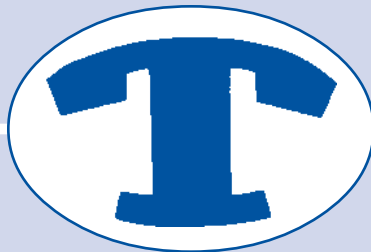


TIFT COUNTY SCHOOLS

**Code
of
Student
Conduct**



A-B-C-D ANGER MANAGEMENT

- A – BE AWARE.** Your body will tell you that you are getting angry; your heart may beat faster, you may begin to sweat or feel cold. You may blush or tense up.
- B – BACK OFF.** Just stop what you are doing. Give yourself time to calm down and figure out why you are angry. If the situation is making you angry or tense, go to a place where you can calm down.
- C – CHECK OUT CHOICES & CONSEQUENCES.** Think about what will happen if you do this or that. Who might get hurt? What will happen in the long run?
- D – DECIDE AND DO.** After thinking about all your choices, pick the choice that will be best for you and others – one that will respect and protect the rights of everyone involved.

*Worried
about a friend who is
angry or upset?*

*Contact your School Counselor, Teacher,
Administrator, or Parent for help. If you need
advice immediately, call the Behavioral
Health Services Crisis Line – 1-800-313-8199.*

The Tift County Board of Education is in the process of updating its Board Policy Manual. Please understand that when a policy is updated, the updated policy will replace those contained in this booklet. Please refer to www.tiftschools.com for updated policies or contact your child's principal with questions.

PARENT STATEMENT

I have read and I understand the policies and procedures in the Tift County Schools Code of Student Conduct.

Student's Name/Grade

Student's Signature

Parent/Guardian's Signature

Date

Comments: _____

IMPORTANT: Remove this statement from the Code of Student Conduct booklet. **Sign it and return it to your child's school.**

Parental Opt-Out of Club and Activity Participation

I hereby acknowledge receipt of information through the school handbook regarding student clubs and activities that are scheduled to be operational at the school during the upcoming school year. I understand that if a club or activity for which information has not been provided is started during the school year, I will be provided the club or activity information at that time and my written permission will be required prior to my student's participation.

I wish to withhold permission for my child to participate in the following student clubs (please list).

Parent/Guardian's Signature

Student's Signature

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents or eligible students have the right to:

- (a) inspect and review education records.
- (b) request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
- (c) consent to disclosures of personally identifiable information contained in the student's education records, except when requested by a government agency. Identifiable information contains the following: student name, a parent name, address, personal identifier, list of personal characteristics or information that would make the student's identity easily traceable.
- (d) file complaints with the U.S. Department of Education.
- (e) review copy of the FERPA in the principal's office.

DIRECTORY INFORMATION (FERPA)

The Tift County School System has designated the following information as Directory Information:

- (1) Student's participation in official school clubs and sports;
- (2) Weight and height of student if he/she is a member of an athletic team;
- (3) Dates of attendance at the Tift County School System; and
- (4) Awards received during the time enrolled in the Tift County School System.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as Directory Information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify, in writing, the principal of the school at which the student is enrolled within 10 days after the student's enrollment date.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event or by school officials as part of school publications. If you, as a parent/guardian, object to your child being photographed, videotaped, or interviewed, the objection must be presented, in writing, to the principal of the school where your child is enrolled within 10 days after the student enters school.

STATEMENT OF AUTHORITY OF PRINCIPAL

The principal is the designated leader of the school and, along with the staff, is responsible for its orderly operation. In case of discipline violations not covered by prescribed disposition in this handbook, the principal may enact corrective measures which he/she feels are in the best interest of the school and student involved.

MISSION STATEMENT OF THE TIFT COUNTY BOARD OF EDUCATION

In its pursuit of educational excellence, the Tift County School System will provide learning opportunities for all students, will accommodate the needs of all students, will challenge all students to use their innate abilities, and will assist all students to live responsible, productive, and meaningful lives.

CODE OF STUDENT CONDUCT TIFT COUNTY SCHOOLS

I. Philosophy of Discipline

The process of educating our youth for citizenship in Tift County Public Schools is not confined to the classroom curriculum. Schools must teach by example the shared values of a civilized social order and develop a positive school climate. The students, parents, teachers, and community must work together toward promoting acceptable behavior.

Educational values we hold:

- ... Respect for the worth and dignity of every individual
- ... Respect for moral and spiritual values and ethical standards of conduct
- ... Equality of opportunity for all children
- ... Faith in mankind's ability to make rational decisions
- ... Shared responsibility for the common good
- ... Encouragement of variability

The Code of Student Conduct is critical to providing and maintaining a positive school environment that allows for expression of these values. The purpose of the Code of Student Conduct is to:

- Outline the role of parents, students, teachers, schools, and the community in establishing a positive learning environment.
- Specify offenses which disrupt the environment.
- Standardize disciplinary actions that schools use in responding to offenses, with sensitivity to age-appropriateness of such actions.
- List laws, policies, and procedures which are related to school conduct and impact on school climate.

II. Role of Student, Home, School, and Community

Standards of behavior are demonstrated by:

PARENTS/GUARDIANS WHO:

- Keep in regular contact with the school concerning their child's conduct and progress and offer assistance as necessary.
- Insure that their child is in daily attendance and report and explain any absence to the school.
- Provide their child with the resources needed to complete classwork.
- Attend conferences and meetings as invited/requested. The A Plus Education Reform Act of 2000 authorizes local boards of education, by petition to the juvenile court, to proceed against a parent or guardian for willful and

unreasonable refusal to participate in efforts to improve a chronic disciplinary problem student's behavior. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court.

- Assist their child in being well-groomed, neat, clean, and following the dress standard.
- Bring to the attention of school authorities any problems or conditions which affect their child or other children as members of the school community.
- Discuss report cards and work assignments with their child.
- Support the school by keeping the child in school throughout the entire school day.
- Inform the child of the school's rules, and support the administration of discipline for violations of the Code of Student Conduct.

STUDENTS WHO:

- Attend all classes daily and are on time.
- Are prepared to come to class with appropriate working materials.
- Are respectful to all individuals and property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are well-groomed, clean, neat, and dress according to the dress standard.
- Are responsible for their own work.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Seek changes in an orderly and recognized manner.
- Participate in deciding appropriate discipline procedures.

A RESPONSIBLE SCHOOL THAT:

- Supports the teachers' plans for classroom control.
- Encourages use of good guidance procedures.
- Maintains an atmosphere conducive to good behavior.
- Exhibits an attitude of respect for students.
- Plans a flexible curriculum to meet the needs of all students.
- Promotes effective training or discipline based on fair and impartial treatment of all students.
- Develops a good working relationship among staff and with students.
- Endeavors to involve the entire community in order to improve the quality of life within the school.
- Supports and participates in community activities.

A RESPONSIVE COMMUNITY THAT:

- Assumes responsibility, in part, for developing positive attitudes among children and youth.
- Offers programs and activities that reinforce positive behavior and meaningful use of leisure time.
- Participates in the enforcement of the rules in the Code of Student Conduct as appropriate.

III. Student Support Process

The most appropriate disciplinary action taken by school officials is the LEAST EXTREME MEASURE that can resolve the discipline problem. Teachers and administrators use a variety student support services prior to and/or during disciplinary action. Early parent contact and involvement is expected. Some of these services include:

- Teacher-student conference
- Teacher-parent conference or contact
- Counselor-parent conference or contact
- Counselor-student conference
- Student program adjustment
- Home visit by teacher
- Referral to counselor, social worker
- Referral to Student Support Team/team meeting with student

IV. Progressive disciplinary actions recognized in the Code

The Code of Student Conduct recognizes many strategies which may be used as alternatives to home suspensions, or as follow-up to suspension or temporary removal from class:

REFERRAL TO ADMINISTRATOR: An administrator intervenes when informal actions fail or when violations are serious.

DETENTION: A school may elect to provide detention during, before, or after the school day as an alternative to suspension for certain conduct. Each school specifies those types of conduct for which detention may be assigned. A maximum of ten days of detention may be assigned for any one conduct problem. Due to problems of transportation and supervision, or special circumstances, detention may not be offered in all schools.

