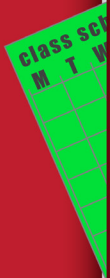


2011-12 Code of Conduct & Discipline Procedures Grades K-5

Quality Learning and Superior Performance for All



**A⁺ Honor
ROLL**



FORSYTH
COUNTY SCHOOLS 
www.forsyth.k12.ga.us



Message from the Superintendent and Safety Director



Board Member Kristin Morrissey, Vice Chair Darla Light, Chairman Tom Cleveland, Superintendent L.C. (Buster) Evans, Member Ann Crow and Member Nancy Roche



Tribunal Hearing Officer Jennie Garrison, Director of School Safety and Discipline Bruce Wagar, and School Safety Manager Chris Grimes

In Forsyth County Schools, we take school safety very seriously and work hard to ensure our schools are secure facilities, allowing for the top academic performance by our students. School safety is a shared responsibility of administrators, staff, students and parents, so we encourage you to thoroughly read the 2011-12 Code of Conduct.

Vision: Quality Learning and Superior Performance for All

Mission: The mission of Forsyth County Schools is to prepare and inspire all students to contribute and excel.

Beliefs:

- Trust among all stakeholders is vital.
- Expectations influence accomplishments because everyone has the capacity to learn.
- A school-community partnership is essential.
- Change creates opportunity.
- High-performing leadership makes visions reality

TABLE OF CONTENTS

<i>School Board Policies Relative to Student Behavior and Safe Schools</i>	4
<i>Authority of the Principal</i>	5
<i>Teacher Authority</i>	5
<i>Parental Involvement</i>	5
<i>Student Support Processes</i>	7
<i>Confidential and Anonymous Reporting</i>	7
<i>Progressive Discipline Procedures</i>	8
<i>Important Notices</i>	9
<i>Prohibited Behaviors and the Range of Acceptable Consequences for Violations</i>	11
<i>Violence Against a Teacher, Administrator, Bus Driver, or Any Other School Employee</i>	17
<i>Disciplinary Tribunal Hearings</i>	18
<i>Definition of Terms</i>	19
<i>School Bus Code of Conduct</i>	23
<i>Forsyth County Schools Computers and Network Resources Student Responsible Use Guidelines</i>	25
<i>School Related Georgia Laws</i>	28

School Board Policies Relative to Student Behavior and Safe Schools

The Forsyth County School Board establishes policies to govern the behavior of the Board, its employees and students. The Policy Manual is available for public review at the Board of Education Office and on the school system website (www.forsyth.k12.ga.us).

It is the purpose of the Forsyth County Board of Education to operate the school system in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students, staff and visitors who attend our schools. Students are required to conduct themselves at all times in a manner that facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school in the district.

Each school's primary goal is to educate, not to 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 and Discipline Procedures. Student conduct is further governed by the rules contained in each school's Student Handbook.

The Code of Conduct is enforceable during the following times and places:

- On the way to school and on the way home from school, including at bus stops and on school busses or other vehicles provided for student transportation by the school system;
- At school or on school property at any time; and
- Off school grounds at any school or school-related activity, function or event and while traveling to and from such events.

In addition, students may be disciplined for any off-campus behavior which occurs enroute to or from school, or which could result in the student being criminally charged with a felony or its juvenile equivalent, 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.

State law requires a parent or guardian to sign a statement acknowledging receipt of the Code of Conduct. Questions about the Code should be addressed to the principal.

Parents and guardians are encouraged to review the Code with their children and to support its enforcement throughout the community.

Authority of the Principal

The principal is the leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. Principals are granted authority to enforce this Code of Conduct; and in cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal is authorized to undertake corrective measures which he or she believes to be in the best interest of the students and the school, provided such action does not violate law, or a school board policy or procedure.

Teacher Authority

Each teacher is authorized by law to remove from his or her class a 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 other students to learn, provided the student's behavior is in violation of the student code of conduct and the teacher has previously filed a report with the principal; or if the teacher determines that such behavior poses an immediate threat to the safety of that student or to some other person. The superintendent and principal fully support the authority of every teacher to remove a student from the classroom under the conditions and procedures outlined in Georgia law (O.C.G.A. 20-2-738).

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 contact is extremely valuable. Therefore, each school's administrative staff will provide information to parents and guardians about on-going opportunities to communicate with school personnel.

