

# EXPECTATIONS OF STUDENTS

## Student Behavior

It is the responsibility of each student to behave in a manner that does not interfere with another student's right to an education. Citizenship and responsibility for one's actions is a major objective of a formal education and important in today's society.

We want the students at ICHS to have the best possible educational environment. Behavior that is unacceptable will not be tolerated and will be subject to disciplinary action. Unacceptable behavior includes any overt action by students who show disrespect for any teacher or staff member, fight or act violently toward others, and cause disruption of the learning environment. Such behavior will result in detention, suspension, expulsion, or referral to legal authorities. Students are expected to know and follow the **Student Conduct Rules** listed in the following section.

In accordance with O.C.G.A. 20-2-751.5(a)(c), any student who engages in off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process shall be disciplined at the discretion of the principal or his designee and may range from ISS, Long-term suspension, or expulsion.

Any student who willfully and persistently violates student conduct rules may be subject to tribunal and/or expulsion.

## Student Conduct Rules

1. Alcohol, Tobacco, and Other Drugs
  2. Arson, Vandalism, and Malicious Destruction of Property
  3. Bullying
  4. Cheating
  5. Computer/Internet Misuse
  6. Disorderly Conduct
  7. Disrespect - Verbal Assault of Teachers, Administrators, Other Students and School Employees
  8. Electronic Devices
  9. False Alarms
  10. Fighting - Physical Assault and Battery of Teachers, Administrators, other Students, and School Employees
  11. Food, Drink, and Gum
  12. Gambling
  13. Gangs
  14. Halls
  15. Horseplay
  16. Illegal Behavior
  17. Insubordination
  18. Possession of Weapons or Other Dangerous Objects
  19. Profanity
  20. Public Affection
  21. Restrooms
  22. Searches
  23. Sexual Harassment
  24. Sexual Misconduct or Offense
  25. Skipping School/ Skipping Class
  26. Stealing and Extortion
  27. Student's Personal Safety
  28. Student Use of Social Media
  29. Threats and Intimidation
1. **Alcohol, Tobacco, and Other Drugs** are prohibited at school or any school function. A student or any other individual shall not possess, sell, use, transmit, or be under the influence of any alcohol, tobacco, or any illicit drug product or be in possession of any related paraphernalia including, but not limited to, lighters, rolling papers, clips, etc. when:
- On the school grounds immediately before or after school hours.
  - On the school grounds at any time when the school is being used by any school group.
  - Off the school grounds at a school activity, function, or event.

### **Alcohol and Illegal Drug Use or Possession:**

**1<sup>st</sup> Offense:** OSS/ISS and referral to ICBS Disciplinary Tribunal, notification of police and parent/guardian conference required, and completion of 30 days or 8 sessions of an approved drug education session required.

**2<sup>nd</sup> offense:** Immediate placement in OSS/ISS and referral to ICBS Disciplinary Tribunal for possible expulsion.

### **Tobacco Use:**

**1<sup>st</sup> Offense:** 2 days ISS. Parents/Guardians will be contacted.

**2<sup>nd</sup> Offense:** 2 days ISS and mandatory parents/guardians meeting.

**3<sup>rd</sup> Offense:** OSS/ISS and Referral to the ICBS Disciplinary Tribunal.

Counseling, rehabilitation, and re-entry programs for drug and alcohol abuse are available in our area. Please see the Counseling Center for details.

2. **Arson, Vandalism, and Malicious Destruction of Property:** A student shall not burn, attempt to burn, destroy, or deface any building or property of the school. This includes property belonging to, rented by, or on loan to the school system, and property belonging to school employees or other students. Fireworks and related items are not permitted at school.

#### **1<sup>st</sup> Offense:**

- Parents/Guardians will be contacted. Notification will be made to police and/or fire department.
- Restitution for damages will be required.
- School suspension and referral to ICBS Disciplinary Tribunal.

3. **Bullying - O.C.G.A. 20-2-751.4.:** Bullying of a student by another student is prohibited. As used in this Code section, the term 'bullying' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

The parent, guardian, or other person who has control or charge of a student upon a finding by a school administrator that such student has committed an offense of bullying or is a victim of bullying will be notified (New HB, 6/10).

**Any Offense:** Discipline for any act of bullying shall be within the discretion of the principal or principal designee, which may range from ISS, Out of School Suspension, or referral to the ICBS Disciplinary Tribunal.

4. **Cheating:** A student shall not cheat on any test, project, homework, report, or other assignment that the student is expected to do on his/her own. This means turning in any work (whole or part) as representing your own when it was actually the work of another person.

**Plagiarism is considered cheating.** Plagiarism is defined as the dishonest use of someone else's research or phrasing and is classified as cheating.