SCHOOL CHORES: A school may elect to provide the student with an opportunity to perform supervised activities, away from other students, related to the upkeep and maintenance of school facilities instead of suspension, not to exceed ten hours of work for any one conduct problem. The student and parent may request this alternative; however, the decision rests with the principal.

TIME-OUT: Temporary removal from the situation/activity where the student is having a problem. The time-out period varies from a few minutes to the length of the school day, depending on the infraction and the student's response to this disciplinary action. Time-out areas are monitored. Parent notification recommended.

IN-SCHOOL SUSPENSION (ISS): ISS is the removal of students from their regular classes for 1-10 days to an isolated area which is highly structured and supervised. Students who exhibit disruptive behavior and/or repeated offenses are assigned to ISS. Students can continue their regular classroom assignments during ISS. Remedial and/or enrichment activities are provided if needed. Parents are notified by phone or letter when students are assigned. Rules specific to ISS are provided to the student and parent when the ISS assignment is made. **First offense:** Administrative discretion may be used to determine if students can or cannot attend any school function, or can or cannot practice or participate in any activity during the period of suspension. **Second and subsequent offense(s): Students cannot attend any school function, nor practice or participate in any activity during the period of suspension.**

BUS SUSPENSION: Any short term, long term, or permanent removal of bus riding privileges.

HOME SUSPENSION: A school administrator may suspend a student from school for up to 10 days for chronic disobedience and/or gross misconduct. Principals take this action when they have at least considered other alternatives and rejected them as inappropriate in a given situation. Conferences to resolve the problem are scheduled with the parent, student, and appropriate administrator. **Students are not allowed on campus during the school day, nor are they allowed to attend, participate in, or practice at, any school function or activity during the period of suspension.**

BEHAVIOR CORRECTION PLAN: When a student's misbehavior warrants repeated suspensions, the parent will be invited to help write a Behavior Correction Plan. It will state: (1) expected behavior; (2) consequences for misbehavior; and (3) rewards/privileges for compliant behavior.

TEACHER AUTHORITY TO REMOVE A STUDENT FROM CLASS: A teacher shall have the authority to remove a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in class or with the ability of the student's classmates to learn, where the student's conduct is in violation of the Code of Student Conduct. The teacher must have filed a previous discipline report on that student, or the teacher believes that the student poses an immediate threat to the safety of classmates or the teacher. A Placement Review Committee can meet to decide if the student should return to the teacher's class.

REFERRAL TO ALTERNATIVE PROGRAM: When less severe strategies seem inappropriate or when all school strategies have been exhausted, a principal may refer a student to the alternative program if age-appropriate. This referral is in lieu of recommendation for expulsion. Misbehavior at Alternative School can result in recommendation for expulsion.

CORPORAL PUNISHMENT: Corporal punishment may be administered by a member of the school faculty to a pupil for an infraction of school rules. Corporal punishment will always be administered in the presence of a witness who must be a member of the school faculty. Sound discretion will be exercised, and corporal punishment will not be excessive or unduly severe. Only a female faculty member is allowed to administer corporal punishment to a female student. In all cases involving corporal punishment a written report will be kept on file in the principal's office.

EXPULSION: A school principal may request the Superintendent to recommend the expulsion of a student. This is the most serious disciplinary step available. It denies the student attendance in any and all programs of the Tift County Schools for a period of time as designated in policy.

LAW ENFORCEMENT INVOLVEMENT: Law enforcement agencies can be contacted at the discretion of the school if criminal activity occurs on campus, if disruption is excessive, or if chronic truancy is a problem. Law enforcement agencies must be notified without exception in situations involving weapons, alcohol, drugs, battery, or sex offenses.

DISCIPLINARY ACTION PLAN

Disciplinary actions are progressive within plans regardless of the specific offense. **Students who repeatedly misbehave are subject to increasingly severe disciplinary actions.**

Plan A – Teacher Action

- Teacher-student conference
 - In-class disciplinary action
 - PARENT/GUARDIAN contact by teacher
- Each teacher will develop his/her own class discipline plan. Plans will vary. Each plan will be on file in the school office. Teachers will distribute plans to students at the beginning of the school year.

Plan B – Teacher Action

- TEACHER-STUDENT-PARENT conference
- Time out
- Home visit
- Corporal punishment or in-class disciplinary action (follow rules of the school)
- Removal of privileges
- Referral to Counselor/Social Worker
- Possible referral to Student Support Team/Team meeting with student
- Teacher/Team Detention Hall
- Student program adjustment
- Saturday School

Plan C – Administrator Action

- ADMINISTRATOR-STUDENT conference
- TEACHER-STUDENT-PARENT-ADMINISTRATOR conference
- Suspension or other alternatives (School Chores, Detention Hall, Corporal Punishment, Student Contract, ISS for 1-5 days, Home Suspension)
- Referral to Student Services – Counselor, Social Worker, etc.
- Restitution
- Saturday School

Plan D – Administrator Action

- PARENT/GUARDIAN contact **AND** 5-10 days ISS or Home Suspension
- Possible development of behavior correction plan (all grades)
- Possible recommendation for alternative program (grades 6-12)
- Possible referral to law enforcement
- Restitution
- Recommendation for expulsion

Plan E – Administrator Action

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

SATURDAY SCHOOL: Saturday school will be used between after-school detention and in-school suspension. Saturday school will not require the student to miss class time. It will be used mainly, but not exclusively, for tardiness and dress code/I.D. violations.

School will be from 9:00 a.m. to 12:00 p.m. The doors will be locked and no one is allowed in after 9:15 a.m. Students must arrange for their own transportation and no food and/or drinks will be provided.

V. Disciplinary Policy and Procedures

The offenses and disciplinary actions listed below apply to all situations which occur on school campuses, during school activities, or during school-related functions, and en route to and from school on school buses. The school has the flexibility to implement the plan to best address the needs of the school and student. Any disability of the student must be taken into account when addressing misbehavior, in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973, IDEA, and the Georgia Special Education rules. All actions for offenses are **minimum dispositions**. The age of the child and the severity of the offense are considered in the administration of these rules. **Repeated episodes of misconduct will result in increasingly severe disciplinary actions.**

OFFENSE	DISCIPLINARY ACTION
1. Alcohol (Policy JCDAC)	
A. Sale of, or attempting to sell or distribute, alcohol on school property or while attending a school function.	Plan D or E (Must notify law enforcement.)
B. Possession, use, or under the influence of alcohol, on school property or while attending a school function.	Plan D or E (Must notify law enforcement.)
2. Arson: Intentional damage or attempted damage to any real or personal property by fire or incendiary device.	Plan D or E (Notify law enforcement)
3. Attendance (Refer to attached Board Policy JBD):	
A. Truancy: Skipping all day.	Plan C or D
B. Skipping class or required in-school activity. Any student who is more than 10 minutes late to class without a note is considered to be skipping.	Plan C or D
C. Leaving campus without permission.	Plan C or D
D. Skipping/misbehaving in detention.	Plan C or D
E. Tardiness: Students who are late up to 10 minutes for class are tardy.	Plan A
F. Repeated tardies show a failure to follow school rules, and a referral to a school administrator will be made.	Plan C

OFFENSE

DISCIPLINARY ACTION

4. **Battery:** Battery on any **school system employee, student, or other person** on school property or off school property if school-related. This includes any school employee or other person hit during the process of breaking up a fight.
 - a. Simple battery – intentional physical contact
 - b. Battery on a school employee causing visible physical harm
 5. **Bullying:** Any willful attempt or threat to inflict injury on another person, when accompanied by the ability to do so; or any intentional display of force such as would give the victim reason or fear to expect immediate bodily harm. May or may not involve physical contact.
 6. **Burglary:** Unlawful entry into a building or other structure with the intent to commit a crime.
 7. **Bus Misconduct:** Refer to Transportation Rules and Pupil Responsibilities. The age of the child and the severity of the offense will be taken into consideration in the administration of disciplinary action.
 8. Cheating
 9. **Chronic Disciplinary Problems:**
 10. **Class Disruption:** Behavior that interferes with student’s learning or the educational process for others.
- Plan C, D or E – grades K-3
Plan D or E – grades 4-12
Plan E (felony)
- Plan B, C or D;
3rd offense: Possible
Alternative School placement
Parent conference
required for bullying
- Plan D or E
(Notify law enforcement)
- Bus conduct will be handled as any other on campus behavior. Discipline for bus misconduct will be handled with a progressive plan of discipline that may include any of the following: bus contracts with parental involvement, assigned seating, suspension or denial of bus riding privileges.
- Plan B or C
- At any point in the discipline process, a school committee will meet to review the behaviors and make recommendations for appropriate disciplinary action. After an ISS stay of 10 days a parent conference must be held to develop a Behavior Correction Plan.
- Plan A, B or C