Parents, guardians and students are invited to participate in the Code of Conduct revision process by making suggestions for improving the Code through the Local School Council (LSC). Questions about the Code should be addressed with the principal or an assistant principal.

The Code of Conduct specifies within its standards of behavior various violations that may result in a school staff member's request for a parent or guardian to come to the school for a conference. Parents and guardians are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes that are 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 or guardian of the disciplinary problem; invite the parent or guardian to observe the student in a classroom situation; and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school following a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference for the purpose of devising a disciplinary and behavioral correction plan.

The law authorizes the board of education to petition the juvenile court to require a parent or guardian to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference; order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior; or both. After notice and opportunity for hearing, the court may impose a fine not to exceed \$500.00 on a parent or guardian who willfully disobeys an order of the court under this law.

Student Support Processes

The Forsyth County Board of Education provides a variety of resources to help address student behavior problems. The school discipline process will include appropriate consideration of available behavioral support processes to help students resolve such problems. Strategies that may be considered include:

- A. Referral to:
 - School Counselor;
 - School Social Worker;
 - School Nurse;
 - Student Support Team;
 - Drug Awareness and Intervention Class;
 - Mentoring Program; or
 - Threat Assessment Team
- B. Participation in:
 - Peer mentoring;
 - Peer tutoring;
 - Peer mediation;
 - Conflict resolution;
 - Anti-Bullying Program;
 - Anger Management Course or Counseling;
 - Violence Prevention Course or Counseling;
- C. Development and implementation of an individualized *Chronic Disciplinary and Behavioral Correction Plan*.

Confidential and Anonymous Reporting

Campus Crime Stoppers: Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal, an assistant principal, a teacher or another trusted adult. Anonymous TIPS can also be reported to the Forsyth County Schools **Campus Crime Stoppers** by one of three ways.

1. ANONYMOUS TEXT message to “crimes” (274637) and begin your message with “FCSS”.
2. ANONYMOUS Web tip at www.forsyth.k12.ga.us . Follow link to “Campus Crime Stoppers”.
3. Call the ANONYMOUS tip line at 770-205-4625.

Anonymous reports can also be made by calling the State of Georgia School Safety Hotline Number, 1-877-SAY-STOP (1-877-729-7867). Callers will not be asked to reveal their identity.

Progressive Discipline Procedures

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with the character traits from Georgia's Character Education Program for their inappropriate behaviors.

The following range of disciplinary actions may be imposed for violations of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary or Permanent Removal from Class, Activity, Event, or Recess
- Notification of Parent or Guardian
- Parent or Guardian Conference
- Detention
- Saturday School
- Suspension or Expulsion from the School Bus
- Temporary placement in an Alternative Education Program
- Short-Term Suspension-(Ten days or less)
- Referral to a Tribunal for Long-Term Suspension or Expulsion (More than ten days)
- Referral to Law Enforcement, District Attorney or Juvenile Court Officials. Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate.

The maximum punishment that can be imposed by a disciplinary tribunal is permanent expulsion from the school system.

In the event of a disciplinary tribunal hearing, a parent, guardian, or student may choose not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parent, guardian, or student waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved by a disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended 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 or her behavior. If the student is suspended, the student's parent or guardian will be notified if possible. School officials may involve law enforcement officials when evidence indicates that a law may have been violated or when there is a legal requirement to report the incident.

If there is reason to believe that a student is in possession of an item that violates the law or school rules, school officials may search that student and his/her personal property. Student vehicles brought on campus, student book bags, school lockers, school desks, and other school or personal property are subject to inspection and search by school authorities at any time and without further notice to students, parents or guardians. Given those conditions, students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. In addition, school administrators are further authorized to use metal detectors and drug or weapon sniffing dogs at school or at any school function or event.

Important Notices

Bullying: The Forsyth County School District prohibits conduct which may be construed as bullying. Upon a finding by a tribunal that a middle or high school student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program.

Bullying definition (O.C.G.A. 20-2-751.4)

(a) As used in this Code section, the term "bullying" means an act which occurs 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, 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.

Threats of Violence: The Forsyth County School District will not tolerate threats of violence toward persons or property, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter, and will be investigated and dealt with accordingly.

Sexual Conduct and Criminal Penalties: The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Private Property: The school and the Forsyth County School District discourage bringing valuable private property items to school; will not be held accountable for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.

