

GREENFOREST- MCCALED CHRISTIAN ACADEMY

CODE OF CONDUCT



2026-2027

Student Rights, Responsibilities and Character
Development Handbook

3250 Rainbow Drive Decatur, GA 30039

www.greenforestacademy.org

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GREENFOREST-MCCALEP CHRISTIAN ACADEMY

2025 – 2026

Student Rights, Responsibilities and Character Development Handbook CODE OF STUDENT CONDUCT

Student and Parent Acknowledgement and Pledge

The Code of Student Conduct has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort. Therefore, please (1) download a copy of the Code of Student Conduct, (2) review and discuss the Code of Student Conduct with your child and (3) sign and return this sheet to the school. Should you have any questions when reviewing the Code of Student Conduct, please contact the school. You may access an electronic copy of the handbook on the school's website: www.greenforestacademy.org.

NOTE: *FAILURE TO RETURN THIS ACKNOWLEDGEMENT AND PLEDGE WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN FROM THE RESPONSIBILITY FOR KNOWING OR COMPLYING WITH THE RULES CONTAINED WITHIN THE CODE OF STUDENT CONDUCT.*

I have reviewed the Code of Student Conduct, and I understand the rights and responsibilities contained therein.

Grade _____

Student Name (Please Print)

Student Signature

_____ Date _____

Parent Guardian Name

Parent Guardian Signature

_____ Date _____

Letter from Head of Schools

Greetings GMCA Students and Families:

Welcome to the 2023-2024 school year. The student rights and responsibilities code is written to support you and your family. All of us at GMCA want you to be safe and well served at our school, leading to your success as a student. We will work each day with you to be sure our school is safe, orderly and welcoming to all students.

The Code of Student Conduct: Student Rights, Responsibilities and Character Development Handbook describes specifically what we expect from each student. It will be used to create and maintain an environment in which every student can learn and be successful.

We ask that you and your student or students read the student handbook. If there are portions of the handbook that you do not understand, or if you have questions, please ask someone at the school. When you understand the document and the consequences associated with the expectations outlined, we ask that you sign the form included with the code which states that you understand and agree to expectations, responsibilities and consequences outlined for student conduct. Please return the signed form to your school or use the link for electronic verification.

While we have many priorities as a school, your child's safety is first among our many important responsibilities. We ask that you help us to create a school which can best serve you and your family. Parents and guardians, please let your students know that you expect them to be respectful and treat others as they would like to be treated. Encourage them to be responsible and act in a manner that will make us all proud. Each of us in the GMCA family has a responsibility to make our school a great place to learn.

Thank you for choosing Greenforest-McCalep Christian Academy and best wishes for a successful school year!

Respectfully,

[Marilynn McDonald-Brooks](#)

Head of Schools

DISCIPLINARY JURISDICTION OVER STUDENT CONDUCT

The Academy has discipline authority over its students whenever the interests of the Academy are involved. Therefore, the Student Code of Conduct – Student Rights and Responsibilities and Character Development Handbook applies at the following times and places:

- On school grounds at any time;
- Off school grounds at a school activity, function, or event;
- While the student is on a school bus or Academy/Church-sponsored transportation;
- When either the alleged perpetrator or the alleged victim is en route to or from school, or to or from a school activity, function, or event;
- Off school grounds while the student is participating in or attending school-sponsored or school-related activities, such as field trips, conferences, or athletic events, or is otherwise subject to the jurisdiction of school authorities;
- Off school grounds while attending a school-sponsored or school-related activity of another school system in Georgia;
- Off school grounds when the behavior of the student 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 (O.C.G.A. § 20-2-751.5(c));
- Off school grounds when the misconduct is directed at an Academy student, employee, or volunteer and is related to the victim's affiliation with the Academy;
- Off school grounds when a student leaves school without permission of a school official (Absent Without Leave);
- Off school grounds when the misconduct adversely affects the safety and welfare of the school community or the orderly mission and function of the school;
- Off school grounds when sending abusive or threatening text messages or instant messages;
- On and off school grounds when cyberbullying by the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., Facebook, Twitter, Instagram, Kik, etc.), chat rooms, texts, and instant messaging; and
- On or off school grounds when cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim.

CHARACTER TRAITS

August----- **Respect:** to show high regard for authority, other people, self, and country

Matthew 7:12

"So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets."

September- **Honesty:** to always be fair and straightforward in conduct

1 Peter 3:10-12

For "Whoever desires to love life and see good days, let him keep his tongue from evil and his lips from speaking deceit; let him turn away from evil and do good; let him seek peace and pursue it. For the eyes of the Lord are on the righteous, and his ears are open to their prayer. But the face of the Lord is against those who do evil."

October----- **Cooperation:** to play together or work well with others to accomplish a common goal

1 Corinthians 12:14-20

For the body does not consist of one member but of many. If the foot should say, "Because I am not a hand, I do not belong to the body," that would not make it any less a part of the body. And if the ear should say, "Because I am not an eye, I do not belong to the body," that would not make it any less a part of the body. If the whole body were an eye, where would be the sense of hearing? If the whole body were an ear, where would be the sense of smell? But as it is, God arranged the members in the body, each one of them, as he chose. ...

November-- **Good Citizenship:** to be actively engaged in demonstrating pride and responsibility in self, school, community, and country

Romans 13:1-14

Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment. For rulers are not a terror to good conduct, but to bad. Would you have no fear of the one who is in authority? Then do what is good, and you will receive his approval, for he is God's servant for your good. But if you do wrong, be afraid, for he does not bear the sword in vain. For he is the servant of God, an avenger who carries out God's wrath on the wrongdoer. Therefore one must be in subjection, not only to avoid God's wrath but also for the sake of conscience. ...

December-- **Responsibility:** to be held accountable for your own actions

Romans 14:12

So then each of us will give an account of himself to God.

CHARACTER TRAITS

January ----- **Self-discipline:** to demonstrate the ability to control yourself in all situations **1 Corinthians 9:25**

Every athlete exercises self-control in all things. They do it to receive a perishable wreath, but we an imperishable.

February---- **Caring:** to demonstrate concern through kindness and acceptance while meeting the needs of self and others

Philippians 2:4

Let each of you look not only to his own interests, but also to the interests of others.

