

2025-2026

ECMS Handbook



**Elbert County Middle School, a place where we build the foundation
for the future of every student, every day!**

Donna Baker
Principal

Shane Anderson
Assistant Principal

Hope Slaton
Assistant Principal

Chuck Colquitt
Assistant Principal

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ECMS MISSION STATEMENT

Elbert County Middle School is a place where we build the foundation for the future of every student, every day!

ECMS VISION STATEMENT

To lead by example and challenge the status quo so that all stakeholders strengthen their value of education and become productive citizens.

We Believe...

- Learning is the priority of Elbert County Middle School.
- Students and faculty learn best when actively engaged in the learning process and have multiple opportunities for success.
- Every school member has unique physical, social, emotional, and intellectual needs that should be recognized, respected, and valued.
- A safe and secure environment promotes learning.
- The success of ECMS depends on all stakeholders sharing the responsibility for advancing the school's mission.

EXPECTATIONS

Expectations of Students

1. Come to school to learn; your education is your future.
2. Show good character and make good choices when no one is looking.
3. Accept correction and advice and learn from it.
4. Let the faculty, staff, and your family know you support and appreciate them.
5. Show pride in keeping the school clean.
6. Celebrate your successes and your classmates' successes.
7. Take advantage of lessons and opportunities at Elbert County Middle School.
8. Apologize with sincerity and mean it.
9. Find solutions instead of excuses.
10. Ask for help.
11. Speak the truth. The truth is rewarded, and with it comes respect.
12. Represent the ECMS vision of respect throughout your daily life.
13. Present yourself with high character outside of school when using social media. Realize that nothing is ever really gone once it has been posted.
14. Be a friend to get a friend... no bullying.
15. The reward for hard work is your education.
16. Uplift others and seek to make the world a better place. Embrace service in our school and our community.
17. Coach and support all students and realize your responsibility to help keep the ECMS culture alive.

Expectations of Parents/Guardians

1. Communicate the importance of education.
2. Remind your child of school-wide and student expectations.
3. Address a problem using appropriate communication channels. Communicate your concerns first to the teachers and counselors, then to the administrators.
4. Let the faculty and staff know you support and appreciate them.
5. Keep up with your child's assignments and homework.
6. Know your child's teachers and friends.
7. Notify the school of any changes in behavior.
8. Make sure your child has good attendance and arrives on time.
9. Enforce the school dress code.
10. Encourage your child to make positive choices at school.
11. Demonstrate the importance of reading.
12. Inform the nurse of any medication changes or illnesses.
13. Give the school your emergency phone numbers and up-to-date information.
14. Know your child's after-school/transportation plans.
15. Ensure your child is bringing appropriate items to school.
16. Schedule appointments to meet with teachers during non-instructional times.
17. Coach and support your students and realize your responsibility to help keep the ECMS culture alive.

Expectations of Teachers/Staff

1. Communicate the importance of education.
2. Remind our students of school-wide expectations.
3. Be excited to be there and embody the passion you hope to see in our students.
4. Let the students and parents/guardians know you support and appreciate them.
5. Know your students and parents/guardians.
6. Notify parents/guardians of any changes in student behavior.
7. Encourage students to make positive choices.
8. Honor good behavior and grades.
9. Honor your character outside of school when using social media. Realize that nothing is ever really gone once it has been posted.
10. Encourage your students to cheer for each other.
11. Use proactive strategies for discipline, such as building relationships.
12. Use the entire class time for instruction and activities.
13. Teach our students how to think, not what to think, and use data-driven practices to support instruction.
14. Participate in professional learning communities to build your best practices.
15. If a child learns differently, instead of lowering expectations, teach them differently.
16. Coach and support our students and realize your responsibility to help keep the ECMS culture alive.
17. Uplift others and seek to make the world a better place. Embrace service in our school and our community.

Expectations of Administration

1. Communicate the importance of education.
2. Create collaborative environments between teachers and faculty.
3. Let the students, parents/guardians, and teachers know you support and appreciate them.
4. Provide effective instructional leadership and support professional learning communities.
5. Be excited to be there and embody the passion you hope to see in our students and teachers.
6. Hire and support staff members to help them become irreplaceable.
7. Provide opportunities for leadership growth among faculty members.
8. Make shared leadership strategic decisions.
9. Design educational programming that fosters rigor and supports college and career readiness.
10. Manage scheduling and record-keeping.
11. Challenge yourself to be current on current trends and topics in education.
12. Provide meaningful and continuous feedback for professional growth.
13. Communicate with the student body, faculty, parents, and school board.
14. Ensure the school adheres to necessary laws and regulations.
15. Be present and approachable to all stakeholders.
16. Coach and support our students and realize your responsibility to help keep the ECMS culture alive.
17. Uplift others and seek to make the world a better place. Embrace service in our school and our community.

SCHOOL CALENDAR

Elbert County School District						
2025-2026 School Calendar						
July '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
August '25						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
September '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
October '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
December '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
January '26						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
February '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
March '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May '26						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June '26						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- First Day of Each Semester
- Teacher in-Service Day (no school for students)
- School Closed/Holidays
- Last Day of Each Semester

*December 18 and May 20 Early Release Days for Students

IMPORTANT DATES

HOLIDAYS

July 28th- July 31st - Teacher In-Service Day

August 1st - 1st Day of School

September 1st- 2nd - Labor Day

September 2nd - Teacher In-Service Day

October 10th- 14th - Fall Break

October 14th - Teacher In-Service Day

November 24th- 28th - Thanksgiving Holiday

December 18th - Early Dismissal

December 19th- January 5th - Christmas Break

January 5th - Teacher In-Service Day

January 6th - Students Return to School

January 19th - Martin Luther King Day

February 16th - Teacher In-Service Day

April 3rd - Teacher-Parent Conference Day

April 6th - April 10th - Spring Break

May 18th - ECMS Awards

May 20th - Last Day/Early Dismissal

May 22nd - Graduation

May 25th - Memorial Day

May 21st - 22nd - Teacher In-Service Days

TESTING/ SCHOOL EVENTS

Title 1 Night - TBD

AFSC Night #1 - October 6, 2025

AFSC Night #2 - February 3, 2026

August 5th- 6th - Fall GMAP

November 18th- 19th - Winter GMAP

March 17th- 18th - Spring GMAP

April 28th - ELA (Section 1) Milestones

April 29th - ELA (Section 2&3) Milestones

May 5th - Math Milestones

May 6th - 8th Science Milestones

May 6th - 6th & 7th - Science Final

May 7th - 8th Social Studies Milestones

May 7th - 6th & 7th - Social Studies Final

TBD - 8th Math Enhanced Algebra EOC

ECMS ESSENTIALS

Elbert County Middle School Staff Directory 2025-2026

Name	Position	Extension
Brittany McCaslan	Cafeteria	4215
Cheryl DuBose	Main Office Secretary	4200/4258
Chris Parker	Counselor/504 Coordinator	4223
Chuck Colquitt	Assistant Principal	6606
Allie McKoon	Band Director	6414/4244
Dayna Fortson	Speech	6704
Debbie Kendall	Principal Secretary/Data Clerk	4216
Donna Baker	Principal	4211
Erica Parten	Counselor/504 Coordinator	4205
Hope Slaton	Assistant Principal	4212
Jill Swygert	SP. ED. Lead Teacher	6717
Josh Jones	Yearbook/P.E.	6315/6322
Katie Carrington	School Nurse	4224/408-6424
Charity Newell	Chorus Director	6411
Marie Roach	Media Specialist	4214
Matt Johnson	Technology Coordinator	4120
Reuben Haynes	Fieldhouse/Weightlifting	4263
Robin Wood	Athletic Coordinator	6721/408-0090
Shane Anderson	Assistant Principal	4213
Shawna Rogers	Gifted/Leadership	6307
	SRO	4257
Tammy Allen	Discipline Secretary	4202
Tammy Hall	SP. ED. Lead Teacher	6815
Tara Simpson	Guidance Secretary	4221
Tracey Hood	Media Clerk	6400
Victoria Mead	Instructional Coach	6605

Building Hours

Elbert County Middle School's front doors open at 7:25 am, Mondays through Fridays. Students are to enter and go directly to their homeroom (HR) class. Breakfast will be served in the classroom during this time for students wishing to eat. All students must be in class at 7:55 AM to begin learning. Students arriving after 8:00 AM will be considered tardy and must report directly to the main office.

Early Dismissal

We encourage parents to make dental and other doctor appointments after school hours. Student attendance is counted in all periods. If you are picking up another parent's child, a note or phone call from that parent is required. Parents must sign the student out in the main office. Only those listed in our student information system may pick up a student. Students will not be called to the main office after 2:15. Please report to the car loading area.

Middle School Daily Class Schedules

Elbert County Middle School 2025-2026 "Monday - Thursday" 6th - 8th Schedule with Transitions			
6th Grade	7th Grade	8th Grade	Connections
School Begins at 7:55am Report to HR/ Attendance, Announcements, Brk, MTSS 7:25 - 8:00	School Begins at 7:55am Report to HR/ Attendance, Announcements, Brk, MTSS 7:25 - 8:00	School Begins at 7:55am Report to HR/ Attendance, Announcements, Brk, MTSS 7:25 - 8:00	Morning Duty 7:25 - 8:00
ELT 8:00 - 8:50	ELT 8:00 - 8:50	ELT 8:00 - 8:50	ELT 8:00 - 8:50
1st Period Content 1 8:55 - 9:50	1st Period Content 1 8:55 - 9:50	1st Period 8th Connections 8:55 - 9:40	1st Period 8th Connections 8:55 - 9:40
2nd Period Content 2 9:50 - 10:45	2nd Period Content 2 9:50 - 10:45	2nd Period 8th Connections 9:45 - 10:30	2nd Period 8th Connections 9:45 - 10:30
		3rd Period Content 1 10:35 - 11:30	Planning 10:30 - 10:45
3rd Period Content 3/Lunch 10:45 - 12:15	3rd Period 7th Connections 10:50 - 11:35	4th Period Content 2/Lunch 11:30 - 1:00	<i>leave hallway @ 10:45</i> 3rd Period 7th Connections 10:50 - 11:35
	4th Period 7th Connections 11:40 - 12:25		4th Period 7th Connections 11:40 - 12:25
4th Period Content 4 12:15 - 1:10	5th Period Content 3/Lunch 12:30 - 1:55	5th Period Content 3 1:00 - 1:55	Planning 12:25 - 1:10
5th Period 6th Connections 1:15 - 2:00			<i>leave hallway @ 1:10</i> 5th Period 6th Connections 1:15 - 2:00
6th Period 6th Connections 2:05 - 2:50	6th Period (Homeroom) Content 4 1:55 - 2:50	6th Period (Homeroom) Content 4 1:55 - 2:50	6th Period 6th Connections 2:05 - 2:50
Homeroom 2:50 - 2:55	Homeroom 2:50 - 2:55	Homeroom 2:50 - 2:55	Afternoon Duty 2:55 - 3:25
Dismissal 2:55 - 3:25	Dismissal 2:55 - 3:25	Dismissal 2:55 - 3:25	