Instigating Rule Violations: A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this Code of Conduct, or any Forsyth County Board of Education policy.

False Reporting: The General Assembly of Georgia requires that this code of conduct include language regarding falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such false reporting may be punishable by law and is punishable by this Code of Conduct. See Rule 5.

Prohibited Behaviors and the Range of Acceptable Consequences for Violations

Nothing in this Code section shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act.

In compliance with the No Child Left Behind Act, the Forsyth County School System will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

1. A. **Alcohol and other drugs:** Actual or attempted possession, sale, use, distribution, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any other intoxicant, any substance represented or believed to be alcohol or another drug, or various forms of drug paraphernalia, including but not limited to hypodermic needles, “roach clips,” rolling papers, pipes, scales, improvised smoking devices, etc.
- B. **Intentional misuse of prescribed medications, non-prescription medications, (including prescription and non-prescription skin patches), inhalants or any other chemical; also to include their sale, purchase, distribution or possession for the purpose of misuse:** (Consequences apply to both A and B) parent/guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement. Second or Subsequent Offense: Mandatory referral to tribunal.
2. **Violation of school medication control procedures:** Counseling, loss of privileges, detention, parent contact, parent conference, ISS, OSS, tribunal.

3. **Weapons, explosives and fireworks:** Actual or attempted possession, sale, purchase, transmission or use of any real or facsimile weapon, bomb, other explosive device, or explosive material as defined by this code, board policy, state or federal law: Confiscation, parent/guardian conference, detention, ISS, OSS, tribunal, referral to law enforcement. Weapon related law violations will be referred to tribunal and law enforcement. The minimum expulsion for possession of a firearm or other destructive device, excluding firecrackers, is one calendar year subject to the provisions of Board Policy JCD and Georgia Law (O.C.G.A. 20-2-751.1 and 16-11-127.1).
4. **Threats or acts of violence against a teacher, administrator, school bus driver, other school official, employee, or their personal property:** Examples include any verbal assault, threat of violence; threat or act of unwanted physical touching; sexual harassment; physical violence, assault or battery; attempt to 'frame' or entrap through deceit; stalking; intentional damage to personal property, etc.: Loss of privileges, counseling, detention, parent notification, parent conference, ISS, OSS, tribunal, referral to law enforcement.
5. **Disrespectful conduct toward teachers, administrators, or other school personnel, including use of vulgar or profane language:** Violations include but are not limited to the use of vulgar and profane language or gestures; and falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Loss of privileges, counseling, detention, parent contact, ISS, OSS, tribunal.
6. **Disrespectful conduct toward other students, school visitors or persons attending school-related functions:** Examples include use of vulgar or profane language; verbal assault, including threat of violence; verbal or physical taunting; any threat or act of unwanted physical touching; sexual harassment; intentional damage to personal property; stalking; reckless endangerment; attempt to 'frame' or entrap through deceit; any threat or act of verbal or physical violence, assault, battery or fighting; sexual, racial or ethnic harassment; or any other violent act.: Loss of privileges, counseling, detention, parent contact, ISS, OSS, tribunal, referral to law enforcement.
7. **Tobacco:** Actual or attempted possession, sale, purchase, transmission or use of tobacco, any substance represented or believed to be tobacco, or tobacco related paraphernalia such as lighters, matches, etc.: Parent/Guardian notification, ISS, OSS. Mandatory tribunal referral for third and subsequent offenses.

8. **Off-Campus Behavior:** A student who is alleged to have committed an offense off-campus on the way to or from school, or any other time if the offense is a felony or would be a felony if the student were an adult, may be disciplined at school or excluded from school if his or her continued presence at school poses a potential danger to persons or property or is likely to disrupt the educational process: Parent contact, counseling, ISS, OSS, tribunal.
9. **Vandalism or arson:** Actual, attempted or threatened willful or malicious damage to personal property, school property or school buses, to include the marking, defacing or destruction of property: Clean-up detail, parent conference, restitution, ISS, OSS, tribunal, referral to law enforcement.
10. **Breaking and entering, burglary, theft, entering a school event without paying, bribery, possession of stolen property, possession/use of forged or photocopied money, extortion, or the attempt thereof:** Loss of privileges, parent contact, counseling, detention, restitution, ISS, OSS, tribunal, referral to law enforcement.
11. **Bullying, harassment (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking:** Counseling, reprimand, warning, parent/guardian notification, parent/guardian conference, physical separation from the victim via assignment to another class or situation, ISS, OSS, tribunal, law enforcement referral.

