



Kennedy Elementary School's mission is to create Ready, Respectful and Responsible citizens that will have a positive impact on our society.

We believe that ALL stakeholders deserve a safe and loving learning environment that encourages students, teachers and families to step out of their comfort zone so that they can grow and be more successful than they were the day before.

Names and Numbers

Principal: Ryan Butcher

Assistant Principal: Trey Neupert

Guidance Counselor: Amanda McClenny

Guidance Counselor : **Dr. Patrice Bennett**

Principal's Secretary/Bookkeeper: Leslie Peevy

Registrar: Amanda Coletta

Front Secretary: **Denien Santiago**

School Nurse: Telecia Bell-Matthews

Media Specialist: Susan Dubnik

Cafeteria manager: Rhonda Gilbert

IT: Michael Davenport

School Phone #: (770) 867-3182 School Fax #: (770) 307-4532

Section A: School-Specific Information

SCHOOL HOURS

PK-5: 7:30 AM - 2:00 PM

Students may enter the school between 7:00-7:30 each morning. Only students officially enrolled in the Before/After School program will be allowed entry prior to 7:00 AM. Afternoon bus and car rider dismissal begins at 2:00 PM. All students officially enrolled in the Before/After School program are able to stay after school until 6:00 PM.

DRESS CODE

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Barrow County Schools to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school. All shirts, dresses, and blouses should have moderate sleeves.
3. Clothing such as skirts, pants, trousers, etc. must be worn at the waist. Clothing shall not be poorly fitted or oversized or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. Jeans, etc., with holes not permitted.
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
5. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.
6. Clothing that distracts by exposing or accentuating the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at school.
7. Sunglasses, caps, hats, and other head-coverings such as bandannas and hoods will not be worn inside the school building.
8. Appropriate shoes must be worn at all times at school.

Discretionary Statement: The Principals/Site Administrators have the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not covered in these dress code standards. Principals/Site Administrators may make occasional, school-wide exceptions to these standards for such events as "hat days" or "spirit days." Normally scheduled "Spirit Wear Days" may be scheduled for the entire school.

VISITORS

Outside visitors to schools (parents, district office staff, etc.) will need to make appointments and abide by provided guidelines (wear a mask that covers both nose and mouth, complete a symptom checklist, and submit to a temperature screening) before entering the building. Until further notice, visitors must be pre-approved by the building Principal. Parents coming to check out their children from school early do not need an appointment, but will need to wait outside the building and their child will be escorted by an employee to meet them. Approved visitors will use the intercom system by pushing the intercom button, waiting for a response from a KES staff member, and showing a photo ID to the camera. A staff member will buzz in essential or pre-approved visitors. Once buzzed in to the building, all visitors are to report to the main office, show/scan their photo ID, and sign in to receive a visitor's pass. Any staff member who sees a person without a visitor's badge has been directed to question the person and direct them to the office. Parents/guardians are asked to schedule visits with a teacher prior to coming to school. This will ensure optimal instruction time without interruptions.

LUNCH WITH YOUR CHILD

We will not be permitting outside visitors for lunch this school year. Thank you for understanding.

EARLY DISMISSAL PROCEDURES

Parents are encouraged to schedule outside appointments for their child before/after school hours. However, early dismissals will be granted for the same reasons as excused absences. If parents know that a student will be picked up during the day, please send a handwritten note or email to the teacher indicating the time the student will be leaving. There will be no check outs from 1:00-2:00 except for extreme emergencies. Please be aware of this policy when making appointments or arrangements for your child to leave early. This procedure is for the safety of all students. When you arrive, you will buzz the front office and show your ID. A staff member will then call your student to the front office and escort your child to the front door.

TRANSPORTATION :

Car riders are dismissed beginning at 2:00. If your child is to be a car rider, the office will assign you a car rider tag to hang on your mirror. You will get in the car rider line in the front of the building to pick up your child. If you go up the right side of the lane, you will circle all the way around the back parking lot and get in line. If you go on the left side you will not. Please be respectful of each other and don't cut each other off. Please see diagram on next page for directions on how to do pick up.

All transportation changes are to be done in writing. Please send a note or with your child or email your child's teacher indicating the change. Any child who does not have a written transportation change will be expected to follow their regularly scheduled transportation routine, whether that is by car or by bus. We cannot accept transportation changes over the phone. This is for the safety and well-being of our students. We must receive it by 1:00 at 770-307-0529 for same-day transportation changes. If sending a fax or email, please call the front office to alert them and get directions for next steps. If the transportation change involves your child going to another child's home for an event such as a play date or sleepover, *we must have written communication from both students' parents* . This is to ensure both families are aware of the situation so that all of our students are safe. If we do not have written communication from both parties, the students will follow their regularly scheduled transportation.

KENNEDY BEFORE/AFTER SCHOOL CARE PROGRAM (Weekly Paid Program)

The Before/After School Program is a program available to all KES students Monday through Friday from 6:30-7:00 AM and 2:00 – 6:00 PM. Morning drop-off will occur from 6:30-6:45 at the back of the school. After 6:45, parents will have to get in the car rider line in front of the school due to buses arriving in the back. Afternoon pick-up will also take place at the back of the school. Parents may not arrive at the back doors prior to 2:30 so our buses have time to depart safely.

There are several rotations available including homework assistance, technology access and creative and free play. We have a limited number of available slots each year. Please contact our ASP Director, Mary Howard at 770-867-3182 or Mary.Howard@barrow.k12.ga.us for our weekly rate information and enrollment procedures.

STUDENT BIRTHDAYS

We will not be accepting any outside snacks or food or visitors for birthday celebrations. Your child's teacher will be sure to do something in the classroom to help your child feel special. Thank you for understanding.