March----- **Kindness:** to be considerate, courteous, helpful, and understanding of others' feelings and beliefs

1 Corinthians 13:4-7

Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth. Love bears all things, believes all things, hopes all things, endures all things

April----- **Fairness:** to play by the rules, to be open-minded to the viewpoints of others.

Ecclesiastes 9:11

Again I saw that under the sun the race is not to the swift, nor the battle to the strong, nor bread to the wise, nor riches to the intelligent, nor favor to those with knowledge, but time and chance happen to them all.

May----- **Dependability:** to be counted on or trusted

1 John 2:5-6

But whoever keeps his word, in him truly the love of God is perfected. By this we may know that we are in him: whoever says he abides in him ought to walk in the same way in which he walked.

The Student Code of Conduct – Student Rights and Responsibilities and Character Development Handbook is intended to inform students in grades K-12 of the types of behaviors that are unacceptable. It is impossible to write a Code that addresses every conceivable variation of prohibited behavior. Consequently, students should understand they may be disciplined for any misconduct that disrupts the orderly mission of the school or that is otherwise inappropriate, whether or not it is specifically listed in the Student Code of Conduct.

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OFFENSES AND CONSEQUENCES

RULE 1

UNEXCUSED ABSENCES AND/OR TRUANCY

Students will not present unexcused absences or participate in truancy. Excused absences are defined by Georgia law as follows: personal illness; serious illness or death in the family; religious holiday; instances in which attendance could be hazardous as determined by the school; registering to vote/voting in a public election; tests and physical exams for military service and the National Guard; and other such absences as provided for by law. Georgia law also provides for special treatment of absences in the following circumstances:

Georgia law provides up to 5 days of excused absences for students whose parents are in the armed forces and who are called to duty or home on leave from overseas deployment in a combat zone.

Examples of Excused absence:

- Doctors appointment
- Pre-approved college visits
- Pre-Pages of the Georgia General Assembly
- Pre-approved job shadowing
- Pre-approved volunteering to work as poll officers in the Student Teen Election Program (STEP) will be counted present for up to two (2) days of service in that program.
- Foster care students attending court proceedings related to their foster care shall be credited as present for any day(s) or portion of a day missed from school for that purpose.

Examples of unexcused absence are as follows:

- Extended family vacations of Holidays
- Oversleeping
- No ride to school
- Any athletic competitions outside of Georgia High School competitions

NOTE: State law provides that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. § 20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than 100.00, imprisonment not to exceed 30 36 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

Each day of absence from school in violation of this section after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense. State law also requires students 16-17 years of age to have written permission from their parent or guardian to withdraw/drop out of school (O.C.G.A. § 20-2-690.1).

Each day of absence from school in violation of this section after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense. State law also requires students 16-17 years of age to have written permission from their parent or guardian to withdraw/drop out of school (O.C.G.A. § 20-2-690.1).

The following applies to all unexcused absences: Number of Unexcused Absences

Number of Unexcused Absences	School Action Per Occurrence* *The Attendance Protocol/Consequences are subject to change at any time
1-2	The classroom teacher will contact the parent/guardian about attendance concerns and document the contact and outcome in the Infinite Campus Contact Log.
3	The Attendance Protocol Manager (APM), attendance secretary, registrar or principal's designee will send a three-day letter to the parent/guardian informing them of their child's absence.
4-5	The APM will complete a referral to the school counselor. The APM will complete a student interview, parent conference (via phone or in person) and complete the Family Contract.
6	The APM will send a six-day unexcused attendance letter to the parent/guardian, informing them of possible dismissal from program.
8-10	A 2 nd referral to school administrators. Student is subject to a hearing and possible dismissal from program.

Poor attendance can keep children from reading proficiently by the end of third grade, which is shown to negatively affect their chances of graduating on time. ~American Graduate

SKIPPING CLASS OR REQUIRED ACTIVITIES

Students will not skip classes and required school activities. If students do not report to class/required school activity or leave school or school property without permission from an administrator, they are in violation of this offense.

Number of Skips	School Action Per Occurrence* *The Attendance Protocol/Consequences are subject to change at any time.
1 - 2	Administer will locate student and contact the parent(s).
3 - 6	Student receives 1 day in-school suspension (ISS) or comparable consequence. Referred to the counselor who is responsible for contacting the parent(s).
7 - 10	Student receives a discipline referral and out-of-school suspension (OSS) or comparable consequence. School to schedule a student/parent conference for the purpose of signing an attendance contract.
11+	Student has violated the attendance contract and is subject to a hearing and possible dismissal from program.

CHRONIC TARDINESS

Students will not demonstrate chronic tardiness. Being repeatedly late to school, class, or a school activity constitutes a violation of this section.

Number of Skips	School Action Per Occurrence* * The Attendance Protocol/Consequences are subject to change at any time.
1 – 3	Student receives a warning. Teacher is responsible for contacting the parent(s) for individual classes. Tardy to school the Attendance Manager is responsible for contacting the parent(s)
4 - 6	Student receives 1 day in-school suspension (ISS) or comparable consequence. Referred to the counselor who is responsible for contacting the parent(s).
7 - 10	Student receives a discipline referral and out-of-school suspension (OSS) or comparable consequence. School to schedule a student/parent conference for the purpose of signing an attendance contract.
11+	Student has violated the attendance contract and is subject to a hearing and possible dismissal from program.

If a student is 10 minutes late to school each day, this adds up to missing more than 33 hours of class time. ~American Graduate

RULE 2 TOBACCO AND OTHER TOBACCO PRODUCTS

Students will not possess or use any tobacco products (cigarettes, cigars, chewing tobacco, snuff, etc.), including electronic cigarettes, vapors or similar products on school property or on a school bus or at any school event away from school. **No student, staff member or school visitor is permitted to use any tobacco product or electronic cigarettes, vapors or similar products at any time on any Academy/Church owned/leased property or at any school event, including during non-school hours, 24 hours a day, seven days per week.**

ELEMENTARY/MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum:	Level 1 - Conference Level 2 - Strategies Level 3 - In-School Suspension of 1-3 days Level 4 - Suspension 1-5 days
Maximum:	Level 5 - Suspension of 6 - 10 days with a contract

RULE 3 ELECTRONIC COMMUNICATION DEVICES, INCLUDING PAGING DEVICES, CELLULAR PHONES, WALKIE-TALKIES AND SIMILAR DEVICES

Students will not use any electronic communication device, including but not limited to, pagers, beepers, cellular phones, smart phones, walkie-talkies, and similar devices during instructional time **(except for approved instructional purposes)** or on school buses. The instructional day includes, but is not limited to, lunch periods, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day. At all other times, all devices must be turned off (not on vibrate). The devices should not be heard or visible. **Students who violate this section will have their device confiscated and returned only to the parent/guardian.**

STUDENT MUST NOT WEAR HEADPHONES WITH OR WITHOUT ELECTRONIC DEVICES DURING INSTRUCTION TIME UNLESS USED FOR APPROVED MEDICAL OR INSTRUCTIONAL PURPOSES ONLY.