Elbert County Middle School
2025-2026
"Finish Strong Friday"
6th - 8th Schedule with Transitions

6th Grade	7th Grade	8th Grade	Connections
School Begins at 7:55am Report to HR/ Attendance, Announcements, Brk, MTSS 7:25 - 8:00	School Begins at 7:55am Report to HR/ Attendance, Announcements, Brk, MTSS 7:25 - 8:00	School Begins at 7:55am Report to HR/ Attendance, Announcements, Brk, MTSS 7:25 - 8:00	Morning Duty 7:25 - 8:00
Homeroom "Ram TV" "Character Strong" 8:00 - 8:30	Homeroom "Ram TV" "Character Strong" 8:00 - 8:30	Homeroom "Ram TV" "Character Strong" 8:00 - 8:30	Planning 8:00 - 8:30
1st Period Content 1 8:35 - 9:25	1st Period Content 1 8:35 - 9:25	1st Period 8th Connections 8:35 - 9:20	1st Period 8th Connections 8:35 - 9:20
2nd Period Content 2 9:25 - 10:15	2nd Period Content 2 9:25 - 10:15	2nd Period 8th Connections 9:25 - 10:10	2nd Period 8th Connections 9:25 - 10:10
3rd Period Content 3/Lunch 10:15 - 11:40	<i>leave hallway @ 10:15</i> 3rd Period 7th Connections 10:20 - 11:05	3rd Period Content 1 10:15 - 11:05	<i>leave hallway @ 10:15</i> 3rd Period 7th Connections 10:20 - 11:05
4th Period Content 4 11:40 - 12:30	4th Period 7th Connections 11:10 - 11:55	4th Period Content 2/Lunch 11:05 - 12:30	4th Period 7th Connections 11:10 - 11:55
Incentive 12:30 - 1:10	5th Period Content 3/Lunch 12:00 - 1:20	5th Period Content 3 12:30 - 1:20	Planning 11:55 - 1:15
<i>leave hallway @ 1:10</i> 5th Period 6th Connections 1:15 - 2:00	Incentive 1:20 - 2:05	Incentive 1:20 - 2:05	<i>leave hallway @ 1:10</i> 5th Period 6th Connections 1:15 - 2:00
6th Period 6th Connections 2:05 - 2:50	6th Period (Homeroom) Content 4 2:05 - 2:55	6th Period (Homeroom) Content 4 2:05 - 2:55	6th Period 6th Connections 2:05 - 2:50
Homeroom 2:50 - 2:55 Dismissal 2:55 - 3:25	Homeroom 2:50 - 2:55 Dismissal 2:55 - 3:25	Homeroom 2:50 - 2:55 Dismissal 2:55 - 3:25	Afternoon Duty 2:55 - 3:25

Attendance

Student success correlates directly to student attendance. Parents should ensure that students make every effort to attend school every day. Additional information may be found on the Elbert County Middle School website.

Absences

By state law, ECMS excuses absences that are caused by illness, emergency, or school-sponsored activities. The school does not excuse absences caused by oversleeping, missed buses, etc. When students miss class, families need to notify the school. If your child is absent, please submit your child's excuse via one following ways:

- Send a text or email to attend.ecms@elbert.k12.ga.us
- Send a doctor's note or written excuse in person
- Have your child's doctor fax an excuse to (706) 283-1117

The compulsory school attendance law (Official Code of Georgia Annotated, O.C.G.A., section 20-2-690.1) now requires that local school systems provide parents with a written summary of the possible consequences for violating the attendance law. As required by the State of Georgia, the Elbert County School System is hereby providing you with the above-mentioned required notification: The Official Code of Georgia Annotated, 20-2-690 states that parents or guardians are required to send children to school continuously, and that failure to do so is a misdemeanor offense. Violation of the compulsory attendance law may result in the following consequences imposed by a court of law: "...a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties..."

In case of a necessary absence from school, students must submit an excuse from a parent/guardian or from a third-party (doctor's office) stating the reason for the absence in order for the absence to be excused. If the excuse (note) is not submitted within 5 days of the return to school, the absence(s) will be recorded as unexcused. A maximum of 5 days per semester may be excused by a parent note provided it meets the reasons for excused absences below. All other absences will be excused with a note from a physician or legal entity.

State law recognizes the following reasons as excused absences:

- Personal illness.
- Serious illness or death in the immediate family.
- Recognized religious holidays observed by your faith.
- Absences mandated by government agencies.
- Instances where attendance would be impossible or hazardous to your health or safety.
- Please see the Elbert County Attendance Protocol on the ECMS website.

Elbert County School Attendance/Tardy Procedures

In addition to the following procedures, the Principal or designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern.

Unexcused Absences	Unexcused Absence- Per School Year
Beginning of School Year OR Upon Enrollment	<p>Written Notice to Parent(s)/Guardian(s): Parent/Guardian will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p>Written Notice to Students: Students, aged 10 and older, will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p>
3 Consecutive	<p>Phone Call: Parent/Guardian will receive a phone call from the school indicating the number of unexcused absences. The parent/guardian must submit documentation in order for the absence to be excused.</p>
5	<p>Letter: Parent/Guardian will receive a letter from the school explaining the student has missed 5 unexcused days of school and notifying them of the consequences of continued unexcused absences (as required by GA law). The school social worker will be notified.</p> <p>Phone Call: Parent/Guardian will receive a phone call regarding the number of unexcused absences and reminding the parent of the importance of regular school attendance.</p>
7	<p>Meeting: Parent/Guardian will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. An Attendance Contract will be developed by the AST Team. Failure to comply with the contract may result in a court referral.</p>
10+	<p>Letter: Parent/Guardian will receive a letter from the school explaining the student has missed 10 unexcused days and is considered <i>truant</i> per the Juvenile Code of Georgia and reminding the parent of the importance of regular attendance.</p> <p>Court Referral: Parent/Guardian will be contacted by the School Social Worker to explain what legal action will be taken. Parent/Guardian may be referred to State Court and/or other community agency and the child will be referred to Juvenile Court of Elbert County.</p>

Tardies & Early Checkouts	Tardy- Per Semester
5	<p>Phone Call: Parent/Guardian will receive a phone call from the school indicating the student has a total of 5 tardies/early checkouts and reminding the parent/guardian of the importance of regular school attendance. The parent/guardian may be encouraged to meet with the school counselor or social worker to discuss attendance issues as appropriate.</p> <p>Letter: Parent/Guardian of students at ECMS will also receive a letter as notification of the disciplinary consequences for tardies/early checkouts per the ECMS handbook.</p>
10+	<p>Letter: Once a student accumulates ten (10) combined tardies/early checkouts per semester a letter will be sent to the parent/guardian from the school principal. The school social worker will be notified. If tardies/early checkouts continue, an Attendance Support Team (AST) meeting may be scheduled at the discretion of an administrator.</p> <p>Disciplinary: Student will be assigned Thursday Academy</p>
15+	<p>Phone Call: Parent/Guardian will receive a phone call from the school indicating the student has a total of 15 or more tardies/early checkouts. A meeting may be scheduled to discuss supports that can be provided to facilitate improved attendance.</p> <p>Disciplinary: Every 5th tardy after 10 tardies will result in Thursday Academy for the student.</p>

Late to School or Class

Students need to report directly to the office with an excuse from their parent or guardian if they are late to school. Without a note, students late to school will be considered unexcused. Any student late to class without a note will be considered “unexcused tardy”. Excessive tardies may result in a consequence.

Make-Up Work

Students are responsible for requesting assignments they miss when they are absent from school. All students should complete and turn in their assignments to their teacher in a timely manner. Make-up procedures are available on our ECMS website.

Student Clubs and Organizations

- Beta - Sponsor: Marie Roach
 - Mission: Focus on academic excellence and community service. Eligible students are invited to participate in the club each year.
- FCA - Sponsor: Josh Jones
 - Mission: A community working to see the world transformed by Jesus Christ through the influence of coaches and athletes.
- FFA - Sponsor: Maggie Branson
 - Mission: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
- FHF - Sponsor: Chrystal Thomas
 - Mission: A service club composed of student members who assist Special Education teachers and their students during FHF trips and events. FHF promotes lifelong relationships between students with unique abilities and their peers.
- 4-H - Sponsor: Lauren Dye
 - Mission: “To Make the Best Better” through observation and implementation of the 4-H Pledge: I pledge my head to clearer thinking, My heart to greater loyalty, My hands to larger service, and My health to better living - for my club, my community, my country, and My World!

Parents can contact the school if they would like to specifically opt their child out of any of these clubs.

GRADING POLICY

Grades

Every assignment students are asked to complete is important for learning, but everything is not graded. Graded items will be categorized and weighted as follows:

6th – 8th grade

50% Daily Assignments, **20%** Quizzes, **30%** Assessments (Tests)

(Final Grades will be calculated by averaging Semester 1 and Semester 2 grades.)

Grades, as reflected in Infinite Campus, are ongoing for each semester. At any time, the teacher, student, and parent should know the ongoing progress of the student. Students are given opportunities to demonstrate mastery by making up work and retesting up until the Unit Test.

A teacher/student contract will be provided by the student's teacher related to the content area and will reflect the expectations for that class for the year. This will include make-up policies, extra credit policies, classroom expectations, etc.

Courses at ECMS that receive high school credit will follow the same grading practices/course weights as the high school course equivalent.

Grading Scale

- A: 90 - 100
- B: 80- 89
- C: 70 - 79
- F: 0 - 69

Homework Policy

Homework is a necessary part of each student's educational program.

Homework serves to:

- Reinforce the present day's lesson.
- Prepare for the next day's lesson.
- Reinforce acquired skills and develop study habits.
- Help create a sense of responsibility.
- Prepare students to face the demands presented through life.
- Teach students independent learning.
- Incorporate available materials and media in the home: books, magazines, newspapers, and television.

Parents and teachers should routinely verify its content and communicate with each other if there is concern. Students can be assigned study hall during Thursday Academy, Opportunity Room, or Lunch and Learn to make up assignments still need to be turned in on time.