OFFENSE

DISCIPLINARY ACTION

- | | |
|--|--|
| 11. Computer Trespass, Technology Fraud, Abuse, or Misuse: Willful or intentional unauthorized access to alter, damage, destroy or attempt to 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. | Administrative discretion and/or legal action. |
| 12. Disorderly Conduct: Significant, deliberate disruption of the school environment. | Plan C, D, or E |
| 13. Disturbances: School disturbances which threaten the safety of others, such as, but not limited to: inciting a riot; walk-out, blocking and/or occupying any part of the school building or property with intent to deprive others of use or access; threats to use bombs, or in any way preventing functioning of the school-related activity; or inciting, advising or counseling of others to engage in prohibited acts. | Plan C, D, or E |
| 14. Dress Standard Violations – Refer to Dress Standards. | Plan B or C |
| 15. Drugs/Alcohol: (Policy JCDAC) | |
| A. Sale of, or attempting to sell or distribute, drugs/alcohol on school property or while attending a school function. | Plan E
(Notify law enforcement) |
| B. Possession, use or under the influence of drugs/alcohol on school property or while attending a school function. | Plan E – Re-admission to school only after proof of enrollment in a drug intervention program. Completion of the program is required. (Notify law enforcement) |
| 16. Electronic Devices include but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic devices. | First Offense <ul style="list-style-type: none">• Confiscation• Call/letter to parent explaining consequences of next offense• Parent must pick up phone between 3:00-4:00 p.m. |

OFFENSE

16. *Electronic Devices – Continued...*

17. Falsification of School Records

18. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

19. **Fighting:** 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; or en route to and from school.

20. Fireworks or explosives possession or use.

21. Gambling: On school property or while attending any activity under supervision.

DISCIPLINARY ACTION

Second Offense

- Confiscation
- 3 days of ISS or confiscation of phone for 10 school days
- Call/letter to parent explaining consequences of next offense
- Parent must pick up phone between 3:00-4:00 p.m.

Third Offense

- Confiscation
- 5 days of ISS or confiscation of phone for 15 school days
- Call/letter to parent explaining consequences of next offense
- Parent must pick up phone between 3:00-4:00 p.m.

Fourth Offense and repeated offenses

- Plan D

Plan A, B, or C
Parent Notification

Plan C, D or E

Plan C, D or E
(Law enforcement involvement at administrative discretion – see “Interagency Procedure For Handling Fights in Schools.”)

Plan C, D or E

Plan B, C or D

OFFENSE

DISCIPLINARY ACTION

- | | |
|---|---|
| 22. Gang Activity/Secret Societies: Involvement in or promotion of any activity that might be considered gang-related, such as use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group, is prohibited on school grounds and/or at school activities. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations, which could cause bodily danger, physical harm, or personal degradation or disgrace resulting in mental harm to students, are prohibited. | Plan C, D, or E |
| 23. Insubordination/Repeated failure to follow directions | Plan B, C, or D |
| 24. Larceny/Theft: Theft of school or private property while student is under school supervision | Plan B, C, or D plus restitution |
| 25. Off-Campus Conduct: A student who has committed a criminal act while off campus is subject to disciplinary action and may be excluded from school if his/her presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school. | Plan D – will be implemented according to administrative discretion. |
| 26. Parking/Traffic Violations on school property: Each student who chooses to park or operate a vehicle on school property must follow the rules and regulations of the Tift County School system as outlined. Student parking by permit only. | Plan C or D plus possible towing or use of immobilization device. |
| 27. Public Display of Affection, Inappropriate | Plan B or C |
| 28. Reckless or Unsafe Behavior | Plan C or D |
| 29. Robbery: Use of force or threat of force while taking or attempting to take anything of value owned by another person or organization. Includes extortion. | Plan B, C, or D plus parent notification and restitution.
(Notify law enforcement) |

OFFENSE

DISCIPLINARY ACTION

- | | |
|--|--|
| 30. Rude, Disrespectful, or Deceptive Behavior and/or refusal to carry out appropriate instructions of employees, students, or other persons while on campus or at any school-sponsored activity. Includes urging, encouraging, or counseling other students to disturb or disrupt the functioning of the school. | Plan B, C or D |
| 31. School Visitor: A student shall not invite a visitor to attend any part of the school day without prior permission of the principal. | Penalty at the discretion of the teacher and/or principal. |
| 32. 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 a person's body, writing suggestive notes, drawing offensive pictures, making obscene gestures, or possession of offensive literature. | Disposition: Administrative investigation followed by age-appropriate disciplinary action, parent notification, possible expulsion and law enforcement involvement if criminal activity is reported. |
| 33. Sex Offenses may include severe infractions of any of the above and/or committing a sexual act. | Disposition: Administrative discretion, with possible expulsion and notification of parents and law officials. |
| 34. Threat/Intimidation directed toward school employees or other persons involved in school activities. | Plan B, C, or D |
| 35. A. Throwing inappropriate objects/or
B. Possession of dangerous objects. Can include rocks, pencils, pens, staples, etc. | Plan A, B, C, or D |
| 36. 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 C, D or E
Confiscation for all offenses |
| 37. Trespassing: Entering or remaining on a school campus or school facility without authorization or invitation, and with no lawful purpose for entry. | Warning first, then referral to law enforcement. |
| 38. Vandalism:
A. Willful and malicious destruction of, and/or threat to, destroy school property. | Plan C or D
(Restitution for all offenses.) |

OFFENSE

DISCIPLINARY ACTION

- 38. *Vandalism – Continued...*
 - B. Marking, defacing, or destroying school property or property of another student. Plan C, D or E (Restitution for all offenses.)
 - C. Willful and malicious vandalism of public or private property. Plan C, D or E (Restitution for all offenses.)
 - D. Use of or threats to use bombs, explosives, setting fires, and the deliberate and serious destruction of school property. Plan D or E (Notify law enforcement)
- 39. **Verbal Assault** to include use of profane, vulgar, obscene words or language, or threatened violence:
 - A. Directed toward a staff member, bus driver, employee or other adult. Plan C or D
 - B. Directed toward a student. Plan A, B or C
 - C. In general conversation. Plan A, B or C
- 40. **Weapons** (Policy JCDAE)
Weapons as defined by Board Policy. Plan E (Notify law enforcement)
Guns: 1 Calendar Year
Expulsion
Other: Administrative discretion

NOTICE

It is unlawful for any person to carry, possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as nunchaku, a nun chahka, nun chuck, shuriken, or fighting chain, or any disc of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star, oriental dart, or any weapon of like kind, and any stun gun or taser as defined as O.C.G.A. Section 16-11-106.

Violation may result in expulsion from school for one year and/or criminal prosecution. A juvenile who violates this shall be subject to the provision of O.C.G.A. Section 15-11-37.



- All incidents listed in **bold type** are subject to inclusion in annual discipline reports to the Georgia Department of Education.
- Law enforcement will handle any incidents of homicide, kidnapping, motor vehicle theft, and sexual battery.