STUDENTS MUST NEVER SEND THREATENING/INAPPROPRIATE MESSAGES, PICTURES AND/OR VIDEOS USING ELECTRONIC COMMUNICATION DEVICES OR THE INTERNET/INTRANET AT ANY TIME.

ELEMENTARY/MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum:	Level 1 - Conference Level 2 - Strategies Level 3 - In-School Suspension of 1-3 days Level 4 - Suspension 1-5 days
Maximum:	Level 5 - Suspension of 6 - 10 days with a contract

RULE 4 WEAPONS, EXPLOSIVES, HAZARDOUS OBJECTS AND OTHER DEVICES

NOTE: Weapons present an immediate and real danger to students, faculty and staff, and can also damage the learning climate and reputation of a school. Federal law (Gun-Free School Zone Act;) states that Academy's must have a policy requiring the expulsion of a student from school for at least one calendar year for possession of or for bringing a firearm to school, school-sponsored functions, on school property or school buses. (18 U.S.C. § 921(a)(25); O.C.G.A. § 16.11.127.1)

Students will not possess, use, handle or bring to school, school-sponsored functions, on school property or school buses any weapon or any other tool, hazardous object or instrument capable of inflicting bodily injury as a weapon. The terms "weapons," "tools," "hazardous objects" or "instruments" will include, but are not limited to, the following items: any loaded, unloaded, operable or inoperable firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet or BB gun, paintball gun, or look-alike firearms, any knife of any size (e.g., Bowie, Dirk, lock-blade, hunting, pen, pocket, switchblade, utility, etc.); any razor (e.g., straight, regular, retractable, double-sided, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); any martial arts device (e.g., throwing star, nunchaku, dart, etc.); or any tool or instrument which school staff could reasonably conclude violates the intent of this offense section, which, by way of illustration shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial knuckles, night stick, pipe, rings, studded/pointed/ sharpened bracelets or other similar jewelry, ax handles, ice pick, etc. A student will not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. Such devices or items will include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or items which by virtue of shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, firework fuses, etc.), or gasoline, kerosene, explosive or corrosive chemicals, or any explosive aids, devices, or caps.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

Students will not use, possess or handle water pistols, other instruments that project water or other liquids, toy guns, matches, lighters, laser pointers, devices that emit an electrical shock, or other devices, which when used inappropriately, cause discomfort/harm to another person and/or disrupt the class, school or school event.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Maximum: Level 6 – Long-Term Suspension

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

NOTE: A student must never touch or handle weapons at any time. Students should never take or agree to hold weapons, drugs, illegal or unknown items from other students. Tell an administrator if any of these items are found.

INTENTIONAL PHYSICAL VIOLENCE AGAINST TEACHERS, BUS DRIVERS, SCHOOL OFFICIALS, OR OTHER SCHOOL EMPLOYEES

Students will not intentionally hit or attack any school employee to cause physical hurt, harm or injury.

A. Intentional Physical Violence Not Causing Physical Harm/Injury

Students will not intentionally hit or attack a teacher, school bus driver, school official, or other school employee.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

Intentional Physical Violence Causing Physical Harm

Students will not intentionally hit or attack a teacher, school bus driver, school official, or other school employee and cause physical hurt, harm or injury.

ELEMENTARY/MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 5 ALCOHOL, DRUGS, AND OTHER SUBSTANCES*

***As used in this Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook, “drugs” shall mean all substances, including but not limited to, alcohol and alcoholic beverages, marijuana, medical marijuana, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, synthetic substances and all other legal and illegal drugs or substances. Use of alcohol, marijuana and other drugs by minors is illegal and harmful.**

NOTE: A student must never touch or handle drugs at any time. Students should never take or agree to hold weapons, drugs, illegal or unknown items from other students. Tell an administrator if any of these items are found.

A. Intent/Attempt/Sell/Distribution of Drugs

Students will not sell, attempt or intend to sell, distribute, or attempt or intend to distribute, drugs or substances represented or believed by the buyer or receiver to be drugs.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

Possession/Use/Under the Influence of Drugs

Students will not possess, use, attempt to use, or be under the influence of drugs or substances represented or believed by the student to be drugs. Students will not cause, invite or induce any person to possess, use, or attempt to use, or be under the influence of drugs or substances represented or believed by the student to be drugs. Students will not deliberately smell, inhale or ingest any legal substances or will not cause, invite or induce any person to smell, inhale or ingest any legal substances in a manner other than for its intended purpose, including but not limited to, fingernail polish, model airplane glue, hand sanitizer, etc.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Level 5 – Suspension of 6-10 days with a contract****Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.****MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:****Minimum: Level 5 – Suspension of 6-10 days with a contract****Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.**

NOTE: The principal may request a referral to a Due Process Hearing for a possible long-term suspension/expulsion for any student whose presence may constitute a clear threat to the safety of others.

Prescribed Medications

The parent of a student who has to use a prescribed medication at school must consult the school administrator and follow the appropriate Academy procedures, including required medication documentation. School approval must be given prior to the student possessing or using any medication. Students may not possess medical marijuana at school, on school property, school buses or at school-sponsored functions.

NOTE: Under state law, students with asthma or life-threatening allergies may carry and use their inhalers or auto-injectable epinephrine as needed, based upon school receipt of a doctor's prescription and parent's written permission. A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine or any other medications in a manner other than as prescribed.

Possession and/or Distribution of Drug-Related Paraphernalia

A student will not possess or distribute drug-related paraphernalia. As used in this Code of Student Conduct –Student Rights and Responsibilities and Character Development Handbook, "drug-related paraphernalia" includes, but is not limited to pipes, water pipes, clips, rolling papers and other items used or related to drug use.

