

## **Code of Conduct**

Students at Turner Woods Elementary are responsible for the following:

1. WALK to your destination. Running endangers you and others. Always walk on the right hand side of the hall.
2. Take care of your textbooks and other school materials. Marking on books, desks and walls shows lack of respect for property. You are responsible for repairs to any property you damage.
3. Be respectful toward adults and other students. Inappropriate language, inappropriate displays of affection, rowdiness, and disturbing others are not acceptable behaviors on campus or during school activities.
4. Ask for help. Fellow students and teachers can assist you when you are unsure of the correct procedure or the proper place to be.
5. GET PERMISSION AND A PASS WHEN GOING TO THE COUNSELOR OFFICE, THE MEDIA CENTER, THE RESTROOM, OR ANYWHERE ON CAMPUS.
6. Students should not use cell phones, digital music devices computerized games, CD players, or video cameras during instructional hours, unless prior approval has been received from teacher/administration. If a violation occurs, the device will be taken up and placed in the school vault and may be picked up after school by a parent or guardian.

Please see your school's expectation matrix in the Student Handbook on page 3 for the designated rules for each area of our school.

If a student chooses to violate these rules, consequences that are adhered to in the classroom will apply. Administration may escalate the punishment to higher offense levels if any of the following infractions occur:

1. Safety risk to self or other children
2. Any behavior that constitutes sexual harassment
3. Verbal assault of teachers, administrators, other school personnel, or students
4. Disrespectful conduct toward teachers, administrators, and other school personnel, or students
5. Physical assault or battery of teachers, administrators, and other school personnel, or students

Parental support is needed for all students to understand the Code of Conduct. Students need encouragement from home and school to achieve self-discipline. Self-Discipline is a learning process that requires time and teamwork among staff, students, and their families for the Code of Conduct to be effective. Teachers are encouraged to manage minor classroom/school offenses within the framework of their classroom discipline plan.

## **Progressive Discipline**

Turner Woods Elementary believes that every student has the right to learn, and every teacher has the right to teach. Turner Woods Elementary practices a school-wide progressive discipline plan, which is based on communicating clear behavioral expectations to students and following up with defined consequences and rewards. The result is a proactive, child-centered behavioral management plan that creates a safe and caring environment for the students and staff. This plan is intended to protect the rights of all students. Any time a student has violated and/or threatened the rights of others, he/she will be disciplined and may be recommended for suspension or expulsion depending on the level of the offense.

## **Jones County Board of Education Elementary Discipline Plan**

The Jones County School System wishes to maintain a school environment embracing mental and physical safety and discipline with dignity. To facilitate this, a discipline code enumerating misbehavior and consequences has been developed. It is the desire that all misbehaviors will be addressed in a manner which provides for improvement through the development of student self-control. Parental involvement will be encouraged on every level of consequences. It is the goal to keep students in school and in an environment of discipline with dignity.

### **Classroom/School Level 1 Violations and Consequences**

1. Minor verbal disrespect towards peers (name calling)
2. False information/Dishonesty
3. Failure to complete tasks
4. Refusal to follow directions
5. Minor classroom disturbances (excessive talking, inattentiveness, restlessness)
6. Argumentative with adults
7. Academic Dishonesty
8. Horseplay
9. Inappropriate breakfast, lunch, or restroom behavior
10. Dress code violation
11. Minor damage to school property
12. Bringing nuisance items to school (1<sup>st</sup> incident)

**Level 1 Consequences include** parent contact, conference with student, referral to counselor, loss of privileges, restitution (payment or repair of damages), additional assignment, assignment to time out, assignment to an alternative location for 30 to 60 minutes, isolation/detention, loss of privilege to participate in special activities, confiscation of nuisance items, change of clothing/turn piece of clothing inside out.

### **Classroom/School Level 2 Violations and Consequences**

1. Repetition of level 1 violations
2. Disrespectful and/or abusive language, gestures, racial slurs
3. Stealing
4. Fighting/Inappropriate physical contact
5. Major destruction of school property
6. Repeated defiance to authority
7. Making verbal threats
8. Bullying
9. Inappropriate touching
10. Possession of banned items at school or school function
11. Misuse of technology (beyond the 2<sup>nd</sup> incident)
12. Academic dishonesty

**Level 2 Consequences include** any level 1 consequences, confiscation of nuisance item and required parent retrieval of item(s), assignment to in-school suspension for an extended period, teacher/parent, conference, isolation/detention, behavior contract, out of school suspension 1 to 3 days, referral to resource officer.