Progress Report/Report Cards

Progress reports are sent home bi-weekly for all students. Students may be required to get their progress report signed by their parents, per teacher's request. A final report card will be generated at the end of each semester. Sixth, seventh, and eighth-grade final report cards will be mailed home at the end of the year.

Awards

The following is a list of awards and the qualifications that are given at the end of the school year.

- **A Honor Roll** – A's in all subject areas, including Connections
- **A-B Honor Roll** – A's/B's in all subjects, incl Connections (must have at least one 'A')
- **Citizenship Award** - Students select a peer who demonstrates respect for self and others, shows responsibility, being a good friend, completes work, works with others, follows rules, etc.
- **Perfect Attendance** – students that have been present each day for the 2025-2026 school year
- **Certificate of Excellence** - Level 3 and 4 or two Level 4s on the ELA and Math Georgia Milestones End-of-Grade Assessments
- **Presidential Award** – Overall A average scored Distinguished Learner (Level 4) on both the ELA and Math Georgia Milestones End-of-Grade Assessments

In addition to these year-end awards, monthly awards will be given for Students of the Month.

VISITORS

Visitors are required to check in at the office and receive a visitor's pass. To ensure the safety of everyone, metal detectors, searches, cameras, and other means may be used in the school building, on buses, in parking lots, and on any other school property.

Visitors in Schools

The Elbert County School District welcomes visitors to its schools. To provide a safe learning environment for students and staff and protect the integrity of the learning process, the District has established the following guidelines and expectations for all visitors.

General Requirements

Parents/guardians must sign in at the school office, present their driver's license, and obtain authorization to visit any part of the school. Failure to follow these procedures may result in the involvement of law enforcement officials.

Parents/guardians desiring to have a conference with a teacher are encouraged to schedule their visits before or after instructional hours or during a teacher's planning period.

Parent-teacher conferences are not permissible at times when teachers are responsible for delivering instruction and supervising students. Only parents or legal guardians are authorized to set up parent conferences with school personnel.

Classroom Visits/Observations

In order to ensure the safety and confidentiality of students, classroom visits are limited to parents or legal guardians of students enrolled at the school and those persons invited by the District or school personnel for official business. Cell phone use is not permissible during visits and observations. Cell phones are to remain in the silent position at all times during school visits. Video and/or audio recording during visits by visitors is prohibited.

NOTE: Visitor requests to meet with specific personnel will require notice at least 24 hours in advance. The school principal or their designee must approve all visitations and arrange a date and time for the visit. The principal may also arrange for a school employee to escort the parent/guardian to the classroom. As necessity dictates, the escort may be asked to remain in the classroom through observation.

Only parents or legal guardians are allowed to visit and observe in classrooms where the parent's/guardian's child is in attendance.

To accommodate and provide equity to all visitors, while maintaining the integrity of the instructional program, classroom visits and observations are limited to once every nine weeks at a maximum of 30 minutes per visit. Under special circumstances and upon agreement between the parent, teacher, and the principal, additional visits may be scheduled as needed. Parents/guardians may contact the IDEA/504 Coordinator at 706-213-4000 for additional information regarding federal regulations.

Telephone Use

If it is necessary for a student to make a phone call of any kind, a telephone in the main office will be available for student use. Calls are to be made from the main office. For safety and security reasons, cell phones may not be used by students to call or text parents during the academic day; to do so will result in an infraction.

ILLNESS/ INJURY/ MEDICAL

Illness or Injury

If students are injured or become ill at school, they should receive their teacher's pass and report directly to the office. A nurse is available at school. If students need to go home, they will use a phone in the office, not from the classroom or via personal cell phone.

Medication

A "Permission for Medication Administration" form to be signed by the parent/guardian can be obtained in the main office. It must be submitted for any type of medicine to be taken at school. Students must bring all medications to the main office. This includes both prescription and non-prescription medications. According to state law, all medication must be in the original container. At the end of the school year, any medicine not taken by the student will be destroyed after one week unless the parent/guardian comes by the school to retrieve the medicine.

Possession and/or distribution of medicines (prescription and/or non-prescription) by students at school will be considered a "drug" violation unless the above-stated procedures are followed.

Physical Education Exclusions

All ECMS students enrolled in a physical education class are required to attend and participate in their PE class. If students have a debilitating condition (injury, illness, etc.), the parent/guardian should notify staff by writing a note to the teacher. Students are expected to dress down and participate to the extent of their limitations. Teachers will provide appropriate activities that accommodate the condition or injury. If students need to be excused from PE for more than three days, the parent or guardian will need to send a physician's note to the main office excusing the student from PE and indicating the duration of exclusion.

SCHOOL SAFETY

Students are encouraged to be active participants in creating a safe school environment. Students and parents are expected to contact school administration when they have knowledge of a person or object that might be considered unsafe to the school or its members. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named an Unsafe Schools. State Board Rules 160-4-8-.16, 160-4-8-15

Emergency Procedures

Elbert County Middle School conducts routine emergency drills throughout the school year to ensure everyone is safe in the event of an actual emergency. Students must follow the exact directions of staff during these drills. When students hear an alarm or an announcement, they should do the following:

- Stay silent and look at the staff member in charge. Listen to directions and follow them carefully.
- Always remain calm and quiet throughout the drill.
- Find the designated exits and follow practiced procedures and adult instructions. If directed to do so, exit the building quickly and quietly.
- Everyone is expected to wait quietly while staff members account for students.

During a school emergency parents will be notified through email, text, automated phone calls, and social media with current updates. During an actual emergency, we ask that parents/guardians contact the District office for updated information, and refrain from calling or texting students to ensure everyone's safety.

Searches

School or district administrators may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Cell phones and other electronic devices confiscated by school personnel are subject to search by the administration. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators. State and/or federal law may require modified disciplinary actions for special education students. If a student refuses to be searched, the student may also be charged with insubordination up to level 3 for failure to comply with the directive.

Gang Prevention

Elbert County Middle School prohibits gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

Elbert County Middle School prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

Gang - "Criminal street gang" means any organization, association, or group of three or more persons associated in fact, whether formal or informal, which engages in criminal gang activity as defined in Georgia § 16-15-3. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics, including, but not limited to, common activities, customs, or behaviors.

If a student, parent, guardian, or other person tells a school employee about any gang-related activity or similar destructive or illegal group behavior, the school employee must report that information to the Principal, School Resource Officer, or the school district's Director of Security.

Sexual Harassment

Elbert County Middle School is committed to maintaining a learning environment that is free of sexual harassment. All forms of sexual harassment are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. If students believe they have been victims of sexual harassment or if they have questions about the issue, they should seek the help of adults such as teachers, counselors, or building principals. Elbert County School District and Title IX of the Education Amendment of 1972 states:

- No person shall, on the basis of sex, be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any education program or activity.
- Students who believe they have been discriminated against should contact the school administration.
- As defined pursuant to Title IX of the Education Amendments of 1972 as required under O.C.G.A. 20-2-690.1; any deliberate and repeated verbal, written, or physical contact/gesture of a sexual nature will not be tolerated. Proper legal authorities and parents of students involved will be contacted. The administration will determine punishment based on each individual case, which could include ISS, OSS, Legal, Tribunal, and/or Recommend EVA.

Providing False Information

Providing false information is prohibited. This offense includes such acts as falsifying school records, forging signatures, and making false statements. Students that make false statements to teachers and administrators are subject to being punished additionally to the offense that was committed originally.

PROHIBITED ITEMS

Weapons

The Elbert County School system's policy addressing the presence of weapons on the school campus is intended to ensure the safety and well-being of all students and school personnel. Any violation of this policy creates a hazardous situation that cannot and will not be tolerated regardless of the intent or actions of the violator.

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

1. The term "weapon" includes both firearms and non-firearm weapons. Firearms include any weapon including a starter gun which will or is designed to or may readily be converted to expelling a projectile by the action of gunpowder; or any other destructive device including any explosive, incendiary charge of more than one-quarter ounce, mine, or similar device; any pistol, revolver, rifle, or shotgun which has any barrel with a bore of more than one-half inch in diameter. Non-firearm weapons include: any bow and arrow, dirk, bowie knife, switchblade knife, ballistic knife, any 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 a nunchuck, 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 or taser 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, and mace, tear gas, pepper gas or similar chemical, gun or implement whether used for defensive or offensive purposes.
2. No weapon may be transported to any part of a school campus (including parking areas) or to any school-related function.
3. Weapons used for hunting are not permitted at school. These include rifles, knives, bows & arrows, ammunition, etc. Transporting such items to any part of a school campus is a violation of the weapons policy.
4. Any unauthorized person found to be in possession of a firearm on a school campus is in violation of the Gun-Free School Zone Act of 1990. Punishment can include a \$5,000.00 fine and up to five (5) years in federal prison.

Students in violation of the school system's weapons policy are in clear jeopardy of severe and swift disciplinary measures as well as arrest and prosecution by the legal authorities, and expulsion from school. The consequences of such actions can seriously threaten college admittance and future employment opportunities.

1. School officials may conduct searches of personal possessions, lockers, and vehicles when reasonable suspicion exists that a weapon is present on campus. Any weapon found may be used as evidence in a court of law. Students will be searched when reasonable suspicion exists that the student has in his/her possession any weapon defined in the policy.
2. These procedures currently being used to emphasize the seriousness of the weapons policy in no way minimize the requirement that students abide by any and all other system and school behavioral policies.
3. All students in grades four through twelve shall be required to read and sign a copy of the above policy. The signed copy shall be maintained as a part of the student's permanent school record and shall remain valid as long as he/she is enrolled in Elbert County Schools.

Drugs /Alcohol/ Controlled Substances

The term drugs shall mean all substances including but not limited to alcoholic beverages, prescription drugs, over-the-counter drugs, inhalants, pills, tablets, capsules, and all other legal and/or illegal drugs or substances.

Any student required to take medication at school must have a medication form filled out by the nurse or front office. All medicines must be in their original container.

A student is in violation of this section if he/she attempts to sell and/or distribute drugs or substances represented to be drugs by the seller or distributor and/or thought to be drugs by the buyer or receiver, on school property, or on property being used by the school, or at any school function, or while the student is on his/her way to or from school.

A student is in violation of this section if found in the possession of and/or distributing drug-related paraphernalia. Drug-related paraphernalia includes but is not limited to pipes, water pipes, clips, rolling paper, etc., and other items used or related to drug use.

SPECIAL PROGRAMS

Gifted Identification

Elbert County Middle School is committed to an educational program that recognizes, identifies, and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted. Please contact the building principal or your child's teacher if you have questions regarding identification or services.

Homeless Assistance

If you or your family live in any of the following situations: in a shelter, a motel, or campground due to an alternative adequate accommodation, in a car, park, abandoned building, or bus or train station, or doubled up with other people due to loss of housing or economic hardship your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. For more information call the building principal, school counselor, or district McKinney-Vento Liaison.