PHONES & OTHER ELECTRONIC DEVICES

Our school has greatly increased the number of devices available for student use. With that being said, we are still encouraging families that can provide their child with a device (laptop, chromebook, tablet, NOT cell phone) to have child bring to school so that they will have a device that they can use but will not share with others as we work through the COVID season. We DO NOT encourage students to use cell phones for instruction. They are not as effective and can become a distraction. If a child has a cell phone at school, we will ask them to turn them off and put them in their bookbags. Kennedy Elementary School IS NOT responsible for lost, stolen or damaged electronic devices.

CLINIC INFORMATION

When should your child stay home from school?

- If he/she is running a fever. Temperature must be below 100.4 for 72 hours without

Tylenol or Motrin before a student may return to school.

- If he/she is vomiting. No vomiting for a full 24 hours before returning to school.
- If he/she is having diarrhea. No diarrhea for a full 24 hours before returning to school.
- If you have questions, please call the school and ask for the nurse or clinic worker.

What if my child becomes sick or is injured while at school?

- In case of an emergency illness or accident involving students on the school grounds or in the school building, the school will immediately notify the parents. In order to do this, the school must have current phone numbers for parents and emergency contacts. Please help us by keeping this information up to date and send information to school in writing. You may also visit www.barrow.k12.ga.us and update your information on Infinite Campus.
- Only the school nurse or front office will authorize a student's dismissal from school due to sickness or injury. Teachers and students are not allowed to make phone calls regarding this.

EMERGENCY DRILLS

We are required to conduct one fire drill per month, one tornado/weather drill per semester, and one lockdown/intruder drill per quarter. These drills are done in order to prepare all students and staff for what to do should we have an emergency.

HOMEWORK

All students at KES are encouraged to read independently or with a parent for 20 minutes each evening as part of our school-wide homework initiative. In addition to this homework, individual teachers may give assignments to reinforce what is being learned in the classroom. Any specific questions regarding homework should be directed to the assigning teacher. We will also be assigning weekly assignments that need to be completed on Google Classroom. Every child in Barrow County schools will have an email address assigned to them by the county. It is very important that ALL students and parents know this along with their ID #.

COMMUNICATION

All homeroom teachers will send weekly communications to families to inform them of what is being learned, upcoming events, and other important information. We also regularly update our school Facebook page, our school Twitter feed, our school Instagram page, and our school Website. We encourage all parents to call or email their child's teacher with any questions. Teachers will do their best to respond to your call or email within 24 hours. Teachers and staff members are not permitted to use their personal phones to text or send photos. BCSS approved apps such as Remind, Google Voice, and Parent Link may be used for these purposes.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Report cards are issued quarterly. This year, they will not be sent home with or mailed to students. Report cards will be available through the Infinite Campus Parent Portal. There will be opportunities for parent-teacher conferences in the Fall and Spring. Parents may also request to meet any time throughout the school year. Meetings may be held virtually.

LOST AND FOUND

We have a lost and found closet in the cafeteria in which lost articles are placed. At the end of each grading period, any items that are not claimed will be placed on a table in the atrium. They will remain there for one week. After one week, any remaining articles will be donated to a local charity. Please encourage your child to keep track of his/her items and label all jackets, lunchboxes, etc. with his/her name.

SCHOOL MATERIALS AND FINES

Textbooks, library/media materials, and equipment are the property of the Barrow County Board of Education and are issued to students free of charge. The return of these materials to the school shall be the sole responsibility of the students and their parents/guardians. Students who lose or damage materials and equipment shall reimburse the Barrow County Board of Education for the cost of replacement/repairs.

WITHDRAWING YOUR CHILD

If you are moving and your child will be transferring to another school, a student withdrawal form must be completed. Copies of all records will be mailed to the student's new school when a written request is received. Only the individual who registered the student can withdraw the student.

VOLUNTEERS AND MENTORS

Due to the current status of community health, we will not be accepting volunteers or mentors.

DISCIPLINE

While we make every effort to prevent discipline referrals, they are sometimes necessary. Should your child receive a discipline referral and is sent to the office, an administrator will contact you. Each office referral is a unique situation and will be handled based on the child and the level of incident. Our goal is to use discipline referrals as teaching opportunities and provide consequences that are fair and aligned to the behavior.

KES School Calendar 2021-2022

July 26-Aug 2	Pre-Planning
July 30	Open House 8:00-10:00
August 3	First Day of School
August 16-Sep 2	MAP Testing Window TRC Window (Aug. 3-Sept. 16th)
August 24	Annual TITLE I Meeting Virtual 9am & 6pm
August 22-29	Book Fair
Sept 3-6	Labor Day Holiday
September 11	Patriot's Day
September TBD	Picture Day
October 1	End of 1 st Grading Period
October 4-8	Fall Break
October 11-15	School Bus Safety Week
October 13	Report Cards
October 15	Dragon Wing Recognition
October 25-29	Red Ribbon Week
November TBD	Picture Makeups
November TBD	Conference Days
November 2	Teacher Workday
November 18-Dec 19	1-5 TRC Window open
November 22-26	Thanksgiving Holiday
Nov 29 – Dec 17	MAP Testing Window
December 21	End of Second Nine Weeks Early Release
December 21-Jan 4	School Closed Winter Break
January 3-4	Teacher Planning Day
January 5	Begin Third Nine Weeks
January 5-21	Kindergarten DIBELS & TRC Window Open
January 7	Report Cards go home

January 17	MLK Day No School/Weather Make-up
January 12-March 4	ACCESS Testing Window
January 21	100 th Day
February 10-11	February Breal
February 14	Teachers' Work Day – No School
March TBD	Spring Pictures
Feb 28- March 4	Read Across America Week
March 3	Boosterthon Pep Rally
March 9	End of Third Nine Weeks Boosterthon
March 14	Teacher Planning Day/Weather Make-Up
March 16	Report Cards go Home
March 18	Dragon Wings Recognition
April 4-8	Spring Break
April 11	Teacher Work Day
April 12-29	End Of Year MAP testing
April 12 – 29	TRC Window Open
May 2-9	Georgia Milestones 3 rd – 5 th
May 2-6	Teacher Appreciation Week
May 16-20	Field Days
May TBD	Possible Carnival
May 20	Fifth Grade End Of Year
May 18	Final PBIS Party
May 24	K-2 Awards
May 25	3-4 Awards Last day of school/Early Release
May 26-27	Post-planning

