

FURTAH PREPARATORY SCHOOL STUDENT CODE of CONDUCT

STATEMENT OF PURPOSE

At Furtah Preparatory School, we are committed to providing a safe and secure environment for staff and students where each child can flourish and grow. To that end, we provide the following schoolwide discipline plan that applies to students when on campus and when representing Furtah Prep off campus at sporting events, activities, and academic endeavors such as field trips. There is an expectation at Furtah Preparatory School that students will behave themselves in such a manner that will facilitate a positive learning environment for themselves and others. We expect students to:

- Respect themselves and each other.
- Respect the adults they come in contact with. This includes teachers, staff, and parents.
- Obey student behavior policies as prescribed in this plan.
- Obey the rules established by the classroom teachers.

STUDENT DISCIPLINE PROCEDURES

I. Progressive Discipline

Progressive Discipline will be utilized at Furtah Preparatory School in order to illustrate that the degree of discipline will be in proportion to the severity of the of the behavior. Due consideration will be given to the student's previous discipline history and level of disability, if appropriate.

II. Investigation and Notification Procedures

Teachers will document a student's violation of the code of conduct within one school day of the incident, and notify the Head Master or his designee. A report will be filed and an investigation will ensue. When completed, parents will be notified of the disposition.

III. Due Process Rights

In all cases, the rights of individuals involved will be ensured and protected.

IV. Student Searches

To maintain order and discipline on school property or property being used by the school, and to protect the safety and welfare of students and staff, school administration may conduct searches of both school property and personal property. See p.3 of Student Handbook.

V. Illegal Acts

Parents and students should be aware that in certain instances, an offense may constitute a violation of Georgia law. As a result of any violation of law, a court of law may impose additional sanctions.

VI. Reporting of Threatening Behavior or Illegal/Suspicious Items at School

- (A.) Any threat, expressed or implied, by an individual which if carried out would pose a potential danger to the life and safety of students and/or staff members or the destruction of property should be regarded and treated seriously.
- (B.) Any student who receives or has knowledge of information concerning such a threat should immediately report that information to a school staff member.
- (C.) Students should notify a staff member when illegal or suspicious items, dangerous items, or other items banned from school are found in the school, on school grounds, or on the bus. Students are advised not to pick up or handle illegal, dangerous, banned, or identified items, or items not belonging to them.

VII. Suspension/Expulsion

In cases of continued behavior violations, students may be suspended from school for a period of time, and in the most extreme instances, expelled from school.

VIII. Reporting Infractions to the District Attorney

For student infractions identified as being reportable to the District Attorney (DA), failure on the part of teachers, administrators, school personnel or the superintendent to report these offenses constitutes a misdemeanor pursuant to O.C.G.A. 20-2-1184 (d).

IX. Off-Campus Behavior

Students may be disciplined for off-campus conduct which is reasonably related to any school activity, and has an adverse impact on good order, discipline, or the school environment.

X. Definitions of Disciplinary Terms

- **Contract:** Written agreement between a teacher/administrator and a student for a specific purpose or as a consequence for certain actions as defined below:
 - **Academic Contract:** Agreement that students meet certain academic requirements or perform certain academic tasks in a time period prescribed by the teacher.
 - **Behavior Contract:** Agreement that a student meet certain behavioral goals, or increase/decrease certain behaviors as prescribed by a teacher/administrator.
- **Detention:** A requirement that a student report to a specific school location and to a designated teacher or administrator to make up work missed or to receive specific instruction in behavior modification.
- **Discretion:** The administrator exercises his/her best judgment in determining what, if any, consequences are appropriate for the infraction.
- **Parent Contact:** Parent contact will be made by the administrator (via phone or email) when a child receives a disciplinary referral. In certain instances, parents may be asked to remove a child from the school premises. A parent may view a child's Discipline Record is on RenWeb.
- **Progressive Discipline:** The degree of discipline/consequence will be in proportion to the severity and/or the number of occurrences of the behavior.
- **Suspensions:**
 - **Internal/In-School Suspension:** Temporary removal from classes by placing student in a designated area. Student will continue to do classroom work and receive credit.
 - **External/Out-of-School Suspension:** Denial to a student of the right to attend school. Absences are excused. Student can make up missed work (as per teacher's requirements) to receive credit.
 - **Expulsion:** Removal of student from school permanently.
- **Teenage and Adult Driving Responsibility Act (TAADRA):** Section a.1 Georgia Code Section 40-5-22, Georgia's Teen-age and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student's attendance pattern and discipline record permits him or her to have a Georgia learner's permit or driver's license.