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer to 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 permanent expulsion, but those punishments will be determined only by a disciplinary tribunal or by the Board of Education as outlined in Jones County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Student Behavior Code. They may also choose not to contest the appropriate discipline. 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 also be approved by the chairperson of the disciplinary tribunal.

Students are not permitted to possess contraband items while on school system property or while at attendance at any school-sponsored event. Any contraband item found on a student will be taken from the student and shall not be returned to the student. Parents may personally claim contraband items from the school principal or designee. Students wearing inappropriate clothing under this policy will be isolated from the rest of the student body until an appropriate change of clothing can be secured. Any contraband item that is illegal for the student to possess on school system property or at a school-sponsored event will be turned over to the proper law enforcement officials.

These contraband items include, but are not limited to:

1. Weapons
2. Pornographic materials;
3. Materials which advocate violence, the overthrow of the government of the United States, or are otherwise terroristic in nature;
4. Gang related materials;
5. Materials which if loaded on a computer could disrupt the computer or the computer network;
6. Controlled substances, prescription drugs and over-the-counter medications except for those prescription drugs and over-the-counter medications that are allowed under the provisions established by Board Policy – medicines;
7. Alcoholic beverages
8. Tobacco products, vaping devices, or electronic cigarettes
9. Clothing which incites other students or is otherwise so distracting that its presence interferes with the teaching and learning process and/or the orderly school environment.
10. Pepper Spray, mace, or other dangerous chemicals and irritants

#### **Supplemental Information-Discipline Procedures**

In addition to having the contraband taken from the student, the student will also be disciplined under the provisions of the Jones County Board of Education Policies and Administrative Procedures.

The presence of weapons on school property is a threat to the safety of students and school personnel and is a violation of state law.

No person shall carry, possess, or have under his/her control any weapon or explosive compound within a school safety zone, in any school building, on school premises, at any school-sponsored function or activity (including football games, basketball games, track contests, and other similar or related functions), or in any school vehicle or bus, in a private vehicle parked on school property, or on public or private property in proximity to school property while attending school or a school sponsored related function.

Students engaging in gang related behavior, wearing gang associated apparel, or being in possession of gang-associated paraphernalia is not acceptable despite whether such behavior is formally sanctioned by gang hierarchy. The Board also believes circumstances in which innocent third parties experience a disruption in learning and feel their safety threatened by intimidating gang related behavior are not to be tolerated.

A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

1. On the school grounds at any time;
2. Off the school grounds at school activities, functions or events;
3. In route to and from school;
4. In route to and from school functions, activities or events.

Students are not allowed to smoke, use or possess tobacco, vaping devices, or electronic cigarettes of any kind before, during, or immediately after school hours; in the school buildings; on the school grounds; or on the school bus. Students leaving campus without permission to use tobacco, vaping devices, or electronic cigarettes are subject to the provisions of this policy.

**Level Three Offenses: These offenses may be heard by a disciplinary review team, discipline tribunal after initial investigation is completed, and temporary consequences (suspension) are assigned by school administrators:**

1. Alcohol possession, use, or under the influence of\*
2. Arson
3. Assault or battery on a school board employee
4. Assault or battery of a student or any person on school property
5. Bomb threat
6. Computer trespass
7. Disrupting the orderly conduct of the school
8. Drug or drug paraphernalia possession, use or under the influence of
9. Tobacco products, vaping devices, or electronic cigarettes
  - possession or use
11. Explosives possession
12. Homicide
13. Inciting student misbehavior
14. Kidnapping
15. Motor vehicle theft
16. Sexual battery
17. Sexual offense
18. Weapon possession – firearm
19. Weapon possession – knife
20. Weapon possession – other
21. Possession of drugs with intent to distribute.

Physical Violence: 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 tribunal if a student 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 13-3-21; or, the board may authorize a student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade eight, then the board upon recommendation of the tribunal may permit the student to re-enroll in regular programs for grades nine through 12; and provided further that the board does not operate an alternative educational program for grades kindergarten through grade eight, then the board may permit a student in kindergarten through grade eight who commits such an act 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. Possible punishments 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.

Each school's Code of Conduct specifies within its standards of behavior violations which may result in a school staff member's request that a parent or 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. Parents and students should contact the principal of the school if specific questions arise related to the Student Behavior Code.

