the range of actions, from loss of privileges to expulsion, that may result from misbehavior.
5. Require prompt removal of dangerous and chronically disruptive students from the learning environment. Georgia law authorizes teachers to remove from his or her classroom any student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the other students to learn. When the student's behavior violates the code of conduct, steps are outlined as to the procedure schools must use to notify parents and obtain appropriate placement of the student. Appropriate placement may range from suspension to participation in an alternative school.
6. Provide for the annual review and updating of the code of conduct. Based on the statistical data collected regarding discipline, the school should review the code to determine if corrections, additions or deletions are necessary. Data and feedback of staff, parents, and students are critical to keeping the code of conduct relevant to the student body. Sharing the data with the community and parents ensures the perception of a safe and orderly school.
7. Take in to account any disability of the student when addressing misbehavior. All discipline of students with disabilities must follow the requirements of Section 504 of the Rehabilitation Act of 1973, IDEA, and the Georgia Special Education rules.

MODEL CODE OF CONDUCT

These are model codes of conduct appropriate for elementary and middle/high school students. These models should not be considered as requirements, but as guides for local system to use in developing or revising their codes of conducts. Each local board of education should allow its board attorney to review the codes of conduct before adoption by the board.

Code of Conduct

The purpose of this code is to provide students in the ABC County School System an effective and safe learning environment. This brochure has been prepared in accordance with the Discipline Procedures of the ABC County School System. It contains information for school personnel, students, and parents. Included in the brochure is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals. Students SHOULD:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The ABC County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

DISCIPLINE GLOSSARY OF TERMS

Bus Suspension – The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

Detention – Student attends a work/study session outside of regular school hours. Student makes arrangements for transportation.

Disciplinary Probation – A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

Due Process – A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

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.

Long-Term Suspension – The student is suspended out-of-school for more than ten (10) days.

Non-Prescription Drug – Over-the counter drug not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.

Permanent Expulsion – The student is removed from all public school property and activities or events for an indefinite period of time. This action may be taken by the Board of Education or Student Disciplinary Board. School work may not be made up or credit given.

Prescription Drug – Use of a drug (medication) authorized by a registered physician *and* prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

Short-Term Suspension – The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students may make up those tests and assignments that the teacher determines will have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade. It is the student's responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension the student is not allowed on the school campus or at any school activity or school-sponsored event.

Student Disciplinary Panel – A three-member panel composed of an administrator, teacher, counselor, social worker or school officials. The Panel hears evidence presented by the school system, the student, and parents when a student is referred by the local school principal or his/her designee. The Panel has the authority to make decisions ranging from returning the student to the local school to recommending to permanent expulsion of the student.

Transmission – The passing of any substance, article, or weapon to another person.

Waiver of Right to Attend Student Disciplinary Panel – Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

Zero Tolerance – There will be consequences for serious drug, weapon, and youth gang/hate group offenses on school property or at a school activity, function or event. The school system will be proactive. Each individual case will be reviewed.

AWOL – Unauthorized absence and/or leave from class, school, activity, or event.

Bus Misconduct – Failure to comply with rules of bus safety or Student Conduct Behavior Code.

Chronic Lack of Supplies – Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

Disobedience/Insubordination – Failure of the student to comply with a reasonable direction or instruction by staff.

Disrespect – Responding in a rude and impertinent manner.

Disruption – Behaving in a manner which interferes with educational activities.

Fighting – Involves the exchange of mutual physical contact such as pushing, shoving and hitting, with or without injury.

Harassment/Intimidation/Verbal Abuse – Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

Inappropriate Dress – Dressing in a manner that disrupts the teaching and learning of others or in violation of the school's dress code.

Inappropriate Personal Property – Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment.

Profanity/Vulgarity – Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

Tardiness – Failure to be in assigned place at the assigned time without a valid excuse.

Truancy – The student stays out of school without permission or valid excuse.

Arson – Intentionally starting or attempting to start any fire or combustion.

Assault – A verbal threat to or an attempt to physically harm someone without actually touching him/her.

Battery – A beating or other wrongful physical violence or constraint without the person's consent.

Bomb/Explosive – A device containing combustible materials and a fuse.

Burglary – Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public [See Theft].

Disorderly Conduct – Behaving in a violent or seriously inappropriate manner which disrupts the educational process.