To avoid plagiarism:

- Never use a source's exact words without also using quotation marks and citing the source.
- When paraphrasing a sentence or summarizing a passage, you do not use quotation marks but you must cite the source.

**1<sup>st</sup> Offense:** 0 grade, Parents/Guardians will be contacted.

**2<sup>nd</sup> Offense:** 0 grade, Parents/Guardians will be contacted, Administrative referral, removal from honor clubs or activities may occur.

5. **Computer/Internet Misuse:** A student shall not misuse, damage, or destroy any school computer or media device or use them to access unauthorized websites.

A. **Minor offense** - offense such as, but not limited to, unauthorized internet access, playing games, changing settings on

computer, etc.

**1<sup>st</sup> offense:** Administrative referral – may result in administrative detention, Time Out or ISS.

B. **Major offense** – offense such as, but not limited to, damaging school computers or software, entering online chat rooms, entering social networking websites such MySpace, Facebook, Twitter, etc., downloading and/or installing programs or applications, visiting websites containing inappropriate content such as profanity and/or sexual content, etc.

**1<sup>st</sup> offense:** Administrative referral – may result in ISS/OSS or referral to ICHS Disciplinary Tribunal for possible expulsion or ACE placement. Restitution for damages will be required.

6. **Disorderly Conduct:** Any act that disrupts the orderly conduct of the school environment and or poses a threat to the safety or welfare of students, staff, or others.

**Any Offense:** Administrative referral – may result in ISS, OSS, or referral to ICHS Disciplinary Tribunal

7. **Disrespect-Verbal Assault of Teachers, Administrators, Other Students and School Employees:**

A. A student shall not be disrespectful to teachers, administrators or other school employees by speech or actions.

B. A student shall not intentionally argue in a demanding or disruptive manner with any teacher or administrator.

**1<sup>st</sup> Offense:** Administrative referral – may result in ISS, OSS, or referral to ICHS Disciplinary Tribunal.

### **HB 1321 – Education; alleged inappropriate behavior by teacher or school personnel; provisions**

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. 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. 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 child welfare agency, to an appropriate police authority or district attorney. Reports of acts 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 Professional Standards Commission Ethics Division.

### **Bill Summary From the State:**

This bill addresses falsified reports of inappropriate behavior of educators toward students, establishes a complaint procedure, requires notice of the procedure in teacher and student handbooks, provides for statements to the media, and provides penalties for students who falsify reports.

### **Requirements:**

A. Student codes of conduct must add falsifying, omitting or erroneously reporting information regarding alleged inappropriate behavior of school personnel toward a student.

B. PSC must establish a state-mandated process for students to report such claims; the process must reserve the right of the students to report to law enforcement, and the bill requires publishing the process in teacher and student handbooks.

C. If the report is deemed unsubstantiated, the LEA shall, at the request of the employee, submit a written statement to that effect to the media outlets that previously reported the claim.

D. A student over 10 years old who falsely reports with malice can be punished by:

a) Court ordered community service, or any other court sanction; Suspension or expulsion from the school system; or both court and school penalties.

8. **Electronic Devices:** Students may not use or display cellphones, headphones, MP3 Players, iPods, iPads, or other electronic device on school campus during instructional time.

**1st Offense** - Teacher takes device until end of class

**2nd Offense** - 2 days of Detention

**3rd Offense** - 2 days of Timeout

**4th Offense** - 2 days of ISS

**5th Offense** - Can result in Disciplinary Tribunal

ICHS is **not responsible** for and will not conduct investigations into lost or stolen devices of any kind. **Failure to immediately comply with the request for confiscation of any electronic or communication device will result in an additional misconduct**

**report of disrespect and insubordination.**

**9. False Alarms:**

A. A student shall not activate the school fire alarm.

*Any Offense:* OSS/ISS and or referral to the ICBS Disciplinary Tribunal

B. A student shall not report a fire or a bomb which he/she knows does not exist.

*Any Offense:* Notification of police, school suspension, and referral to the ICBS Disciplinary Tribunal.

**10. Fighting/Physical Assault and Battery of Teachers, Administrators, other Students, Bus Drivers, and School Employees:**

Fighting will not be tolerated. Intentionally making physical contact of an insulting or provoking nature, causing physical harm to another, or an attempt to hurt another person at school are prohibited.

*1<sup>st</sup> Offense:* 3-day suspension from school or 8 days ISS or referral to the ICBS Disciplinary Tribunal and notification of police if warranted.

*2<sup>nd</sup> Offense:* Suspension from school, referral to the ICBS Disciplinary Tribunal, and notification of police if warranted.