STUDENT INFRACTIONS

Weapons & Public Alarm Infractions

1. **Major Infractions involving Weapons, Explosive Devices, Look-alike Weapons, Knives, or Other Weapons**
 - External suspension for up to nine days
 - Consideration for expulsion
 - Report to authorities
2. **Transmittal of False Alarms or Threat of Explosion**
 - External suspension for up to nine days
 - Consideration for expulsion

Actions Against Employee Infractions

- 3A. **Action that Endangers an Employee Including Threat, Assault, or Battery of an Employee**
 - External suspension for up to nine days
 - Consideration for expulsion
 - Report to authorities
- 3B. **Disrespect to Employee: Verbal and/or Non-Verbal**
 - Progressive measures including

- Internal suspension
- External suspension
- Consideration for expulsion

Actions Against Students Infractions

4A. Action that Endangers a Student

- Internal or external suspension at the discretion of the administrator

4B. Horseplay: To Behave in a Boisterous or Unruly Manner

- Consequences at the discretion of the administrator

4C. Provoking a Fight/Threatening Another Student: Participating in demeaning activities, threatening behavior, or directly communicating a threat that could result in a fight

- Consequences at the discretion of the administrator depending on circumstances

4D. Bullying Another Student: Bullying is Defined as the Following:

- Any (pattern of) willful attempts or threats to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as that which would give the victim reason to fear or expect immediate bodily harm; or,
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate. Such acts could include causing the following:
 - physical or visible bodily harm;
 - substantial damage to property;
 - disruption of school;
 - interference with one's education or is so severe/persistent/pervasive that it creates an intimidating or threatening educational environment.

Additional Notes Relative to Identifying Bullying Behavior:

- These actions are prohibited at school, on school property, at school bus stops and at school-related functions. This statement is inclusive of the use of technology or other equipment at the school for the purposes of bullying another student.
- Assistance in differentiating bullying from isolated incidents of aggressive, intimidating or threatening behavior is provided by **Dr. Dan Olweus** (noted researcher in school bullying), who defines bullying as "repeated negative, ill-intentioned behavior by one or more students directed against a student who has difficulty defending himself or herself. Most bullying occurs without any apparent provocation on the part of the student who is exposed."

Consequences for Grades K-5:

- Punishment at the discretion of the principal. The student's age, level of maturity, or development will be considered.

Consequences for Grades 6-12:

- First Offense: Three school days of suspension or other appropriate punishment at the discretion of the administrator.
- Second Offense: Five school days of suspension or other appropriate punishment at the discretion of the administrator.
- Third Offense: Nine days of suspension and expulsion at the discretion of the administrator.

4E. Racial Harassment against Another Student

No employee or student shall harass any person through racially disparaging conduct or communication based upon the person's race or ethnic origin. Racial harassment includes:

- Oral statements, written statements, gestures, use of slurs, or any other form of communication or conduct that stands for or implies any sort of intimidating, derogatory, demeaning, or prejudicial message towards an individual or group based upon their race or ethnic origin.
- Any type of conduct or activity exhibited by an individual or a group that is rooted in racial prejudice that conveys an intimidating, derogatory, demeaning, or prejudicial message towards an individual or a group based upon their race or ethnic origin.
- Possessing items depicting or implying any type of intimidating, derogatory, demeaning or prejudicial message towards another group or individual based upon their race or ethnic origin.