ATHLETICS

Elbert County Middle School encourages all students to participate in athletics. All students who participate in a school-sponsored sport must have an authorized physical exam before being allowed to participate or practice. Physicals are valid for one year. Additionally, parents/guardians must provide proof of insurance and sign a medical Consent to Treat form on DragonFly. Please contact your child's coach for more information.

Athletic participation means that a student attends and is engaged in athletic practice and/or games. Student participation is based on attendance, academics, and behavior. Athletic eligibility begins in the 6th grade. Students may not participate and/or try out for a sport if they failed 2 or more courses in the previous semester. Head coaches have the authority to add to the guidelines for participation.

- **Attendance:** Students are expected to attend school. A student may not participate in practice or a game on a day that s/he is counted absent from school.
- **Academics:** Academic performance will be measured on grades earned at the end of each semester. Failure in two or more courses at the end of a semester will rule the athlete ineligible for the following semester. If at the end of the following semester, the student is failing no more than one course, s/he regains eligibility for athletic participation.

- **Behavior:** A student may not participate in a practice or game until their last day of ISS, or the day after their last day of OSS. Any subsequent punishment will be at the head coach's discretion and per the Athletic Coordinator's review for future participation in sports.

STUDENT CONDUCT

In order to maintain a safe and effective educational environment, Elbert County Middle School students are expected to behave appropriately at school, in or around the school campus, at any school-related activity regardless of time or location, at the bus stop and while being transported in the district provided transportation. Generally, students are expected to be Ready, Respectful, and Responsible at all times.

Elbert County Middle School has developed a comprehensive behavior management plan which focuses on building a positive school culture, where all students, teachers, and families have a common language and understanding of appropriate behaviors. Instead of focusing on negative behaviors, the school works to teach students desired behaviors and to acknowledge when they follow rules and expectations. The ECMS expectations of behavior can be found in the matrix.

Students are expected to follow the ECMS Code of Conduct during the normal school day and at all school-related functions. This includes ECCHS and ECMS sporting events.

Elbert County Middle School utilizes a discipline matrix for determining appropriate consequences for significant behavior incidents. This matrix helps provide clarity and consistency. However, as each student and circumstance is different, each incident is still investigated and appropriate interventions are provided as deemed necessary to help each unique student learn from and make restitution for inappropriate behaviors and actions. It is impossible to cover all possible situations which may arise during the school day and throughout the year.

Therefore, the behaviors and expectations listed below and throughout this handbook serve only as a guide. Disciplinary consequences are applied depending on the nature of the offense.

Additionally, the ECMS discipline plan is progressive in nature meaning that consequences for violations become more severe for repeated offenses. It is the responsibility of all members of Elbert County Middle School to maintain a safe and orderly school environment.

In cases of disruptive, disorderly, or dangerous conduct not covered in the Code, the principal or designee may undertake corrective measures which he or she believes to be in the best interest of the student. The administration has the right to give an alternative consequence than what is prescribed in the planner after looking at all relevant factors. Such action does not violate school board policy or procedures.

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

Right to Due Process and Appeal (ECBOE Policy Equal Educational Opportunities Descriptor Code: JAA)

When students are alleged to have violated school policy, they have the right to certain due process protections. This means that they are entitled to notice of the allegations against them and the opportunity to respond to the allegations. The expected responsibilities of each principal are to familiarize their faculty and staff with due process procedures and to provide each staff member with access to this Code of Conduct.

Off-Campus Student Misconduct-O.C.G.A § 20-2-751.5(c)

Administrative authority to take disciplinary action extends to any off-campus non-school related actions by students which have a direct and/or immediate impact on student discipline, school climate, the educational function of the school, or the welfare of students and staff. A student who has been arrested, charged, or convicted of a criminal act while on or off campus is subject to disciplinary action and may be excluded from school. Such acts could include but would not be limited to a felony or an offense that would be considered to be a felony if the student were an adult, an assault upon another student, a violation of the drug laws, or sexual misconduct of a serious nature.

Any student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action including but not limited to suspension and assignment to the alternative educational program. The school administration must convene a tribunal if long-term suspension or expulsion is sought for off-campus misconduct. School officials shall contact proper authorities to verify any and all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school.

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

Authority of the School Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate the school board policy or procedures. It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in §20-2-738 and §20-2-751.5(d).

A teacher shall have the authority to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior that violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the student in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow the procedures established in Georgia law, specifically O.C.G.A. §20-2-737-738. The Superintendent and/or designee shall ensure that procedures are disseminated as necessary for the implementation of this policy and applicable state laws.

Consequences

A student not behaving appropriately will be subject to disciplinary action that may include one or more of the following consequences:

1. **Classroom Interventions:** Interventions by teachers, counselors, and/or administration including warnings, re-teaching, parent contact, loss of classroom privileges, strategic seating, counseling, breaks, calming techniques, behavior contracts, formal check-in/check-out, etc.
2. **Class Detention:** Students may be assigned class detention by the administration for disruptive classroom behavior or for chronic missing work assignments. Students are expected to report to ISS for the assigned class detention period.

3. **Teacher-Assigned Detention:** Teachers can assign a student to after-school detention in lieu of an infraction or for failure to complete class work. Parents will be given a 24-hour notice of the detention. The teacher will remain with the student until the student is picked up by the parent or guardian. Failure to stay for teacher-assigned detention will result in an infraction.
4. **Lunch Detention:** Loss of lunchtime privileges and lunch activity time. Students will eat provided lunch or cold lunch in the designated location. Teachers may take students to their classroom for Lunch and Learn when students fail to turn in assignments or to provide students with extra support.
5. **Referral to Counseling and/or Other Community Services:** The counselors at ECMS are available for every student. The teaching staff works closely with the counselors to help students succeed in school and reach their full potential. Students can complete a Request for Counseling form with their teacher. All students must have their teacher's permission and a signed pass when they go to the Guidance Office.
6. **In-School Suspension (ISS) / Opportunity Room:** Students may receive detention during class time for a single period, partial-day, full-day, and/or up to several days in the Opportunity Room. The student attends school but is given all work to be completed while in isolation. Any work that is not finished could be required to be completed the next day in ISS. Students that disrupt ISS may be sent home, given additional days of ISS, or suspended from school. Students must report directly to the ISS classroom at the start of school.
 - a. There will be no hoodies allowed in ISS regardless of the amount of time assigned.
 - b. If a student receives 3 or more days of consecutive ISS the student must wear khaki pants, a collared shirt tucked in, with a belt.
 - c. There will be no electronic devices of any kind in ISS (this includes Chromebooks, all work will be provided on paper).
 - d. A student may not participate in/attend a school-sponsored practice, game, or activity until their last day of ISS.
7. **Out-of-School Suspension (OSS):** Students may be suspended from school for inappropriate behavior, including conduct that materially and substantially disrupts the rights of others to an education and/or endangers the student, other students, staff, or school property. Each suspension will include a specific reason for the suspension, the length of the suspension, and a plan for readmission into school. While under suspension a student may not be present on any Elbert County School District property, attend after-school activities, or participate in activities directed or sponsored by the district. Students are still responsible for any assignments while serving their suspension and may access this via google classroom or upon the student's return to school. On a multiple-day suspension, homework may be provided upon parental request.
8. **Referral to Law Enforcement:** Elbert County School Police Department is notified of the incident and responds according to department policy and the law, from a warning up to arrest. Any infraction of a serious nature may necessitate the involvement of legal authorities.
9. **Elbert Virtual Academy (EVA) /Expulsion:** Through parent consent, judiciary order, or tribunal hearing, a student may be placed in the Elbert Virtual Academy (EVA). Prior approval must be granted by the District office. Students that are placed in EVA are not allowed to be on the ECMS campus without permission. To be considered for expulsion, the principal makes a recommendation to an appointed tribunal that the student be excluded from the Elbert County School System. The tribunal acts upon the evidence presented. A student may be placed in EVA or expelled for any off-campus behavior that results in the student being criminally charged with a felony and which makes the "student's continued presence at school a potential danger to others or a disruption to the school operation." O. C. G. A. 20-2-751.
10. **Administrative Conference/Behavior Contract** Administration and a student may conference regarding inappropriate behavior and a behavior contract stating consequences for further inappropriate behavior may be signed. Students with chronic behavior issues will be referred to the ECMS Behavior Committee to develop additional intervention strategies which may include a Behavior Intervention Plan (BIP).

11. **Long-Term Suspension:** The principal may recommend to a tribunal that a student be suspended from school for a period of time greater than 10 days.
12. **Mandatory Parent Conference/Parental Suspension:** A student will not be allowed to attend classes until his/her parent has accompanied him/her to school for an administrative conference. Students who return to ECMS without a parent/guardian are subject to ISS/OSS and can be charged with trespassing.
13. **Academy:** The student must attend school on the assigned school day. Academy hours are from 3:30 pm until 5:15 pm. Academy may also include work detail. Failure to attend Academy will result in further consequences.
14. **Work Detail:** A student may be assigned a clean-up detail in the cafeteria or on the school grounds as a disciplinary consequence.
15. **Tribunal:** An external tribunal judge considers the guilt or innocence of the accused and the recommendation of the principal regarding expulsion, placement in the Elbert Virtual Academy, or weapbulong-term suspensions. The procedure is used in severe cases of inappropriate or chronic misbehavior.
16. **Unsafe School Statement:** Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named Unsafe Schools. State Board Rules 160-4-8-.16, 160-4-8-.15

Two-way Contact

Two-way teacher communication may include any of the following: an email from the teacher in which the parent/guardian responds, a text message from the teacher in which a parent/guardian responds, a letter from the teacher that must be acknowledged and signed by the parent/guardian, or a phone call in which the teacher speaks directly to the parent/guardian.

Fall and Spring Dance Requirements

To attend the Casual Fall Dance in December, students may not receive more than two office referrals resulting in ISS or OSS **OR** they may not have more than five unexcused absences during the Fall semester. (*In addition, no owed fees.*)

To attend the Formal Spring Dance in April/May, students may not receive more than two office referrals resulting in ISS or OSS **OR** they may not have more than five unexcused absences during the Spring semester. (*In addition, no owed fees.*)

Discipline Referrals which automatically exclude you from incentives and semester dances:

- **Battery**
- **Bullying: Strike 2**
- **Disorderly Conduct: Tier 2**
- **Disrespect to Teacher/Staff: Tier 2** (*Inappropriate language directed towards school personnel.*)
- **Electronic Smoking Device/Vape**
- **Fighting**
- **Gang Related Activities**
- **Sex Offense**
- **Threat**
- **Possession of Tobacco**
- **Vandalism**

2025-26 ECMS Code of Conduct

Elbert County Middle School uses a progressive discipline approach in which interventions and responses become more and more serious if student misbehavior continues. Based on the circumstances of a disciplinary offense, administrators have the authority and discretion to impose interventions and responses ranked higher or lower on the Code of Conduct than indicated for each behavior. Behaviors outlined in the Code of Conduct below are prohibited at Elbert County Schools, school-related events, and all school transportation.