**(G.A.-20-2-751.2) Administration can amend punishment up to 5 days if after investigation it is determined that student only hit back to protect themselves and did not provoke the fight.**

**11. Food, Drink, and Gum:**

A. Food items (including fundraising candy) may not be sold before or during school without administrative approval.

B. Teachers will not allow students to eat or drink in classrooms at any time with the exception of the Family and Consumer Science Department as supervised by the FCSD teachers.

C. Students are allowed to have water in clear bottles throughout the school day.

D. Students who bring lunches (including drinks) must put such food in lockers and remove them only when going to lunch. All students must consume their lunches in the cafeteria. **No food or drink may be taken from the cafeteria into the building.**

*1<sup>st</sup> Offense:* Classroom teachers are expected to enforce the above rules and will handle offenders on an individual basis. At the beginning of each semester, each teacher will give to his/her students the discipline plan regarding food, drink, and gum chewing. For those students who do not abide by the teacher's plan, administrative referral will be made. Appropriate action will then be taken which may be, but is not limited to, an hour's detention after school and/or 2 days ISS depending on the severity of the offense.

**12. Gambling:** No one may participate in games of chance or skill for money or profit. Playing cards are prohibited.

*1<sup>st</sup> Offense:* Depending on severity may result in administrative detention, ISS, or suspension from school and police contact.

*2<sup>nd</sup> Offense:* Suspension from school, police contact, referral to ICBS Disciplinary Tribunal.

**13. Gangs:** A student shall not be involved in "gang type" activity that hinders educational progress and endangers the health, safety, and moral well-being of other students or employees within the school system or another school system. The wearing of any dress, emblems, or other items that are symbolic of involvement in gang type activity is not allowed.

*1<sup>st</sup> Offense:* Administrative referral. Appropriate action will depend on severity of involvement.

**14. Halls:**

A. Students are not allowed to be in the halls during class unless they have a pass or signed note by their teacher.

B. Students must have a pass signed by their teacher in order to go to the office for any reason during any block including lunch. Students returning to class from the office must have a signed note from the office.

C. Students who are at lunch are not allowed to pass through the halls where classes are in session.

D. Running is not allowed in the halls.

E. Students should walk on the right side of the hall during class changes and avoid blocking doorways and obstructing the movement of other students on their way to class.

*1<sup>st</sup> Offense:* Teacher reprimand or administrative referral depending on severity of offense.

**15. Horseplay:** Horseplay is not permitted as it could result in a fight or cause injury to participants or innocent bystanders.

*1<sup>st</sup> Offense:* Classroom teacher will handle offenders on an individual basis according to his/her discipline plan.

*2<sup>nd</sup> Offense:* Administrative referral.

**16. Illegal Behavior:** Any student who violates any Georgia or Federal Law will be referred to local law enforcement agencies.

17. **Insubordination:** A student shall not refuse to respond to or follow reasonable directions from authorized school personnel.

*1<sup>st</sup> Offense:* Administrative referral.

18. **Possession of Weapons or Other Dangerous Objects:**

**WEAPON'S LAW (GA 20-2-751.1)**

**The presence of weapons on school property is detrimental to the welfare and safety of students and school personnel, and is in violation of state law and the Gun-Free School Act (part of the Improving America's Schools Act of 1994), public law 102-382. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.**

- A. No student shall carry, possess or have under his or her control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, including fireworks. The possession or use of any dangerous or disruptive item is PROHIBITED. (bullets, pellets, etc).
- B. "School Safety Zone" means in, on, or within 1,000 feet of the land used by the Irwin County Educational Center, Elementary School, Middle School or High School.
- C. "Weapon" means and includes any pistol revolver, rifle, shotgun, 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, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, 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 or oriental dart, or any weapon of like kind, and any stun gun, taser or other device that is powered by electrical charging units such as batteries and emits an electrical charge in excess of 20,000 volts or is otherwise capable of incapacitating a person by an electrical charge.
- D. The term "weapon" shall not apply to
  - a. Baseball bats or other sports equipment possessed by competitors for legitimate athletic purposes;
  - b. Participants in sport shooting events or firearm training courses authorized, conducted or sponsored by the Irwin County School Board;
  - c. Students participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense such as R.O.T.C. or J.R.O.T.C. programs.
- E. Penalty: Expulsion for not less than one calendar year.

**The Gun Free Schools Act of 1994 (20 USC 3351) requires school systems to expel students for NOT LESS THAN ONE YEAR for the violation of this policy and to refer to the criminal justice or juvenile delinquency system any student who brings a weapon to school or violates the policy. The Superintendent may modify the one year suspension requirement on a case-by-case basis.**

19. **Profanity:** A student shall not be guilty of profane language or obscene behavior. Profanity is interpreted as any vulgar or obscene utterance, gesture or written expression directed toward another person or presented in an overt manner. Profanity directed toward a school employee can result in immediate suspension at any time.