****All dates are subject to change. Please see the school's website www.barrow.k12.ga.us/kes for the most up to date calendar.****

Section B: Barrow County School System Information



Effective Date: 07/01/2021

Barrow County School System Student Code of Conduct

The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735).” This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school. Major offenses, including, but not limited to, drug and weapon offenses, may lead to a school being labeled as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

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

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student’s behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

Parental Involvement: Parental involvement is key to the success of students in school. Therefore, it is important that parents have opportunity to know what is happening with their children on a regular basis. Parents can stay informed about their child’s progress through regular progress reports and report cards, weekly folders at the elementary school level and daily agendas at the middle and high school level. Parents are encouraged to review these materials with their children regularly. Additional notices will be sent home with students when they are referred to the principal or assistant principal for a violation of the code of conduct. When notices of disciplinary action are sent home it is the responsibility of the parent to

sign and return the notice to school. More direct contact such as a mailed letter or phone call may be made for Class II or III offenses. Class IV offenses require a more formal parental notification such as a mailed letter or phone call and a conference with the parent. At any time, a parent may request a conference with the principal, assistant principal or teacher to discuss issues related to discipline and the code of conduct. This code was developed with input and review by parents and suggestions for improvement from parents, students, teachers and staff are always welcome.

The Barrow County School System encourages 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. The superior court shall have exclusive jurisdiction over the trial of any child 13 to 17 years of age who is alleged to have committed any of the following offenses: (i) Murder; (ii) Voluntary manslaughter; (iii) Rape; (iv) Aggravated sodomy; (v) Aggravated child molestation; (vi) Aggravated sexual battery; or (vii) Armed robbery if committed with a firearm.

Positive Behavior Intervention & Supports (PBIS): Barrow County School System is an active participant in the Georgia PBIS program. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

Student Supports: If a student needs support whether they have violated this Student Code of Conduct or not, there are members of the school community to assist them and navigate any issues/process in which they need help. Those supports include: the district's school counselors, school social workers, school psychologists and a variety of community agencies in which students may be connected through school counselors, social workers and others. If any member of the school community needs assistance, they are encouraged to begin with their classroom teacher, school counselor, or school administrator and they can be referred for additional supports as needed.

Cooperation: Cooperation is essential to a successful discipline program. Every person has an important role to play. Students must know the rules and accept responsibility for the choices they make and the consequences, positive or negative, that result from these choices. Teachers and administrators must enforce the rules consistently and fairly.

Parents must be aware of situations affecting their child and provide support for correcting problematic behavior. Everyone must be a role model by setting a positive example. When parents, teachers, administrators and students work together, our students can become fully prepared for life beyond school.

Teacher Authority to Remove a Student from Class: Under Georgia law (O.C.G.A. § 20-2-738) and Barrow County Board of Education policy JD – Student Discipline, a “teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal’s designee to maintain discipline in the classroom.” A teacher also has the authority to remove from his or her classroom 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 the student’s classmates to learn, where the student’s behavior is in violation of the Code of Conduct.

Student Searches: Student cars brought on campus, student book bags, school lockers, desks and other school property shall be subject to random inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using "drug-sniffing" dogs or hand-held metal detectors. An individual student may be searched if there is a reasonable suspicion that the student is in possession of an item that is illegal or in violation of school rules.

The Barrow County School System reserves the right to use "walk-through" and "hand-held" metal detectors and "drug-sniffing" dogs at any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used in the discretion of administrators.

Targets of Inappropriate Behavior: The code of conduct shall be enforced when a student commits acts of verbal or physical assault or acts of disrespectful conduct against school personnel, other students or any persons attending school related events (O.C.G.A. 20-2-751-5).

Firearms at School: Students who possess a firearm on campus will be subject to a minimum of a one-calendar year suspension/expulsion and will be referred to law enforcement officials (JCD). See Explanation of Terms for an explanation of what is considered a firearm.

Chronic Disciplinary Students: Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall 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 with the principal or the teacher or both to devise a disciplinary and behavioral correction plan (O.C.G.A. 20-2-765). Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, his/her parent will be expected to attend a conference with the principal to develop a disciplinary and behavioral correction plan. Documentation of this conference shall be placed in the student's permanent file.

Acts of Physical Violence: Any student who commits an act of physical violence against a teacher, school bus driver, or other school official or employee will be referred to a disciplinary hearing and may be expelled and referred to Juvenile court depending on the findings of the disciplinary hearing. Physical violence against a teacher, or other school official or employee shall be either: (1) *intentionally making physical contact of an insulting or provoking nature with the person of another* or (2) *intentionally making physical contact which causes harm to another unless such physical contacts or physical harms were in defense of himself or herself as provided in Code Section 16-3-21.*

Any student who commits any act of violence against a *teacher, school bus driver, or other school official or employee* shall be referred to a disciplinary hearing.

Disciplinary Hearings: The Superintendent shall convene a disciplinary hearing when a student has committed an alleged incident of Assault and Battery upon a teacher, school official or employee, when a student intentionally causes substantial damage to personal property of a teacher, school official or employee or when a student engages in any other act which the student's principal determines should be punished by long-term suspension or expulsion including assault and battery on other students or destruction of property belonging to other students.

Students with Disabilities: Students with disabilities receiving special education services under the *Individuals with Disabilities Education Act (1997)* have certain due process rights under both Federal and State law. Therefore, **only** the IEP/Placement Committee has the authority to change the placement of an IDEA covered student.

Students covered under *Section 504 of the Rehabilitation Act of 1973* (and therefore the *Americans with Disabilities Act*) are to be referred to the 504 team in order to determine if their disability had a causal effect on the behavior (manifestation). Prior to any change in placement, an evaluation is to be conducted within 10 school days. If the committee determines there is no manifestation, the student can receive the same consequences as students without disabilities.