*** This offense relates only to drug-related paraphernalia. Offenses related to possession, use, distribution, and sale of drugs, alcohol, or other substances are addressed in Rule 5 – A/ B.**

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Maximum: Level 5 - Suspension of 6 - 10 days with a contract****MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:****Minimum: Level 4 - Suspension 1-5 days****Maximum: Level 5 - Suspension of 6 - 10 days with a contract**

RULE 6 PROPERTY

A. Actual, Attempted or Threatened Destruction/Damage/Vandalism/Arson to School, Public or Private Property

Students will not attempt or threaten to destroy, damage, vandalize, or deface, or set fire to school, public or private property located at the school.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

NOTE: The student must make restitution for any damage to school property caused by his/her behavior while on school property.

B. Actual, Attempted or Threatened Theft/Robbery/Burglary/Extortion/Possession of Stolen Property

Students will not engage in, attempt or threaten theft; theft by deception of public or private property; extortion; robbery; burglary; possession of stolen property or missing property; possession and/or distribution of counterfeit money/checks/money orders/bank cards.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

NOTE: The student must make restitution for any loss of school or personal property caused by his/her behavior while on school property.

C. Textbooks, Media Center Materials, Computer Equipment/Use

Students will not lose, destroy, deface, and/or inappropriately use textbooks, media center materials, or the computer and computer-related equipment and materials, including but not limited to, inappropriate use/hacking of the Intranet or Internet.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

NOTE: Students must make restitution for any damage to school property caused by their behavior. Any form of electronic bullying (cyberbullying/cyberstalking), threats and/or harassment using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

RULE 7 BULLYING/HAZING, ASSAULT, BATTERY AGAINST STUDENTS, SCHOOL PERSONNEL, SCHOOL VISITORS

A. Assault

Students will not verbally threaten and/or intimidate teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-sponsored functions, with or without the use of physical contact; will not attempt to hurt any such persons without physical contact; and will not engage in verbal altercations and/or actions which cause such persons to be in reasonable fear of immediate bodily harm.

NOTE: Threatening witnesses may result in expulsion.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

B. Simple Battery/Fighting/Hitting

Students will not engage in fighting, hitting, kicking, shoving, pushing, biting or making physical contact with teachers, administrators, bus drivers, other school personnel, and/or other students or persons.

NOTE: If the incident involves intentional physical contact with a school employee not causing physical harm/injury, see Rule #7a.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

C. Battery

Students will not cause substantial or visible bodily harm such as substantially blackened eyes, substantially swollen lips or other facial or bodily parts, substantial bruises to body parts or other substantial injury to teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-related functions.

NOTE: If the incident involves intentional physical injury to an Academy employee causing physical harm/injury, see Rule #7b.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 5 – Suspension of 6-10 days with a contract****Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.****D. Aggravated Assault**

Students will not use or make threats with a deadly weapon or hazardous object, which is likely to or actually does cause serious bodily harm to a teacher, administrator, bus driver, other school personnel, other students, or persons attending school-related functions.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion**
A required 10-day suspension must be served and a due process hearing held for Level 6-7.**MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:****Minimum: Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.****E. Aggravated Battery**

Students will not maliciously cause bodily harm to a teacher, administrator, bus driver, other school personnel, other students, or persons attending school-sponsored functions, by depriving such person of a member of his/her body, by rendering a member of his/her body useless, or by seriously disfiguring his/her body or a member thereof.

ELEMENTARY MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.****F. Bystander Battery**

Students will not become involved in a fight that he/she does not start. A student who does not start a fight but becomes involved in it will be charged with Bystander Battery. This offense includes, but is not limited to, hitting or kicking another student while that student is fighting another student.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 2 - Strategies****Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Maximum Level 5 – Suspension of 6-10 days with a contract**

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.****G. Bullying/Harassment/Discrimination/Hazing**

Students will not threaten, intimidate, harass, make physical contact with or subject another student to any other form of physical or emotional hurt, including hazing associated with membership in extracurricular organizations (sports teams, band, etc.). School officials will address each act of bullying/harassment/discrimination/hazing that is reported or of which they otherwise become aware.

Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.¹

¹www.Stopbullying.gov

Examples of bullying include but are not limited to:

- Verbal assaults such as unwanted teasing or name-calling;
- Threats, taunts and intimidation through words and/or gestures;
- Direct physical contact such as hitting or shoving;
- Physical violence and/or attacks;
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of e-mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim;
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., Instagram, Twitter, Facebook, etc.), chat rooms, texts, and instant messaging;
- Rumors or spreading of falsehoods;
- Stalking;
- Public humiliation;
- Social isolation;
- Extortion or manipulation, including incitement and/or coercion;
- Using cameras or camera phones to take embarrassing or unauthorized photographs of students or school employees and distributing them to others or posting them online;
- Sending abusive or threatening text messages or instant messages; and
- Using websites to circulate gossip and rumors to other students.

H. Harassment

Students will not harass or subject another student to any other form of physical, verbal or nonverbal harassment.

Harassment may be defined as offensive behavior (physical, verbal or nonverbal) that intentionally targets a specific person or persons based on race, religion, gender, disability, or national origin.

Examples of harassment include but are not limited to:

Harassment or intimidation motivated by any actual or perceived characteristic including race, color, ethnicity, religion, gender, disability, age, gender identity, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability, or by any other distinguishing characteristic; Public humiliation; Social isolation.

I. Hazing

Students will not haze or subject another student to any other form of physical, verbal or nonverbal hazing (O.C.G.A. § 16-5-61).

Hazing may be defined as the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.

Examples of hazing include but are not limited to:

- Destruction of school or personal property;
- Theft of money and/or personal possessions for the purpose of bullying, harassing, or intimidating;
- Public humiliation;
- Intimidation/domination.

School officials will address each act of bullying/harassment/discrimination/hazing that is reported or of which they otherwise become aware.

Disciplinary action after the first incident of bullying may include, but is not limited to, the following:

Loss of a privilege;

- Reassignment of seats in the classroom, cafeteria, or school bus;
- Reassignment of classes;
- Detention;
- In-school suspension;
- Out-of-school suspension (through appropriate due process hearing);
- Expulsion (through appropriate due process hearing); and
- Assignment to an alternative school (through appropriate due process hearing).