Tift County Public Schools

Patrick Atwater, Jr., *Superintendent*
Betty Newkirk, *Asst. Supt., Instruction*

207 North Ridge Avenue • P.O. Box 389
Tifton, Georgia 31793-0389
Telephone 229-387-2400 • Fax 229-386-1020

TO: Parents/Guardians of Tift County Students

SUBJECT: Attendance Policy – JBD

The Tift County Board of Education expects students to be in attendance at school each day. The following requirements define Tift County's expectations in accordance with state law:

Requirements for K-12 students:

1. Students may be temporarily excused from school when:
 - a. Personally ill and when attendance in school would endanger their health and the health of others.
 - b. A serious illness or death in their immediate family necessitates absence from school.
 - c. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order.
 - d. Celebrating religious holidays.
 - e. Conditions render attendance impossible or hazardous to their health or safety.
 - f. Registering to vote or voting, for a period not to exceed one day.
 - g. Up to a maximum of 5 school days per school year are excused absences for days missed to visit with parent or legal guardian in the military prior to deployment or while on leave.
2. Students shall be permitted to make up work when absences are excused.
3. Tift County students shall be counted present when they are (a) in attendance at least one half of the instructional day; and (b) serving as pages of the Georgia General Assembly.
4. Students with excessive absences will be referred to the School Social Worker. Student and parent(s)/guardian(s) will be notified by School Social Worker of their responsibilities relating to school attendance.
5. Tift County Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission from the custodial parent(s)/guardian(s). It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those filed in the child's records.

In accordance with the above policy requirements, the Tift County Board of Education shall establish administrative regulations to administer these expectations.

An Appeals Process shall be established by the administrative staff to consider extenuating circumstances which may need to be addressed based on individual needs.

ADMINISTRATIVE REGULATION

ABSENCES AND EXCUSES

Date Adopted: 6/15/1993

Last Revised: 5/31/05

The following administrative procedures shall be followed by the school, students and parents/guardians as students return to school after an absence:

Definitions for Student Attendance Protocol

Tardy

Tardy to Class – A student is “tardy to class” when he/she arrives to class after the tardy bell.

Excused tardy – includes events that are physically out of your control such as: a verifiable accident, road closed due to an accident, power outage, sickness when verbally verified by parent, doctor appointment when verified by doctor’s office visit slip, etc.

Unexcused tardy – over-sleeping, traffic too heavy, errand for parents, delayed at train crossing, out of gas, car trouble, missed bus, personal business, out of town, etc.

Truant

Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Exception for suspension

School days missed as a result of an out of school suspension shall count as excused days for the purpose of determining student truancy.

Excused Absences

In the case that a student’s personal illness or attendance in school endangers a student’s health or the health of others, the Tift County Board of Education may require students to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence. With proper verification a student may be eligible for hospital/homebound instruction (S.B.O.E. Rule 160-4-2-.31);

In the event of a serious illness in a student’s immediate family, the Tift County Board of Education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.

A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.

Observing religious holidays, necessitating absence from school.

Conditions rendering attendance impossible or hazardous to student health or safety.

The Tift County Board of Education may allow a period not to exceed one day for registering to vote or voting in a public election.

The Tift County Board of Education shall count students present when they are serving as pages of the Georgia General Assembly.

Absences

1. A written excuse from a physician, parent or guardian, stating days missed and reason for absence, shall be provided to the designated person at each school by the third day the student returns to school after an absence. Only three (3) written excuses from parent/guardian will be accepted per 9 weeks.
2. Parents of students from ages 6-9 who have five (5) unexcused absences will receive notification from the Tift County School Attendance Support team for a parent meeting. Upon the 6th unexcused absence, a warrant will be taken out against the parent. At such time, the student and parent/guardian will be expected to appear before the Magistrate Judge and the Judge of State Court, to show cause for the six (6) or more unexcused absences.
3. Parents of students from ages 10-15 who have five (5) unexcused absences will receive notification from the Tift County School Attendance Support team for a parent meeting. Upon the 6th unexcused absence, a juvenile complaint for violation of the Georgia Compulsory Attendance Law will be filed against the student in Juvenile Court. The student will be placed on Informal Adjustment for 90 days with the Department of Juvenile Justice. At the same time, a warrant will be taken out against the parent(s) for violation of the Georgia Compulsory Attendance Law.
4. If a student ages 16-18 has more than ten (10) school days of unexcused absences in any semester or combination of two consecutive quarters for a period of one academic year, notice will be given by the school system to the Department of Public Safety. The student's driver's license will then be suspended for one full year or until the student reaches the age of 18.
5. In the event of prolonged absences due to extenuating circumstances, the student, parent or guardian, may request the case be reviewed by the attendance appeals committee. (See Attendance Appeals Committee)
6. Make-up work for unexcused absences may be approved by the building principal for extenuating circumstances. This request for make-up work must be made PRIOR TO the unexcused absence. Students will be granted three (3) days to make arrangements to make up work missed.

Attendance and Tardies/Early Dismissals for Students in Grades K-12:

1. Students are expected to be on time and in attendance daily. Students in K-8 must be present at least $\frac{1}{2}$ of the school day to be counted present. Students in grades 9-12 must be present at least $\frac{1}{2}$ or more of the class period to be counted present for that class.
2. Parents are responsible for getting students to school on time, and should not make a habit of taking students out of school prior to official dismissal time.
 - a. Students in grades K-8 will be referred to the Attendance Support Team (AST) when they have received excessive tardies/early dismissals. The AST will determine whether the tardies/early dismissals are excused or unexcused.

- b. Students in grades 9-12 who arrive after the tardy bell (to school) must go directly to the attendance office and SIGN IN. Tardy passes are issued by the attendance official until 9:00 a.m. After 9:00 a.m., tardy students are recorded as absent for 1st block and issued an admit pass to take to class.
- c. Students in grades 9-12 may not have more than 3 tardies to class per semester. Upon the 4th tardy the teacher will write an administrative discipline referral.
- d. Students in grades 9-12 who are tardy to class 10 minutes or more and do not have a pass from a school official, will be referred for skipping class by writing an administrative discipline referral.
- e. Students in grades 9-12 who are tardy to class by more than 45 minutes ($\frac{1}{2}$ of the block) are required to have an admit pass and are recorded absent for that class.
- f. In grades 9-12, parents/guardians or other persons approved to check-out students during the day must report to the Attendance Office. After the checkout is verified and approved by the attendance official, the student will be cleared to check-out at the end of the instructional period. Students who miss class for more than 45 minutes ($\frac{1}{2}$ of the block) due to early dismissal will be recorded as absent for that class.
- g. Pre-Approved Early Dismissal for grades 9-12 (Check-Out): Students who need to leave school during the school day must take their note to the Attendance Office before 1st block. The student should present a note from the parent/guardian authorizing the student's early release. The note must include a parent contact number. When this note is presented and verified by the attendance official, an Early Dismissal Pass will be issued to the student. If a parent/guardian cannot be reached, the student will not be allowed to check-out. The Early Dismissal Pass must be presented to the teacher of the class in session when the student leaves during the day. The student must report to the Attendance Office and sign-out before leaving campus. Verification/authorization for sign-outs must occur prior to the students' leaving campus. If the student is checking out for a doctor's appointment, the student, in order to obtain an excused absence on their early dismissal pass, must present an office visit slip from the doctor's office upon returning to school.
- h. Students in grades 9-12, upon returning to school the following day, the Early Dismissal Pass must be shown to all teachers whose classes the student missed the previous day. This Early Dismissal Pass serves as the student's admit pass.
- i. Student Illness During the Day for grades 9-12: Students who become ill during the day must have a pass from their teacher to come to the Attendance Office. Students may be checked out of school only by their legal guardian or by persons authorized on the student's Medical Authorization and Emergency Release Form. Parents/guardians must be available by telephone to verify student release if they do not personally check-out the student.

Parent Notification of Non-Credit for Grades 8-12:

Written notice will be mailed to parents/guardians concerning the number of student absences.

1. If a student in grade 8 (Those taking courses for credit) is absent more than ten (10) days each semester (18 weeks), the student may not be granted credit for that particular course(s). Students in grades 9-12 who miss more than 7 days on block may not receive credit for that class.
2. In grades 9-12, we will begin mailing attendance letters on the third (3rd), fifth (5th), and seventh (7th) absence. On the seventh (7th) absence in a semester, *a letter of possible non credit will be mailed to parents/guardians*. These letters will be for excused and unexcused absences.
3. Absences due to out of school suspension will be counted as unexcused absences; therefore, credit will not be awarded.
4. Failure to receive these written notices in no manner absolves the parents/guardians responsibilities in complying with all system/school attendance policies and rules.