***The administration will conference with the student as it relates to restorative practices and attempt to contact parents/guardians concerning the disciplinary action taken.**

Academic Dishonesty/Cheating/ Plagiarism - State Reported (32) Non-State Reported (57)					
Receiving or providing unauthorized assistance on classroom projects assignments or exams.					
Tier 1	Intentional receiving or providing of unauthorized assistance on daily assignments.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Redo the Assignment	Academy (1)	ISS (1)	ISS (2)	OSS (1)
Tier 2	Intentional plagiarism or cheating on assessments but is not limited to intentional dishonesty on classroom projects, etc and/or the use of artificial intelligence.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Redo the Assignment, ISS (1)	ISS (2)	ISS (3)	ISS (5)	OSS (2)
Tier 3	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery). Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Tier 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Redo the Assignment, ISS(2)	ISS (3)	OSS(1)	OSS (2)	OSS (3)

Accessory - State Reported (24) Non-State Reported (53)					
Causes someone to commit violation, helps in commission; or advises, encourages, hires or procures acts in concert with another to commit a violation.					
Tier 1	Causes someone else to commit a minor violation, helps in commission of violation; or advises, encourages, hires or procures acts in concert with another to commit violation.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Warning (Written)	Academy (1)	ISS (1)	ISS (2)	ISS (3)
Tier 2	Causes someone else to commit a moderate violation, helps in commission of violation; or advises, encourages, hires or procures acts in concert with another to commit violation.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Academy (1)	ISS (1)	ISS (2)	ISS (3)	OSS (1)

Tier 3	Causes someone else to commit a severe violation, helps in commission of violation; or advises, encourages, hires or procures acts in concert with another to commit violation.			
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	ISS (3)	OSS (1)	OSS (3)	OSS (5)

<u>Alcohol (01)</u>				
Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students who consumed alcohol or are under the influence of alcohol may be included if it results in disciplinary action.				
Tier 1	Unintentional possession of alcohol.			
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>		
Consequences	Collection of items, Administrative Discretion	Collection of Items, Out of Suspension, OSS (10 or less), Tribunal		
Tier 2	Under the influence of alcohol without possession			
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>			
Consequences	Collection of Items, Out of Suspension, OSS (10 or less), Tribunal			
Tier 3	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol			
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>			
Consequences	Collection of Items, Out of Suspension, OSS (10 or less), Tribunal			

<u>Arson (02)</u>				
Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)				
Tier 2	Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)			
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>			
Consequences	Collection of Items, Out of Suspension, OSS (10 days or less), Tribunal, Juvenile Complaint Filed			
Tier 3	Intentional damage as a result of arson-related activity or the use of an incendiary device and includes but not limited to setting fires to school property			
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>			
Consequences	Collection of Items, Out of Suspension, OSS (10 days or less), Tribunal, Juvenile Complaint Filed			

Attendance Related - State Reported (30) Non-State Reported (53)					
Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions					
Tier 1	Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class (beyond 10 minutes), leaving school without authorization, or failure to comply with disciplinary sanctions. Examples include but not limited to repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.				
Occurrence	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u> <u>skipping</u>
Consequence for Tardies to Class	Written Warning	Student Conference	Academy (1)		
Consequence for Out of Area	Academy (1)		Class Detention (1)	ISS (1)	ISS (2)
Consequence Leaving Class without Permission	Academy (1)	Class Detention (1)	ISS (1)	ISS (2)	ISS (3)
Consequence for Skipping	Academy	ISS (1)	ISS (2)	ISS (3)	ISS (4-5)
Consequence for Leaving Campus without Permission	Juvenile Complaint Filed, OSS (5), <i>Exclusion from incentives and semester dances</i>	OSS (10 days or less), Tribunal			

Battery (03)			
Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation).			
<i>*Any occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.</i>			
Tier 1	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations		
Occurrence	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	OSS (2), <i>Exclusion from incentives and semester dances</i>	OSS (5), <i>Exclusion from incentives and semester dances</i>	OSS (10 days or less), Tribunal
Tier 2	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries		
Occurrence	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>	
Consequences	OSS (5), <i>Exclusion from incentives and semester dances</i>	OSS (10 days or less), Tribunal	
Tier 3	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Tier 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; includes incidents serious enough to warrant calling law enforcement.		
Occurrence	<u>1st Occurrence/Subsequent Occurrences</u>		
Consequences	OSS (10 days or less), Tribunal		

Breaking & Entering/Burglary (04)

Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

Tier 3	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building).
Occurrence	<u>1st Occurrence/Subsequent Occurrences</u>
Consequences	OSS (10 days or less), Tribunal, Juvenile Complaint Filed, Restitution

Bullying (29)

A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. Bullying also applies to acts of **cyberbullying** which occur through the use of electronic communication, **whether or not such electronic act originated on school property or with school equipment**, if the electronic equipment:

- Is directed specifically at students or school personnel,
- Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
- Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.
- A pattern of behavior is not required for cyberbullying.

**Any Tier 2 or higher occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.*

Tier 1	First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate
Occurrence	<u>1st Occurrence</u>
Consequences	Mandatory Parent Conference , ISS (3)
Tier 2	Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate
Occurrence	<u>2nd Occurrence</u>
Consequences	Mandatory Parent Conference, OSS (3), Exclusion from incentives and semester dances
Tier 3	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
Occurrence	<u>3rd Occurrence</u>
Consequences	Mandatory Parent Conference, OSS (10 days or less), Tribunal

Bus Misconduct

Refer to the 2025-2026 ECSD Bus Behavior Policy on page 46.

Chronic Behavior

A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call. The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan. According to state law, parents may be required to attend a conference and may be subject to a judicially imposed fine up to \$500.00 for willfully and unreasonably failing to attend. **Refer to the ECSD Chronic Behavior Policy for more information.**

Computer/Internet Misuse - State Reported (05) Non-State Reported (92)

Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Tier 2	Unauthorized use of school computers for anything other than instructional purposes. Includes but not limited to computer misuse, using computers to view inappropriate material, and violation of school computer use policy. Pornography will be classified under Sex Offenses Tier 2				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Penalty Box (5)	Penalty Box(10)	Penalty Box (9 Weeks)	Penalty Box (1 Semester)	Penalty Box (Calendar Year)
Tier 3	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.)				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>			
Consequences	OSS (5), Loss of Computer Privileges (1 Semester)		OSS (<9), Tribunal		

Disruption (Student Incivility) - State Reported (33) Non-State Reported (53)

Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

Tier 1	Minor classroom disruption that includes not following classroom behavior matrix rules. Minor disruption that includes not following hallway, restroom, cafeteria and other school area behavior matrix rules				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Class Detention (1)	Class Detention (1) Academy (1)	Class Detention (2) Academy (1)	ISS (2-3)	Administrative discretion

Tier 2	Major classroom disruption that stops instruction for an extended period of time and requires administrative intervention. Major disruption outside the classroom that requires administrative intervention.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	ISS (1-2)	ISS (2-3)	ISS (3-4)	ISS (4-5)	Administrative discretion
Tier 3	Pattern of major disruptions during the same school year. Documentation of Tier 1-3 interventions implemented and effectiveness. Hate speech or sexually lewd behavior or remarks.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>Subsequent Occurrences</u>	
Consequences	OSS (2-3)	OSS (3-4)	OSS (4-5)	OSS (<9), Tribunal	

Disorderly Conduct (06)					
<p>Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).</p> <p><i>*Any Tier 2 or higher occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.</i></p>					
Tier 1	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>Subsequent Occurrences</u>	
Consequences	OSS (1)	OSS (2)	OSS (3)	Considered Tier 2, 1st Occurrence	
Tier 2	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>		
Consequences	OSS (5), <i>Exclusion from incentives and semester dances</i>	OSS (6), <i>Exclusion from incentives and semester dances</i>	Administrative Discretion		
Tier 3	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Tier 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. Includes but not limited to disruptive behavior on school bus.				
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>				
Consequences	OSS (10 days or less), Tribunal				

Disrespect to Teacher/Staff (Student Incivility) - State Reported (33) Non-State Reported (53)					
<p>Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth. <i>Any Tier 2 or higher occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.</i></p>					
Tier 1	Disrespect to school personnel that is generally considered disrespectful actions.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Class Detention (1)	Class Detention (1) Academy (1)	ISS (1)	ISS (2)	Administrative discretion

Tier 2	Inappropriate language directed towards school personnel.		
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	OSS (3), Exclusion from incentives and semester dances	OSS (5), Exclusion from incentives and semester dances	OSS (10 days or less), Tribunal
Tier 3	Pattern of major disruptions during the same school year. Documentation of Tier 1-3 interventions implemented and effectiveness.		
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	OSS (3), Exclusion from incentives and semester dances	OSS (5), Exclusion from incentives and semester dances	OSS (10 days or less), Tribunal

Dress Code Violation - State Reported (31) Non-State Reported (93)					
Violation of school dress code that includes standards for appropriate school attire.					
Tier 1	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Tier 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist Tier; pajamas; excessively short shorts or skirts; pants with holes above fingers when arms and fingers are extended at sides; shorts length above fingers when arms and fingers are extended at sides. sunglasses worn inside the building; bedroom slippers/animal slippers; hats, caps, hoodies worn on head, sweatbands, do-rags and bandanas or other headwear worn inside school building, or any other attire considered to be a disruption to the learning environment.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Warning Attire corrected (Hoodie/Hat Warning)	Parent contact/ Attire corrected (Hoodie/Hat Confiscated 1 Day)	Academy (Hoodie/Hat Confiscated 10 days)	Student is required to wear uniform consisting of a polo/button-up dress shirt tucked in khaki pants/jeans with a belt for 20 school days (Hoodie/Hat: No Hoodies/ Hat Allowed remainder of the semester)	Student is required to wear uniform consisting of polo/button up dress shirt tucked in khaki pants/jeans with belt for 45 school days (Hoodie/Hat: No hoodies/ Hats allowed remainder of the school year)
Tier 2	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Tier 2 may include but are not limited to depiction of profanity (other language profanity as well), vulgarity, obscenity or violence; promote the use or abuse of tobacco or vaping, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Warning Attire corrected	Parent contact/ Attire corrected	Academy (Hoodie/Hat Confiscated 10 days)	Student will be required to wear a uniform consisting of a polo or button-up dress shirt tucked in khaki pants or jeans with a belt for 20 school days	Student will be required to wear a uniform consisting of a polo or button up dress shirt tucked in khaki pants or jeans with a belt for 45 school days

Drug Possession Except Alcohol and Tobacco (07)

Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school

Tier 1	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.			
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>		
Consequences	Collection of Items,	Considered Tier 2, 1st Occurrence		
Tier 2	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.			
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Collection of Items, ISS (1)	OSS (1)	OSS (3)	OSS (5)
Tier 3	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.			
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>			
Consequences	OSS (10 days or less), Legal, Tribunal			

Electronic Smoking Device/Vape (42)

Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.