A student who has engaged in bullying should be given an age-appropriate consequence which will include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall at a minimum be assigned to an alternative school through appropriate due process hearing by disciplinary Hearing Officers, panels, or tribunals (O.C.G.A. § 20-2-751.4).

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

Please refer to Offense #17 for cyberbullying violations that occur away from school or after school hours. It should be noted that bullying does not involve actions that are solely the result of a mutual conflict. Please refer to other offense codes for violations that do not constitute bullying. For more information on bullying, harassment and hazing violations, please see pages 62, 66-69, 71, 89-90.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 8 RUDE/DISRESPECTFUL BEHAVIOR AND/OR REFUSAL TO CARRY OUT INSTRUCTIONS

A. Rude or Disrespectful Behavior

Students will not be discourteous or use inappropriate language, behavior or gestures, including vulgar/profane language, toward teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-related functions.

ELEMENTARY/MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Intervention(s)

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

Refusal to Follow Instructions of Faculty or Staff Member/Insubordination

Students will not refuse to follow the instructions of teachers, school administrators, or other staff members (e.g., refusing to leave an area, refusing to stop aggressive behavior, refusing to stop disruptive behavior).

ELEMENTARY/MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

CLASSROOM DISTURBANCE

Students will not commit any behavior that disrupts class instruction, distracts students and/or teachers, or creates a dangerous or fearful situation for students and/or staff.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 9 SCHOOL DISTURBANCE

Students will not engage in acts that cause or may cause disruption of the school and/or threaten the safety or well-being of other students. Prohibited acts include, but are not limited to, **terroristic threats, gang-related activities**, walk-outs, sit-downs, **rioting/chaos**, picketing, trespassing, inciting disturbances, threats to the school, pranks, **bomb threats, pulling fire alarm, calling 911**, and actual violence during period of disruption, etc. More passive disturbance includes the unauthorized ordering and delivery of food.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 10 PROFANITY/OBSCENITY

Students will not engage in conduct that includes, but is not limited to, cursing; profane, vulgar, obscene words or gestures; spitting on another person; possession of obscene material/pornography; and profane, vulgar or obscene comments or actions.

ELEMENTARY INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 11 FAILURE TO ACCEPT DISCIPLINARY ACTION

Students will not refuse or fail to serve detention, in-school suspension, or any other disciplinary action imposed by a teacher or school administrator.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 12 BUS MISBEHAVIOR

Students will not engage in behavior that includes, but is not limited to, any behavior that disrupts or distracts a bus driver, or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus. Prohibited bus behaviors also include the use of any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape, compact disc players, or similar devices without headphones; or the use of any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Prohibited bus behaviors also include the use of 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.

ELEMENTARY INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 13 CONDUCT OUTSIDE OF SCHOOL HOURS OR AWAY FROM SCHOOL

Students will not engage in any conduct, including but not limited to, cyberbullying, outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, reputation, property or well-being of other students, teachers, or other employees of Greenforest-McCalep Christian Academy.

ELEMENTARY INITIATED CONSEQUENCES:

Minimum: Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

NOTE: A student attempting to enroll/re-enroll into school who is or may be criminally charged with a felony or a designated felony as defined by O.C.G.A. § 15-11-63 must be referred directly to the student

RULE 14 GAMBLING

Students will not engage in acts of gambling including, but not limited to, betting money or other items on card games, dice games, or the outcome of games or activities, and/or possession of gambling materials or paraphernalia.

ELEMENTARY INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 15 REPEATED VIOLATIONS/CHRONIC MISBEHAVIOR/VIOLATION OF PROBATION

A. Repeated Violations/Chronic Misbehavior

Students will not engage in behavior that repeatedly or chronically disrupts or disturbs the educational process, the orderly operation of school, school activities, school buses, or other school operations that constitutes a violation of the Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook. Before a student may be charged with such a violation, the student must be warned of possible consequences and have three documented referrals including, but not limited to a school counselor, school social worker, and/or other appropriate resource personnel. In addition, the parents/guardian must be contacted about the misbehavior, be given an opportunity to observe their child in school, and be given an opportunity to participate in developing a student discipline correction plan.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 – Suspension of 6-10 days with a contract

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

Violation of School and/or Academy-Wide Probation

Students will not disregard school rules while they are on school or Academy-Wide probation. Failure to follow **all** school rules could result in possible long-term suspension or expulsion.

ELEMENTARY/MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Level 5 – Suspension of 6 -10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7.

RULE 16 DRIVING/ PARKING AND TRAFFIC VIOLATIONS

Students will not violate the current driving policies. Students are required to apply for the privilege to drive to school and follow all guidelines outlined in the student driver's packet. Students will not violate parking and traffic guidelines if they drive a vehicle to school. Students who choose to park a vehicle on school property must purchase a parking permit, display the decal sticker on their vehicle, park in their assigned spot, and comply with all parking and traffic regulations issued by the school or Academy. Parking on school property without a permit or with an expired permit, engaging in reckless or careless operation of a vehicle on or near school property or near a school bus, or failing to comply with all parking and traffic regulations issued by the school or Academy will constitute a violation of the Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook.

Parking permits must be renewed upon expiration.

HIGH SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 2 - Strategies****Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Level 5 – Suspension of 6-10 days with a contract****Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.**

NOTE: Penalty may include revocation of parking permit or towing of vehicle off campus at the student's expense.

RULE 17 LOITERING OR GOING ON ANY SCHOOL CAMPUS WITHOUT AUTHORIZATION/TRESPASSING/BREAKING AND ENTERING

Students will not enter the premises of a school other than their own school, unless prior permission is received from an administrator of the school to be visited, or unless the school is hosting a school-related function, such as an academic or athletic activity. A student will not enter or remain in any school building on weekends or after school hours without authorization or permission.

NOTE: When a student refuses to leave any school property and/or returns to any school property after being instructed by school staff or law enforcement staff to leave the property, the student will be in violation of this section and the matter may be handled by law enforcement.