Attendance Appeals Process: Grades K-12

1. An Attendance Appeals Committee shall be established by the building administrator.
2. The Attendance Appeals Committee in each school shall be comprised of an administrator, counselor, school social worker, teacher, or any other person the principal feels necessary who has information for the Committee to consider.
3. The Attendance Appeals Committee shall meet as the building administrator deems it necessary. (The Attendance Appeals Committee must meet upon the request of a parent or student.) Minutes are to be kept of all attendance hearings.
4. Parents/guardians must be advised of their right of appeal to the Superintendent. This advice must be recorded.

HEAD LICE

Tift County Schools are following a “no-nit” policy. Your child can return to school only when all head lice and nits are removed from the child’s head. Your child will be rechecked by the clinic aide/school personnel before being allowed to return to class. If nits are found, the child will not be allowed to return to class. The student will be allowed up to two excused absences for head lice treatment. Any days after those two days will be counted as unexcused absences.

BOARD POLICY – JCDA BULLYING

The following policy shall apply only to students in grades 6 through 12:

It shall be the policy of the Board that bullying of a student by another student is prohibited. In accordance with Georgia law, bullying is defined as:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Discipline for any act of bullying shall be **consistent with the Code of Student Conduct** and may range from a reprimand to out-of-school suspension. However, upon finding that a student has committed the offense of bullying for the third time in a school year, at a minimum the student may be assigned to an alternative education program.

The Superintendent shall develop rules and procedures that carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each middle and high school, and by ensuring inclusion of such information in student and parent handbooks.

BOARD POLICY – JCDA OFF-CAMPUS CONDUCT

Date Adopted: 7/11/2000

The Tift County Board of Education and the institutions under its jurisdiction shall have authority to control the conduct of students under the general power to provide for control and management of the school system. It is the duty of the Board of Education to make necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the school. The Board has a responsibility to provide protection for students and employees and to provide and maintain a safe and orderly environment for education to take place.

Administrators are authorized to take disciplinary action for conduct which occurs: (a) on the school grounds during or immediately before or immediately after school hours; (b) on the school grounds at any other time; (c) off the school grounds at a school activity, function or event; (d) en route to and from school or school activity.

Authority to take disciplinary action also extends to any off-campus non-school related actions by students which have a direct and immediate impact on school discipline, the educational function of the school or the welfare of the students and staff. A student who has been formally charged with violation(s) of criminal law, whether or not the case has been adjudicated, and whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school is subject to disciplinary action. Off-campus, non-school related misconduct may be considered as a sufficient basis for suspension, exclusion from school. Other appropriate disciplinary action including but not limited to in-school suspension and assignment to an alternative educational program or site may be taken.

School officials shall contact proper authorities to verify any and all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school.

Any suspension, expulsion, or exclusion from enrollment under this policy shall not waive the student's rights to a due process hearing as set out in Board policy relating to suspension or expulsion.

STUDENTS – INTERROGATIONS AND SEARCHES

Search of School Property

Any property owned by, loaned to, or otherwise entrusted to the Board may, even though possession thereof has been assigned by school employees to individual students, be searched by school officials where there exists reasonable cause to believe that such property contains or otherwise conceals items, the possession of which is prohibited by either rules adopted by the Board or criminal laws.

Search of Private Property, and the Person of Students

On reasonable cause that private property brought onto school property by a student or that the person of a student while on school property contains or conceals items described in the Code of Student Conduct, school officials may search such property or person.

Seizure

Notwithstanding any other provisions of these rules, school officials may seize and retain custody of any item referred to in the Code of Student Conduct upon the discovery of the existence of any such item either in or on any school property, in or on any private property brought onto school property by a student, or on the person of a student while on school property.

BOARD POLICY – JCDAC STUDENTS ALCOHOL/DRUG ABUSE

Effective Date: August 10, 1993

Revised: July 8, 2008

Student Drug Use:

It shall be the policy of this Board to take positive action through education, counseling, parental involvement, intervention, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances.

It shall further be the policy of the Board for all students in the system to be provide age appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use, and to be provided with information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. These programs shall also provide information about any drug and alcohol counseling, rehabilitation, and re-entry programs available to students.

Narcotics, Alcoholic Beverages, Stimulant Drugs:

A student shall not possess, sell, use, distribute, or be under the influence of any legal or illegal drug in any form whatsoever, including but not limited to, any narcotic drug, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, or any substance represented to be or reasonably appearing to be any type of drug:

- 1) at school or on school property at any time;

- 2) off the school grounds at a school-sponsored activity, function, or event; and/or
- 3) en route to and from school.

A student shall not attend school or any school event after having consumed any quantity of alcohol or illegal substance. Use may be detected by observation, odor or other means.

A student shall not have on his/her person, or in any way be in possession or control of drug related paraphernalia.

A student shall be deemed to be in possession of substances or paraphernalia prohibited by this policy if such substances or paraphernalia are found in cars, lockers, book bags, desks or other personal effects of students..

Discipline Action and Procedures:

All employees must report violations of this policy to the principal or assistant principal of the school where the violation occurred. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the police and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any illegal drug activity.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to drugs and alcohol and possible disciplinary actions.

Compliance with this policy and its rules is mandatory.

PROCEDURES FOR HANDLING INCIDENTS OF DRUG AND ALCOHOL USE

When a student is found to be involved in the buying, selling, distribution, or possession of alcohol, drugs, or any other drug related activity which violates school board policy, the principal will notify the Superintendent, the parents, and appropriate law enforcement authorities. The student will be subject to the following disciplinary action:

- A. If the violation is for use or possession of drugs, the student will be subject to the following:

FIRST OFFENSE

Expulsion from school for a minimum of the remainder of the semester or at least thirty days if there are less than thirty days remaining in the semester. The student will be readmitted to school only after enrollment in a drug intervention program provided by the local mental health agency. Completion of the program is required. Approval must be obtained prior to beginning the program. The agency must certify the satisfactory completion of the drug program.

SECOND OFFENSE

Permanent expulsion or expulsion for the length of time as determined by the Board of Education or possible recommendation for alternative school placement.

If there is evidence the student is involved in distribution or sale of drugs, the Board of Education may bypass the penalty of the first offense and apply the penalty for the second offense.

Any exception of these procedures must have the approval of the Board of Education.

- B. If the student is in violation of policy JCDAC for the unlawful possession, use, or distribution of alcoholic beverages, the student will be subject to the following:

FIRST OFFENSE

If the violation is flagrant, the student may be subject to expulsion. Minimum punishment, as determined by the administration, will be an extended assignment at the In-School Suspension Center or out of school suspension. During the suspension period, assessment of the level of involvement of alcohol use is expected to take place. A satisfactory conference will be held by the administration with the student and the student's parents as a condition for readmission to school.

SECOND OFFENSE

Expulsion for a length of time as determined by the Board of Education.

Any exception of these procedures must have approval from the Board of Education.

The schools will cooperate with the police department by reporting the source of supply if known to the school, and by developing an in-service instruction program for staff members.

The school will assist students who use drugs or alcohol by counseling, drug abuse education, cooperation with the county health department and individual physicians in appropriate health instruction and health care, and by other appropriate means.

USE OF TOBACCO

Student smoking and use of tobacco products is prohibited at school or while students are participants in school activities or being transported on school buses.

The Tift County Board of Education is an Equal Opportunity Employer and does not discriminate on the basis of age, religion, race, color, creed, marital status, sex, handicapping or disability condition, national origin, academic or economic disadvantage in its educational programs, services, activities or in its employment practices.

The Tift County Board of Education and school system is a drug-free workplace.

PROCEDURES FOR STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

- A. Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.
- B. Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct,*

the oral and written reports should be made to the superintendent or the superintendent's designee.

- C. Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate policy authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

BUS CONDUCT

The Superintendent of Schools will insure that all bus drivers know and understand their responsibilities for establishing and maintaining appropriate student behavior on school buses. The administrative procedure for Bus Conduct will be included in each driver's Transportation Handbook.