*1<sup>st</sup> Offense:* 2 days ISS, parents/guardians contacted

*2<sup>nd</sup> Offense:* 4 days ISS, parents/guardians contacted

*3<sup>rd</sup> Offense:* May result in OSS/ISS and/or referral to disciplinary tribunal

20. **Public Affection:** Overt displays of affection are in poor taste and students shall refrain from kissing, embracing, and similar gestures on school property or during any school function.

*1<sup>st</sup> Offense:* Students warned

*2<sup>nd</sup> Offense:* parents/guardians contacted, 2 days ISS or 2 day suspension from school

*The first offense may include parent/guardian contacted and suspension if warranted.*

**In accordance with O.C.G.A. 20-2-735(e): Parents/guardians are encouraged to inform their children of the consequences, including criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.**

21. **Restrooms:** Students should use the restroom closest to their classroom. Students are not allowed to loiter or socialize in the restroom. Students are expected to help keep restrooms clean and in good working order. Each teacher will set his/her individual restroom use policy and will inform students of this policy at the beginning of each semester.

22. **Searches:** Administration may engage in random searches of student bags, including, but not limited to, book bags, sports bags, purses, or any other personal belongings. Any item will be confiscated which is in violation of the student handbook and/or Georgia state law as well as any cell phone or other communication device which is set with the power on.
23. **Sexual Harassment:** Sexual harassment has no place at Irwin County High School and is illegal (Federal Register, vol.62, no.49). If a student believes he/she has been sexually harassed, he/she should report such behavior to the school principal. The principal or his designee will begin a prompt investigation of the complaint. Upon completing a thorough investigation, the administration will take appropriate action. Students making false charges and students retaliating for being reported will be disciplined.
24. **Sexual Misconduct or Offense:** No person at school shall be guilty of molesting another student, indecent exposure, rape, or any other overt sexual act on school property, during school functions, or under school supervision.

*1<sup>st</sup> Offense:* Suspension from school, referral to ICHS Disciplinary Tribunal, and or police notification.

25. **Skipping School/Skipping Class:**

- A. A student who is absent from school (or class) without the approval of the administration, his/her parent/guardian, and his/her teacher is considered as skipping and unexcused.
- B. A student in an undesignated area for the particular time of day without administrative or teacher approval is considered as skipping and unexcused.
- C. A student who is absent or signs out with or without parent/guardian permission and who attends a school event during the school day without his/her name being on the approved absentee list for the particular school event is considered as skipping and unexcused.

*1<sup>st</sup> Offense:* Administrative referral- may result in Time Out, ISS, OSS, or referral to ICHS Disciplinary Tribunal.

NOTE: According to Georgia law, any student who leaves campus and skips school will lose driving privileges for two weeks.

26. **Stealing and Extortion:** A student shall not steal private or school property. A student may not threaten or force another person to hand over money or property.

*1<sup>st</sup> Offense:* Parents/Guardians will be contacted. Administrative discipline and notification of police will be determined on the basis of severity of offense.

27. **Student's Personal Safety:** A student shall not put pencils, pens, or other inappropriate objects in his/her mouth or hair while in the halls or in class.

*1<sup>st</sup> Offense:* Teacher reprimand or classroom teacher will handle offenders on an individual basis according to his/her discipline plan.

28. **Student Use of Social Media:**

### ICHS Social Media Comments and Participation Policy

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the ICHS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Irwin County High School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

Comments to ICHS-sponsored sites, such as its website, via blogs, online forums, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to ICHS-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to ICHS-sponsored sites as outlined above, users give ICHS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. ICHS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

ICHS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this comment policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on ICHS-sponsored sites, you agree not to:

- A. Post material that ICHS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- B. Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- C. Post material that infringes on the rights of ICHS or any individual or entity, including privacy, intellectual property or publication rights.
- D. Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by ICHS, except in designated areas specifically marked for this purpose.
- E. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the ICHS-sponsored site.
- F. Allow any other individual or entity to use your identification for posting or viewing comments.
- G. Post comments under multiple names or using another person's name.

ICHS reserves the right to do any or all of the following:

- A. Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- B. Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Irwin County High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on ICHS-sponsored sites.

By posting a comment or material of any kind on a ICHS-sponsored site, the user hereby agrees to the Policy set forth above. Violators will be subject to disciplinary action.

In use of social media, students are expected to abide by the following:

- A. To protect the privacy of ICHS students and faculty, students may not, under any circumstances, create digital video recordings of ICHS community members either on campus or at off-campus ICHS events for online publication or distribution.
- B. Students may not use social media sites to publish disparaging, intimidating, belittling or harassing remarks about ICHS community members, athletic or academic contest rivals, etc.
- C. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at ICHS, may result in disciplinary action as described below, or as determined by administration.

