



A BULLY-FREE ZONE!

The Colquitt County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct Rules 1(i) and 5(a) and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes

- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. **Discipline**

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. **Follow Up**

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

GEORGIA LAW

Definition of Terms

A. **Bullying:**

In accordance with O.C.G.A. § 20-2-751.4, 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:
 - i. Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 16-5-23.1;
 - ii. Has the effect of substantially interfering with a student's education;
 - iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
 - iv. Has the effect of substantially disrupting the orderly operation of the school.

B. **Harassment and Intimidation:**

Harassment and intimidation means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic including race, color, ethnicity, religion, gender, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or

mental ability or disability, or by any other distinguishing characteristic, that takes place on school property, at any school-related functions or activities or on a school bus and that:

- 1) A reasonable person should know, under the circumstances, will have the effect of harming a student or school employee or damaging his or her property;
- 2) Has the effect of substantially interfering with a student's educational performance, or school employee's work performance, or either's opportunities, or benefits;
- 3) Has the effect of having a substantial negative impact on a student's or a school employee's emotional or psychological well-being; or
- 4) Has the effect of insulting or demeaning any student or school employee in such a way as to cause substantial disruption in, or substantial interference with, or the orderly operation of the school.

C. Visible Bodily Harm:

In accordance with O.C.G.A. § 16-5-23.1, *visible bodily harm* is defined as bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.

Prohibited Behaviors

Bullying, harassment and intimidation may include many different behaviors which ridicule, humiliate, or intimidate another student or school employee. Prohibited behaviors must occur on the property of the public school, at an event within the jurisdiction of a public school or at a school-sponsored event. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment. Examples of prohibited behaviors include but are not limited to:

- ❖ Unwanted teasing
- ❖ Threats, taunts and intimidation through words and/or gestures
- ❖ Physical violence and/or attacks
- ❖ Extortion
- ❖ Destruction of school or personal property
- ❖ Theft of money and/or personal possessions
- ❖ Sexual, religious, or racial harassment
- ❖ Public humiliation
- ❖ Social exclusion, including incitement and/or coercion
- ❖ Rumors or spreading of falsehoods
- ❖ Stalking
- ❖ Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- ❖ Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. MySpace, Facebook, etc.) chat rooms, texts, and instant messaging

- ❖ The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online
- ❖ Sending abusive or threatening text messages or instant messages
- ❖ Using websites to circulate gossip and rumors to other students

**COLQUITT COUNTY CODE OF STUDENT CONDUCT AND DISCIPLINE VIOLATIONS AND
THE CONSEQUENCES**

<u>RULE</u>	<u>OFFENSE</u>	<u>PLANS</u>
Rule 1	DISRUPTION AND INTERFERENCE WITH SCHOOL	
	No student shall:	Plan A,B,C, or D
	a. Block any entrance, occupy any school building, prevent any school class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian or vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program, or activity associated with the Colquitt County Schools.	
	b. Set fire to or in any school building or property. 1. Cause false fire alarm.	Plan E Plan D or E
	c. Possess, discharge, or otherwise threateningly use any explosives or fireworks. (1) on the school grounds at any time; (2) at any school activity function or event; (3) en route to and from school functions, activities, or events.	Plan D or E
	d. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct class.	Plan A,B,C or D
	e. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, misrepresentation of the truth, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.	Plan B,C or D
	f. Refuse to identify oneself or give false identity upon request of any teacher, principal, Superintendent, school bus driver, or other authorized school personnel.	Plan C
	g. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.	Plan B,C or D
	h. Threaten, assault, or commit battery on a person either employed or not employed by the school system as a result of a pattern of criminal gang activity.	Plan E
	i. Commit act(s) of bullying against other student(s) that is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school.	Plan C, D, or E In grades 6-12, 3 rd bullying incident means placement in Alternative School.
Rule 2	VANDALISM, TRESPASSING, DAMAGE OR DESTRUCTION OF PROPERTY	
	A student shall not willfully and/or maliciously destroy, damage or deface public or private property, real or personal, without the consent of the owner or the person having control of it. In addition, no student shall enter or remain on a public school campus or School Board Facility without authorization or invitation and with no lawful	Plan C,D or E

