



SAVANNAH CLASSICAL ACADEMY

STUDENT CODE of CONDUCT & DISCIPLINE

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DISCLAIMER

This handbook, and each section therein, is a working, organic document that may be updated as circumstances change. Any policy or procedural changes that take place after the publishing of this handbook will be updated on the website. Such changes will supersede what may be listed in this version of the handbook, with the most current version of the handbook and policies published on the website.

POLICY INTERPRETATION

All written policies and areas of concern either specifically or not specifically covered are subject to clarification and/or change by the school leadership.



STUDENT CONDUCT and DISCIPLINE

STUDENT CODE of CONDUCT

SCA expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Parents, schools, and communities share the responsibility for helping students develop positive self-discipline. Expected behavior is shown through actions that promote learning and encourage self-control during school as well as during all school-related activities. Students should be prepared to participate fully in the learning process, avoid behavior that impairs their own educational achievement or that of others, show respect for the knowledge and authority of teachers, administrators, and other school employees, and recognize and respect the rights of other students and adults. When students fail to use self-control and self-discipline, disciplinary consequences are used to restore order to the learning environment as well as to protect the rights of others. This code was developed in conjunction with Georgia school laws pertaining to student discipline in elementary and secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. § 20-2-730 – O.C.G.A. § 20-2-769). Such a code is mandated in O.C.G.A. § 20-2-735.

All Savannah Classical Academy students are expected to adhere to the following Code of Conduct:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed. Students with excessive absences have a much smaller chance of academic success.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, other school employees, volunteers, and visitors. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude or disrespectful, and follow school rules and procedures.

Recognize and respect the rights of other students. Students will not disrupt the instructional setting nor impede academic achievement for themselves or their peers. Students are expected to be positive members of the school community, treating others with compassion and respect.

In addition to the Student Code of Conduct, as referred to in the school's philosophy, SCA requires that students agree to uphold and exhibit the following eight Core Virtues:

Compassion, Courage, Diligence, Integrity, Perseverance, Respect, Responsibility, and Temperance



The student will act with **Compassion**, not make inappropriate comments nor interrupt other students' opportunity to learn, feel good about themselves, or feel safe.

The student will not blame others to avoid taking **Responsibility** for his/her actions, ignoring the consequences.

The student must behave appropriately, displaying Respect for all of his/her fellow students, faculty, personnel and other persons in the school.

The student will follow directives from all teachers, administrators and other school personnel, acting with **Integrity** even when not directly supervised.

The student shall complete all assigned work, employing **Diligence** to complete difficult assignments, having the **Courage** to ask for assistance when the student does not immediately understand the work to be done, and **Perseverance** to continue trying despite the challenges faced.

The student shall act with **Temperance** and not act out when faculty, administration, and other school personnel provide redirection, apply consequences, or when the student faces other perceived adversity socially and/or academically.

Our high academic and behavioral expectations and the consequences for non-compliance may occasionally differ from a parent's belief system. If a parent's educational philosophy opposes the school's philosophy, the parents have the right to withdraw their student and return to their zoned school without any penalty related to the student's academic status. Students and Parents/Guardians are required to sign for the receipt of the school handbook, which included the Student Code of Conduct, using the acknowledgement contract form provided. Any student and their parents/legal guardians that do not sign a receipt shall not be relieved of any responsibilities in following the Student Code of Conduct.

Scope of the Student Code of Conduct

The authority of the school over the conduct of students extends to the following locations:

1. On the school grounds and within the school safety zone during, before, and after school hours
2. On the school grounds and within the school safety zone as either a spectator or a participant at any other time when the school is being used by a school group
3. Off the school grounds at any school-related activity, function, or event as a participant or a spectator. School related activities include online and remote learning environments that are maintained or curated by SCA faculty and staff
4. During the time required in going to or from the home, including time spent at the bus stop and on the school bus
5. Off school grounds, when a student's behavior has a direct and immediate effect on maintaining order or discipline in schools or maintaining the safety and welfare of the students and staff