29. **Threats & Intimidation:** Any act that substantially disrupts the orderly conduct of the school including, but not limited to, inciting, advising, or counseling of others to engage in prohibited acts will not be tolerated. Verbal threatening or intimidation without actual physical contact is prohibited.

*1<sup>st</sup> Offense:* Administrative referral- may result in ISS, OSS, or referral to ICHS Disciplinary Tribunal.

***MAKE THE CALL AND STOP VIOLENCE IN YOUR SCHOOL  
1-877-SAY-STOP***

- **The 1-877-SAY-STOP toll- free hotline was created by the Georgia Department of Education.**
- **Students can anonymously report anyone who has a weapon, has threatened to bring a weapon to school, or has violated any other school safety rules.**
- **The hotline hours are Monday-Friday, 8 a.m. to 5 p.m.; after 5 p.m. all calls will be forwarded to the Georgia Bureau of Investigation.**

- **Callers will not be asked to reveal their identities.**
- **Make the call; you can make a difference**

### Student Dress Code

The standards of appearance for pupils shall insure that the pupils be clean, neat and properly dressed. They shall observe modes of dress, styles of hair, and standards of personal grooming which are in conformity with the studious atmosphere necessary in school and within the operational guidelines set forth by the Irwin County Board of Education. The Administration reserves the right to add to or delete from the student dress code at any time.

1. Hair styles must conform to acceptable grooming styles and standards which are basically concerned with moderation, cleanliness, and are non-disruptive by nature to the learning environment. This includes, but is not limited to, extremes in hair length, wild and exotic hair colors, noticeably disruptive hair designs that include rubber bands, or styles deemed to be a personal health hazard.
2. Proper and acceptable undergarments must be worn at all times and in a manner not to be seen.
3. Shirts must be buttoned up appropriately and **sleeveless shirts must cover shoulders.**
4. Appropriate shoes must be worn at all times. Flip-flops and sandals are not allowed in PE and laboratory classes due to safety.
5. Skirts, dresses, and shorts must be no more than three (3) inches above the kneecaps.\*
6. Neat cutoff shorts are permissible without holes or slits.
7. Jewelry and other costume items must be worn in an appropriate manner and under the approval of the administration.
8. All shirts excessive in length must be tucked in. Teachers and administrators will make the final determination of proper acceptability of length.
9. All pants must be worn at the top of the hipbone or the natural waistline which is one inch below the navel.

The following modes of dress are **unacceptable**:

1. Clothing or jewelry that advertises drugs or alcoholic beverages.
2. Clothing or jewelry that bears pictures, patches, or wording that is vulgar, distasteful, offensive, or suggestive.
3. Tank tops, fishnet shirts, halter tops, strapless or spaghetti-string tops or dresses, or shirts which show bare midriffs. Any see-through clothing is unacceptable.
4. Dresses or tops showing cleavage.
5. Sweat pants or pants and/or skirts/dresses that are too tight, including tights and/or “jeggings” unless worn with other apparel that meets dress code requirements.
6. Headbands, hat, bandanas and sunglasses. Habitual violators will have these items confiscated.
7. Bedroom slippers.
8. Clothes bearing holes, tears, or shreds that show skin above the acceptable dress code line.
9. Umbros or umbro-type shorts.
10. Sagging pants, coveralls, or jumpsuits.
11. Pajama bottoms.
12. Coats or jackets that fall below the knee.
13. No visible body piercings, including gauges, with the exception of earrings.
14. Picks or combs in hair.
15. Chains or jewelry that could possibly be used as a weapon. Examples: wallets with chains, dog chains, necklaces with large medallions, etc.
16. Short shirts that come to the belt line, but are not long enough to tuck in or shirts that rise up when a student is seated.

#### ***Discipline for any dress code violation:***

***1st Offense*** - Warning and a chance to correct dress.

***2nd Offense*** - 2 days of Detention

***3rd Offense*** - 2 days of Time Out or ISS

***4th Offense*** - May result in ISS, OSS, or referral to ICHS Disciplinary Tribunal.

\*Third time violators of the three (3) inch shorts/skirt rule will not be allowed to wear shorts/skirts for the remainder of the semester.

### Cafeteria Regulations

1. School board regulations prohibit students from entering the parking lot or leaving campus during the lunch period.
2. No food, drink, straws, etc. are to be taken into the school building from the cafeteria.
3. Students are expected to return trays to the cafeteria and put trash in the trash cans.
4. Any misbehavior in the cafeteria will be reported immediately and disciplinary action will be taken.
5. After completion of lunch, students will be permitted to leave the lunchroom and remain in the designated area--students may remain in the cafeteria for the entire lunch period provided they remain seated and are orderly.
6. Students will remain in the cafeteria on rainy days.