Notice Regarding Bullying: The Forsyth County School District prohibits conduct which may be construed as bullying. Upon a finding by a tribunal that a middle or high school student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program. Ref. O.C.G.A. 20-2-751.4

12. **Gang related activity:** Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang related by the principal. Gang related activity includes but is not limited to hand sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence. Parent conference, counseling, detention, ISS, OSS, tribunal, referral to law enforcement.

13. **Terroristic threats or acts, false public alarms or prank 911 calls: Mandatory parent contact, counseling, ISS, OSS, tribunal, referral to law enforcement. Warning Statement:** Threats of violence toward persons or property will not be tolerated, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter, and will be investigated and dealt with accordingly.
14. **Disrupting public school, class disruption, disorderly conduct, insubordinate or disrespectful behavior, willful disobedience (school rules, regulations, or directives), or entering an unauthorized area or event:** Removal from a school bus, class, activity, event or other situation; loss of privileges; conference with teacher, parents or counselor; and/or detention, Saturday School, restitution, ISS, OSS, tribunal referral, law enforcement referral.
15. **Language and sexual behavior restrictions:** Use of lewd, profane, vulgar or obscene words or gestures; use of speech or gestures that are perceived to demean or threaten the well-being, safety, or dignity of another person; possession or transmission of obscene or pornographic pictures, materials or objects; indecent exposure; and all forms of sexual contact are prohibited.: Parent/Guardian conference, detention, ISS, OSS, tribunal referral, law enforcement referral.

Note: The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

16. **Electronic entertainment and electronic communication device restrictions:** All electronic entertainment and electronic communication devices, including cell phones, must be turned OFF and kept out of sight during regular school hours and while riding a school bus. Confiscation, parent or guardian conference, detention, ISS, OSS, tribunal referral.

Notice regarding private property: The school and school system discourage bringing valuable private property items to school; will not be held responsible for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.

17. **Public displays of affection that are inappropriate for a school setting:** Parent or guardian conference, detention, ISS, OSS, tribunal.

18. **Gambling:** Loss of privileges, counseling, detention, parent contact, ISS, OSS, tribunal.
19. **Giving false information to school officials, dishonesty or forgery:** Loss of privileges, counseling, detention, parent contact, ISS, OSS.
20. **Cheating, plagiarism, altering record, or other fraudulent act on school assignments, exams, records, or college entrance examinations:** Loss of privileges, counseling, detention, parent contact, ISS, OSS (Cheating may result in loss of credit or completing an alternative assignment).
21. **Bus misconduct:** See School Bus Code of Conduct for specifics.: Counseling, warning, seat assignment, parent contact, detention, ISS, OSS, loss of transportation privilege (bus suspension), tribunal referral.
22. **Lunchroom misconduct:** Loss of privileges, counseling, silent lunch, detention, parent contact, parent conference, ISS, OSS.
23. **Violation of school attendance requirements:** Violations include unexcused absence from school or class; unexcused late arrival (tardy) to school or class; unexcused early dismissal from school or class; and leaving school or class without permission (skipping).: Parent/Guardian conference, detention, Saturday School, ISS, loss of privileges, social worker referral, juvenile court referral, tribunal referral.
24. **Dress and grooming code:** Clothing and accessories that materially interfere with the work of the school or impinge upon the rights of other students are prohibited. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. The school administration is authorized to determine what constitutes appropriate or inappropriate dress for the school setting. The principal is authorized to require or allow adjustments to this code on a case-by-case basis. In matters of opinion, the judgment of the principal shall prevail. Questions regarding the dress code should be addressed with a school administrator, who may take into consideration the student purpose in wearing the item and/or the reaction of other students. Penalty for violation of the dress code may include: warning, requirement to secure appropriate dress, detention, parent conference, ISS, OSS, and tribunal. Prohibited items and practices include, but may not be limited to the following:
 - A. Articles that may reasonably be considered to be a safety hazard or potential weapon;
 - B. Any tattoo, hair style, hair color, clothing, inappropriately worn clothing, jewelry, or body decoration that interferes with or disrupts any legitimate function of the school;