School Attendance: School attendance is a high priority in the Barrow County School system. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. *Georgia Law O.C.G.A. 20-2-690.1* mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to O.C.G.A. 20-2-690.1 parents are responsible for enrolling and sending their children to school and school staff are responsible enforcing this law. Failure to comply with Georgia's Compulsory Education law may result in consequences for both students and parents/guardians. Consequences for students include, but are not limited to, detention, Saturday school, revocation of driving privileges and refer to Juvenile court on truancy charges. Consequences for parents/Guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service or any combination of such penalties at the discretion of the court for each absence in violation of this policy. Parents may also be charged with deprivation for failure to comply with this law.

Mitigating Circumstances: The corrective actions described in the Code of Conduct are those expected under normal circumstances. However, mitigating circumstances may dictate a course of corrective action different from that described in the code. Mitigating circumstances include, but are not limited to, the following factors: age, health, maturity and academic placement of the student, prior conduct, attitude of the student, cooperation of the parents, willingness to make restitution and the seriousness of the offense. An administrator shall take into consideration all mitigating circumstances in recommending a corrective action. *The school administration reserves the right to exercise discretion in applying corrective actions.*

The Code of Conduct is subject to change. Check www.barrow.k12.ga.us for the most current versions.

Resolution Process of Disciplinary Issues for Parents and Students

Discipline	The Barrow County Board of Education advises the public that the proper channeling of and most effective way to resolve concerns involving individual student discipline is through contacting individuals in the sequence outlined herein.
Teacher	
Assistant Principal	
Principal	
Chief Administrator of Athletics & Student Affairs	
Assistant Superintendent for Support Services	
Superintendent	
Board Member	
State Department of Education	

Pre-K Offenses and Corrective Actions	
Class I Minor Offenses	Corrective Actions
<ul style="list-style-type: none"> -Disrupting class/school -Inappropriate language -Not following directions -Lunchroom/bathroom misconduct 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Counseled and warned (1st offense only) -Loss of privileges -Natural consequences -Notification of parent or guardian -Principal's Time-out -Referral to counselor or other school services -Response to Intervention referral -Other at discretion of administrator
Class II Intermediate Offenses	Corrective Actions
<ul style="list-style-type: none"> -Repeated or severe violation of Class I offenses -Bullying -Damaging or destroying school property -Hitting/Biting/Kicking another student or teacher 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Conference with law enforcement officer -Counseled and warned (1st offense only) -Long-term Suspension* -Notification of parent or guardian -Parent/guardian conference -Parental sign-out -Principal's Time-out -Referral to counselor or other school service -Response to Intervention referral -Restitution -Short-term Suspension -Other at discretion of administrator

Elementary School Offenses and Corrective Actions	
Class I – Minor Offenses	Corrective Actions
<ul style="list-style-type: none"> - Academic Dishonesty Level 1 & 2 - Attendance Related Infractions - Computer Trespass Level 2 - Disorderly Conduct Level 1 - Dress Code Violations - Student Incivility Level 1 - Unapproved Item Level 1 & 2 - Annoying classmates* - Electronic device infractions* - Horseplay* - Inappropriate public display of affection* <p><i>* Items marked with an asterisk are minor and not required to be reported to DOE</i></p>	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Counseled and warned (1st offense only) - Detention - Extra-curricular activities denied - Notification of parent(s)/guardian(s) - Parent/guardian conference - Principal’s probation - Principal’s Time-out - Reflective Writing Assignment - School service - Response to Intervention referral -Other at Discretion of the Administrator
Class II – Intermediate Offenses	Corrective Actions
<p><i>- Repeated or severe violation of Class I offenses</i></p> <ul style="list-style-type: none"> - Academic Dishonesty Level 2 & 3 - Battery Level 1 & 2 - Computer Trespass Level 3 - Disorderly Conduct Level 2 - Encouraging a student to violate the code of conduct - Fighting Level 1 & 2 - Gang Related Activity Level 2 - Larceny/Theft - Serious Bodily Injury Level 3 - Sexual Harassment - Sex Offenses Level 1 & 2 - Student Incivility Level 2 - Terroristic Threat Level 2 - Tobacco Level 1 & 2 - Trespassing Level 2 & 3 - Unapproved Item Level 3 - Vandalism Level 2 & 3 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Conference with law enforcement officer - Counseled and warned (1st offense only) - Detention - Long-term suspension (Board Policy JD) - Loss of privileges - Principal’s Probation - Refer to Law Enforcement - charges filed - Reflective Writing Assignment - Short-term suspension (Board Policy JD) -Notification of parent(s)/guardian(s) -Parent/guardian conference -Principal’s Time-out -Restitution -School service -Response to Intervention referral -Other at Discretion of the Administrator
Class III – Major Offenses	Corrective Actions
<p><i>-Repeated or severe violation of Class II offenses</i></p> <ul style="list-style-type: none"> - Alcohol - Arson Level 2 & 3 - Battery Level 3 - Breaking & Entering - Bullying - Disorderly Conduct Level 3 - Drugs - Electronic Smoking Devices - Fighting Level 3 - Gang Related Level 3 - Robbery - Sexual Battery - Sex Offenses Level 3 - Terroristic Threat Level 3 - Weapons Infractions - Violence Against School Staff 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Long-term suspension (Board Policy JD) -Principal’s Probation -Refer to Law Enforcement - charges filed -Referral to disciplinary hearing for Expulsion (Board Policy JD) -Short-term suspension-(Board Policy JD) -Response to Intervention referral -Other at Discretion of the Administrator