Discipline

Self-control on the part of the student is necessary for the safe operation of any school bus. Students are expected to conform to the same standards of behavior as required during regular school activities.

Students who fail to conform to reasonable behavior expectations may expect to receive disciplinary measures. Repeated or serious violations will result in short or long term loss of bus privileges, and subject to all other provisions contained in Code of Student Conduct.

Safety

All drivers will emphasize safety instructions and emergency evacuation procedures during the first week of school. An annual emergency drill will be conducted.

Students are expected to follow safety procedures concerning loading, unloading, seating and emergency evacuation as directed by their driver, teacher and principal.

Violation of safety measures is considered a serious offense; appropriate disciplinary measures will result.

TRANSPORTATION RULES AND PUPIL RESPONSIBILITIES

School Bus Rules and Pupil Responsibilities

1. The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and cheerfully.
2. Be on time; the driver cannot wait beyond his or her regular schedule for those who are tardy.
3. Wait in an orderly line off the street or road.
4. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum: 10 Feet)
5. Do not run toward a school bus while it is in motion.
6. Ride only the bus assigned by school officials.
7. Do not try to get on or off the bus or move about within the bus while it is in motion.
8. Pupils must remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear while the bus is in motion.
9. Behave on the bus as you are expected to behave in the classroom. Any acts of physical violence, bullying, physical assault or battery of other persons on the bus, disrespectful conduct toward the school bus driver or other persons on the bus and other unruly behavior is prohibited. Physical violence is defined as intentionally making physical contact of an insulting or provoking nature with another or intentionally making physical contact that causes physical harm to another unless such physical contacts or harms were in self-defense.
10. Do not engage in any activity which might divert the driver's attention and cause an accident such as:
 - (a) Loud talking or laughing, or unnecessary confusion.
 - (b) Unnecessary conversation with the driver.
 - (c) Extending any part of the body out of the bus windows or doors.
11. The usage of mirrors, lasers, flash camera, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus is prohibited.
12. The usage of any electronic devices during the operation of a school bus that might interfere with the school bus communications equipment or the school bus driver's operation of the bus is prohibited.
13. Pupils are not to open or close bus doors at any time nor shall they regulate or operate any part of the bus.

Students must be able to hold items carried on the bus in his/her lap. This does not include prohibited items.
14. Do not engage in any activity which might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
 - (a) Smoking, eating, possession or use of alcoholic beverages on the bus.

- (b) Spitting or throwing anything in or from the bus.
 - (c) Possessing knives or sharp objects on the bus.
 - (d) Bringing animals, baseball bats, skateboards, or any other item deemed inappropriate by the Director of Transportation.
15. Pupils will not leave the bus on the way to school or home without permission of the driver. Driver will not give permission for changes in transportation except in case of personal emergency, or upon request of the principal or pupil's parents. A written request is required.
 16. Pupils must be courteous to driver, to fellow students, and to passersby at all times.
 17. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray its full cost.
 18. All School Board Policies governing Student Discipline and Conduct will be observed.

Violations

Discipline for bus misconduct will be handled with an age appropriate, progressive plan of discipline that may include any of the punishments listed in the disciplinary action plan. In addition to these punishments, bus conduct will also be subject to bus contracts, assigned seating, and short-term, long-term, or permanent removal of bus riding privileges. **Automatic suspension of bus riding privileges can be implemented for the following offenses: fighting, cussing, vulgar language, obscene gestures, bullying, or other behavior deemed inappropriate by the school administration or Director of Transportation.**

When a student is removed from a bus, they are not allowed to ride any Tift County bus. During any bus suspension, the parent/student is responsible for school attendance, unless he/she has been suspended from school.

K-6

- 1st Offense: Discretion of administrator.
- 2nd Offense: Suspension of bus privileges for 2 days.
- 3rd Offense: Suspension of bus privileges for 3 days.
- 4th Offense: Suspension of bus privileges for 4 days.
- 5th Offense: Suspension of bus privileges for 5 days.
- 6 or more Offenses: Suspension of bus privileges for a minimum of 10 days.
- Automatic Suspension: Suspension of bus privileges for a minimum of 10 days.

7-12

- 1st Offense: Discretion of administrator.
- 2nd Offense: Suspension of bus privileges for 3 days.
- 3rd Offense: Suspension of bus privileges for 6 days.
- 4th Offense: Suspension of bus privileges for 9 days.
- 5th Offense: Suspension of bus privileges for 15 days.
- 6 or more Offenses: Suspension of bus privileges for a minimum of 30 days.
- Automatic Suspension: Suspension of bus privileges for a minimum of 30 days.

USE OF ELECTRONIC DEVICES BY STUDENTS

It shall be the rule of the Tift County Board of Education that possession of an electronic device by a student in school shall be permitted as specifically prescribed by this rule. Students are not permitted to use pocket pagers, cellular phone, CD player, I-Pod, MP3 player, or other electronic communication device in a school building or class setting. Students shall not be permitted to use any personal electronic communication devices, including cell phones, on school campus during the classroom instructional time. **For the purposes of this rule, classroom instructional time begins when the first bell rings for students to report to an assigned activity and ends when school is dismissed for the day.**

Students are prohibited from using any electronic devices during the operation of a school bus, including, but not limited to, cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. (20-2-751.5)

Students with a health condition, which requires the use of such a device, are exempt from this rule. A student requiring the use of such a device shall have on file in the principal's office a statement from a licensed physician certifying that such a device is necessary for the health of the student.

The superintendent or his/her designee shall develop administrative guidelines to carry out this policy.

STUDENT DRESS STANDARD

The **rationale** for dress standards is to foster good citizenship and the schools' ability to achieve their academic and instructional purposes. The **goal** is to promote student learning, safety, and behavior by assisting students in making choices about appropriate school attire. The **expectation** is for students to dress in a clean, modest, and dignified manner reflecting self-respect and respect for others.

GENERAL GUIDELINES

Clothing must be worn with appropriate undergarments and the undergarments must not be exposed.

Clothing must not expose cleavage or midriffs.

Clothing must not have holes or tears.

Clothing, body, and hair should be clean.

Clothing with words or graphics depicting or alluding to any of the following are strictly prohibited:

- violence
- weapons
- gang affiliation
- sex
- profanity
- drug use
- alcohol
- tobacco
- intimidation
- bullying
- self-destructive behavior
- negative/inappropriate messages

Any attire deemed by the administration to be a threat to the safety and security of the campus or a distraction to the learning environment will not be permitted.

SHIRTS/TOPS

All shirts and tops must have sleeves and be appropriately sized.

- Exception for grades 4-12: a dress jacket, blazer, shirt or sweater may be worn to cover a sleeveless top.
- Exception for grades K-3: tank tops allowed, halters and spaghetti straps not allowed.

Un-tucked shirts must be hemmed and may not exceed the length of the hips.

Shirts that exceed the length of the hips must be tucked in.

PANTS/SKIRTS/DRESSES

Pants and skirts must be fastened securely at the waist. **Sagging and oversized pants are strictly prohibited.**

Pants, skirts, shorts, and dresses must be knee length or longer.

- Exception for grades K-3: shorts above knee of appropriate length allowed.

Not allowed:

- athletic sweat or sheer silky pants (except in the gym)
- pajama pants
- biker pants
- leggings without a skirt or dress of the above appropriate length

SHOES/FOOTWEAR

Shoes must be worn at all times and properly secured.

Appropriate footwear is required at all times in science laboratory, vocational shop classes, P.E., and other classes deemed appropriate by administration.

Not allowed:

- house slippers
- roller-skate shoes/heelys

ACCESSORIES/HAIR

Accessories or jewelry promoting gang activity, exhibiting demeaning symbols or words, presenting a hazard, or construed to be a weapon are strictly prohibited.

Earrings and pierced jewelry may only be worn on the ears; other facial or exposed body piercing jewelry is not permitted.

Hair bands and hair pins designed to secure hair from the eyes are allowed.

Not allowed:

- hair dyed inappropriate or odd colors
- excessive and distracting hair styles
- earrings on males

HEAD WEAR

All head wear, including sunglasses, must be removed upon entering the building.