	purpose for entry.	
Rule 3	DAMAGE, DESTRUCTION, THEFT, EXTORTION, BURGLARY, LARCENY/THEFT OR ROBBERY OF PRIVATE OR PUBLIC PROPERTY	
	A student shall not cause or attempt to cause damage or destruction to property, shall not burglarize, shall not commit larceny/theft or robbery, either on school grounds or during a school activity, function or event off school grounds or while under school supervision. This also includes theft or attempted theft of a motor vehicle.	Plan C,D or E
Rule 4	VERBAL AND/OR PHYSICAL ASSAULT AND/OR PHYSICAL VIOLENCE ON A PERSON EMPLOYED BY THE SCHOOL	
	a. A student shall not threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee on the school grounds or while the school employee is engaged in the performance of his/her official duties at a school related function. This includes touching, striking, pushing, or threatening bodily or psychological harm to any school employee.	Plan E
	b. A student shall not commit any act of physical violence against a teacher, school bus driver, or other school official or employee while the school employee is engaged in the performance of his/her official duties at a school related function.	Plan E
Rule 5	VERBAL AND/OR PHYSICAL ASSAULT AND/OR BATTERY AND/OR BULLYING ON A PERSON NOT EMPLOYED BY THE SCHOOL	
	a. No student shall threaten, intimidate, harass or bully another with or without physical contact on or off school grounds or at school related function or by use of data or software that is accessed through a computer, computer system or computer network or through other electronic technology of a local school system.	Plan B,C, D or E In grades 6-12, 3 rd bullying incident means placement in Alternative School.
	b. Fight: Physical abuse or injury to any person on school grounds during, immediately before, or immediately after school hours; at any other time when the school is being used for a school function; en route to and from school.	Plan C,D or E
Rule 6	POSSESSION OF A WEAPON ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS (policy JCDAB)	
	A student shall not carry, possess, or have under control any weapon on school property, at a school function, on a bus or any other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, gun, or any object assumed to be a gun, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife or other knife, straightedge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon or flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, fighting chain, throwing star, oriental dart, or any article which is designed for other purposes, but which easily could be used to inflict injury (for example, a pencil, comb, or compass) if used in an aggressive or belligerent manner. Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate	Plan E

	athletic purposes shall not apply.	
Rule 7	NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS, OR ANY OTHER CONTROLLED SUBSTANCE	
	a. *A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any drugs requiring a prescription controlled by the Georgia State Board of Pharmacy (unless lawfully prescribed for use by such student), while on the school grounds or during a school activity, function, or event off school grounds or while under school supervision.	Plan D or E
	b. *A student shall not possess, sell, use, transmit, or be under the influence of any alcoholic beverage or intoxicant of any kind while on the school grounds or during a school activity, function, or event off school grounds while under school supervision.	Plan D or E
	c. *A student shall deposit in the principal's office (or other location determined by the principal) all lawfully prescribed drugs when he/she arrives at school. A student shall not sell, use, or transmit any medication, prescription or non-prescription to another student while on school grounds or during a school activity, function, or event off school grounds or while under school supervision.	Plan D or E
	d. Possession and/or use of drug paraphernalia in any form is prohibited on campus, on school buses, and at school activities and functions.	Plan D or E
	* A student shall not possess, sell, or transmit any substance represented to be one of the prohibited substances in Rule 7a, 7b, or 7c while on school grounds or during a school activity, function, or event off school grounds or while under school supervision.	
Rule 8	DISREGARD OR DIRECTIONS OR COMMANDS	
	A student shall not fail to comply with reasonable directions or commands of teachers, teacher aides, principals, school bus drivers, or other authorized personnel when on the school grounds or during a school activity, function, or event off school grounds or while under school supervision.	Plan A,B or C
Rule 9	ATTENDANCE	
	a. Truancy: Skipping all day.	Plan C or D
	b. Skipping class or required in-school activity: Any student who is more than 25 minutes late to class without a note is considered to be skipping. Also applies to Saturday Detention.	Plan C or D
	c. Leaving campus without permission.	Plan C or D
	d. Skipping/misbehaving in detention or Saturday Detention	Plan C or D
	e. Tardiness: Students who are late up to 10 minutes for class are tardy. Attendance: (in grades 9-12) Tardy 3 times equals 1 absence.	Plan A
	f. Tardy repeatedly shows a failure to follow class rules, and a referral to a school administrator will be made.	Plan C
Rule 10	DRESS AND GROOMING	
	A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. Apparel which advertises illegal and/or controlled substances is considered distracting. The principal or other duly authorized school official shall determine	Plan B or C

	whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols results in such interference or distraction as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school. Obscene pictures or symbols or laws, profane, or suggestive language shall not appear on clothing. Hats, headbands, hair rollers, and visors are not considered appropriate attire inside the building.	
Rule 11	PARKING AND TRAFFIC VIOLATION ON CAMPUS	
	Abuse of school parking regulations or operation of a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas. Student parking by permit only.	Restriction of parking privilege. Possible referral to Police Dept.
Rule 12	USE OF PROFANE, VULGAR, OR OBSCENE WORDS, OR OTHER ACTIONS WHICH DISRUPT SCHOOL SYSTEM OPERATIONS	
	a. Directed toward a staff member, bus driver, or any other school or school-related employee.	Plan C or D
	b. Directed toward a student.	Plan A,B or C
	c. In general conversation.	Plan B,C or D plus restriction
Rule 13	GAMBLING ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION	
	Gambling on school property or at a school function.	Plan B,C, or D Confiscation of proceeds and paraphernalia
Rule 14	MISBEHAVIOR ON BUS	
	Conduct on Bus: Refer to Policy JCDAD/EDCB. The age of the child and the severity of the offense will be taken into consideration in the administration of disciplinary action.	School Bus Behavior Contract or Administrative Conference
Rule 15	CRIMINAL LAW VIOLATIONS	
	A student who could be or is formally charged with violation of the criminal law off campus and whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school operations.	Plan D - will be implemented according to administrative discretion
Rule 16	SEXUAL HARASSMENT/ MISCONDUCT	
	a. Sexual harassment may include: teasing, jokes, remarks, or questions, pressures for dates, denial of benefits, or opportunities for advancement or achievement if a sexual advance is rejected; leering; touching; pinching; commenting about someone's body, writing suggestive notes, drawing offensive pictures, making obscene gestures, or possession of offensive literature on school property, during school functions, or under school supervision.	Plan D