- C. Visible body piercing jewelry or other ornamentation is limited to two items per ear; all other body piercing jewelry or ornamentation that is visible or pierces the tongue is prohibited;
- D. Obviously oversized, over-length, or baggy clothing items (pants must be worn at the waist: no sagging allowed);
- E. Garments that expose the midriff or cleavage, see-through or mesh clothing, halter or tank tops, pajamas, sleep or loungewear (shirts, blouses, and dresses must cover the abdomen, cleavage, back and shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts, with no midriff or cleavage visible while standing, sitting, with arms extended above the head or while bending over);
- F. Running shorts, tennis shorts, running tights, short shorts (exceptions may be made by the principal for vigorous, physical activities);
- G. Hats, caps, and other head apparel may not be worn inside the school building except for religious or medical purposes;
- H. Coats and jackets exceeding fingertip length may not be worn in a building;
- I. Footwear is required and must be safe and appropriate for indoor and outdoor activities;
- J. Clothing and accessories such as jewelry, patches, backpacks and notebooks must not display (1) racial or ethnic slurs, (2) hate speech, (3) gang affiliations or (4) vulgar, obscene, subversive, sexually explicit, implicit or suggestive language or images; nor should they promote products that students may not legally buy such as alcohol, tobacco, illegal drugs, etc.;
- K. Garments, jewelry, body art and tattoos that communicate gang allegiance may not be worn at school, and no item may be worn in a manner that communicates gang affiliation;
- L. Skirts, dresses, or shorts must be beyond fingertip length with arms extended downward by the sides of the body (Note: the privilege of wearing shorts will be revoked upon a second violation);
- M. Prohibited items include: shoes with wheels “(Wheelies)”; large, long or heavy chains; studded or chained accessories; dog collars; baby pacifiers; sunglasses inside the building except for health purposes; skin-tight outer materials such as spandex; and garments with holes above the knee.

25. **Violation of the Appropriate Use Policy for Computer Hardware, Software, Network and Internet Access, to include any unauthorized entry into a computer network secured site:** Revocation of privilege, parent/guardian notification, detention, ISS, OSS, tribunal, referral to law enforcement. **Warning Statement:** the act of entering or attempting to enter a computer network secured site (hacking) is a very serious offense that warrants a very serious consequence that may include permanent expulsion from the school system.
26. **Willful and persistent violation of the Code of Conduct, to include failure to abide by a Chronic Disciplinary and Behavioral Correction Plan:** Counseling, warning, loss of privileges, detention, parent/guardian contact, parent/guardian conference, community service, ISS, OSS, tribunal.
27. **Trespassing on any Forsyth County school campus while suspended or during non-school hours without cause or need to conduct legitimate school business:** Counseling, warning, parent notification or conference, OSS, tribunal, law enforcement referral. Ref. O.C.G.A. 20-2-1180
28. **Traffic or parking violations:** Not applicable to students in grades K-5.
29. **Instigating rule violations:** A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this code of conduct or any Forsyth County Board of Education policy. Counseling, loss of privileges, detention, parent contact, ISS, OSS, tribunal, referral to law enforcement.
30. **Possession of any item reasonably considered inappropriate to the school setting as determined by the principal.**

Violence Against a Teacher, Administrator, Bus Driver, or Any Other School Employee

A disciplinary tribunal hearing will be held following any alleged assault or battery upon a teacher or any other school system employee, if such teacher, other school system employee, or the principal requests (O.C.G.A. 20-2-753). In cases involving an alleged intentional act of physical violence by a student against a teacher, school bus driver, or other school official or employee, the student shall be suspended pending a hearing by a tribunal. Ref. O.C.G.A. 20-2-751.6

A student found by a tribunal to have committed an intentional act of physical violence against a teacher, school bus driver, school official, or school employee that results in physical harm to that person shall be referred to juvenile court with a request for a petition alleging delinquent behavior, and also shall be expelled from the public school system by the tribunal for the remainder of the student's eligibility to attend public school, subject to appeal to the board of education. The school board at its discretion: (1) may permit the student to attend an alternative education program for some or all of the period of expulsion; and, if recommended by a tribunal, (2) may permit a student in a grade K-8 to re-enroll in the regular public school program for grades 9-12; and/or (3) may also permit a student in a grade K-6 to re-enroll in the public school system. Ref. O.C.G.A. 20-2-751.6; 16-3-21

In addition, a disciplinary tribunal hearing will be held following any substantial damage intentionally caused by a student on school premises to the personal property of a teacher or any other school system employee, or at the discretion of the principal, to the property of another student.