DRESS CODE FOR 6TH STREET ACADEMY

Khaki pants and white collar shirt.

BOARD POLICY – JCE

STUDENT COMPLAINTS AND GRIEVANCES

The Board realizes that there may be conditions in the school system that need improvement and that students should have some means to effectively express their concerns which will be considered and handled with fairness.

Student complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved, the student or his/her parents or the teacher, may bring the matter to the principal's attention for his/her consideration;
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration; and
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

BOARD POLICY – IDFA

GENDER EQUITY IN SPORTS

It is the policy of the Tift County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. As a part of achieving this goal, the Tift County School District annually shall notify all of its students of the name, office address, and office telephone number of the employee(s) who coordinates efforts to comply with and carry out the provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students.

An equity in sports grievance procedure is hereby adopted which provides for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the pertinent Code section. The grievance procedure shall be as follows:

1. The employee designated as the person who coordinates efforts to comply shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;
2. A copy of such decision shall be provided to the complainant within five days of the date of the decision; and
3. A complainant shall have a right to appeal such a decision to the local board within 35 days of the date of the decision.
4. A complainant may appeal a decision of the Board in accordance with the procedures specified in O.C.G.A. §20-2-1160.

The Superintendent shall annually appoint an Equity in Sports Coordinator whose

responsibility is to coordinate efforts to comply with and carry out requirements in regard to Equity in Sports.

The Equity in Sports Coordinator shall investigate any complaints communicated to the school system in regard to Equity in Sports.

Legal Ref.: O.C.G.A. §§20-2-314 and 20-2-315

BOARD POLICY – IFBG-R
ADMINISTRATIVE REGULATION
INTERNET ACCEPTABLE USE

Date Adopted: 9/12/2000

Last Revised: 1/10/2006

The purpose of computer and telecommunications technology in our schools is to support research, education, and the use of technology as a tool for life-long learning. The use of computers and the Internet shall be guided by the curriculum and the objectives of the Tift County Board of Education (TCBE), as well as the instructional needs of the school community. Use of any other network accessed through the TCBE connection must comply with this acceptable use policy.

The State of Georgia and the United States have promulgated laws governing the use of computers and related technology. The Georgia Computer Systems Protection Act states that “Whoever intentionally and without authorization, directly or indirectly accesses, alters, damages, destroys, or attempts to destroy any computer, computer system, or computer network, or any computer software, program or data shall, upon conviction thereof, be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.” The U.S. copyright laws govern the duplication of computer programs. By signing the *Tift County Computer/Internet Access Agreement* and using the computer resources of Tift County School System, the user agrees to abide by the referenced Georgia law, any and all other relevant laws of the United States and the State of Georgia, and the following guidelines and regulations regarding the use of computers and the Internet developed by the Tift County Board of Education.

PROGRAM DEVELOPMENT

The Internet is a worldwide network of computer networks to which several million individual computers are connected. It is the largest scientific, research, and academic network in the world. A wide variety of organizations participate in the Internet, including government agencies and departments, colleges and universities, non-profit organizations, commercial institutions, and K-12 schools. The Internet allows for global communications between individuals and/or groups, resource sharing, and information.

In order to match electronic resources as closely as possible to the approved system curriculum, classroom teachers will review and evaluate Internet resources in order to offer “bookmarks” and menus of materials that comply with Board guidelines. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the system curriculum. All students will be informed by staff of their rights and responsibilities as users

of the system network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to system information resources will be designed in ways that point students to those resources that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision at school only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

TERMS AND CONDITIONS:

I. ACCEPTABLE USE

Access to the Internet is provided for educational purposes and research consistent with the Tift County Board of Education's educational mission and goals. Use of the school system's computers and access to the Internet are for use related to class work including unique resources not available in the local setting. The computing resources of the Tift County Board of Education shall be fully accessible for instructional use only during normal school hours.

All users (staff members as well as students and their parents/guardians) shall be required to sign the appropriate Computer/Internet Access Agreement form allowing access to the Internet. By signing these agreements, all users shall affirm that they have read and understand the administrative procedures on Acceptable Use of Computer/Internet Resources and understand the consequences for the violation of said administrative procedures. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

II. PRIVILEGES

The use of the Tift County Board of Education's equipment for computing and for access to the Internet is a privilege, not a right, and as such is conditional upon the individual's compliance with any and all Georgia and federal laws, school regulations, and the exercise of good manners. Inappropriate use may result in the cancellation of those privileges, and conduct otherwise in violation of Tift County Board of Education policies or regulations may also result in disciplinary proceedings. The Superintendent, or designee(s), shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

III. ETIQUETTE

All users are responsible for their behavior while using school computing resources. All general school rules regarding conduct, behavior, and communications apply to the use of the school computing resources, including but not limited to those rules contained in the Tift County Board of Education's handbooks.

Users must be reminded to refrain from mistaking the apparent anonymity of the Internet as a license to behave in a manner not otherwise appropriate. Because all TCBE computer accounts are identified by their TCBE addresses, every transmission involving a TCBE account reflects upon the entire school system. Therefore,

access to TCBE computing resources will be provided only to those users who agree and continue to act in a considerate and responsible manner. All users are expected to abide by the generally accepted rules of network etiquette, most of which are listed below.

- A. Users shall be polite and considerate of others.
- B. Users shall use appropriate language at all times. Do not swear, use vulgarities or any other inappropriate language.
- C. Users are encouraged to use their best grammar and spelling at all times, so that their ideas may be evaluated on their content rather than on the manner of their presentations, but be forgiving of the errors of others.
- D. Users shall use printing resources wisely.
- E. Users shall use computers in a timely manner, so that all users may have an opportunity to utilize computing resources.
- F. Users are encouraged to tell the system operator whenever they find a particularly interesting site on the Internet.
- G. Users shall never reveal their personal addresses, e-mail addresses, Social Security numbers, phone numbers, or any personal information, or those of any other students or colleagues.

IV. UNACCEPTABLE USE

As stated previously, the purpose of the TCBE computer/Internet resources is to support research and education. Unacceptable use of these resources is prohibited. Examples of prohibited conduct include but are not limited to the following:

- A. Neither students nor employees shall use TCBE computers, other equipment, or Internet access:
 - 1. for commercial business or profit, or for solicitations or purchases of any kind.
 - 2. to play games except those included in educational activities.
 - 3. to access, send or post materials or communications that are:
 - a. damaging to another's reputation,
 - b. abusive,
 - c. obscene,
 - d. sexually oriented,
 - e. threatening,
 - f. contrary to the system's policy on harassment,
 - g. harassing,
 - h. illegal, or
 - i. advocating illegal acts, violence, or discrimination towards other people (hate literature).
- B. Neither students nor employees shall:
 - 1. use personal software in TCBE computers without prior approval of system operator.
 - 2. deliberately access, remove, or copy any program or file on a network belonging to someone else without specific authorization from system operator.

3. add programs to the TCBE computer system, delete programs, copy programs or tamper with existing programs in any way. (Including, but not limited to, downloadable freeware applications available on the Internet.)
 4. use any TCBE computer or computer network in such a way that causes it to stop performing or disrupts the use of the network by others.
 5. disguise or hide their identity, including changing their name on the system. Only the system operator may change a user name and account.
 6. forge electronic messages or post anonymous messages.
 7. create “home pages” or directories without approval by the system operator.
 8. use TCBE computing resources to advertise any product.
 9. use TCBE computing resources to attempt to gain unauthorized access to any TCBE network or other global network that goes beyond the user’s authorized access. This includes attempting to log in through another person’s account or accessing another person’s files.
 10. use the network while access privileges are suspended or revoked.
 11. use the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- C. Under absolutely no circumstance shall students or staff arrange to meet an individual they have contacted while utilizing the TCBE computing resources, and users should notify their teachers and/or the system operator immediately upon any attempt by any user to arrange to meet them, or upon a contact from any user for an illicit or suspicious purpose. Students should also notify their parent or guardian if any of the above should happen.
- D. The fact that something is not protected does not mean that you have the right to access it. This includes information and system actions. Most actions and information accesses that are not allowed are prevented by mechanisms built into the systems. However, computer systems are complex and errors may keep the systems from preventing prohibited access. Such access is **STILL PROHIBITED**. That the system did not prevent your misbehavior is not an excuse for misbehavior. Effort on your part directed toward bypassing a preventive mechanism is an extremely serious offense.