- Consequences will be at the discretion of the administrator. Parents will be notified.
- 4F. Fighting with Another Student:** The intentional, physical contact of an insulting or provoking nature with another person.
- Consequence at the discretion of the administrator depending on the circumstance
- 4G. Threat Against Another Student:** A communicated threat to commit an act of violence or a threat to damage property with the purpose of terrorizing another or causing the evacuation of a building, place, or assembly.
- External suspension for up to nine days
 - Consideration for expulsion
- 4H. Assault to Another Student:** An attempt to commit a violent injury to a student, or an act which places that student in reasonable apprehension of immediately receiving a violent injury.
- Circumstances will determine the consequences as determined by the administrator
- 4I. Battery to Another Student:** The act of maliciously causing bodily harm to a student
- Circumstances will determine the consequences as determined by the administrator

Alcohol/Drug/Tobacco Infractions

Please note:

- Any use of alcohol and illicit drugs is illegal and harmful.
 - Medications at school must be handled in accordance with school guidelines. Non-prescriptive and prescription medication must be delivered to, and distributed by, the school office. **Students may not possess medication on their person.** Forms acknowledging possession of asthma inhalers, epipens, insulin, and other emergency medications are available in the office.
- 5A. Possession or Transfer of Tobacco-Related/Drug-Related Items:** Possession of drug or smoking paraphernalia
- Consequences will be at the discretion of the administrator
- 5B. Possession, Use, or Transfer of Tobacco:** Smoking or other use of tobacco will not be permitted on school Property, on school busses, or while attending a school function
- First Offense: 3 days of internal or external suspension or other appropriate consequences at the discretion of the administrator.
 - Second Offense: 5 days of internal or external suspension or other appropriate consequences at the discretion of the administrator.
 - Third Offense: 9 days on internal or external suspension or other appropriate consequences at the discretion of the administrator. Consideration for expulsion.
- 5C. Possession/Use/Influence of Alcohol:** Possession, use, under the influence
- External suspension for up to nine days
 - Consideration for expulsion
- 5D. Possession/Use/Influence of Over-the-Counter Drugs**
- Consequences at the discretion of the administrator
- 5E. Possession/Use/Influence of Controlled and/or Dangerous Substances**
- External suspension for up to nine days
 - Consideration for expulsion
 - Report to authorities

Disruptive Infractions

- 6A. Disruption:** A disturbance in the classroom or on school property, or at a school activity
- First Offense: Warning
 - Second Offense: Loss of Privilege as per Teacher's Discretion (such as loss of recess, silent lunch, loss of computer privilege)
 - Third Offense: Disciplinary Referral to Administrator (Consequences at the discretion of the administrator)

- 6B. Disorderly Conduct:** Disturbances that include any act that causes disruption and/or threatens the safety of any other student
- Consequences at the discretion of the administrator
- 6C. Obscene Language and/or Obscene Display:**
- The use of profane, vulgar, or obscene words, gestures, or other inappropriate language or actions; the use/possession of pornographic or sexual materials
 - The display of sexually explicit, vulgar, obscene, profane, drug-related, or other inappropriate written expression or graphics
 - Consequences at the discretion of the administrator
- 6D. Subversive Behaviors:** Any behavior which is subversive to good order and discipline in the school, on school property, or at school functions even if said behavior is not specified in the Student Code of Conduct
- 6E. False Reporting and False Statements:** No student shall knowingly and/or willingly make a false statement orally or in writing; falsely accuse other students or school staff of wrong actions. This infraction also includes falsifying school records or forging signatures.
- Consequences at the discretion of the administrator

Vandalism/Theft Infractions

- 7A. Theft:** Unlawfully taking property or assisting another person in unlawfully taking property which belongs to another person or the school
- Consequences at the discretion of the administrator, generally to include reparation
- 7B. Possession of Stolen Property:** Possession of unlawfully taken property which belongs to another person or the School
- Consequences at the discretion of the administrator depending on the circumstances
- 7C. Vandalism of Property:** Willful, intentional, or malicious acts of damage to public or private property
- Consequences at the discretion of the administrator
- 7D. Illegal Entry:** Entering any school building, the school premises, or school busses on weekends or non-school hours without authorization
- Consequences at the discretion of the administrator

Sexual-Related Infractions

Georgia Code (O.C.G.A. § 20-2-735) encourages parents/guardians to inform their student(s) on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