Disciplinary Tribunal Hearings

Disciplinary tribunal hearings are held following any instance of an alleged violation of the student code of conduct if the principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee, if that employee requests a hearing. The purpose of the hearing is to hear the charges and the evidence; to determine if the Code of Conduct was violated; and if so, to determine appropriate disciplinary action. The student and parents/guardians have a right to this due process hearing before a long-term suspension (more than ten days) or expulsion can be administered. The maximum penalty that can be imposed by a tribunal is permanent expulsion.

In the event that a student chooses to admit guilt or chooses not to contest the charges before a tribunal; and if the school and a parent/guardian agree as to appropriate disciplinary action; and if the parent/guardian chooses to waive the opportunity to participate in a tribunal hearing, present evidence, subpoena and cross examine witnesses and be represented by an attorney at such hearing; a Tribunal Waiver Agreement may be written, co-signed and dated. If the tribunal chooses to adopt the agreement as its decision, the decision will be final and cannot be appealed by the school or the family. If the agreement is not adopted as the decision of the tribunal, the document becomes null and void,

all parent/guardian rights will be restored and a new hearing date and time will be established.

Definition of Terms

The terms used in this Code of Conduct are not intended to be limited to the definition of the same terms as they may be used in the criminal and other laws of this state.

Absence - Excused: Any absence from school or class CAUSED BY personal illness; serious illness or death in the immediate family; order of a governmental agency or court of law; celebration of a religious holiday; conditions that render attendance impossible or hazardous to health or safety; registration to vote or voting, not to exceed one day; and service as a page of the General Assembly.

Absence - Unexcused: Any absence from school NOT CAUSED BY personal illness; serious illness or death in the immediate family; order of a governmental agency or court of law; celebration of a religious holiday; conditions that render attendance impossible or hazardous to health or safety; registration to vote or voting, not to exceed one day; and service as a page of the General Assembly.

Arson: Any willful or malicious burning of property, to include any threat or unsuccessful attempt to do so.

Assault: Any threat to the well-being, safety, or dignity of a person, to include any threat or attempt to physically harm another person that reasonably places another person in fear of physical harm; (Example: threatening language or attempt to strike someone)

Battery: (Also known as physical assault) Intentionally made direct or indirect physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Examples: shoving, fighting, hitting without provocation, etc.)

Bullying: Habitually cruel behavior meant to intimidate or hurt another person physically or emotionally. Bullying typically includes a desire to hurt; a hurtful action; a power imbalance; an unjust use of power; an evident enjoyment by the aggressor; a sense of being oppressed on the part of the victim; and repetition.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of intentionally violating the Code of Conduct or exhibiting behavioral characteristics which interfere with the learning process of other students and which are likely to recur.

Detention: Assignment of a student to a specified school location and to a designated teacher or school official as a disciplinary consequence or to make up work missed. Detention may require the student's attendance before school or after school, or on Saturday or a student holiday. Notice of the detention assignment will be given to the student no later than the day before the assignment to provide the student's parent or guardian an opportunity to make arrangements for transportation.

Dress and Grooming Code: The standard of dress and grooming for students. The school administration is authorized to determine what constitutes a violation of the dress code. With the approval of the superintendent, principals are authorized to institute additional restrictions that are reasonable and do not violate board policy or procedures.

Expulsion: Suspension of a student from a public school beyond the current semester.

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, audible, or malodorous effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and/or tablets or 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.

Gang Member: A person who is part of an association of three or more people who form an allegiance for a common purpose and engages, individually or collectively, in illegal behavior.

Gang Related Activity: Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang related by the principal. Gang related activity includes but is not limited to hand sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

In-school suspension (ISS): Removal of a student from class (es) or regular school program and assignment of that student to an alternative program isolated from peers. During the period of suspension, the student is excluded from all school-sponsored activities regardless of location. Suspension days end at midnight.

Out-of school suspension (OSS): 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 campuses and all school-sponsored activities regardless of location. This includes practices and events. Suspension days end at midnight.