6. Off school grounds which could result in the student being criminally charged with a felony and when the student's continued presence at school becomes a potential danger to persons or property at the school or which disrupts the educational process
7. Off school grounds, when the conduct involves or entails the misuse of the school-owned equipment provided in order to access online learning environment

Code of Conduct Rules

The Code of Conduct Rules are designed to outline the types of behaviors that are not acceptable. However, every specific variation of prohibited conduct may not have been included. Students can expect to be disciplined for misconduct that is obviously inappropriate behavior for the school environment. Nevertheless, a specific rule may not be explicitly written for every conceivable behavior that violates the Student Code of Conduct or those that don't honor the Core Virtues but the Code of Conduct Rules provide an overview of Savannah Classical Academy's expectations for student behavior.

Rule 1: Disruption and Interference with School

No student shall cause or attempt to cause directly or indirectly disruption or interference with school by any means.

Rule 2: Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

Rule 3: Disrespectful Conduct

Students shall not become involved in disrespectful conduct or use vulgar or profane language toward other students, teachers, administrators, school personnel or persons attending school-related functions.

Rule 4: Repeated Violations/Misbehavior/Chronic Disciplinary Problem Students

Students shall not chronically disrupt or repeatedly violate school rules. This rule applies after multiple interventions have been attempted. A student shall enter into a Behavior Success Contract agreement and further violations or misbehavior will lead to escalation of consequences and/or disciplinary hearing.

Rule 5: Damage, Destruction, or Misuse of School Property or Equipment

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment. A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy, or transmit stolen school property. A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy, or transmit stolen private property on school grounds.



Rule 6: Abuse, Threats, Intimidation, Assault or Battery

Regardless of intent, a student shall not make oral or written communication, create a document, or make symbolic gesture, or physical contact of threatening, undermining, or provoking nature to or about peers and/or school employee or in the presence of a peer and/or school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability or religious slur, or harassment.

Rule 7: Weapons, Dangerous Instruments, and Explosive or Implosive Devices A student shall not solicit to buy or sell, possess, handle, transmit, threaten with or discharge/use any object that can reasonably be considered or converted to and/or used as a weapon.

Rule 8: Drugs, Alcohol, Tobacco, and Vaping

A student shall not be involved in any substance, drug, alcohol, tobacco, or vaping transaction, including, without limitation, to buy, possess, sell, use, transmit, solicit or be under the influence of any narcotic drug, depressant, or stimulant drug. The misuse or unauthorized possession of prescription or nonprescription drugs shall be considered a violation of this rule.

Rule 9: Public Displays of Affection

Any display of affection such as kissing, embracing, etc., while at school is prohibited.

Rule 10: Sexual Misconduct/Indecency

A student shall not engage in any act of sexual harassment of a physical, verbal, or written nature. A student shall not perform any act of indecent exposure, lewd caressing, indecent fondling or touching of oneself or another, and/or engage in any kind of sex act. A student shall not use any inappropriate gestures and language that mimic, insinuate or imply sexual acts. A student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials.

Rule 11: Bullying and Cyberbullying Bullying

Bullying and cyberbullying is a pattern of behavior, which may include written, verbal, or physical acts, that is so severe, persistent, or pervasive so as to have the effect substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. No student shall sexually, emotionally, verbally, physically, or by any communication by telephone, mail, broadcast, computer, computer network, or by any other electronic device or through the use of electronic communication as defined in O.C.G.A. 20-2- 751.4 or otherwise harass, threaten, intimidate, or bully or cyberbully any student, teacher, school employee, or other person. Any student, in grades 6-12, committing the offense of bullying for the third time in a school year, shall be recommended for dismissal from SCA. Any form of harassment, threats, intimidation, or bullying or cyberbullying shall be promptly reported to an administrator or counselor. Teachers may be notified to maintain classroom discipline. Bullying can consist of acts that also qualify as sexual harassment.

**Rule 12: Absenteeism**

No student shall be absent from school or from any class or required school function during school hours without the written permission of the parent/guardian and/or the approval of the principal, except in cases of personal illness or other providential cause. Students that are chronically late/absent will be reviewed for probation and/or dismissal from SCA.

Rule 13: School Uniform

Students shall comply with the school's uniform policy, as well as all individual school dress/grooming requirements.