- 8A. Kissing/Embracing/Public Display of Affection:** Physical contact such as kissing or embracing on school property or at a school activity
- Consequences at the discretion of the administrator
- 8B. Sexual Offenses/Misconduct:** Sexual contact or other behavior which results in sexual gratification
- Consequences at the discretion of the administrator
- 8C. Sexual Harassment:**
- Sexual harassment is generally defined as unwelcome sexual advance, request for favors or other verbal and/or visual contact of a sexually-directed nature including, but not limited to reference to body parts, reputations, gestures, or acts, sexually oriented jokes, innuendoes, or obscenities, displaying of sexually suggestive objects, pictures, cartoons or posters, sexually suggestive letters, notes or invitation. Any student alleging a complaint of sexual harassment should take immediate steps to inform an employee of the school responsible for student supervision.
 - Consequences at the discretion of the administrator, depending on the circumstances
- 8D. Sexual Battery/Abuse:** The intentional, inappropriate exposure of/to another or inappropriate bodily contact of a sexual nature.

- External suspension for up to nine days
- Consideration for expulsion

Attendance Related Infractions

- 9A. Unexcused Absences/Truancy:** Unlawful school absences
- Consequences at the discretion of the administrator, depending on the circumstances
 - Excessive absences are reported to the state
 - Student with excessive absences may lose Special Needs Scholarship (SB-10)
- 9B. Unexcused Tardies to Class/School:** Unexcused tardies to school/class, as well as unexcused school check-ins/check-outs.
- Consequences at the discretion of the administrator, depending on the circumstances
- 9C. Skipping Class**
- Consequences at the discretion of the administrator, depending on the circumstances
- 9D. Skipping Class/Leaving Campus**
- Consequences at the discretion of the administrator, depending on the circumstances
- 9E. Other Attendance Infractions/Out of Designated Area:** Not remaining in assigned area within school
- Consequences at the discretion of the administrator, depending on the circumstances

Bus-Related Infractions

- 10A. Violation of Bus Rules**
- Consequences at the discretion of the administrator

Technology-Related Infractions

- 11A. Technology Tampering:** Attempts or threats to tamper with technological hardware, software, cabling, and associated equipment
- Consequences at the discretion of the administrator to include loss of technology privileges
- 11B. Technology Trespassing/Damage/Violation of the Acceptable Use Policy:** Destruction or alteration of computer programs and/or data, or violating the acceptable use policy
- Consequences at the discretion of the administrator depending on circumstances to include loss of technology privileges

Dress Code Violations

- 12A. Dress Code Violations:** Failure to comply with the Furtah Preparatory Uniform Dress Code
- Consequences at the discretion of the administrator
 - First Offense: Warning
 - Second Offense: Loss of Privilege (such as loss of recess, silent lunch, loss of computer privilege)
 - Third Offense: Disciplinary Referral to Administrator (Consequences at the discretion of the administrator)
 - Continued Offenses: Student sent home to change or parent asked to bring in appropriate change of clothes

Miscellaneous Infractions

- 13A. Unprepared for Class:** Failure to carry materials to class that have been designated by the teacher as necessary for the work and participation in class
- Consequences at the discretion of the administrator
- 13B. Willful Refusal to Comply:** Willful refusal to carry out valid instructions of any faculty or staff member when at school or a school function
- Consequences at the discretion of the administrator

13C. Failure to Attend/Accept Discipline Action

- Consequences at the discretion of the administrator

13D. Cheating/Plagiarism: Cheating and/or plagiarism on assigned school work

- The student will receive a reduction in credit, or no credit, for any test, project, or other school assignment for which the student was found to have cheated or plagiarized. The amount of credit received by the student in this situation will be determined by the teacher, with the approval of the administrator.

13E. Gambling: Gambling on school property or while attending school functions

- Consequences at the discretion of the administrator depending on circumstances

13F. Illegal Parking/Traffic Violations

- Consequences at the discretion of the administrator may include loss of parking privileges

13G. Repeated Violations of School Rules: Multiple and/or repeated violations of school rules

- Consequences at the discretion of the administrator
- Consideration for expulsion