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 of the disciplinary problem. The principal shall invite the parent/guardian to observe the student in a classroom situation and request at least one parent/guardian to attend a conference for devising a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent/guardian to attend a conference for devising a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent/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/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/guardian who willfully disobeys and order of the court under this law.

### **Formal Disciplinary Actions and Procedures**

#### **1. Before or After School Detention**

The principal or his/her designated person(s) has the authority to assign students to a designated area (detention period) on campus before the beginning of the school day or after the ending of the school day for a reasonable and specified period as a disciplinary action. Students will be given a one-day notice of their detention period assignment. Failure to attend assigned detention will result in work-study, ISS or home suspension.

#### **2. Disciplinary Probation**

Disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. A Behavior Contract will be issued to the student stating the specific parameters of his probation. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

#### **3. In-School Suspension (ISS)**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting for but not limited to a full instructional day.

The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time.

#### **4. Work Study Assignment**

The principal or his/her designated person(s) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. Students will also be allowed to study during a portion of their work/study assignment time. Failure to attend an assigned Work Study will result in ISS or home suspension.

#### **5. School Bus Suspension**

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

#### **6. Out-of-School Suspension**

The principal or his/her designated person(s) has the authority to deny a student the privilege of attending school for a specified and reasonable period of time based on the student's misconduct. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian.

## 7. Expulsion

In accordance with the State compulsory attendance law, the Jones County Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as I, II, or III. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted.

Any student who is the subject of any expulsion action shall be granted the following rights of due process in the form of a tribunal: a hearing, the right to counsel, the right to speak and offer evidence in his/her own behalf, and the right to have a full explanation of the applicable Board policy used to charge the student. After having been expelled by a tribunal, a student must petition the Board of Education and appear in person before the Board in order to be readmitted to school.

### **Determination of Disciplinary Action**

The purpose of the Jones County School District is to operate each school in a way that will provide for the welfare and safety of all students who attend Jones County schools. The Jones County Board of Education recognizes that it is the job of every teacher to provide high quality, differentiated instruction for every student and to establish a positive learning environment where mutual respect and responsibility are evident, and the job of every school to create an environment that supports high quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct. 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 within the district.

The disciplinary process outlined in the Code is intended to be instructional and corrective, not punitive. 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. The suspension shall be used as a last resort unless mandated by the severity of the infraction. All students shall be entitled to receive due process in disciplinary reassignment, long term suspension, and expulsion. Moreover, students shall be entitled to appeal to the issuance of certain intervention or consequences, as provided herein. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Student Behavior Code.

The Student Behavior Code is effective during the following times and in the following places:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function, or event, and while traveling to and from such events; or
3. In route to and from school in 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.

Each classroom teacher will deal with disruptions by taking in-class disciplinary action, making personal contact with the parent(s) or guardian when feasible, and/or by scheduling a conference with the parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the administration.

## **IMPORTANT INFORMATION ABOUT THE DISCIPLINE CODE**

1. Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not pick up items or to handle the illegal items.  
School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.
2. Students should be aware that any adult employee of the Jones County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.
3. The discipline code applies to students:
  - a. who are on the school grounds during, immediately before or immediately after school.
  - b. who are on the grounds at any other time that the school is being used by school groups.
  - c. who are off the school grounds at a school activity, school function or event.
  - d. who are at the designated bus stop or in route by bus to and from any school function.
4. The school system reserves the right to punish behavior which interferes with order and discipline in the school, even though such behavior is not specified in the school's discipline code.
5. School administrators possess the authority to enact a behavioral contract, initiate SST, peer mediation, counseling, or other behavioral plans with students at any time deemed necessary for enhancing desired behavior.
6. In addition to the disciplinary procedures for conduct violations at school, bus conduct violations will be handled by the administration. Bus drivers handle minor offenses and report offenses in writing to the administration in accordance with school procedures. Bus drivers may do the following:
  - a. Verbal warning
  - b. Conference with student
  - c. Make parental contact
  - d. Assign seats

## **DISCIPLINARY ACTIONS**

The Jones County Board of Education recognizes the need to improve the student learning environment by improving student behavior and discipline. A copy of the student Code of Conduct/Discipline Plan will be given to each student. OUT-OF-SCHOOL SUSPENSION is the suspension from school as a last alternative to modify student behavior. A suspended student cannot come on campus, attend any school function or practice for any extracurricular activities until the day his suspension is lifted. EXPULSION when the Jones County Board of Education has the sole right to expel students after a hearing is conducted. Expulsion shall be for the remainder of the current semester unless otherwise stated by the Board.