Rule 14: Electronic Devices (Cell Phones and Other)

Students are not permitted to use personal electronic devices during the instructional day unless otherwise authorized by school administrator. No student shall possess (even if turned off) an electronic device during assessments or state testing.

Rule 15: False Reporting

No student shall falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrators, or other school employee toward a student during or after school hours. Any student (or parent or friend of a student) who believes a student has been the victim of any act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his or her school.

Rule 16: Passive Participation

No student shall incite, advise, encourage or counsel other students to engage in prohibited acts, be a passive participant or be an accomplice to a violation of the Student Code of Conduct, nonadherence to the school's Core Virtues, and/or breaking federal/state laws.

Rule 17: Committing Illegal Acts

No student shall commit any illegal act. Acts which will not be permitted include, but are not limited to, violation of any federal, state or local law, possession and/or discharge of fireworks, obscene and indecent acts, libelous or slanderous acts toward other students, teachers, administrators, other school personnel or other persons.

Rule 18: Other Conduct Which is Subversive to Good Order

A student shall not perform any other act which is subversive to good order and discipline of the school. This includes, but is not limited to, violation of any classroom rules, school rules, violation of state and federal law, involvement in criminal gang-related behavior or activity, providing false information to school personnel, possession of unauthorized items, loitering or trespassing on school property, or any other community misconduct that would be serious enough to pose a threat to the school community.



Conduct Grades

Students will earn a conduct grade for each grading period. This grade will appear on the report card each nine weeks. Its purpose is to encourage students to conduct themselves in orderly, courteous, dignified, and respectful manner. The conduct grade will reflect student conduct during the previous grading period. Conduct grades are earned as described in the following rubric:

Conduct Grade	Definition
Excellent (E)	<ul style="list-style-type: none">• No office referrals at any level of misbehavior as outlined in the Student Code of Conduct
Satisfactory (S)	<ul style="list-style-type: none">• One to three Level 1 misbehaviors as outlined in the Student Code of Conduct
Needs Improvement (N)	<ul style="list-style-type: none">• Four or more Level 1 misbehaviors as outlined in the Student Code of Conduct• One Level 2 misbehavior as outlines in the Student Code of Conduct• Student entered a Behavior Success Contract agreement
Unsatisfactory (U)	<ul style="list-style-type: none">• Five or more Level 1 misbehaviors as outlined in the Student Code of Conduct• Two or more Level 2 misbehaviors as outlined in the Student Code of Conduct• Any Level 3 misbehavior as outlined in the Student Code of Conduct• Student agreed to multiple terms of a Behavior Success Contract

Students receiving an excellent or satisfactory conduct grade may earn extra privileges or incentives which will be determined by SCA.

Students receiving a needs improvement conduct grade may be referred to the RTI/Student Support Team for the development of a behavior modification plan with identified behaviors and specific consequences.

Unsatisfactory conduct carries through the next marking period (unsatisfactory conduct grades earned in the fourth marking period will carry over through the first marking period of the following school year). Any personal recognitions or serving as a representative of the school will be denied, including recognition for academic achievement. Participation in any extracurricular activity will be forfeited (e.g., sports, cheerleading, clubs, events, chorus, field trips, etc.). Graduating seniors receiving an unsatisfactory conduct grade may be prohibited from senior activities and/or participating in graduation.



DISCIPLINE POLICY

Parents, schools, and communities share the responsibility for helping students develop positive self-discipline. Expected behavior is shown through actions that promote learning and encourage self-control during school as well as during all school-related activities. Parents, teachers, and others responsible for the welfare and education of students will collaborate to encourage students to uphold the Code of Conduct and demonstrate SCA's Core Virtues. When students fail to use self-control and self-discipline, disciplinary consequences are used to restore order to the learning environment as well as to protect the rights of others. Student accountability pertaining to the Code of Conduct and Core Virtues includes, but is not limited to, passive participation, being an accomplice, or inciting, advising or counseling others to engage in acts that are in violation of the Student Code of Conduct, goes against SCA's Core Virtues, and/or breaks federal and/or state laws. SCA has established certain policies and administrative regulations regarding student conduct and disciplinary action. In any situation, SCA administration reserves the right to skip disciplinary levels based on the best interest of the school, its students, faculty and staff.