Physical Violence: (1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or (2) intentionally making physical contact which causes physical harm to another unless such physical contacts or harms were in defense of himself or herself, as provided by Georgia Law. Ref. O.C.G.A. 16-3-21; O.C.G.A. 20-2-751.6

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, written, or physical conduct of a sexual nature. Also includes repeated remarks of a demeaning nature, demeaning jokes, stories, or actions.

Terroristic: The use or threatened use of force or violence to coerce or intimidate.

Theft: The offense of taking or misappropriating 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.

Tribunal: A due process disciplinary hearing before a three-person tribunal to hear charges made against a student in any grade K-12 who is alleged to have violated the Code of Conduct. More information: disciplinary tribunal hearings are held following any instance of an alleged violation of the student Code of Conduct if the principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee, if that employee requests a hearing. The objective of the hearing is to determine if the student did or did not violate the Code of Conduct, and if so, to determine appropriate disciplinary action.

Tribunal Waiver Agreement: 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 an actual hearing before a disciplinary tribunal. If the tribunal accepts the agreement as its decision, the agreement becomes a disciplinary order of the school system.

Truant: Any student subject to the state compulsory attendance law, who during the school calendar year accumulates more than five days of unexcused absences. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy. Note: Cases of truancy and excessive excused absenteeism will be handled in accordance with the protocol that was developed by the county-wide Student Attendance Protocol Committee.

Vandalism: Any willful or malicious act committed during or after school hours that marks, defaces, damages, alters, or destroys school property, the personal property of another student, or the personal property of any other person that is legitimately at the school or at a school event, or making any threat or attempt to damage the aforementioned property.

Weapon: Any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. A partial list of items that may be defined as dangerous weapons includes: any real or facsimile firearm, pistol, starter pistol, or revolver; any BB gun, pellet gun, paintball gun, or any other object designed or intended to propel a missile capable of inflicting an injury; any knife or other bladed instrument of any blade length, including any pocket knife, switchblade, butterfly knife, dirk, Bowie knife, ballistic knife, straight edge razor or any tool containing a blade; any razor blade or other type blade; any destructive device, including explosive device, explosive material, flammable compound, ammunition, or fireworks; any toxic, caustic or infectious substance;

any bat, club, blackjack or other bludgeon-type weapon; any stun gun or taser; any spring stick, metal knucks, or chain; 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; any throwing star, oriental dart or any weapon of like kind; any item that produces, directs or redirects a laser beam; or any object that is wielded in an attempt to inflict bodily injury or to place another in fear for personal safety or well-being.

School Bus Code of Conduct

Message to Parents and Students: The bus riding privilege is granted to your child as a service of the Forsyth County School System. To help us protect them, students are expected to follow the rules set forth in the Code of Conduct and this special School Bus Code of Conduct while a) walking to or from the school bus stop, b) waiting at the school bus stop and c) riding on the school bus.

Students are expected to be safe, orderly and respectful at all times. Failure to act accordingly may result in suspension or expulsion from the bus. Concerns or issues pertaining to our transportation service should be addressed according to our operational procedures found on our website.

Detailed information regarding our operational procedures, including how we manage student behavior on the school bus, is available at the Forsyth County Schools website.

Driver Authority: The bus driver is authorized to give directions, assign seats, and to prohibit any item from the bus that may threaten the safety or welfare of any person. The driver's actions are subject to review by the Transportation Director.

Important School Bus Rules:

- Follow the driver's directions; be respectful to the driver and all passengers.
- Follow the Code of Conduct at school bus stops and on the school bus. The school bus and stops are extensions of your school and classroom.
- Audible electronic music playing devices such as radios, iPods, tape players, etc. may be transported on a school bus if not prohibited by the student's school, but they may not be used without the permission of the driver and may not be used without headphones.
- Electronic communication devices, including cell phones, pocket pagers, etc., may be transported on a school bus if not prohibited by the school,

but they must be kept in the OFF mode and concealed in a book bag, purse or similar carrying device.

- On school busses, Georgia Law specifically prohibits acts of: (a) *physical violence, *physical assault or *battery; (b) *bullying; (c) verbal assault; (d) disrespectful conduct toward the bus driver or any other person; (e) 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; (f) using any electronic device during the operation of the bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the bus; and (g) engaging in any other unruly behavior.