ELEMENTARY INITIATED CONSEQUENCES:**Minimum: Level 1 - Conference****Level 2 - Strategies****Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Maximum: Level 5 - Suspension of 6 - 10 days with a contract****MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:****Minimum: Level 2 - Strategies****Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Level 5 – Suspension of 6-10 days with a contract****Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.****RULE 18 PROVIDING FALSE INFORMATION**

Students will not engage in an act of providing false information including, but not limited to, falsifying school records, forging signatures, making or providing false statements, to teachers, administrators or other Academy personnel, cheating, bribery, or using an unauthorized computer user ID or password.

Students are prohibited from falsifying, misrepresenting, omitting or erroneously reporting information to legal authorities, teachers, administrators or other Academy personnel regarding instances of alleged inappropriate behavior by a teacher, administrator, or other Academy employee. Cheating represent actions in which students receive or give unauthorized help on any assignment. Please read the Academic Dishonesty guidelines for additional details.

ELEMENTARY INITIATED CONSEQUENCES:**Minimum: Level 1 - Conference****Level 2 - Strategies****Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Maximum: Level 5 - Suspension of 6 -10 days with a contract****MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:****Minimum: Level 2 - Strategies****Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Level 5 – Suspension of 6-10 days with a contract****Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.**

Note: If the suspension is due to a cheating infraction, the grade in that particular subject will not be lowered because the student has already received a significant grade reduction (usually a zero) for the assignment which has lowered the overall grade. *Requests for makeup work will be denied.*

RULE 19 INAPPROPRIATE BODILY CONTACT OF A SEXUAL NATURE/SEXUAL BEHAVIOR; SEXUAL MISCONDUCT; SEXUAL HARASSMENT

Students will not engage in inappropriate bodily contact of a sexual nature. This offense prohibits sexual conduct between or among students and between or among a student and Academy employees or visitors on school property or at any school activity or event, including, but not limited to, consensual sexual contact, public display of affection, nonconsensual sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors and/or indecent exposure.

ELEMENTARY SCHOOL INITIATED CONSEQUENCES:**Minimum: Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Maximum: Level 5 – Suspension of 6-10 days with a contract****MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:****Minimum: Level 2 - Strategies****Level 3 - In-School Suspension of 1-3 days****Level 4 - Suspension 1-5 days****Level 5 – Suspension of 10 days with a contract****Level 6 – Long-Term Suspension****Maximum: Level 7 – Expulsion****A required 10-day suspension must be served and a due process hearing held for Level 6-7.**

RULE 20 STUDENT IDENTIFICATION CARD VIOLATION

Students will not be present on school grounds or attend any school event without proper student identification. If mandated by the school, Greenforest-McCalep Christian Academy high school students must carry ID cards while on school property and at any school event. A suspected non-student with no ID card will be asked to leave the school grounds, with police assistance if needed. Students who are not in possession of their ID cards are in violation of this section. Students must pay for replacement ID cards.

ELEMENTARY INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Maximum: Level 3 - In-School Suspension of 1-3 days

MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1 - Conference

Level 2 - Strategies

Level 3 - In-School Suspension of 1-3 days

Level 4 - Suspension 1-5 days

Maximum: Level 5 - Suspension of 6 - 10 days with a contract

RULE 21 STUDENT DRESS CODE VIOLATION

STUDENT DRESS CODE/UNIFORM VIOLATION

ALL students are expected to wear the current uniform adopted by the school and to adhere to the student dress code while on campus. This code is to be followed - during school hours, this includes physical education classes, athletic practices and at school events.

Number of Dress Code Uniform Violations	Dress Code Violation *The Attendance Protocol/Consequences are subject to change at any time.
1 – 2	Verbal Reprimand and contact parents.
3 - 6	School to schedule a student/parent conference for the purpose of signing a dress code contract. Student receives 1 day in-school suspension (ISS) or comparable consequence.
7 - 10	Student will be held out of class for dress code violations
11+	Student is subject to a hearing and possible dismissal from school.

RULE 22 UNSAFE ACTION

Students will not commit any action that has the potential to cause danger or physical harm to themselves or to others, to include exiting a moving school bus, exiting a school bus by way of the emergency exit (when an emergency does not exist), attempting to allude school officials by running through a parking lot or any traffic area, climbing on the roof of buildings, being in construction areas, boiler rooms, attics or elevator shafts, **any knockout style punches to an unsuspecting victim**, or any action that has the potential for physical harm to self or others. This rule will only apply when the unsafe behavior does not meet the standards of any other violation.

ELEMENTARY/MIDDLE/HIGH SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long-Term Suspension

Maximum: Level 7 – Expulsion

A required 10-day suspension must be served and a due process hearing held for Level 6-7

EXPLANATION OF BEHAVIORAL STRATEGIES, DISCIPLINARY OPTIONS, AND CONSEQUENCES

The school is responsible for following the Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook and applying the appropriate consequence levels and corrective strategies.

Level 1

Conference:

Administrator and/or teacher communicate(s) with the student's parent or counselor by phone, email, written notes, or person to person about the discipline infraction.

Staff members may conduct a conference among any combination of the following:

- Teacher/Student
- Teacher/Parent
- Teacher/Counselor
- Teacher/Student/Administrator
- Teacher/Student/Counselor/Parent
- Administrator/Student
- Administrator/Parent
- Telephone Conference with Administrator/Parent
- Telephone Conference with Teacher/Parent
- Other parties as deemed necessary

Level 2

Strategies: ALL strategies will be age appropriate and behavior specific.

- Build relationships that support academic achievement
- Discussion about expectations; Review classroom procedures and expectations
- Eye contact Proximity; High levels of supervision
- Verbal warning; Pre-teaching of expectations
- Mentoring Consultation with grade level teams/school counselor/individual behavior management ideas
- Restorative practices
- Teach Pro-Social behaviors; and Use of safe place for students to retreat to help self-regulate

Level 3

Strategies: All strategies will be age appropriate and behavior specific.