**Any Tier 2 or higher occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.*

**** Devices testing positive for THC or any other controlled substance will be handling under the Drug Possession – Tier 3 Section of the Student Code of Conduct.***

Tier 1	Unintentional possession of an electronic smoking device			
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>		
Consequences	Collection of items, Administrative Discretion, items may be drug tested	Considered Tier 2, 1st Occurrence		
Tier 2	Use or knowledgeable possession of an electronic smoking device			
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>	
Consequences	ISS (2), Collection of items, items may be drug tested, Vaping course completion, <i>Exclusion from incentives and semester dances</i>	OSS (2), Vaping course completion, <i>Exclusion from incentives and semester dances</i>	Considered Tier 3 Violation, 1st Occurrence	
Tier 3	Distribution and/or selling of electronic smoking devices: Tier 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year			
<u>Occurrence</u>	<u>1st Occurrence</u>		<u>Subsequent Occurrences</u>	
Consequences	OSS (5), Collection of Items, Vaping course completion, <u>Items may be drug tested</u> , <i>Exclusion from incentives and semester dance</i>		OSS (10 days or less), Tribunal	

Personal Electronic Device (PED) Violation - State Reported (34) Non-State Reported (54)

Use of any electronic device, including but not limited to paging devices, cellular phones, smart phones, walkie-talkies, Smart-watches, tablets and similar devices for non-instructional purposes during instructional class time or in areas deemed off limits for electronic device use by administrator. Includes but is not limited to filming/posting/sharing events that violate the code of conduct.

Tier 1	Use of any electronic device, including but not limited to paging devices, cellular phones, smart phones, walkie-talkies, Smart-watches, tablets and similar devices for non-instructional purposes during instructional class time or in areas deemed off limits for electronic device use by administrator.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Student warning, phone turned into the office for student pick up at the end of the school day	Phone/Device confiscated for parent pickup	Phone/Device confiscated for parent pick up, Academy (1)	Phone/Device confiscated for parent pickup, Behavior Contract, ISS (1)	Considered Tier 2, 1st Occurrence
Tier 2	Use of any electronic device to film, post, or share an event that violates the ECMS Student Code of Conduct. Examples: events may include but are not limited to filming fights, classroom disruptions, and inappropriate restroom behavior.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>Subsequent Occurrences</u>	
Consequences	Phone/Device confiscated for parent pickup, (Minimum 1 Day OSS)	Phone/Device confiscated for parent pickup, (Minimum 2 Days OSS)	Phone/Device confiscated for parent pickup, (Minimum 3 Days OSS, and Behavior Contract)	Phone/Device confiscated for parent pickup, (Minimum 5 Days OSS)	

Failure to Serve Administrative Consequence (24)

Failure to serve assigned administrative consequence (Ex. Lunch Detention/Academy)

Tier 1	Failure to serve assigned administrative consequence
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>
Consequences	1 day ISS for each missed Academy and/or admin discretion for other offenses

Fighting (08)

Mutual participation in a fight involving physical violence where there is no one main offender and an intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)

**Any occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.*

Tier 1	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries; no injuries.	
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Minimum OSS (5), <i>Exclusion from incentives and semester dances</i>	OSS (10 or less), Tribunal
Tier 2	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Examples: Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body.	
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Minimum OSS (5), <i>Exclusion from incentives and semester dances</i>	Parent Contact, OSS (10 or less), Tribunal

Tier 3	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Tier 3 may be used for students that violate the school policy on fighting two or more times during the same school year. Tier 3 may be used if the school administration has made an effort to intervene and de-escalate the conflict prior to physical contact, and the student(s) still fights. Examples: Repeated physical confrontations resulting in severe injuries that require medical attention; Students are counseled to stay away from each other and still fight.	
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Minimum OSS (5), <i>Exclusion from incentives and semester dances</i>	Parent Contact, OSS (10 or less), Tribunal

Gambling - State Reported (24) Non-State Reported (95)

Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value

Tier 1	Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Warning (Written)	Academy (1)	ISS (1)	ISS (2-3)	ISS (4-5)

Gang Related Activities (35)

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in disruptive behavior

**Any occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.*

Tier 2	Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang. Examples include but not limited to possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with Gang-related activity.		
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	ISS (5), <i>Exclusion from incentives and semester dances</i>	OSS (5), <i>Exclusion from incentives and semester dances</i>	OSS (10 or less), Tribunal
Tier 3	The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Tier 3 should be used for students who display a pattern of violating the school policy related to gang activity. Examples include but not limited to soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.		
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>		
Consequences	OSS (10 or less), Tribunal		

Homicide (9)

Killing of one human being by another. Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc

Tier 3	Killing of one human being by another. Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>
Consequences	OSS (10 or less), Tribunal for Expulsion

Horseplay - State Reported (33) Non-State Reported (61)					
A type of disruptive behavior that can include but is not limited to roughhousing, physical contact, play fighting/ touching/invading each other's personal space in an unwanted (non-sexual) or inappropriate way with another student that can be threatening to their safety.					
Tier 1	Disruptive behavior that can include but is not limited to touching/invading each other's personal space in an unwanted (non-sexual) or inappropriate way with another student that can be threatening to their safety				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Academy (1)	Academy (2)	1 Days ISS	2 days ISS	Admin discretion
Tier 2	Disruptive behavior that can include but is not limited to touching/invading each other's personal space in an unwanted (non-sexual) or inappropriate way with another student that results in minor injury				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	1 day ISS	1 days OSS	2 Days OSS	3 days OSS	Administrative discretion
Tier 3	Disruptive behavior that can include but is not limited to touching/invading each other's personal space in an unwanted (non-sexual) or inappropriate way with another student that results in major injury				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>		
Consequences	3 day OSS	4 days OSS	Administrative discretion		

Insubordination/Defiance/Willful Refusal - State Reported (33) Non-State Reported (52)					
Failure to comply with instructions. Blatant insubordination; willfully and defiantly refuses to immediately follow school staff directives (Includes refusing to turn over phone to staff when an electronic violation has been witnessed) or a pattern of blatant insubordination					
Tier 1	Failure to comply with instructions				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Class Detention (1)	Class Detention (1) Academy (1)	Class Detention (2) Academy (1)	ISS (2)	Administrative discretion
Tier 2	Blatant insubordination that is willful and defiant which results in a major classroom disruption. (Includes refusing to turn over phone to administration when an electronic violation has been witnessed).				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	ISS (2-3) (Refusal to relinquish electronic device will require parent to come to school to retrieve item)	ISS (3-4)	ISS (4-5)	OSS (2-3)	Administrative discretion
Tier 3	Pattern of blatant insubordination				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>		
Consequences	OSS (3)	OSS (5)	OSS (10 or less), Tribunal		

Kidnapping (10)	
The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will	
Tier 3	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>
Consequences	OSS (10 or less), Tribunal for Expulsion

Motor Vehicle Theft (12)	
Theft or attempted theft of any motor vehicle. Includes but not limited to cars, trucks, ATVs, golf carts, etc	
Tier 3	Theft or attempted theft of any motor vehicle. Includes but not limited to cars, trucks, ATVs, golf carts, etc
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>
Consequences	OSS (10 or less), Tribunal for Expulsion

Offensive Language - State Reported (33) Non-State Reported (53)					
Use of vulgar or inappropriate language towards another student . (For Hate Speech and Lewd Remarks refer to Classroom Disruption sections Tier 3).					
Tier 1	Use of vulgar or inappropriate language towards another student. (For Hate Speech and Lewd Remarks refer to Classroom Disruption sections Tier 3).				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Academy (1)	ISS (1)	ISS (3)	ISS (5)	Considered Tier 2, 1st Occurrence
Tier 2	A pattern of vulgar or inappropriate language towards another student. (For Hate Speech and Lewd Remarks refer to Classroom Disruption sections Tier 3).				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>Subsequent Occurrences</u>	
Consequences	OSS (2)	OSS(3)	OSS(5)	OSS (10 or less), Tribunal	

Physical/Verbal Aggression - State Reported (33) Non-State Reported (physical - 65/verbal - 64)					
A type of physical aggression that can include but is not limited to shoving, physical contact, invading each other's personal space in an unwanted (non-sexual) or inappropriate way with another student that can be threatening to their safety.					
Tier 1	Physical/Verbal aggression by a student or between students which is disruptive to the learning environment				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	ISS (1-2)	ISS (2-3)	ISS (3-4)	ISS (4-5)	Administrative discretion
Tier 2	A pattern of physical/verbal aggression by a student or between students which is disruptive to the learning environment.				
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>				
Consequences	See Disorderly Conduct				

Possession of Unapproved Items - State Reported (34) Non-State Reported (54)

The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)

Tier 1	The possession of any unauthorized item . Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Collection of Items		Academy (1)	Academy (2)	Administrative discretion
Tier 2	The use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Academy (1)	ISS (1-2)	ISS (2-3)	ISS (3-4)	Administrative discretion
Tier 3	The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Tier 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Examples: Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the possession or use of pepper spray.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>Subsequent Occurrences</u>	
Consequences for Matches/Lighter	Collection of Items, ISS (1-2)	ISS (2-3)	ISS (3-4)	OSS (1-2)	
Consequences for fireworks or other items that can be construed as dangerous or harmful	Collection of Items, OSS (2-3)	OSS (3-4)	OSS (4-5)	OSS (10 days or less), Tribunal	
Consequences for possession or Use of Pepper Spray	OSS (10 days or less), Tribunal				

Public Display of Affection - State Reported (33) Non-State Reported (74)

Includes any physical contact that would be considered a disruption to the learning environment. Some specific examples of PDA include but is not limited to: kissing, holding hands, cuddling, inappropriate touching, rubbing/massaging, caressing/petting, excessive hugging including or a pattern of these actions.