Progressive Discipline

The prevention of student behavior by teaching appropriate, expected behaviors is always preferable. SCA takes a school-wide approach to promoting positive behaviors. Faculty and staff are committed to ensuring comprehensive student support programs are in place including counseling services, opportunities for social-emotional learning, student engagement opportunities and behavioral supports to encourage and motivate positive student behavior and connection to the school community. Despite these interventions and supports, in certain instances there is a need for discipline. When necessary, teachers and school administrators will follow a progressive discipling process. However, in any situation, SCA administration reserves the right to skip disciplinary levels based on the best interest of the school, its students, faculty and staff.

SCA's progressive discipline process is a systematic approach to behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help students learn to substitute inappropriate behaviors with those that are appropriate. Disciplinary actions or dispositions that may be imposed include warnings, conferencing with a teacher, administrator or counselor, loss of privileges, parent notification or conference, detention, in-school suspension (ISS), short-term out of school suspension (OSS), or expulsion. Out of School Suspension (OSS) or expulsion will be warranted if prior, less severe responses have been used but have not been successful in correction the student's misbehavior, if necessary to assure the safety of students and staff, or if required by law. Before a student is suspended, an administrator will inform the student of the offense and allow the student to explain their behavior; parents will be notified and law enforcement may be involved if the situation necessitates their involvement or is legally required.

The progressive discipline process implements interventions and disciplinary actions that become increasingly more serious if student misbehavior continues. SCA's progressive



discipline model is categorized by levels which each represent progressively more serious misbehavior and discipline responses. The level of disciplinary action imposed is reflective of the severity of the misbehavior and will be used in a graduated fashion if misbehaviors continue. In any situation, SCA administration reserves the right to skip disciplinary levels based on the best interest of the school, its students, faculty and staff regardless of the guidelines illustrated below.

Behavioral Offense Levels

In evaluation situations in which students are found to be in violation of the Code of Conduct or not upholding SCA's Core Virtues, teachers, faculty, staff, and/or administration will determine the behavioral offense level and categorize the situation as either classroom-managed, Level 1, Level 2, or Level 3. SCA faculty and staff will utilize a wide variety of research-based corrective strategies and interventions prior to writing and submitting a discipline referral. When a student is referred to an administrator, in the instance of repetitive classroom-managed, Level 1, Level 2, or Level 3 offenses, before determining which level the violation falls within the administrator will investigate the situation by reviewing the facts and consult with any witnesses or involved individuals before making the final determination. The behavioral offense level assigned, including first time infractions, will be in proportion to the severity of the violation. When considering the disciplinary action imposed, administrators will take into account any relevant factors to assure the appropriate degree of discipline is assigned; factors taken into consideration may include, but are not necessarily limited to, the seriousness of the offense, the student's prior disciplinary history, the degree of pre-meditation, impulse of self-defense, the student's age, any student's disability, attitude, willingness to cooperate, etc.

SCA's Behavioral Offense Levels are as defined below:

Classroom-Managed – Minor behaviors that occur in the classroom or in other settings throughout the school. These behaviors are handled by the teacher or staff member in charge. These behaviors are not typically referred to an administrator unless they are repetitive and/or excessive. Any normally classroom-managed behavior that a student repetitively displays despite teacher intervention will be referred to an administrator.

Level 1 – Georgia Department of Education coded minor behaviors or normally classroom-managed behaviors that have become excessive. Level 1 behaviors are those that incite minor damage, loss, or disruption and/or are repetitive despite teacher/administrator intervention. Continuous Level 1 behaviors will result in increasing disciplinary consequences and may be handled as Level 2 or Level 3 behaviors. At the discretion of administration, repetitive Level 1 offenses may result in suspension or dismissal from Savannah Classical Academy.

Level 2 – Georgia Department of Education coded moderate behaviors that cannot be managed in the classroom. Level 2 behaviors are those that incite moderate damage, loss, disruption and/or are repetitive despite teacher/administrator intervention. Continuous Level 2 behaviors will result in increasing disciplinary consequences and may be handled as Level 3 behaviors. At



the discretion of administration, repetitive Level 2 offenses may result in suspension or dismissal from Savannah Classical Academy.