Targeted Behavioral Contract	A written contract or plan for the student with stated goals, objectives and outcomes for the student to develop necessary skill to address the stated behavior concern
Detention	Detaining a student for disciplinary reasons before or after school hours (including Saturdays)
In-School Intervention	May include, but is not limited to, Saturday School, work assignment, or behavior essays
Probationary Contract	Written statement which lists steps to be taken to improve behavior and describes the support to be provided by school staff and/or parent/guardian as well as the date the contract will be reviewed and must be signed by the student and parent/guardian
Reflection/Calming Room	Designated area on campus where students who are disruptive in class or tardy to class are assigned for the remainder of the period.
Mediation	Referral to identify staff for conflict mediation
Mentoring	An agreed upon adult or student who provides consistent support, guidance, and help to a student who is in need of a positive role model.
Discipline Warning Letter to Parents	Write-up for the discipline offense with a defined period of good behavior to prevent suspension
Progress Report	A progress report or assignment sheet which gives the student and parent the opportunity to track the student's academic and behavioral progress in each of his/her class for a specified period of time
Restricted Activity	Denial of participation in school activities and extra-curricular events or the use of common areas or other parts of the school
Restorative Practice	A structured process guided by a trained facilitator in which the participants in an incident examine the intended and unintended impact of their actions and decide on interpersonal remedies to repair harm and restore relationship
Shadowing	Parent/guardian attends class with their child at school for an agreed upon time during the school day.
Time-Out	Temporary denial of a student's right to attend class
ADDITIONAL STRATEGIES	Anecdotal Record (Teacher Record) Behavior Checklist Written Disciplinary Assignments Schedule Change Moving the Student's Seat in Class

Administrative - INITIATED CONSEQUENCES	
NOTE: Suspensions may consist of in-school and out- of-school as deemed appropriate by school Administrators.	
Level 3	In-School Suspension (1-3 days)
Level 4	Suspension of 1-5 days
Level 5	Suspension of 6-10 days (Targeted Behavioral Contract)
Level 6	Long-Term Suspension /Due Process Hearing
Level 7	Expulsion/ Due Process Hearing

DEFINITIONS OF TYPES OF DISCIPLINE

IN-SCHOOL SUSPENSION “In-school suspension” means the removal of a student from regular classes and assignment to an in-school suspension setting. The student’s teachers send class assignments to in-school suspension. Students who serve “In-school suspension” **WILL NOT attend or participate in extracurricular activities.**

A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. **The principal has the final decision.**

For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties. **The principal has the final decision.**

OUT-OF-SCHOOL SUSPENSION “Short-term suspension” means the removal of a student from school for 1-10 school days, as imposed by the school administrator.

School work missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request school work and pick up the school work during school hours. **A student on short-term suspension is not allowed on school property and may not participate in any school activities or school functions.**

LONG-TERM SUSPENSION “Long-term Suspension” means the removal of a student from school for more than ten school days. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions. Note: If a student’s suspension takes place during the end of semester or final exams, at the administrator’s discretion, a special schedule may be established for the student to take the exams. *This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.*

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Hearing Officer, Superintendent/Designee or the Board of Education.

EXPULSION “Expulsion” means the permanent removal of a student from the school. *The family is still financially responsible for all tuition and fees until the end of the semester. Student records will not be released until tuition and fees are paid in full.*

PROBATION “Probation” means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found by a preponderance of evidence to be in violation of certain offenses may be placed on probation by a school administrator, or Hearing Officer. Violation of school rules while on probation may result in further disciplinary action up to expulsion.

RESTRICTIONS ON SCHOOL ACTIVITIES Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, including the prom or graduation exercises if these occur during the period of suspension or expulsion.

ACCESSORY Based on a preponderance of evidence, a student may be found to be an accessory to a violation of the Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook if the student assists, plans, participates, advises, incites, counsels, and/or encourages other individuals to violate the Code of Student Conduct. A student accessory is subject to the same penalties as the students who are actively involved in committing such offenses.

SELF-DEFENSE A student's use or attempted use of force may be justified if the student reasonably believed the force was necessary to protect the student or another person against the immediate use of unlawful force and School personnel were not in the immediate area to intervene. However, the student must not use more force than appears reasonably necessary in the circumstances. Self-defense is not available as a defense where the use of force continued after staff intervention. When a student is claiming self - defense, it is the student's responsibility to prove that they acted in self - defense. If self-defense is accepted as a valid defense under the circumstances, the student is found not in violation by a preponderance of evidence and no punishment is imposed for that offense.

RESTROOMS AND LOCKERS All offenses listed in this Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook apply to student behavior in school restrooms and locker rooms. Students are expected to help keep restrooms clean and safe. Also, students are expected to report disruptive, unsafe, and/or unclean conditions in restrooms to an administrator.

No cell phones, camcorders, video recorders, or cameras are allowed in locker rooms. It should be noted that no one is allowed to take pictures or video of other persons in any area of the school without the express permission of the principal.

SCHOOL ADMINISTRATIVE DUE PROCESS FOR SUSPENSION

School administrative due process for suspension is held before a student is given in-school suspension, out-of-school suspension up to ten (10) days or other appropriate consequences. If the violation warrants further suspension beyond the ten (10) days, **it must be referred by the school principal with a recommendation for long-term suspension or expulsion.**

At the school administrative due process for suspension meeting, the student is informed verbally of the offense with which he/she is charged, who made the charge(s), who witnessed the offense, and what disciplinary action is proposed to be taken. The student is provided with an opportunity to tell his/her side of the story. The student's parent/guardian will be contacted if disciplinary action is taken. Witnesses (when applicable) are asked to submit written accounts of the incident as soon as possible after the incident.

DUE PROCESS HEARING

Due process hearings are conducted by a Hearing Officer who hears evidence concerning charges of student misconduct, which, if proven, may require punishment greater than a ten school-day suspension. The Hearing Officer is appointed by the Headmaster and has no prior knowledge of the charges.

When an administrator recommends a student for a due process hearing, the recommendation is reviewed by the appropriate Hearing Officer, who decides whether to hold a hearing. All hearings must be held no later than ten school days after the disciplinary action. If a hearing is to be held, the student and parent/guardian will be provided verbal and written notice of the date, time and place of the hearing, charges and a list of possible witnesses.

Due process hearings are confidential and not open to the public. The student, his/her parent or guardian or a parent representative with written parent permission, and their witnesses may attend the hearing, but other relatives or friends of the student will be allowed to attend.

The school may summon witnesses to testify on its behalf at the hearing. The student and parent/guardian may also bring witnesses to testify at the discretion of the Hearing Officer. If the student or parent/guardian wants School personnel or other students to testify at the hearing, they should contact school administration, which will arrange the issuance of summonses for these persons. The parent/guardian must contact the school within 48 hours of the hearing so that parental consent can be requested for the student asked to testify.