	b. Sexual misconduct may include: molesting another student, indecent exposure, rape, or any other overt heterosexual or homosexual act on school property, during school functions, or under school supervision.	Plan D
Rule 17	RUDE OR DISRESPECTFUL BEHAVIOR	
	No student shall curse, talk back, "sass", or intentionally argue in a demanding or disruptive manner with any teacher, administrator, student, or other school personnel.	Plan B,C, or D
Rule 18	USE OR POSSESSION OF TOBACCO	
	Possession and/or use of tobacco in any form is prohibited on campus, on school buses, and at school activities and functions. This includes lighters, matches, and any tobacco paraphernalia.	Plan D
Rule 19	CHEATING	Plan B or C
Rule 20	DISTURBANCE DEVICES	
	a. Includes, but is not limited to: radios, cassette players.	Plan B or C
	b. Use of beepers, mobile phones during school hours	Plan B or C (confiscation/ return to parents)
Rule 21	RACIAL HARASSMENT	
	No student shall harass another student or students or any employee through racially disparaging conduct or communications. Racial harassment may include:	Plan A,B,C or D
	1. Oral or written statements having demeaning implications made or sent to an individual.	
	2. Gestures or conduct rooted in racial prejudice or racial factors or considerations that signal contempt toward others of any race.	
Rule 22	CUMULATIVE OFFENSES	
	Students who have repeatedly violated the rules of the Student Code of Conduct and Discipline over a period of time will be considered Cumulative Offenders.	At any point in the discipline process, a school committee will meet to review the behaviors and make recommendations for appropriate disciplinary action. (Legal Ref: .C.G.A.20-2-764, 1999)
Rule 23	VIOLATIONS OF STRICT PROBATION	
	A student shall not fail to comply with strict probation imposed by a Hearing Officer or the Board of Education.	Plan B
Rule 24	TECHNOLOGY FRAUD, ABUSE, OR MISUSE	
	Willful or intentional unauthorized access to alter, damage, destroy, or attempt to	Plan C,D, or E

	destroy any computer, computer system, computer network software, program or data. The transmission of any material by e-mail or file transfer that violates state or federal regulations is prohibited.	

SUPPORT MATERIALS FOR COLQUITT COUNTY CODE OF STUDENT CONDUCT

-Policy JBD: Attendance Policy

-Policy JCDA: Student Behavior

-Policy JCAB: Students Interrogations and Searches

-Policy JCDB: Student Dress Code

-Policy JCDA/B/C: Student Tobacco, Alcohol/Drug Abuse

-Policy JCE: Complaints and Grievances

-Policy JCDAD/EDCB: Bus Conduct

DISCIPLINARY ACTION PLAN

Plan A - Teacher Action

- Teacher-student conference
- In-class disciplinary action
- PARENT/GUARDIAN contact by teacher
- Teachers will develop their own class discipline plan. The plan will be given to students at the beginning of the school year.

Plan B - Teacher Action

- TEACHER-STUDENT-PARENT conference
- Time-out
- Corporal Punishment or in-class disciplinary action (follows rules of the school)
- Referral to administrator/counselor
- Possible referral to Student Support Team/Team meeting with student
- Conflict Resolution and Peer Mediation

Plan C - Administrator Action

- TEACHER-STUDENT-PARENT-ADMINISTRATOR conference
- Suspension or other alternatives- (School Chores, Detention, Corporal Punishment, Saturday Detention, Student Contract, Suspension until parent conference, ISS for 1-5 days)
- Referral to Student Services- Counselor, Social Worker
- Restitution
- S.T.A.R.
- Peer Mediation

Plan D - Administrator Action

- PARENT/GUARDIAN contract **AND** 5-10 days ISS or Home Suspension
- Possible recommendation for alternative program, night school (grades 9-12)
- Possible development of individual behavior management plan, or student contract (all grades)
- Referral to community intervention programs
- Restitution
- Recommendation for disciplinary hearing
- S.T.A.R.

Plan E - Administrator Action

- PARENT/GUARDIAN-ADMINISTRATOR conference **AND** 10 days home suspension and recommendation for disciplinary hearing and referral to law enforcement.

Plan F - Tribunal Hearing

- Suspension Pending a hearing by a tribunal.