Level 3 - Georgia Department of Education coded serious behaviors that cannot be managed in the classroom. Level 3 behaviors are those that are dangerous, cause significant damage or loss, are highly disruptive, cause significant injury and/or are repetitive despite teacher/administrator intervention. Continuous Level 3 behaviors will result in increasing disciplinary consequences and can result in maximum punishment including those requiring disciplinary tribunal/hearing. Additionally, Level 3 behaviors may result in action by law enforcement and charges being filed. Level 3 offenses may result in suspension or dismissal from Savannah Classical Academy.

Behavioral Offenses and Consequences Chart

These charts include, but are not limited to, behaviors that may result in disciplinary action.

Classroom Managed Behaviors and Range of Dispositions	
Behaviors	<ul style="list-style-type: none"> • Minor Classroom Disruption • Petty Theft (pencils, snack, etc.) • Defiance/Refusal to Follow Instructions • Disrespectful Behavior • Dress Code Violation • Inappropriate Language • Tardy to Class • Unauthorized Food/Drink • Possession of Unauthorized Items • Student Incivility
Range of Dispositions	<ul style="list-style-type: none"> • Redirection • Reteach Expectations • Informal Conference with Student • Notify Parent(s) • In-Class Timeout • Conference with Parent(s) • Corrective Assignment • Silent Lunch • Teacher Assigned Detention • Loss of Privilege(s) • Reflective Assignment



Level 1 Behaviors and Range of Dispositions	
Behaviors	<ul style="list-style-type: none"> • Repetitive (normally) Classroom-Managed behaviors • Bringing nuisance and nonauthorized items on school property, to include but not limited to, electronic communication devices (e.g. electronic devices, skateboards, handheld computer games, toys, etc.) • Classroom disruption • Minor damage of school property or property of others • Misbehavior on school bus • Refusal to follow directions • Rude and disrespectful behavior toward anyone, including name calling (isolated incidents)
Range of Dispositions	<ul style="list-style-type: none"> • Informal Conference with Student • Parent Notification/Conference • Counseling • Confiscation of Unauthorized Items • Test Invalidation • Loss of Privilege(s) • Special Assignment • Reflective Assignment • Administrator Assigned Detention • Restitution • Administrative Timeout • Removal from Class • Restitution • Exclusion from Extra Curricular Activities • Failure to Earn Carnegie Units (Absenteeism/Tardiness) • In-School Suspension (ISS) • On-Site Intervention • Suspension of Bus Transportation • Satisfactory Conduct Grade • Needs Improvement or Unsatisfactory Conduct Grade for Repeated Violations



Level 2 Behaviors and Range of Dispositions	
Behaviors	<ul style="list-style-type: none"> • Repetitive Level 1 offenses • Engaging in verbal assault including threatened violence, ethnic racial slurs, derogatory or profane language or gestures directed toward • anyone, including distribution of obscene materials • Profanity • Extortion • Forgery • Gambling • Hazing (harassment, initiations, etc.) • Possession or use of tobacco or tobacco products, including matches and lighters • Bullying/Cyberbullying • Skipping class • Truancy • Theft • Computer/Internet Violations
Range of Dispositions	<ul style="list-style-type: none"> • Parent Notification/Conference • Administrator Assigned Detention • Loss of Privilege • Failure to Earn Carnegie Units (Absenteeism/Tardiness) • Restitution • Removal from Class • Exclusion from Extra Curricular Activities • Behavior Success Contract Counseling • On-Site Intervention • In-School Suspension (ISS) • Out-of-School Suspension (OSS) • Behavior Success Contract • Needs Improvement or Unsatisfactory Conduct Grade • Suspension of Bus Transportation • Court Referral for Repetitive Level 1 or 2 Violations • Expulsion