The due process hearing is ***not required to be identical to a courtroom trial***, and the Georgia Evidence Code does not apply. All parties may offer relevant information to assist the Hearing Officer with determining whether the student is in violation of an offense and whether punishment must be imposed. The Hearing Officer is authorized to make the final decision regarding relevancy of

information provided. Based upon a preponderance of the evidence presented at the hearing, the Hearing Officer will determine whether or not school rules have been violated and identify the discipline to be imposed.

Attorneys are not allowed at the due process hearing. *

After the presentation of evidence by both sides, each side is given an opportunity to make a closing argument. The hearing then ends, and the Hearing Officer will deliberate privately to decide whether or not a violation has occurred and an appropriate punishment if the student is found in violation by a preponderance of evidence. If the student is found not in violation of school rules, the student shall be allowed to return to school. If the student is found in violation, the Hearing Officer may impose discipline ranging from sending the accused back to school on probation to expulsion.

Parents/guardians may contact the school the following school day to receive the decision. A letter will be sent to the student's parent/guardian within ten days after the hearing is held. The student's parent/guardian may appeal the Hearing Officer's decision by submitting a written request to the Headmaster of Greenforest-McCalep Christian Academy at 3250 Rainbow Drive, Decatur, Georgia, 30034. This request must be made within ten (10) calendar days from the date the decision is rendered.

APPEAL TO THE BOARD OF REGENTS

Appeal requests must be in writing and submitted to the Headmaster within ten (10) calendar days from the decision of the Hearing Officer. The written notice of appeal must set forth the reasons, together with any supporting arguments, as to why the Hearing Officer's decision is alleged to be incorrect. The notice must further specify what portion or portions of the record support the appellant's contentions. No new evidence will be allowed.

The Headmaster will review the record and forward the appeal to the Board of Regents Appeals Chair. The Board of Regents Appeals Chair shall render the decision in writing within ten (10) work days from the date the request for appeal is received. The decision of The Board of Regents Appeals Chair will be based solely on the record created during the due process hearing. The Board of Regents Appeals Chair will not consider any new evidence or hear any oral arguments; however, written arguments concerning the merits of the appeal may be submitted. The Board of Regents Appeals Chair has the authority to affirm, reverse, or modify the Hearing Officer's decision. The Board of Regents Appeals Chair's decision will be final.

STUDENTS WITH DISABILITIES

The discipline procedures for special education students and students with disabilities are the same as with all students. The academic expectations as well as the behavioral expectations are the same for all

students. Families sign the following waiver during the registration process.

SB10 SCHOLARSHIP WAIVER LETTER

Greenforest-McCalep Christian Academic Center is pleased to partner with the State of Georgia to provide educational services to students with SB10 Scholarships.

While Greenforest-McCalep Christian Academic Center can meet the needs of most students, we are not able to provide services for all students who receive the SB10 Scholarships.

As partners with the State Department of Education we are responsible to make certain that our parents understand:

- a) Parents relinquish the rights to have his/her student's Individualized Education Plan (IEP) followed; course work will not be modified and resource personnel are not available to assist the student.
- b) All Greenforest students are required to meet the same promotion requirements.
- c) Greenforest's curriculum is College Preparatory therefore, courses are taught with rigor.
- d) Students' academic performance in all courses must be satisfactorily met such that he/she meets promotional requirements and/or Carnegie units for high school graduation.
- e) Greenforest students are held to the same behavioral standards.

SEARCHES

To maintain order and discipline and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, student desks and tables, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit a search or seizure as provided in this Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and gender and the nature of the infraction

PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the search will reveal a violation of the law, the student conduct behavior code, or local school rules.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. If the school official has reasonable grounds for suspecting that the student has on his or her person an item immediately dangerous to the student or to others, the student should be isolated, a school resource officer should be notified, and appropriate disciplinary action should be administered.

LOCKER, DESK, AND TABLE SEARCHES

Student lockers, desks, and tables are school property and remain at all times under the control of the school. Principals of each school where lockers are issued shall ensure that each student receives written notice prior to the issuance of the locker that lockers are subject to inspection and search by school officials. Periodic general inspections of lockers, desks, and tables may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Items brought to school or placed in lockers, desks or tables are subject to reasonable searches.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and visual inspections from the outside of student vehicles on school property. State law does not authorize a student to have a firearm secured in a vehicle parked on school premises.

The interiors of student vehicles may be inspected whenever a school authority has reasonable grounds for suspecting that illegal, unauthorized, or contraband materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Notice of the foregoing right to search shall be given to students who park on school property; however, failure to give such notice will not preclude school officials from conducting searches of vehicle interiors when otherwise authorized.

SEARCH RESULTS

If a search reveals a violation of federal, state or local law, law enforcement authorities may be notified so that they may take appropriate action.

In appropriate circumstances, searches may include the use of electronic devices such as hand-held metal detectors or walk-through metal detectors.

ACADEMIC DISHONESTY

Violations in this category threaten our ability to successfully fulfill our mission of college readiness and success. Cheating represent actions in which students receive or give unauthorized help on any assignment. Committing a cheating violation represents an act of academic dishonesty – essentially students are lying about the work that they or others are completing. Without academic honesty, we cannot be sure if students are making actual academic progress towards our learning goals.

Examples of cheating include:

- a. copying another person's work during an exam or assessment, or while completing an assignment including homework;
- b. allowing someone to copy work on an exam, quiz, assessment or assignment,
- c. using any unauthorized materials not specifically approved by the faculty member during any exam or for any academic assignment;
- d. providing assistance to another student on any individual assignment, including homework, quizzes, tests, papers or projects, without the direct permission of the faculty member;
- e. altering a graded work after it has been returned, then submitting the work for re-grading;
- f. stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the faculty member;
- g. intentionally continuing work on an exam or assignment after the allocated time has elapsed;
- h. citing a source that does not exist, attributing to source ideas and information that are not included in the source, or citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper;
- i. inventing data or statistical results to support conclusions;
- j. logging onto another student's account
- k. asking fellow students for answers without teacher permission.

If the suspension is due to a cheating infraction, the grade in that particular subject will not be lowered because the student has already received a significant grade reduction (usually a zero) for the assignment which has lowered the overall grade. ***Requests for makeup work will be denied.***