## **ICSS ACCEPTABLE USE POLICY**

### **I) Introduction**

The Irwin County School District believes that using computer resources should be an enjoyable and educational experience. Therefore, the school district provides computing facilities to faculty, students, and staff for educational activities. This policy mandates responsible behavior by individuals given access to these facilities and recognizes the district's responsibility to promote the safety and security of these users.

Since the Internet opens up the world to unrestricted access, the district cannot assume the responsibility for monitoring every document to which a user may gain access. Therefore, the district is not to be held accountable for what the user may access through the Internet beyond instructional directives.

To the extent practical, the Irwin County School District shall take steps to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

*In order for students to use the available technology and access the Internet, parents must read this policy with their child(ren) and indicate acceptance of the policy by their signature on the Internet Usage Permission Form. Students in grades four through twelve must also sign the permission form.*

### **II) Definitions**

- A. Computing resources include computers, as well as peripherals, networks, software, data, labs, computer-related supplies and the Internet
- B. Technology Protection Measure means a specific technology that blocks or filters Internet access to visual depictions that are: (1) Obscene, as that term is defined in section 1460 of title 18, United States Code; (2) Child pornography, as that term is defined in section 2256 of title 18, United States Code; or (3) Harmful to minors.
- C. Harmful to Minors means any picture, image, graphic image file, or other visual depiction that: (1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- D. Sexual Act and Sexual Contact have the meanings given in section 2246 of title 18, United States Code.

### **III) General Policies Regarding Use of Technology**

- A. The use of technology and access to the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. In addition to the following guidelines, the administration will deem what constitutes inappropriate use.
- B. Intentional abuse of computing resources, intentional interference with the operation of computing resources or wasting of computer resources is prohibited. This includes, but is not limited to, the uploading or creation of computer viruses.
- C. Intentional interference with or destruction of the work of other users is prohibited.
- D. Users shall not violate confidentiality, copyrights, or license agreements.
- E. Actions that attempt to circumvent prescribed channels of obtaining computer privileges and resources are prohibited.
- F. Changing wiring, connections, or placement of computing resources is prohibited.
- G. Modifying any system configuration, startup files, or applications without the explicit permission of the lab supervisor, teacher, media specialist or technologist is prohibited.
- H. Reporting improperly working equipment or software is highly encouraged so that computing resources can be better maintained for efficient availability.
- I. Using computing resources for commercial purposes is prohibited.
- J. A user may not use or download any software to school computers without permission of the school's technologist.
- K. All external storage devices (CDs, floppies, etc.) brought to the lab or library to be used in the computers must first be scanned for viruses by the teacher/librarian.
- L. Under no circumstances shall students, employees of the school system, or any individual exhibit or disseminate obscene/offensive materials on school property by computers or any other means.
- M. Under no circumstances shall students, employees of the school system, or any individual communicate by way of threatening material in a manner that could be construed as cyberbullying or directly threatening bodily harm and/or illegal activity.

### **IV) Terms and Conditions for Use of Internet**

- A. Internet access has been made available to students and staff. This access offers vast, diverse, and unique resources to both students and staff. The goal of providing this service is to promote educational excellence by facilitating resource sharing, production, innovation, and communication.
- B. Internet users are personally responsible for their use of the Internet. These guidelines are provided so that users are aware of these responsibilities.
- C. All students must have an Internet Usage Permission Form, signed by their parents, that authorizes them access to the Internet.

- D. Students are to notify the teacher/librarian immediately of any security problem or inappropriate material they may encounter on the web or in e-mail. Inappropriate material should not be demonstrated to other users.
- E. Students are not to give out their own or others' personal information like telephone numbers, full names, addresses, etc. to anyone on the Internet.
- F. Students should not give anyone their password or allow another person to use their account to access the Internet or school network.
- G. Students must gain clearance from the teacher/librarian before downloading any programs from the Internet.
- H. Students must gain permission from the teacher/librarian to utilize personal devices brought to campus. All supplementary activities involving the use of personal devices, social media, chat rooms, etc. must be conducted under the permission and supervision of system personnel.
- I. Adherence to generally accepted rules of network etiquette (netiquette) is required. This includes but is not limited to the following:
  1. Be polite. Abusive messages to others will not be tolerated.
  2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  3. Illegal activities are strictly forbidden. Messages relating to or in support of illegal activities, cyberbullying, and other equally offensive activities should be reported to system personnel and proper authorities.
  4. Electronic mail (e-mail) is not private. System administrators have access to all mail.
  5. All communications and information accessible via the network should be respected as private property.