Tier 1	Includes any physical contact that would be considered a disruption to the learning environment. Some specific examples of PDA include but is not limited to: Kissing, holding hands, Cuddling, Rubbing/massaging, Caressing/petting, Excessive hugging				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Written Warning	Academy (1)	Academy (2)	ISS (1-2)	Administrative Discretion
Tier 2	A pattern of physical contact that would be considered a disruption to the learning environment. Some specific examples of PDA include but is not limited to: Kissing, holding hands, Cuddling, Rubbing/massaging, Caressing/petting, Excessive hugging				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>Subsequent Occurrences</u>	
Consequences	ISS (2-3)	ISS (3-4)	ISS (4-5)	Administrative Discretion	

Robbery (13)

The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.)

Tier 2	Robbery without the use of a weapon; taking something by force or threat of force.				
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>				
Consequences	ISS, OSS (10 or less), Tribunal for Expulsion				
Tier 3	Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.				
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>				
Consequences	OSS (10 or less), Tribunal for Expulsion				

Serious Bodily Injury (27)

The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty

Tier 3	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Includes but not limited to any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.				
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>				
Consequences	OSS (10 or less), Tribunal for Expulsion				

Sexual Battery (14)

Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent

Tier 3	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy.				
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>				
Consequences	OSS (10 or less), Tribunal for Expulsion				

Sexual Harassment (15)

Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment

Tier 1	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes; leering				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Academy (1)	Academy (2)	ISS (1-2)	ISS (2-3)	Administrative Discretion

Tier 2	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	ISS (3)	OSS (1-2)	OSS (3-4)	OSS (5)	OSS (10 or less), Tribunal
Tier 3	Physical or non-physical sexual advances; requests for sexual favors; Tier 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.				
<u>Occurrence</u>	<u>1st Occurrence/ Subsequent Occurrences</u>				
Consequences	OSS (10 or less), Tribunal				

Sex Offense (16)					
Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. <i>*Any occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.</i>					
Tier 1	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in Tiers 2 or 3. Examples include but not limited to public groping or inappropriate bodily contact.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>		
Consequences	OSS (3), <i>Exclusion from incentives and semester dances</i>	OSS (5), <i>Exclusion from incentives and semester dances</i>	OSS (10 or less), Tribunal		
Tier 2	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>			
Consequences	OSS (5), <i>Exclusion from incentives and semester dances</i>	OSS (10 or less), Tribunal			
Tier 3	Engaging in sexual activities on school grounds or during school activities. Examples include but not limited to oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts				
<u>Occurrence</u>	<u>1st Occurrence/ Subsequent Occurrences</u>				
Consequences	OSS (10 or less), Tribunal, Possible restriction from school events for the year				

Theft: State Reported (11)					
The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)					
Tier 1	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$0 and \$25. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception. Includes but not limited to petty theft				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	ISS (1), Restitution	ISS (2), Restitution	ISS (3), Restitution	ISS (4), Restitution	ISS (5), Restitution

Tobacco Possession (18)					
Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. <i>*Any Tier 2 or higher occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.</i>					
Tier 1	Unintentional possession of tobacco products				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>			
Consequences	Collection of items, Administrative Discretion	Considered Tier 2, 1st Occurrence			
Tier 2	Use of or knowledgeable possession of tobacco products				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Collection of Items, Student Vaping/Tobacco Class, ISS (2), <i>Exclusion from incentives and semester dances</i>	Parent/ Student Vaping Class with school School Resource Officer, OSS(2), <i>Exclusion from incentives and semester dances</i>	3 Days OSS, <i>Exclusion from incentives and semester dances</i>	5 Days OSS, <i>Exclusion from incentives and semester dances</i>	OSS (10 or less), Tribunal
Tier 3	Distribution and/or selling of tobacco products; Tier 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>		
Consequences	ISS (3), Collection of Items, <i>Exclusion from incentives and semester dances</i>	OSS (3), <i>Exclusion from incentives and semester dances</i>	OSS (10 or less), Tribunal		

Trespassing - State Reported (19) Non-State Reported (95)					
Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)					
Tier 2	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Verbal Warning, Restricted from school events (5)	Restricted from School Events (10)	Considered Tier 3, 1st Occurrence		
Tier 3	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Tier 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.				
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>3rd Occurrence</u>	<u>4th Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Verbal Warning, Restricted from school events (1 QTR)	Restricted from School Events (1 Semester), Juvenile Complaint Filed, OSS (2)	Restricted from School Events (Remainder of the school year) OSS (5)	OSS (10 days or less), Tribunal	

<u>Vandalism (20)</u>			
<p>The willful and/or malicious destruction ,damage, or defacement of public or private property without consent. <i>*Any occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.</i></p>			
Tier 2	Participating in the minor destruction, damage or defacement of school property or private property without permission		
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	OSS (1-2), Restitution / Community Service, Law Enforcement Contacted, <i>Exclusion from incentives and semester dances</i>	OSS (2-3), Restitution, Juvenile Complaint Filed, <i>Exclusion from incentives and semester dances</i>	Considered Tier 3, 1st Occurrence
Tier 3	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Tier 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.		
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>2nd Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	OSS (3), Restitution/ Community Service, Juvenile Complaint Filed, <i>Exclusion from incentives and semester dances</i>	OSS (5), Restitution/ Community Service, Juvenile Complaint Filed, <i>Exclusion from incentives and semester dances</i>	OSS (10 or less), Tribunal

<u>Violence Against Teacher/Staff (44)</u>	
<p>Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – Tier 3.</p>	
Tier 3	Intentional physical attack against a teacher or staff with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.
<u>Occurrence</u>	<u>1st Occurrence/ Subsequent Occurrences</u>
Consequences	All Occurrences will be reported as Battery (03) – Tier 3, OSS (10 or less), Tribunal, Juvenile Complaint Filed

<u>Weapons/ Handgun (25)</u>	
<p>Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141</p>	
Tier 3	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm.
<u>Occurrence</u>	<u>1st Occurrence/ Subsequent Occurrences</u>
Consequences	Collection of Items, OSS (10 or less), Juvenile Complaint Filed, Tribunal

<u>Weapons/Knife (22)</u>		
<p>The possession, use, or intention to use any type of knife. <i>*Any Tier 2 or higher occurrence of this nature will result in the student being excluded from participating in incentives and semester dances.</i></p>		
Tier 1	Unintentional possession of a knife or knife-like item without intent to harm or intimidate	
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	Collection of Items, Parent Contact, (Open), Possible Tribunal	Will be considered a Tier 2 Consequence

Tier 2	Intentional possession of a knife or knife-like item without intent to harm or intimidate.	
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	OSS (Open), Possible Tribunal, <i>Exclusion from incentives and semester dances</i>	OSS (10 days of less), Tribunal throwing
Tier 3	Intentional possession, use or intention to use of a knife or knife-like item with the intent to harm or intimidate.	
<u>Occurrence</u>	<u>1st Occurrence/ Subsequent Occurrences</u>	
Consequences	Collection of Items, OSS (10 or less), Juvenile Complaint Filed, Tribunal	

<u>Weapons/Rifle-Shotgun (26)</u>		
<p>The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141]</p>		
Tier 3	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm	
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>	
Consequences	Collection of Items, OSS (10 or less), Juvenile Complaint Filed, Tribunal	

<u>Weapons/Other (23)</u>		
<p>The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)</p>		
Tier 2	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.	
<u>Occurrence</u>	<u>1st Occurrence</u>	<u>Subsequent Occurrences</u>
Consequences	OSS (Open), Possible Tribunal	OSS (10 days of less), Tribunal
Tier 3	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.	
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>	
Consequences	Collection of Items, OSS (10 or less), Juvenile Complaint Filed, Tribunal,	

Weapons/Other Firearms (23)	
Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]	
Tier 3	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]
<u>Occurrence</u>	<u>1st Occurrence/Subsequent Occurrences</u>
Consequences	Collection of Items, OSS (10 or less), Juvenile Complaint Filed, Tribunal

DRESS AND APPEARANCE

Students are expected to dress according to the Elbert County Middle School dress code guidelines as established by the administration and Elbert County School District. Personal appearance including student dress, grooming, and hygiene, should not distract from the teaching and learning process nor create a safety or health hazard to the student or to others. Clothing should be clean, comfortable, and appropriate for school activities. Dress code guidelines apply to extracurricular participants. Students not meeting proper dress code guidelines will be required to change. In the event the student does not have an appropriate alternative available, parents will be notified. Students are expected to comply with staff decisions regarding the appropriateness of their attire. Since fashion trends change quickly, the school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in the guidelines below.

- Shoes must be worn at all times. Shower/bedroom shoes are not allowed.
- Shirts must meet the following criteria: bare midriffs are not allowed, low necklines are not allowed, garments exposing the torso are not allowed, and shirts must be at least 3” wide at the shoulders if sleeveless. Sheer shirts may be worn as long as a camisole is worn underneath.
- Pants/Shorts/Skirts must meet the following criteria: Shorts, skirts, or dresses of any type must be within 3” to the top of the knee or have leggings underneath (not tights or hose). Holes/slashes in pants, within 3” above the knee, must have skin covered. No pajama pants are to be worn in the building. Pants are to be worn at the waist and must be the appropriate size. Clothing should not be worn that exposes underwear.
- Hats and sunglasses should not be worn in the building unless express permission has been given by the administration.

The following are prohibited at ECMS:

- **Hoods are not to be worn in the building for any reason.**
- Earbuds, AirPods, and cordless headphones are prohibited to be worn in the building. All listening accessories, for instructional purposes, must have cords.
- Bandannas may not be worn or displayed in any form or fashion.
- Clothing that displays, mentions, or implies alcohol, tobacco, vapes, drugs, promiscuity, gangs, obscene language, signs, or profanity.
- Clothing that can be used or presented as a weapon. Examples: chains, spikes, etc. . .
- Jewelry that features weapons or drugs, or any other item deemed to be disruptive or indicating any affiliation with gang activity.
- Blankets are not allowed in the building.

If attire cannot be corrected and is deemed too distracting the student will be assigned the Opportunity Room for the remainder of that school day. Administrative discretion applies to all of the above words such as inappropriate, distracting, tight, loud, etc. are subjective by nature. If any unusual situation relative to dress, accessories, or grooming arises which is not specifically covered in the policy, the school's administration shall have the right to provide consequences accordingly.