Drug/Alcohol/Chemical Offense – Any controlled substance or alcohol; includes any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.

Extortion – Use of “mild” threats or intimidation to demand money or something of value from another (no weapon).

False Fire Alarm – Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

Felony – Any offense punishable as a felony under Georgia or federal law.

Gambling – Playing any game of skill or chance for money or anything of value.

Loitering/Trespassing – Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

Robbery – Taking property from a person by force or violence, or threat of aggression.

Sexual Assault/Offenses – Intentional sexual contact of a harmful or offensive manner.

Theft/Larceny – Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the lawful owner of its use [See Burglary].

Vandalism/Graffiti – The willful or malicious destruction or defacement of public or private property.

Weapon – An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, and nun chahka, or any other object intended to be used to inflict bodily harm, as identified in O.C.G.A. § 16-11-127.1.

MODEL CODE OF CONDUCT - Elementary Disciplinary Procedures

Violation	Level I	Level II	Level III	Level IV	Level V	Comments
1. Classroom Disruption.	X	X				
2. School disruption, participating in riot, pulling fire alarm, or arson		X	X	X		
3. Destruction, damage, defacing or theft of school or private property.		X	X	X		
4. Rude as disrespectful behavior.		X	X	X		
5. Refusal to follow instructions.	X	X		X		
6. Threatening staff or students.			X	X		
7. Assault and Battery.			X	X	X	
8. Bullying/Gang Activity.			X	X	X	
9. Profanity, vulgarity, obscene language, writing, etc.	X	X				
10. Fighting or instigating a fight.		X	X			
11. Weapons and related objects.				X	X	
12. Drugs and drug paraphernalia.				X	X	
13. Tobacco products and paraphernalia.			X	X		
14. Alcoholic beverages possession, use or being under the influence.			X	X		
15. Inappropriate bodily contact.	X	X	X			
16. Skipping class/chronic tardiness.	X	X				
17. Truancy.	X	X				
18. Conduct outside of school time/away from school that poses a threat to the school.		X	X	X		
19. Gambling.	X		X	X		
20. Loitering, trespassing.			X	X		
21. Disruptive behavior on bus.	X			X		
22. Cheating.	X		X	X		
23. Paging Devices.	X	X	X	X		
24. Refuse to serve ISS.		X	X	X		
25. Misuse of equipment.		X	X	X		
26. Inappropriate dress.	X	X	X			
27. Any other conduct .considered by the principal to be disruptive.		X	X	X		

MODEL CODE OF CONDUCT - Middle/High School Disciplinary Procedures

Violation	Level I	Level II	Level III	Level IV	Level V	Comments
1. Classroom Disruption.	X	X				
2. School disruption, participating in riot, pulling fire alarm, or arson.		X	X	X		
3. Destruction, damage, defacing or theft of school or private property.	X	X	X	X		
4. Rude as disrespectful behavior.	X	X	X	X		
5. Refusal to follow instructions.	X	X	X	X		
6. Threatening staff or students.		X	X	X		
7. Assault and Battery.			X	X		
8. Bullying/Gang Activity.		X	X	X		
9. Profanity, vulgarity, obscene language, writing, etc.	X	X				
10. Fighting or instigating a fight.	X	X	X	X		
11. Weapons and related objects.				X		
12. Drugs and drug paraphernalia.	X	X	X	X		
13. Tobacco products and paraphernalia.	X	X				
14. Alcoholic beverages possession, use or being under the influence.		X	X			
15. Inappropriate bodily contact.	X	X	X			
16. Skipping class/chronic tardiness.	X	X	X			
17. Truancy.	X	X	X			
18. Conduct outside of school time/away from school that poses a threat to the school.		X	X	X		
19. Gambling.	X	X				
20. Loitering, trespassing.	X	X	X			
21. Parking, traffic violations.	X	X	X			
22. Cheating.	X	X				
23. Paging Devices.		X	X			
24. Refuse to serve ISS.		X	X	X		
25. Misuse of equipment.		X	X			
26. Inappropriate dress..	X	X				
27. Any other conduct considered by the principal to be disruptive.	X	X				

Parent Form

Please sign below indicating that you have read the Student Code of Conduct and return the form to your child’s school. If you have any questions, please talk with your child’s principal or his/her designee. Thank you for your cooperation in helping the system provide quality education for all of our children.

Parent or Guardian Signature

Date

Student Signature

Date