Level 3 Behaviors and Range of Dispositions	
Behaviors	<ul style="list-style-type: none"> • Substantial or repetitive Level 2 offenses • Cheating/plagiarism or copying the work of another student • Criminal/delinquent acts of theft or attempted theft • Engaging in conduct that violates Student Discipline Policy relative to drug possession or use including inhaling (huffing) abusable glue, paint, or chemicals and possession of any type of weapon or item that could be considered a weapon • Joining or being a member of any gang, or recruiting students for gang membership, or engaging in any gang activity • Participating in any activity of an unauthorized organization or group which results in a violation of the Student Code of Conduct • Fighting or instigating a fight • Physical assault against anyone • Battery against anyone • Terroristic threat • Threatening bodily harm or property damage • Trespassing on school property after school hours for an unlawful purpose • Vandalism, damaging or destroying school equipment or school property or the property of any other individual on school property • Any other conduct considered by the principal to be substantially disruptive, to the point it effects the orderly operation of the school or school related activities
Range of Dispositions	<ul style="list-style-type: none"> • Parent Notification/Conference • Unsatisfactory Conduct Grade • Out-of-School Suspension (OSS) • Dismissal/Expulsion • Full Calendar Year Expulsion • Permanent Expulsion • Court Referral • Long-Term or Permanent Loss of Bus Transportation Privileges <p>Mandatory for Level III Offenses: A teacher must remove from class and send to the principal for referral, as appropriate, a student who engages in conduct described under Level III Violations/Consequences. The Public School Disciplinary Tribunal Act found in O.C.G.A. § 20-2-750, et. seq., in conjunction with Board Policy, will be used to determine appropriate sanctions.</p>



DISCIPLINARY HEARINGS and APPEALS

Student Disciplinary Hearings

School administration can assign consequence of up to ten (10) days OSS. In such circumstances, the school director can assign ten (10) days of OSS, pending a disciplinary hearing in which the recommended consequence would be expulsion/dismissal from SCA. A Disciplinary Hearing Officer may impose suspensions or expulsions after a due process hearing to determine guilt or innocence.

A Disciplinary Hearing Officer will conduct disciplinary hearings. Disciplinary hearing procedures are governed by the State of Georgia Public School Disciplinary Tribunal Act (O.C.G.A. 20-2-750). A Disciplinary Hearing Officer will hear evidence concerning charges of misconduct that have been brought up against students which, if proven, may require greater than ten (10) days out of school suspension and up to a recommendation of permanent expulsion.

All hearings are recorded. Hearings are confidential and are not open to the public. Staff and student witnesses to a particular case may be requested and/or subpoenaed by the school to testify on the school's behalf at the hearing. The evidence presented during the hearing may be physical as well as testimony from witnesses. At the hearing the accused student or parent/guardian has the right to be represented by an attorney obtained at his/her own expense. If an attorney is going to represent the accused student, the school must receive notice at least one school day prior to the hearing to ensure that attorney for the school can be present.

The Discipline Hearing Officer will determine whether the student was or was not in violation of the Code of Conduct and/or was not upholding the school's Core Virtues and will determine the appropriate consequences. Only the evidence the hearing officer regards as relevant to the charges in question will be considered in making a determination of whether a rule has been violated. The hearing officer can give the presented evidence whatever weight the officer thinks is warranted. The disciplinary hearing officer will review the student's records and determine if he/she is found guilty of the charges. Both parties are given the opportunity to make closing summary statements. The hearing officer may convene privately to decide the appropriate consequences. The hearing is concluded when the hearing officer reads their decision.

Student Disciplinary Hearing Appeals

Appeals may be brought to the SCA Governing Board by either party aggrieved (dissatisfied) by the decision of the Disciplinary Hearing Officer or a decision rendered pursuant to O.C.G.A. § 20-2-751.6 by notifying the school director, in writing, of their desire to appeal.