Any user mistakenly accessing inappropriate information should immediately report the error or site to a teacher or system operator. Such action may protect the user against a claim that the user has intentionally violated these administrative procedures.

System operators and administrators shall have the discretion to suspend or terminate any student or employee’s access to and use of the TCBE computing system upon the breach of these administrative procedures by the user. In the event there is a claim that a user has violated these procedures the user will receive a written notice of the suspected violation and an opportunity to present an explanation before a system administrator. If the violation also involves a violation of other school or system regulations, it will be handled according to system guidelines. Any grievance following such incidents will be handled in accordance with system guidelines.

V. SERVICES

All accounts authorized through the Tift County Board of Education will be granted for up to one academic year at a time. Upon completion of the *Computer/Internet Access Agreement*, individual users will be officially registered through the school's network administrator.

Students may obtain individual accounts at the request of their teacher with the written approval of their parent/guardian through the *Student Computer/Internet Access Agreement*. Students and parents indicate their willingness to comply with this agreement by signing the Student Code of Conduct each year. These signed pages are maintained by the office at each individual school.

Staff members may obtain an Individual School Internet Account through the Tift County School System by completing the *Staff Computer/Internet Access Agreement*. **Students should never be allowed access to a computer when a staff member is logged on under his/her individual account. All staff members must log off the network when they will not be using or supervising their account and must shut down their computer at the end of the day following proper procedures.** The Technology Director will keep the signed agreements on file. Once a signed agreement is on file, the individual accounts for these staff members will be created.

VI. PRIVACY

All users should understand there is no guarantee or reasonable expectation of privacy in electronic mail or in the contents of your personal files on the TCBE computer system. Users should understand that any recipient of an e-mail can forward the message to any other user. Additionally, system operators have access to all electronic messages, and may in the course of maintaining the system be required to exercise this access. Any messages relating to or in support of illegal activities should be reported to the authorities and may result in the loss of TCBE computing resource user privileges as well as civil or criminal liability.

The following guidelines for privacy must be followed:

1. Under no circumstances shall any student give out or post their full name, home address, phone number or other personal information while using TCBE computing resources.
2. No student or employee shall give out or post personal or private information of this kind regarding any other person.
3. No student or employee shall give out their passwords to anyone other than the system operator, nor shall any student or employee use the account or password of any other TCBE account holder.
4. No student or employee shall re-post a message that was sent to him/her without permission of the person sending the message.

VII. SECURITY

Security of any computer system is always a high priority. The Tift County Board of Education abides by all federal copyright guidelines, laws and licensing agreements governing the use of software. All users of TCBE computing resources are expected to abide by all federal copyright guidelines, laws and licensing agreements, including laws and guidelines regarding the duplication of computer

programs. Information regarding any security problem or infringement of copyright law should be reported to the system operator immediately, and should not be demonstrated to other users.

No user shall deliberately view, remove or copy the files of another user or the file or software of the Tift County Board of Education without specific, written authorization to do so. The ability to access a file or program shall not be interpreted as permission to access a file or program. Any effort by a user to bypass a preventative security mechanism, including violating, "borrowing," or changing a password, will be considered an inappropriate use of a computing resource, and may lead to revocation of user privileges as well as additional disciplinary or criminal penalties. No user shall make any malicious attempt to harm, modify, or destroy the data, materials, equipment or software of another user or of the Tift County Board of Education. Such conduct includes, but is not limited to, the uploading or creating of any computer virus. The system operator must review any software not provided by the Tift County Board of Education before it can be used in any school computer.

Vandalism will result in immediate cancellation of privileges as well as additional disciplinary action when appropriate. The user and/or the user's parent/guardian will be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any malicious violation of these procedures.

VIII. LIMITATIONS OF LIABILITY

The Tift County Board of Education makes no warranties of any kind, either express or implied, for the computing resources it provides. All users must assume responsibility for their own actions, since access is possible to the massive, unpredictable contents of the world-wide computer network. The Tift County Board of Education will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, delays, non-deliveries, mis-deliveries, service interruptions, technology-related physical problems, or exposure to offensive or threatening materials. Computer users are encouraged to maintain back-up files of all information that is not easily replaced.

The Tift County Board of Education specifically denies any responsibility for the accuracy of information obtained through these services. Use of any information obtained through the Internet is undertaken at the sole risk of the user, as the Internet has not been verified for accuracy. The Tift County Board of Education denies any responsibility for the accuracy or quality of information obtained through its computing resources.

INTERAGENCY PROCEDURES FOR HANDLING FIGHTS IN SCHOOLS:

Fighting causes widespread disruption, and serious consequences result for anyone who chooses to fight at school, on the school bus, or at a school-sponsored activity.

1. A first fight occurs in grades K-5:
 - a. School notifies parents of the fight. Parent must pick up their child and meet with administrator.
 - b. Short term suspension (1-5 days) may occur.

2. Law enforcement is called for students in grades 6-12 who fight, and for second or subsequent fights in lower grades. Law enforcement may be called for serious offense on first occurrence at lower grades. Other actions:
 - a. School notifies parent and law enforcement
 - b. Administrator may suspend up to 10 days in addition to arrest
 - c. Seriousness of fight may require long-term suspension/expulsion, which requires a due process hearing
 - d. Police take the student to jail

Students under age 17:

- School makes complaint to Department of Juvenile Justice
- School staff accompanies student or is available by phone for information
- Department of Juvenile Justice processes complaint
- Child is assigned intake or court date
- Possible consequences: supervision fees assessed to parent, up to \$100; probation

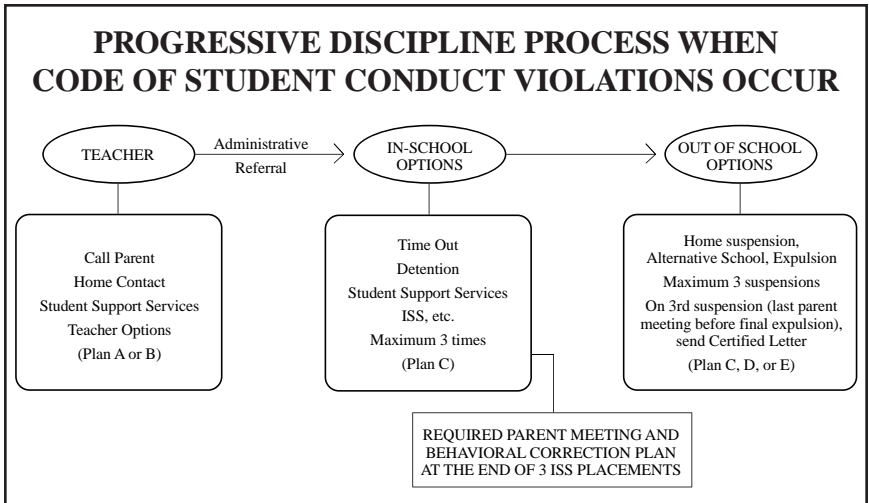
Students age 17 and up:

- Complaint filed by school official
- Officer makes incident report
- Student is arrested, taken to jail
- School staff accompanies student or is available as a witness
- Court date is set (State, Municipal, Superior)
- Possible consequences: fines, probation

NOTE: Special circumstances may call for changes in procedures, with consideration for the best interests of all individuals involved.

Participating agencies: Tift County Schools, Department of Juvenile Justice, Tifton Police Department, Tift County Sheriff’s Department, Alternative School.

(Effective as of November 1993, revised June 1999)



NOTICE

Search & Seizure Warning

**All Persons, Vehicles and
Personal Belongings
on School Property Are
Subject to Search by
School Administrators
and/or
School Resource
Officers.**

**If You Suspect a Weapon
in Your School, Call
1-877-SAY STOP
(1-877-729-7867)**

Tift County Public Schools

207 North Ridge Avenue
P.O. Box 389 • Tifton, Georgia 31793-0389
Telephone 229-387-2400