Middle School Offenses and Corrective Actions

Class I – Minor Offenses	Corrective Actions for Class I
<ul style="list-style-type: none"> - Academic Dishonesty Level 1 & 2 - Attendance Related Infractions - Computer Trespass Level 2 - Disorderly Conduct Level 1 - Dress Code Violations - Student Incivility Level 1 - Unapproved Item Level 1 & 2 - Electronic device infractions* - Annoying Classmates* - Excessive or loud talking* - Food/drink/gum* - Horseplay* - In unauthorized area* - Misuse of pass or agenda* <p><i>* Items marked with an asterisk are minor and not required to be reported to DOE</i></p>	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Cafeteria duty -Confiscation of item -Conflict resolution -Counseled and warned (1st offense only) -Detention -Disciplinary probation -Extra-curricular activities denied -In School Suspension-(Board Policy JD) -Loss of privileges -Notify parent -Parent conference -Peer mediation -Principal’s Probation -Referred for counseling -School service -Separation from group -Silent lunch -Response to Intervention referral -Other at discretion of the administrator
Class II – Intermediate Offenses	Corrective Actions for Class II
<ul style="list-style-type: none"> - <i>Repeated or severe violation of Class I offenses</i> - Academic Dishonesty Level 2 & 3 - Battery Level 1 & 2 - Computer Trespass Level 3 - Disorderly Conduct Level 2 - Encouraging a student to violate the code of conduct - Fighting Level 1 & 2 - Gang Related Activity Level 2 - Larceny/Theft - Serious Bodily Injury Level 3 - Sexual Harassment - Sex Offenses Level 1 & 2 - Student Incivility Level 2 - Terroristic Threat Level 2 - Tobacco Level 1 & 2 - Trespassing Level 2 & 3 - Unapproved Item Level 3 - Vandalism Level 2 & 3 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Behavior Correction Plan -Confiscation of item -Disciplinary probation -Early release -Extra-curricular activities denied -In School Suspension- (Board Policy JD) -Loss of privileges -Notify parent -Parent conference -Principal’s Probation -Referral to AEP for Placement -Referred for counseling -Reinstatement conference -Restitution -School service -Separation from group -Short-term Suspension (Board Policy JD) -Response to Intervention referral -Other action at the discretion of the administrator

Class III – Major Offenses	Corrective Actions for Class III
<p><i>-Repeated or severe violation of Class II offenses</i></p> <ul style="list-style-type: none"> - Alcohol - Arson Level 2 - Battery Level 3 - Breaking & Entering - Bullying - Disorderly Conduct Level 3 - Drugs - Electronic Smoking Devices - Fighting Level 3 - Gang Related Level 3 - Off Campus Criminal Charges - Robbery - Sexual Battery - Sex Offenses Level 3 - Terroristic Threat Level 3 - Weapons/Knife Level 1 & 2 - Weapons/Other Level 2 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Behavior Correction Plan -Disciplinary probation -ISS - In-School Suspension (Board Policy JD) -Long-term Suspension-(Board Policy JD) -Loss of privileges -Parent conference -Refer to Law Enforcement - charges filed* -Referral to AEP for Placement -Referral to disciplinary hearing for Alternative School (Board Policy JD) -Referral to disciplinary hearing for Expulsion- (Board Policy JD) -Referred for counseling -Reinstatement conference -Restitution -Short-term Suspension-(Board Policy JD) -Response to Intervention referral -Superintendent’s Probation -Other at the discretion of the administrator
Class IV – Disciplinary Hearing Offenses	Corrective Actions for Class IV
<p><i>-Repeated or severe violation of Class III offenses</i></p> <ul style="list-style-type: none"> -Arson Level 3 -Homicide -Kidnapping -Weapons/Knife Level 3 -Weapons/Firearm - Violence Against School Staff 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Response to Intervention referral -Refer to Law Enforcement - charges filed -Referral to disciplinary hearing for Alternative School (Policy JD) -Referral to disciplinary hearing for Expulsion- (Policy JD)

High School Offenses and Correction Actions

Class I – Minor Offenses	Corrective Actions for Class I
<ul style="list-style-type: none"> - Academic Dishonesty Level 1 & 2 - Attendance Related Infractions - Computer Trespass Level 2 - Disorderly Conduct Level 1 - Dress Code Violations - Student Incivility Level 1 - Unapproved Item Level 1 & 2 - Annoying classmates* - Electronic device infraction* - Excessive or loud talking* - Failure to attend assigned detention* - Food/drink/gum* - Horseplay* - Inappropriate public display of affection* - Misuse of pass/agenda* - Parking violation* <p><i>* Items marked with an asterisk are minor and not required to be reported to DOE</i></p>	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Cafeteria duty -Counseled and warned (1st offense only) -Detention -Disciplinary probation -ISS – In-School Suspension (Board Policy JD) -Loss of privileges -Restitution -Saturday school -Response to Intervention referral -Other at the discretion of the administrator
Class II – Intermediate Offenses	Corrective Actions for Class II
<ul style="list-style-type: none"> - <i>Repeated or severe violation of Class I offenses</i> - Academic Dishonesty Level 2 & 3 - Battery Level 1 & 2 - Computer Trespass Level 3 - Disorderly Conduct Level 2 - Encouraging a student to violate the code of conduct - Fighting Level 1 & 2 - Gang Related Activity Level 2 - Larceny/Theft - Serious Bodily Injury Level 3 - Sexual Harassment - Sex Offenses Level 1 & 2 - Student Incivility Level 2 - Terroristic Threat Level 2 - Tobacco - Trespassing Level 2 & 3 - Unapproved Item Level 3 - Vandalism Level 2 & 3 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Loss of privileges - Response to Intervention referral -Assignment to Short-term Alternative School -ISS – In-School Suspension (Board Policy JD) -Refer to Law Enforcement - charges filed (Board Policy JD) -Referral to AEP for Placement -Restitution -Short-term Suspension (Board Policy JD) -Other at the discretion of the administrator