DISCIPLINE DISPOSITIONS, CODES, and CONFIDENTIALITY

Discipline Disposition Definitions

- **Administrative Time-Out** – Temporary removal of a student from his/her regular classroom for the remainder of that segment/period/block. Student remains under direct supervision of school personnel; direct supervision requires school personnel are physically in the same location as the student(s) under their supervision.
- **Behavior Success Contract** - Behavior Success Contracts shall be in place over a ten (10) school day period. At the end of the contract period, the agreeing parties who signed the contract shall reconvene to determine if the student has performed within the provisions detailed therein or if the student should enter an additional contract term. A student shall only enter two (2) Behavior Success Contracts in any given school year. During any Behavior Success Contract term, if the student has not performed in accordance with their contract, they shall be recommended for dismissal from SCA. The student is still subject to all disciplinary procedures during the contract period, including eligibility for suspension or expulsion.
- **Detention** – Assignment of a student to a certain area of the school outside of regular school hours (before school, after school, on a non-school day) or the loss of privilege during the school day (i.e. -lunch detention). Parents/guardians will be notified in writing at least 24hours before the detention explaining the reason(s) for the detention and inform the parent/guardian that transportation will be their responsibility.
- **Dismissal/Expulsion** - The student loses the privilege of attending Savannah Classical Academy. A Disciplinary Hearing Officer or the Board of Directors may only impose
- **Informal Conference with Student** – An informal meeting with an administrator or school counselor as a result of a student’s inappropriate behavior. The administrator or counselor will reiterate positive behavior expectations and go over the Code of Conduct and Core Virtues with the student.
- **In-School Suspension (ISS)** – Temporary removal of a student from his/her regular classroom(s) for at least half a school day. Student remains under the direct supervision of school personnel; direct supervision requires school personnel are physically in the same location as the student(s) under their supervision. The parent/guardian will be notified for the reason(s) and length for the ISS imposed. Students assigned ISS shall be counted present and will be required to work on classroom assignments under the direction of the ISS personnel. Students serving ISS are excluded from participation in school-sponsored activities or events on the days they are assigned ISS. If the student is found to be in violation of the Code of Conduct and/or not upholding the Core Virtues and ISS is assigned as the consequence, the parent/guardian will be contacted by telephone and written notice of suspension will be sent home with the student or via email.



- **Out-of-School Suspension (Short-Term)** - Removal of the student from the school campus and exclusion from participation all school-sponsored activities or events on the days they are assigned OSS; not to exceed 10 days. The school director or their designee will tell the student orally or in writing the allegations against them and give the student an opportunity to give their perspective. If the student is found to be in violation of the Code of Conduct and/or not upholding the Core Virtues and OSS is assigned as the consequence, the parent/guardian will be contacted by telephone and written notice of suspension will be sent home with the student or via email. School administration may suspend a student without notice of reason for the suspension or the opportunity to provide explanation if the student is intoxicated, under the influence of drugs, their presence otherwise poses a continuing danger to others or a significant disruption to the normal school operations. Students who are suspended are barred from all SCA campuses and related activities for the length of their suspension.
- **Out-of-School Suspension (Long-Term)** - Student loses the right to attend school or participate in school-related activities or events for more than ten (10) consecutive days.
- **Reflection** - A student is asked to take the time to write a reflection regarding his/her behavior, how he/she could behave better next time, upon which core virtue he/she should now focus, and write an apology to the teacher, a peer or the entire class. These reflections (illustrations and check boxes for K and 1st grade) allow time for the student to think about his/her behavior and “cool off” before rejoining the classroom discussion.
- **Therapeutic Removal of a Student** - A student may be sent home from school for therapeutic purposes. The principal or designee and the parent/guardian may agree that, in some instances, it may be better for a student to leave school temporarily. This time away from class is not considered as suspension.

Discipline Codes

CODE 01: ALCOHOL

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol during the school year. A student shall not possess, sell, use, transmit, consume, or be under the influence of any alcoholic beverage, stimulant, or intoxicant of any kind.

CODE 02: ARSON

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

CODE 03: BATTERY

Intentional touching or striking or another person to intentionally cause bodily harm.



CODE 04: BURGLARY

Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

CODE 05: COMPUTER TRESPASS

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

CODE 06: DISORDERLY CONDUCT

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.

CODE 07: DRUGS (except alcohol or tobacco)

The 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. Includes being under the influence of drugs or substances represented as drugs. Code includes prescription or over-the-counter medications that is not brought to the school's nurse.

CODE 08: FIGHTING

Mutual participation involving physical violence where there is no one main offender and intent to harm.