CELL PHONE/ELECTRONICS AND MEDIA POLICY

Personal Electronic Device (PED) Policy

In order to promote a positive and distraction-free learning environment, students will not be allowed to access or use a personal electronic device (PED) for any reason from the ringing of the first bell until the end of the school day. Personal electronic devices should be turned off and remain out of sight throughout the school day, whether placed in the student's book-bag or in a designated location. Prohibited PEDs include, but are not limited to: smartphones, smartwatches, smart-glasses, tablets, e-readers, headphones, earbuds, air-pods, and any other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission. Chromebooks are provided to all students; therefore, digital-based instructional activities should be completed on Chromebooks. The only exception is if the headphones are plugged into a school Chromebook and under the direction of the teacher. In the event a student fails to follow the PED policy, consequences are listed in the Code of Conduct on page 32.

Inappropriate text messages, pictures, or videos could lead to additional and more severe consequences. Students that post inappropriate pictures, text messages, and/or videos to social media websites that negatively impact the operation of the school are subject to disciplinary action.

In the event of an emergency, students may use a school phone to call their parent(s)/guardian(s). Students should receive a pass from a teacher or administrator to go to the office to make a call. Parents may contact the main office at (706-213-4200) to get a message to their child.

Inappropriate/ Misuse of Technology

Acceptable computer use is outlined in the District Acceptable Use Policy, which can be found on our website. Rules for computer use have been established by the media center. Utilizing school issued email for personal use is strictly prohibited. Students may lose the privilege of using computers at ECMS if they violate policy. Please view the Internet acceptable use policy on the ECMS website.

Chromebooks

Chromebooks are supplied to the student and are checked out to them in the media center. If a student loses or damages their textbook or Chromebook, they will be expected to pay for damages or replacement. If a lost Chromebook is found, the student will be reimbursed.

Owed Fees

Students that owe fees to the school for any reason may not attend certain functions (School Dances, Yearbook Signing, etc.) until all fees are paid. These fees include fees owed to previous schools, media fees, athletic fees, textbook fees, and any other fee that is associated with the school.

Field Trips

Students will be expected to follow all teacher directions and school rules when participating in a field trip. All students that are in violation of school policy while on a school field trip are subject to consequences from the discipline office when they return. Field trips are for instructional purposes; therefore, siblings may not accompany parent volunteers.

FOOD SERVICES

Elbert County Middle Schools is part of the Community Eligibility Option and will offer meals at no charge to students. Students are allowed to bring their lunch but should not bring it in containers or bags from local restaurants.

Food Services

Students are to eat in the cafeteria. No food or drink will be consumed in areas other than the cafeteria unless approved by the administration. Students are expected to conduct themselves in a manner that is conducive to proper table manners.

Food in the Classroom

Students may carry clear water bottles that only contain water. Candy and snacks are not allowed unless they are part of a class activity or approved by the administration. Outside food may not be brought in to “celebrate” birthdays or other events.

Fundraisers

The selling of goods and the collection of funds for the sale of goods are prohibited during instructional classes. Students are prohibited from participating in door-to-door fundraising activities. Family members are encouraged to assist by taking orders from friends, relatives, and neighbors, and by taking orders at work. No person is allowed to sell products at school for personal gain.

HALLWAY EXPECTATIONS

All students must have a pass when out of the classroom. Typically students will not be allowed to leave a class during the first ten minutes or last ten minutes of each class period. While in the hallways, students are to walk to the right courteously and quietly keeping hands, feet, and objects to themselves. Students are not allowed to use the restroom during passing times unless first receive permission from their next teacher.

TRANSPORTATION/BUSES

Safety is a department priority; therefore, proper conduct on school buses by all transported students is required. Transportation is a privilege granted to students upon the demonstration of proper behavior, therefore, the ECSD has established student transportation behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student before, after & while on school provided transportation.

A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. The district does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs/requirements.

Parents are also responsible for their child's behavior while they are at their designated bus stop. These riding rules apply there as well as in line up at school.

School Bus Rules & Expectations

To ensure the safety of all students, the following guidelines have been established to respond to students that interfere with the safety of others on ECSD provided transportation.

Prior to Loading the Bus:

1. Students have a responsibility to be at the designated stop 10 minutes before scheduled bus arrival. The driver cannot be expected to wait. Parents are responsible for their student's behavior prior to loading the bus.
2. Students should stay at least 12 feet away from the roadway while waiting for the bus and at least 12 feet away from the moving bus and wait until the bus stops before approaching the door.
3. If a student is not going to be on the bus, he/she should let the driver know in advance when possible.
4. Students will only be picked up at designated stops.

While on the Bus: Students will:

Respect the bus driver, other students, property and themselves.

1. The bus driver has complete charge of students riding the bus. Follow the directions of the driver the first time they are given.
2. Do not move while the bus is in motion. Stay in your assigned seat with your feet on the floor at all times. This is for your safety.
3. Speak only to those around them in conversational (inside) voices using respectful words.
4. Keep your hands, feet and mouth to yourself. Profanity is prohibited.
5. Be silent at all Railroad Crossings.
6. No fighting, bullying, or threatening.
7. Do not eat, chew gum, or drink on the bus.
8. No toys or electronic devices are allowed on the bus, unless approved by the driver.
9. No writing or puncturing the seats or any other part of the bus. Damaging a seat will result in a fine of \$100.00 for replacement.
10. Keep your book bag closed while on the bus.
11. No possession of anything that is or could be considered a weapon.
12. No tobacco products, vapes, alcohol, or illegal drugs.
13. Do not put any trash on the floor or seat. Remove all trash when you exit the bus
14. A student who is suspended from any bus may not ride any Elbert County School bus during the suspension.
15. Follow all school rules while on the bus and at bus stops.

After Leaving the Bus:

If a student must cross the road after leaving the bus, he/she shall wait for the driver's signal and then cross in front of the bus.

1. If a student lives on the side of the road on which the bus stops, he/she shall move away from the bus immediately after getting off.
2. Students will be dropped off only at designated bus stops.

This information serves as notice to parents that safety is of the highest priority of ECSD Transportation Department. These steps are in place to respond to behaviors that create a hazard to safe transportation.

Parents are urged to review this information with their children, establish their own expectations for safe behavior while on school provided transportation, and ensure that students are aware of the ECSD expectations for student behavior as stated above.

Below is the Elbert County Transportation Progressive Bus Discipline for the 2025-2026 school year:

Progressive Bus Discipline 2025-26	Paul J Blackwell & ECPS	ECES, ECMS & ECCHS	EVA
1st Referral (step 1)	Warning with Parent Contact from Transportation Administration; Assigned Seat	Warning with Parent Contact from Transportation Administration; Assigned Seat	Warning with Parent Contact from Transportation Administration; Conference with School Admin.
2nd Referral (step 2)	Warning with Parent Contact from Transportation Administration; Speak on school grounds	Warning with Parent Contact from Transportation Administration; Conference with School Admin.	3-Day Suspension
3rd Referral (step 3)	Warning with Parent Contact from Transportation Administration; Assigned seat near driver	3-Day Suspension	Bus Suspension for Remainder of School Year
4th Referral (step 4)	Warning with Parent Contact from Transportation Administration; Conference with School Admin.	5-Day Suspension	
5th Referral (step 5)	1-Day Suspension	10-Day Suspension	
6th Referral (step 6)	2-Day Suspension	15-Day Suspension	
7th Referral (step 7)	3-Day Suspension	20-Day Suspension	
8th Referral (step 8)	4-Day Suspension	25-Day Suspension	
9th Referral (step 9)	5-Day Suspension	30-Day Suspension	
10th Referral (step 10)	10-Day Suspension	Bus Suspension for Remainder of School Year	
11th Referral (step 11)	15-Day Suspension		
12th Referral (step 12)	20-Day Suspension		
13th Referral (step 13)	25-Day Suspension		
14th Referral (step 14)	30-Day Suspension		
15th Referral (step 15)	Bus Suspension for Remainder of School Year		

***School administrators may tailor consequences to reflect the individual circumstances of each disciplinary situation.**

	ALL SCHOOLS	Paul J Blackwell, ECPS & ECES	ECMS & ECCHS
	Vaping / Smoking	Fighting	Fighting
1st Referral (step 1)	10 - Day Suspension	10 - Day Suspension	30 - Day Suspension
2nd Referral (step 2)	20 - Day Suspension	30 - Day Suspension	60 - Day Suspension
3rd Referral (step 3)	Bus Suspension for Remainder of School Year	Bus Suspension for Remainder of School Year	Bus Suspension for Remainder of School Year

***Threatening behavior to the bus driver may result in suspension for the remainder of the school year and could result in permanent bus suspension.**

***Major discipline violations not listed above will be handled by school administration on an individual bases.**

***Any EVA student with a major violation on the bus will be suspended for the remainder of the school year.**

TITLE 1 SCHOOL

ECMS is a Title I School. You may access our Title I documents on the ECMS website under the For Parents tab. Some documents included on our website are School Parent Compact, Title I Schoolwide Improvement Plan; Parent and Family Engagement Policy; Complaint Procedures; and other information about Title I. You may also request a copy of all Title I documents in our main office. Please contact the main office if you are interested in joining our Parent Advisory Board.

TITLE I Academic Family and School Collaborative Team Meetings

All families are encouraged to participate in the Title I ECMS Academic Family and School Collaborative Team Meetings during the school year. These meetings are informative from the school and student perspectives. Meeting times will be sent through social media and bi-weekly progress reports.

Parent Right to Know

At Elbert County Middle School, we are very proud of our certified and classified staff. As a Title I school, we are required by federal law, the Elementary and Secondary Education Act of 1965 (ESEA), to let you know about your child's teachers' qualifications. It is your right to request the following information about your child's teachers' training and credentials:

- Whether the teacher met the state requirements from the Georgia Professional Standards Commission for certification for the grade level and subject area in which they teach;
- Whether the teacher is teaching under an emergency or other temporary status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning a teacher's qualifications, please contact the school principal.

Student Record

With the exception of directory information as defined by Elbert County Board Policy, personally identifiable information will not be released by the school district from an education record without the prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31. If you do not want Elbert County Middle School to disclose information designated as directory information from your child's education records without your prior written consent, you must notify the principal in writing by the end of the first month of enrollment.

Family Educational Rights Act

With the exception of directory information as defined by Board Policy JR, personally identifiable information will not be released by the school district from an education record without the prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31. If you do not want ECMS to disclose information designated as directory information from your child's education records without your prior written consent, you must notify the principal in writing by the end of the first month of enrollment.

Withdrawing and Transferring

Parents of the student withdrawing or transferring should notify the counselor as soon as possible. A form must be completed and signed by the parent or legal guardian before the student is officially withdrawn.

Equal Educational Opportunities (ECBOE Policy Descriptor Code: JAA)

The Elbert County School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs, and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and all accompanying regulations. The District's 504/Title IX Coordinator is Shannon Jarvis (50 Laurel, Elberton, GA 30635, (706) 213-4000).