**V) Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information received through the Internet or other forms of electronic communication. As described in the district's technology plan, the district currently uses blocking and filtering software and hardware to ensure the safety and protection of the users.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled; or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**VI) Enforcement**

Violating any of the guidelines of this policy can result in:

- A. Restricted access to computing facilities and equipment.
- B. Temporary or permanent loss of access to computing facilities and equipment.
- C. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.
- D. Users being held responsible for the replacement costs of hardware or software due to damage through misuse or abuse.
- E. In addition to local policy requirements, Georgia law O.C.G.A. 16-9-90, which may be cited as the Georgia Computer Systems Protection Act, also provides definitions, criminal liability and penalties for the crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery and computer password disclosure. Commission of a computer crime under O.C.G.A. 16-9-90 carries the possible penalty of a fine not exceeding \$50,000 and/or incarceration for a period not to exceed one year. Property laws covering theft, vandalism, destruction and copyright also apply to computing resources.
- F. Violation of state law and/or federal law can be reported to proper enforcement authorities. Irwin County School District's internal procedures for enforcement of its policies are independent of possible prosecution under the law.

**VII) Adoption**

The CIPA-Compliant Internet Safety Policy and the Acceptable Use Policy were adopted by the Irwin County Board of Education at a public meeting following normal public notice.

**VIII) CIPA Compliance**

In compliance with the Children's Internet Protection Act (CIPA) and as outlined in the district's technology plan, Irwin County is currently using software and hardware for filtering/blocking measures to ensure the safety and protection of the users. (See Irwin County School District's CIPA-Compliant Internet Safety Policy and the Irwin County School District Technology Plan.)

**CIPA-COMPLIANT INTERNET SAFETY POLICY**

**I. Introduction**

The Irwin County School District adopted this revised CIPA-Compliant Internet Safety Policy (hereinafter referred to as *Internet Safety Policy*) at its regular board meeting on May 8, 2006 after providing public notice via the local newspaper on March 1, 2006 and holding a public meeting on March 6, 2006 to discuss this Internet Safety Policy.

The adopted Internet safety policy for minors includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; (2) child pornography; or (3) harmful to minors. This Internet safety policy includes the monitoring of online activities of minors, and the district enforces the operation of such technology protection measures during any use of such computers by minors.

It is the intent of this policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

## II. Technology Protection Measures

To the extent practical, steps shall be taken to promote the safety and security of users of the Irwin County School District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

As required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information, to promote the safety and security of users of the Irwin County School District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## III. Supervision and Monitoring

It shall be the responsibility of all members of the Irwin County School District's staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the district's technology director or designated representatives.

## IV. CIPA Definition of Terms

Key terms are as defined in the Children's Internet Protection Act:

1. Computer - The term *computer* includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.
2. Access To Internet - A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network which has access to the Internet.
3. Technology Protection Measure - The term *technology protection measure* means a specific technology that blocks or filters Internet access to visual depictions that are: (1) obscene, as that term is defined in section 1460 of title 18, United States Code; (2) child pornography, as that term is defined in section 2256 of title 18, United States Code; or (3) Harmful to minors.
4. Minor - The term *minor* means an individual who has not attained the age of 17.
5. Child Pornography - The term *child pornography* has the meaning given such term in section 2256 of title 18, United States Code.
6. Harmful To Minors - The term *harmful to minors* means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
7. Obscene - The term *obscene* has the meaning given such term in section 1460 of title 18, United States Code.
8. Sexual Act; Sexual Contact - The terms *sexual act* and *sexual contact* have the meanings given such terms in section 2246 of title 18, United States Code.

## V. Adoption

Following normal public notice in the local newspaper on March 1, 2006, this Internet Safety Policy was adopted by the Irwin County Board of Education at its regular monthly board meeting on May 8, 2006.

The district will continue to evaluate whether or not currently available technology protection measures, including commercial Internet blocking and filtering software, adequately addresses the needs of the school district and will certify its compliance with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

## **STUDENT TRANSPORTATION/BUS POLICY**

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing and/or continuing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of the students on the bus. The school administrator, in accordance to this policy, will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. Riding the school bus is a privilege not a right, and may be revoked for safety and discipline infractions.

### **I. Parent/Guardian Responsibility**

Parents and guardians will be responsible for instructing their child in safe school bus ridership practices. If the student violates the school bus policy, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent to the principal for initialing and presentation by the student to the bus driver. In emergency or other special circumstance a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The Transportation Department will print and distribute copies of the Irwin County Code of Behavior Discipline Policy to each school, teacher, and student. The school bus student Code of Behavior Discipline Policy will also be published each fall in the Student Handbook. The teacher or bus driver will provide the student with a letter to be included with the School Bus Discipline Policy for the parent to read and review with the student, then return signed by the parent and student to the teacher or bus driver. This letter will become part of the documentation required by the building principal to ensure that all students and parents understand the policy.