CODE 09: HOMICIDE

Killing of one human being by another.

CODE 10: KIDNAPPING

The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

CODE 11: LARCENY/THEFT

The unlawful taking of property belonging to another person or entity without threat, violence, or bodily harm.

CODE 12: MOTOR VEHICLE THEFT

Theft or attempted theft of any motor vehicle.

CODE 13: ROBBERY

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.



CODE 14: SEXUAL BATTERY

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.

CODE 15: SEXUAL HARASSMENT

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.

CODE 16: SEX OFFENSES

Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

CODE 17: THREAT/INTIMIDATION

Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

CODE 18: TOBACCO

Possession, use, distribution, or sale of tobacco products on school grounds, at school sponsored events, and on transportation to and from school.

CODE 19: TRESPASSING

Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

CODE 20: VANDALISM

The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

CODE 22: WEAPONS - KNIFE

The possession, use, or intention to use any type of knife.

CODE 23: WEAPONS - OTHER

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).

CODE 24: OTHER INCIDENT

Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738).



CODE 25: WEAPONS - HANDGUN

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]

CODE 26: WEAPONS - RIFLE/SHOTGUN

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]

CODE 27: SERIOUS BODILY INJURY

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.

CODE 28: OTHER FIREARMS

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. 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]

CODE 29: BULLYING

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.



CODE 30: OTHER - ATTENDANCE RELATED

Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

CODE 31: OTHER - DRESS CODE VIOLATION

Violation of school dress code that includes standards for appropriate school attire.

CODE 32: ACADEMIC DISHONESTY

Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

CODE 33: OTHER - STUDENT INCIVILITY

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.

CODE 34: POSSESSION of UNAPPROVED ITEMS

The use or possession of any unauthorized item disruptive to the school environment; Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, pepper spray, matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges, etc.

CODE 35: GANG-RELATED

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3).

CODE 36: REPEATED OFFENSES

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

CODE 40: OTHER - NON-DISCIPLINARY INCIDENT

This code is used exclusively for the reporting Physical Restraint.

CODE 42: ELECTRONIC SMOKING DEVICE

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.

CODE 44: VIOLENCE AGAINST A TEACHER

Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.



CONFIDENTIALITY REGARDING STUDENT DISCIPLINE

Federal and state laws require SCA to protect the confidentiality of individual student information including any disciplinary action. In some circumstances, a student may be involved in a behavior incident that includes other students. SCA may not provide information to parents about disciplinary actions imposed on students other than their own.

BUS CONDUCT & DISCIPLINE

Students are expected to behave in an orderly manner on the school bus at all times. The driver is in charge of the bus and must be obeyed. Riding the bus is a privilege provided to all students who can abide by the rules. If the rules are violated by a student, his/her bus riding privileges may be suspended or terminated. It is not our desire to remove children from buses; however, it is our responsibility to maintain safe, orderly transportation for all students. Please help us by reviewing the rules with your child and making sure they follow them. Behavior on the bus will also be considered behavior requiring disciplinary action during school hours as deemed appropriate by the school's administration.

AUTHORITY OF SCHOOL LEADERS

The school administration is charged by the Board of Directors with the safe and orderly operation of the school. In case of disciplinary violations not covered explicitly by the Code of Conduct, school administration will impose reasonable corrective measure which they believe to be in the best interest of the student involved and the school. Based on the circumstances and disciplinary violation, school administrators have the authority and discretion to impose consequences ranked higher or lower outside of the progressive discipline guidelines than indicated for each behavior. Under the supervision of the Director, school administrators will preserve the integrity of the disciplinary process at Savannah Classical Academy by modeling the Core Virtues and consistently treating students and their families with respect and professionalism.

AUTHORITY OF SCHOOL TEACHERS

Teachers will have the authority to implement discipline in their classrooms that is consistent with the Savannah Classical Academy discipline policy. Teachers will utilize school administration to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom. A teacher shall have the authority to remove a student from his or her classroom who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, or if the teacher determines that such behavior of the student poses an immediate threat to the



safety of the student's classmates or the teacher. In such cases, the teacher will write a behavioral referral and the progressive discipline guidelines will be followed.