Class III – Major Offenses	Corrective Actions for Class III
<p><i>-Repeated or severe violation of Class II offenses</i></p> <ul style="list-style-type: none"> - Alcohol - Arson Level 2 - Battery Level 3 - Breaking & Entering - Bullying - Disorderly Conduct Level 3 - Drugs - Electronic Smoking Devices - Fighting Level 3 - Gang Related Level 3 - Off Campus Criminal Charges - Robbery - Sexual Battery - Sex Offenses Level 3 - Terroristic Threat Level 3 - Weapons/Knife Level 1 & 2 - Weapons/Other Level 2 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Loss of Privileges - Referral to Magistrate Court for criminal warrant -Assignment to Short-term Alternative School -Long-term Suspension (Board Policy JD) -Principal’s probation -Refer to Law Enforcement - charges filed -Referral to AEP for Placement -Referral to disciplinary hearing for Alternative School or Expulsion (Board Policy JD) -Restitution -Short-term Suspension (Board Policy JD) -Response to Intervention referral -Superintendent’s probation -Other at the discretion of the administrator
Class IV – Disciplinary Hearing Offenses	Corrective Actions for Class IV
<p><i>Repeated or severe violation of Class III offenses</i></p> <ul style="list-style-type: none"> -Arson Level 3 -Homicide -Kidnapping -Weapons/Knife Level 3 -Weapons/Firearm - Violence Against School Staff 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Response to Intervention referral -Refer to Law Enforcement - charges filed -Referral to disciplinary hearing for Alternative School (Policy JD) -Referral to disciplinary hearing for Expulsion (Board Policy JD) -Referral to disciplinary hearing for Permanent Expulsion (JD) - Other at the discretion of the disciplinary hearing

Codes & Definitions for Disciplinary Infractions

Infraction Type	Level	Code	Definition
Academic Dishonesty	Receiving or providing unauthorized assistance on classroom projects, assignments or exams		
	1	32(a)	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments
	2	32(b)	Intentional plagiarism or cheating on a minor classroom assignment or project
	3	32(c)	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)
Alcohol	<i>Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol.</i>		
	1	1(a)	Unintentional possession of alcohol
	2	1(b)	Under the influence of alcohol without possession
	3	1(c)	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol.
Arson	<i>Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices</i>		
	2	2(b)	Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks and trashcan fires without damage to school property .
	3	2(c)	Intentional damage as a result of arson- related activity or the use of an incendiary device
Attendance Related Infractions	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions		
	1	30(a)	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions
Battery	<i>Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)</i>		
	1	3(a)	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations.
	2	3(b)	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes pushing, hitting, kicking shoving, pinching, slapping and other physical confrontations that result in mild or moderate injuries.
	3	3(c)	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.
Breaking & Entering	<i>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)</i>		
	3	4(c)	<i>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)</i>
Bullying	<i>A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is</i>		

	<i>so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm</i>	
	1	29(a) First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, and social exclusion, spreading of rumors or falsehoods, gossip, stalking, or other electronic means to harass or intimidate.
	2	29(b) Second incident of bullying as defined in Georgia Code Section 20-2-751.4
	3	29(c) Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
Computer Trespass	<i>Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data</i>	
	2	5(b) Unauthorized use of school computer for anything other than instructional purposes. Includes compute misuse, using computer to view or send inappropriate material, and violation of system computer use policy.
	3	5(c) Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes computer hacking
Disorderly Conduct	<i>Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)</i>	
	1	6(a) Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes general bus misbehavior, spitting on persons or property, and encouraging disruptive behavior.
	2	6(b) Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action. Includes general bus misbehavior, spitting on persons or property, and encouraging disruptive behavior. My include clothing or items containing depictions of vulgarity or obscenity.
	3	6(c) Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. Includes disruptive behavior on school bus and misbehavior during fire drill or other safety exercise.
	<i>Violation of school dress code that includes standards for appropriate school attire. See Barrow County Policy JCDB for Dress Code.</i>	

Dress Code Violations	1	31(a)	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.
	2	31(b)	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance
	3	31(c)	Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
Drugs, except Alcohol & Tobacco	<i>Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school</i>		
	1	7(a)	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs
	2	7(b)	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school
	3	7(c)	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics
Electronic Smoking Device	<i>Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.</i>		
	1	42(a)	Unintentional possession of an electronic smoking device
	2	42(b)	Use or knowledgeable possession of an electronic smoking device
	3	42(c)	Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year
Fighting	<i>Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)</i>		
	1	8(a)	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries.
	2	8(b)	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild to moderate bodily injuries include, but are not limited to, scratches, bloody noses, bruises, black eyes, and other bodily marks.
	3	8(c)	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Level three fighting typically results in injuries requiring medical attention.
Gang Related Activity	<i>Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)</i>		
	2	35(b)	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang
	3	35(c)	The solicitation of others for gang- membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.

Homicide	<i>Killing of one human being by another</i>		
	3	9(c)	Killing of one human being.
Kidnapping	<i>The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will</i>		
	3	10(c)	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
Larceny/Theft	<i>The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)</i>		
	1	11(a)	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100
	2	11(b)	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250
	3	11(c)	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.
Motor Vehicle Theft	<i>Theft or attempted theft of any motor vehicle</i>		
	3	12(c)	Theft or attempted theft of any motor vehicle including, but not limited to, cars, trucks, ATVs, and golf carts.
Repeat Offenses	<i>Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.</i>		
	1	36(a)	Collection of minor incidents
	2	36(b)	Collection of moderate incidents
	3	36(c)	Collection of severe incidents
Robbery	<i>The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery)</i>		
	2	13(b)	Robbery without the use of a weapon. Taking something by force or threat of force.
	3	13(c)	Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
Serious Bodily Injury	<i>The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</i>		
	3	27(c)	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
Sexual Battery	<i>Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent</i>		
	3	14(c)	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent

Sexual Harassment	<i>Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment</i>	
	1	15(a) Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.
	2	15(b) Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes; leering.
	3	15(c) Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.
Sex Offenses	<i>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual</i>	
	1	16(a) Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Public groping or inappropriate bodily contact.
	2	16(b) Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts. Sexting; lewd behavior, possession of pornographic materials; simulated sex acts.
	3	16(c) Engaging in sexual activities on school grounds or during school activities
Student Incivility	<i>Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth</i>	
	1	33(a) Failure to comply with instructions or the inadvertent use of inappropriate language. May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions
	2	33(b) Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth. Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination
	3	33(c) Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility. Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year.
Terroristic Threats /Intimidation	<i>Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack</i>	
	2	17(b) Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Physical, verbal, or electronic threats.
	3	17(c) School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical

			<i>harm, threat of harm or visibly bodily harm may be coded as bullying.</i>
Tobacco	<i>Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. Does not include electronic smoking devices (see code 42)</i>		
	1	18(a)	Unintentional possession of tobacco products
	2	18(b)	Use of or knowledgeable possession of tobacco products
	3	18(c)	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.
Trespassing	<i>Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)</i>		
	2	19(b)	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose
	3	19(c)	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.
Vandalism	<i>The willful and/or malicious destruction, damage, or defacement of public or private property without consent</i>		
	2	20(b)	Participating in the minor destruction, damage or defacement of school property or private property without permission
	3	20(c)	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.
Violence Against School Staff	<i>Intentional physical attack against school staff with the intent of causing bodily harm resulting in severe injuries or any physical attack against a school staff member (See Policy JD)</i>		
	3	44(c)	Intentional physical attack against school staff with the intent of causing bodily harm resulting in severe injuries or any physical attack against a school staff member
Weapons – Knife	<i>The possession, use, or intention to use any type of knife</i>		
	1	22(a)	Unintentional possession of a knife or knife- like item without intent to harm or intimidate
	2	22(b)	Intentional possession of a knife or knife-like item without intent to harm or intimidate
	3	22(c)	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate
Weapons – Other	<i>The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)</i>		
	2	23(b)	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
	3	23(c)	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

Weapons – Handgun	<i>Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>		
	3	25(c)	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm pistols or revolvers
Weapons- Rifle/Shotgun	<i>The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>		
	3	26(c)	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm.
Weapons-Other Firearms	<i>Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>		
	3	28(c)	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives
Unapproved Item	<i>The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)</i>		
	1	34(a)	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc.; includes possession of pepper spray
	2	34(b)	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc.; includes the use of pepper spray without injury.
	3	34(c)	The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes matches, lighters, fireworks, bullets, stink bombs, CO2 cartridges and use of pepper spray with injury.

Miscellaneous Definitions

Bullying (Extended Definition): An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Chronic: The term chronic refers to any action that continues for a long period of time or that occurs frequently. For instance, five or more tardies or early release days within a 9-week grading period will be considered chronic.

Confiscation of Item: A teacher or administrator may take up inappropriate materials or other items used by students at inappropriate times such as snacks and drinks. Lunch items will be returned to the student during lunch. Personal items may be returned to the student at the appropriate time or a parent may be required to come to school to pick up the confiscated item.

Conflict Resolution: An adult facilitated process to bring the parties of a conflict together to solve a problem through communication and compromise.

Detention: A student assigned to detention by administrator must report to a designated location and teacher or administrator for the purpose of extra work and behavior management. In the discretion of the school administration, this detention may be during break, on Saturday or before or after school. Transportation will be the responsibility of the student and parent(s).

Early Dismissal: Early Dismissal is defined as leaving school or class before the designated end time. See also partial attendance. The accumulation of five or more early dismissals in a 9 week grading period shall cause a student to be disqualified from Perfect Attendance recognition.

Electronic Devices: This includes cell phones, pagers and other communication devices, as well as, cameras, recorders, wireless devices, electronic media, laser pointers, and multimedia devices when not being used with permission of school officials. Laptops, electronic Personal Digital Assistants (PDA) and other technology devices specifically used for instruction or personal organization may be allowed provided they do not interfere with instruction.

Encouraging a Student to Violate Code of Conduct: No student shall urge, encourage, counsel, further, assist, cause, advise, procure, or abet any other student(s) to violate any aspect of the Code of Conduct. This includes, but is not limited to, the use of electronic devices to record a student violating the Code of Conduct and then distributing to other individuals directly or indirectly via electronic media.

Expulsion: Expulsion shall mean the permanent denial to the student of the right of continuing school in Barrow County. This corrective action will be imposed only after appropriate due process, including a disciplinary hearing as outlined in Barrow County Board of Education policies. Students may not attend or participate in extracurricular or other school related activities on any day they are expelled.

Firearm: Firearm is defined by Federal law in Title 18 Section 921 U.S.C. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or any destructive device such as any explosive, incendiary, or poison gas - bomb, grenade, or rocket.

In-School Suspension (ISS): This program is one to which a student may be assigned for violation of the Student Code of Conduct as an alternative to out-of-school suspension. A student assigned to ISS will be required to maintain his/her regular classroom work and to abide by the administrative regulations of the school's ISS program. Students may not attend or participate in extracurricular or other school related activities on any day they are in ISS.

Long-Term Suspension: Long-term suspension shall mean denial to a student of the right to attend school and take part in any school function for any period of more than ten (10) school days. This corrective action will be imposed only after appropriate due process, including a disciplinary hearing as outlined in Barrow County Board of Education policies. Students may not attend or participate in extracurricular or other school related activities on any day they are suspended.

Off-Campus Criminal Charges: A student who has been arrested, charged or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, a violation of drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate.

Partial Attendance: Partial attendance is defined as any day or class period that a student does not attend the full period/day. Tardies and early dismissals are both considered partial attendance and shall be treated in a similar manner. Therefore, the accumulation of five or more partial attendance days, in any combination of tardies and early dismissals, within a 9 week grading period shall disqualify a student from Perfect Attendance recognition.

Probation: A trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

Reflective Writing Assignment: The writing assignment is generally an essay that the student writes on a topic related to the offense and how to avoid that offense in the future.