The school bus ride is an extension of the school day and is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

### **II. Transporting of School Related / Non-related Items**

No animals or any other dangerous or objectionable nature items will be transported in the school bus when children are being transported. Baseball and softball bats, hockey sticks, skateboards, or any other unacceptable recreational equipment will not be allowed on regular buses. Band instruments that will be allowed on the bus are those that are small enough to be held in the students lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

### **III. Behavior Guidelines**

Each infraction of class I and II offenses shall be reported by the driver to the respective school principal.

#### **A. Class I Offenses**

1. Eating or drinking on the bus.
2. Out of seat while bus is in motion.
3. Loud noise (should be classroom behavior)
4. Horseplay.
5. Possession of unacceptable material, obscene gestures.
6. Profanity.
7. Yelling out the bus window.
8. Riding unassigned bus without signed note from parent and signed by school administrator.
9. Checking mailbox while bus is still in sight (Area is in danger zone).
10. Other offenses as reported by the driver or Administrator, including but not limited to, the use of 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. Also using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. Cell Phone use is prohibited unless authorized by the bus driver.

B. Class II Offenses

1. Profanity (directed at the driver), verbal abuse and harassment (directed at student or driver).
2. Body parts out of window.
3. Throwing / shooting of any object.
4. Physical aggression against any person.
5. Use of tobacco and any controlled substance.
6. Destruction of school property (vandalism) - suspended until restitution is made.
7. Loading or unloading buses improperly.
8. Lighting of matches, fireworks, or any flammable object or substance.
9. Unauthorized entering or leaving bus through emergency door.
10. Tampering with any portion of bus or equipment on bus.
11. Riding of any bus after being suspended from one.
12. Fighting (of any kind) treated as Class II 3<sup>rd</sup> offense.
13. Other offense committed on any bus outside regular transportation to and from school (shuttles, activity, field trip) will carry a minimum penalty of a Class II 1<sup>st</sup> offense.

IV. Consequences of Class I and II Offenses (Grades 6-12)

A. Class I

- 1<sup>st</sup> Offense: Warning (Call Parent).
- 2<sup>nd</sup> Offense: 3 to 5 day suspension from bus.
- 3<sup>rd</sup> Offense: 5 to 10 day suspension from bus.
- 4<sup>th</sup> Offense: 10 day suspension from bus.
- 5<sup>th</sup> Offense: Loss of bus services (for one full grading period or remainder of year).

B. Class II

- 1<sup>st</sup> Offense: 3 to 5 day suspension from bus.
- 2<sup>nd</sup> Offense: 5 to 10 day suspension from bus.
- 3<sup>rd</sup> Offense : 10 day suspension from bus.
- 4<sup>th</sup> Offense: Loss of bus service.

The Irwin County Board Policy requires a meeting between appropriate school district officials and the parent or guardian of any student found to have engaged in bullying, physical assault or battery on a school bus for the purpose of forming a school bus behavior contract for the student. The contract must provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. **All assigned consequences are subject to administrative review.**

V. Other

- A. A driver shall not cause a pupil to get off the bus at any place other than home or school.
- B. Bus drivers are expected to attend all meetings or clinics for drivers held during the year.
- C. The mechanism of the bus shall be decided daily by the bus driver. Brakes, steering, lights, windshield wipers, tires, and form should be in good condition.
- D. In crossing a railroad track, the bus driver shall bring his/her bus to a complete stop, open the door, and observe all safety procedures.
- E. Stops shall be established by the superintendent with proper input from staff.
- F. When children who live on the opposite side of the road are being picked, they shall be instructed to remain on their side until the bus has stopped, the mechanical stop signal has been extended, and the door has opened. The same procedure shall be followed when students are being left off after the school day. The door shall be left open until the student has crossed the highway safely.
- G. Bus drivers shall not permit pupils to get on or off buses while it is in motion.

**Bus Riding Rules**

- A. Obey the bus driver at all times. Bus drivers are authorized to assign seats.
- B. Be courteous, no profanity.
- C. Eating or drinking is prohibited.
- D. Do not throw objects or litter on the bus.
- E. Cooperate with the driver.
- F. Stay in your seat, face the front, and keep the aisle clear.
- G. Do not be destructive.
- H. Windows are to be opened only with the driver's permission.
- I. Keep head, hands, and feet inside the bus.
- J. Do not throw objects out the window.

- K. Talk quietly; no loud outbursts.
- L. Students will always cross in front of the bus when loading or unloading, after the bus driver signal.
- M. Students must have a bus pass from the school office to ride a different bus or leave the bus at a different stop.

**Remember: Safety First**