

Form JCDA-6

*Empowering Dreams for the Future*

**SCHOOL CHECKLIST FOR STUDENT CODE OF CONDUCT ORIENTATION**

Teachers and school administrators are encouraged to refer to this checklist in conjunction with the appropriate student Code of Conduct (Administrative Rule JCDA-R (Elementary), JCDA-R (Middle), or JCDA-R (High) when orienting students to the Codes’ provisions.

**GENERAL PROCEDURES:**

* All students receive a copy of the *Family Information Guide*, which includes the Code of Conduct (Administrative Rule JCDA-R [Elementary], JCDA-R [Middle], or JCDA-R [High]), on the 1st day of attendance at school.
* All students sign Form JCDA-3 (Receipt of *Family Information Guide*) to acknowledge receipt of their copy of Rule JCDA-R [either by a homeroom list or individually if they enroll late].
* Form JCDA-3 must also be signed by the student’s parent/guardian as required for the Code of Conduct as well as Administrative Rule JB-R (Student Attendance), Administrative Rule IFBG-R (Internet Acceptable Use) and Administrative Rule JR-R (Student Records). Send it home in the first day of school packet or at the time of registration.
* Specific information is presented to all students regarding the Code of Conduct at each school.

**AREAS TO BE HIGHLIGHTED TO STUDENTS**:

1. The Codes of Conduct are in effect 24/7 on District property, at school-sponsored events held off campus, and at events sponsored by school support organizations (Booster Clubs, PTA’s, etc.).
2. Off campus offenses which are felonies or would be a felony if committed by an adult may also result in school discipline.
3. Students will be suspended and possibly recommended for expulsion for possession/use/sale/purchase of alcohol or other drugs on District property. Middle School offenses accumulate in grades 6-8 and 8-12.
4. Misbehavior on the school bus may result in OSS from school and loss of the privilege of riding the bus for the remainder of the school year.
5. Gang behavior is not tolerated. Repeated violations may lead to expulsion from school. Please read Paragraph K of JCDA-R carefully.
6. Harassment, intimidation, threatening behavior and bullying/cyberbullying is not tolerated.
7. Possession or use of a lighter, matches, fireworks, smoke/stink bombs or similar devices may result in OSS.
8. Over the counter medication cannot be sold or distributed by a student on District property or event. Administrative Rule JGCD-R (Medication) must be followed with all over the counter medications.
9. Carefully read Paragraph R of JCDA-R explaining this means no horseplay or fights. Basically, if students keep hands, feet, arms, legs to themselves they will not violate this category.
10. If a student assists, urges, advises another student to violate the Code, he/she will also be charged (Paragraph Q, Parties to the Offense).
11. A student may not:

* Make intentional physical contact of an insulting or provoking nature with a District employee;
* Physically threaten a District employee;
* Physically harm a District employee.

Georgia law protects the staff member and mandates suspension and/or expulsion from school for any student found to have violated Section R 1- A, B, or C of JCDA-R.

1. Prescription drugs must be in an original container and prescribed for the student in possession.
2. Vandalism and theft of personal or District property is a suspension/expulsion offense. Read Paragraph T of JCDA-R carefully.
3. Paragraph U of JCDA-R, Sexual Offenses, addresses serious offenses. Carefully read Sections 1-4 and note the definition of sexual battery. Emphasize that Georgia law requires incidents of sexual battery to be reported to law enforcement.
4. Students may not bring diet pills, caffeine pills or other stimulants on District property.
5. Carefully review Section F (Personal Communications/Electronic Devices) and Section W (District Technology Offenses) of JCDA-R as these are serious offenses that can lead to felony charges. (Also see Administrative Rule IFBG-R [Internet Acceptable Use]).
6. JCDA-R prohibits the use or possession of tobacco or tobacco product substitutes, cigarette look-alikes, hookahs and hookah look-alikes on school property and at school-sponsored events.
7. Emphasize Paragraph Y of JCDA-R regarding weapons. Students are not allowed to be in possession of weapons on District property, at school events or at events sponsored by school support organizations. It is the responsibility of the student to ensure that weapons are not in book bags, purses, or cars before coming onto District property.
8. Each school will review their policies regarding fighting as allowed by JCDA-R, Section R.6.