Response to Intervention (RTI): RTI: Response to Intervention (RTI) is a tiered system of support provided to all students enrolled in a school district. As students show signs of academic or behavioral difficulty, research-based interventions are systematically applied and progress is measured. Based on how the student responds to these interventions he/she may receive more intense intervention or be considered for specialized support programs.

Restitution: A student may be required to pay for or restore any damages caused by his or her actions.

School Service: A community service project that occurs at school and is approved by the school administrator or designee. The project is designed to allow the student to practice desired character traits such as responsibility, citizenship, cleanliness, cooperation and school pride. School service must occur outside of class time.

School-sponsored Activity: An activity or event sponsored by the Barrow County School System or participated in by officially recognized teams, clubs, or groups of students of Barrow County Schools. This includes events that occur on a Barrow County School System campus, and field trips, athletic, band or academic competition events off campus.

Short-Term Suspension: Short-term suspension shall mean the denial to a student of the right to attend school and take part in any school function for a period not exceeding ten (10) days. A conference with the student must precede any suspension from school. Parents must be notified of the suspension and be provided an opportunity to discuss their student's conduct. Students may not attend or participate in extracurricular or other school related activities on any day they are suspended.

Tardy: Tardy is defined as arriving to school or class after the designated start time. For perfect attendance and other recognition purposes five or more tardies within a 9 week grading period shall disqualify a student from Perfect Attendance recognition.

STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The Student Handbook/Agenda and the district website [Student Handbook | Students \(barrow.k12.ga.us\)](http://barrow.k12.ga.us) includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at **770-867-3182**. We will be happy to talk with you.

Each school is required to document that every parent and student has access to the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she doesn't understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

_____	_____	1. Student Code of Conduct and Transportation – Bus Discipline
_____	_____	2. School Attendance and Georgia's Compulsory Education Law
_____	_____	3. School Nutrition: Cafeteria Charges
_____	_____	4. Medical Procedures
_____	_____	5. Parent's Right to Know Teacher's Training and Credentials
_____	_____	6. Internet Safety

I have read and understand the 2021 - 2022 Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____

SCHOOL CLUBS AND ORGANIZATIONS

2021 - 2022

If you do **NOT** want your child to participate in a particular club or organization at school please complete the information requested below and return to your child's school. For a complete list of school clubs and organizations for any particular school, please contact the school.

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

DECLARACION DE ENTENDER LA PAUTA REFERENTE A LOS ESTUDIANTES Y LOS PADRES

La Guía para Estudiantes/Agenda y la página de Web del Distrito Escolar [Student Handbook | Students \(barrow.k12.ga.us\)](http://barrow.k12.ga.us) incluye cierta información importantísima sobre el ciclo escolar venidero. Por favor, lean Uds. esta información ahora para poder referirse a la Guía con frecuencia durante el ciclo escolar. Si tienen preguntas, pónganse en contacto con las oficinas de su escuela al **770-867-3182 >**. Les podemos contestar con gusto.

Se requiere que cada escuela mantenga documentación verificando que cada estudiante y cada padre tenga acceso a las Normas de Conducta junto con otra información requerida, incluyendo el aviso de las consecuencias potenciales y los castigos potenciales por ausencias injustificadas, y que se les haya dado la oportunidad de hacer cualquier pregunta sobre algo que no haya entendido bien.

Hay que tener un formulario relleno y firmado para cada estudiante. Los padres/tutores legales y los estudiantes de diez años de edad y mayores para el 1 de septiembre tienen que firmar esta declaración que aparece a continuación. Favor de devolver este formulario al profesor de su estudiante tan pronto como sea posible devolverlo.

Los estudiantes que no pueden leer ni entender bien esta información no tienen que firmar ni escribir sus iniciales en el formulario. Sin embargo, es de esperar que los padres vayan a explicarles esta información a sus hijos con términos más fáciles de entender. El hecho de no haber firmado o devuelto este formulario no será excusa para que cualquier estudiante no siga las pautas declaradas. Para rellenar este formulario, los estudiantes y tanto como los padres deben de escribir sus iniciales al lado de cada declaración para indicar la comprensión de ella y luego firmar el formulario en el espacio en blanco.

Padres Estudiante

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Código de conducta en el transporte– La disciplina en el autobús |
| _____ | _____ | 2. La asistencia a la escuela y la ley <i>Georgia's Compulsory Education</i> |
| _____ | _____ | 3. La nutrición en las escuelas: Cargos en la cafetería |
| _____ | _____ | 4. Procedimientos Médicos |
| _____ | _____ | 5. El derecho de los padres de saber el nivel de entrenamiento y
certificación de los maestros |
| _____ | _____ | 6. Seguridad en la Internet |

Yo he leído la Guía para los Estudiantes del Ciclo Escolar 2021-2022 y lo he entendido bien. **Soy consciente de que yo mismo tengo la responsabilidad de seguir las pautas declaradas en este documento.**

Firma del estudiante

Fecha

Student Signature: _____ Date: _____

Yo he revisado con mi hijo(a) la guía estudiantil:

Firma de los padres

Fecha

Parent Signature: _____ Date: _____

ORGANIZACIONES Y CLUBES DE LA ESCUELA**2021 - 2022**

Si es que **NO** desea que su hijo(a) participe en un club o una organización particular en la escuela, favor de rellenar la información pedida mas abajo y devolver este formulario a la escuela de su hijo(a). Para obtener una lista completa de todos los clubes y las organizaciones de cualquier escuela particular, favor de ponerse en contacto con esa escuela.

Nombre del estudiante:

Grado:

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below *Mi hijo(a), nombrado(a) previamente, **no puede** participar en el siguiente club o la siguiente organización:*

By completing this form I am declining permission for my child to participate in the club or organization listed above. *Al rellenar este formulario, rechazo mi permiso para que mi hijo(a) participe en el club o la organización nombrado(a) más arriba.*

Firma del padre

Fecha

Parent Signature: _____ Date: _____