***Exception:** Some items prohibited in another section of the Code of Conduct or in items three and four above, may be permitted on a bus during field trips, athletic trips, etc., if approved in advance by the principal and the teacher/coach in charge (Example: baseball bats may be transported to a baseball game, radio with headphones may be used with permission on a field trip, etc.). *Ref. O.C.G.A.§16-11-127.1*

Detailed information regarding these and other school bus rules is available at www.forsyth.k12.ga.us/transportation .

Some Critical School Bus Operational and Safety Procedures:

1. Transportation service is provided to/from an assigned bus stop ONLY. After school, students who board a bus other than their assigned bus or request to get off the bus at a different stop will be returned to the school where a parent or guardian may pick them up.
2. Arrive at the bus stop five minutes early. Wait in an orderly manner. Stay off the road and away from traffic. Do not approach a moving bus
3. Before crossing a road, follow the directions of the school bus driver. You must understand and follow the "two-finger sweep" crossing procedure. Cross the road about ten feet in front of the bus. Do not cross behind the bus. Use the handrail going up or down the steps.
4. If you drop something while crossing, signal the driver with a waving motion of your hand. Wait for the driver to signal back before picking it up.
5. Sit with your back against the back of the seat and bottom against the bottom of the seat. Stay seated while the bus is in motion. Keep head, hands and feet inside the bus. The open door is your signal to get up from your seat.
6. Talking in a quiet voice is permitted. Be silent at railroad crossings. Do not distract the driver.

Detailed information regarding these and other operational procedures is available at the Forsyth County Schools website.

Forsyth County Schools Computers and Network Resources Student Responsible Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.

Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.

3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

- A. Accessing, sending, creating or posting materials or communications that are damaging to another person's reputation; abusive; obscene; sexually oriented; threatening or demeaning to another person; contrary to the school's policy on harassment; harassing or illegal.
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.

- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property or in the district's technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.

- X. Students should follow the guidelines below when performing Internet searches at school.

Elementary:

Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with a student safe search engine (such as netTrekker) and must be done with teacher supervision.

Middle:

Students in grades 6-8 may only perform unsupervised Internet searches using a student safe search engine (such as netTrekker). A search using any other search engine must be conducted with teacher supervision.

High:

If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

School Related Georgia Laws

Required Reporting: 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 upon school property or at any school function any act prohibited by law relative to aggravated assault if a firearm is involved; aggravated battery; sexual offenses; carrying deadly weapons at public gatherings; carrying a weapon on school property, at school functions or in a school safety zone; or possession and other activities regarding marijuana and controlled substances, shall immediately report the act and the name of the student to the principal or his/her designee. Any principal who receives a report or has knowledge of any acts prohibited by these laws and has reasonable cause to believe the validity of the act(s) shall immediately notify the appropriate school system superintendent, police authority and district attorney. Ref. O.C.G.A. 20-2-1184

Weapon Possession: Possession of deadly weapons on school property is punishable by law “..... it shall be unlawful for any person to carry to or to possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than

\$10,000, by imprisonment for not less than two nor more than ten years, or both. . . As used in this code section. . . ‘Weapon’ means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, 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, 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. . .” Ref. O.C.G.A. 16-11-127.1

Drug use is prohibited: “It shall be 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 real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate . . . this Code section shall be guilty of a felony. . .” Ref. O.C.G.A. 16-13-32.4

Loitering in School Safety Zone: It is unlawful for any person to remain upon the premises or within the school safety zone of any public school when that person does not have a legitimate need or cause to be present. The principal has the authority to exercise control over the buildings and grounds to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering on the premises. The principal shall notify the appropriate law enforcement agency to prohibit loitering. If a person refuses to remove himself from the premises if requested to do so by the principal or designee, he shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. 20-2-1180

Disrupting public school: It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. 20-2-1181

Non-Student Conduct on School Premises and Busses: Persons other than students who insult or abuse school teachers in presence of pupils may be ordered to leave school premises. Any parent, guardian, or person other than

a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. Ref. O.C.G.A. 20-2-1182

Bullying definition (O.C.G.A. 20-2-751.4)

(a) As used in this Code section, the term “bullying” means an act which occurs 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, 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.

Produced by the FCS Department of School Safety and Discipline © 2011
For more information, contact bwagar@forsyth.k12.ga.us



© 2011, FCS Department of Public Information and Communications

