

# Elementary School Student Responsibility Cycle

**Consequence ranges on the Elementary School Student Responsibility Cycle cover general infractions of the offenses listed. However, responsibility cycles cannot cover all possible examples for violating the listed offenses; therefore the school administration retains the option to impose either a lesser or more severe consequence if warranted by individual circumstances. Offenses not covered by the Student Responsibility Cycle are handled by the school administration as provided in policy, procedure, school rules, or federal, state, and local laws.**

**Abbreviations**

- OR Office/Opportunity Room
- OSS Out-of-School Suspension
- SST Student Support Team
- Insight Drug/Substance Abuse Education and Prevention Program

RULE	OFFENSE	STEP 1	STEP 2
1 (a,b, c,d,e,f, h,i,k)	Disruption and interference with school	Local School Interventions	Local School Interventions or 1-3 days Office/Opportunity Room
1g 18a* 10	Cell phones/ electronic devices used contrary to district/school rules (includes laser possession)	Confiscation and local school interventions	Confiscation and local school interventions
1j 2 3 10	Bomb threat/arson	Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted
2 3 10	Vandalism	Local School Interventions and restitution	Local School Interventions and restitution or 1-3 days Office/Opportunity Room to 1-3 days OSS with restitution Counselor referral required
2 3 10	Theft/attempted theft or possession of stolen property - Less Than \$50.00	Local School Interventions and restitution	Local School Interventions and restitution or 1-3 days Office/Opportunity Room to 1-3 days OSS with restitution Counselor referral required
2 3 10	Theft/attempted theft or possession of stolen property - \$50.00 or More	1-5 Days OSS and restitution with informal collaboration May notify Resource Officer	5-8 days OSS and restitution Resource Officer notified SST referral required
4i 18b* 10	Intentionally make physical contact which causes physical harm to a school employee unless such physical harm was in defense of himself or herself	Informal/Tribunal hearing with OSS until hearing date permitted	Informal/Tribunal hearing with OSS until hearing date permitted
4ii 18b* 10	Intentionally make physical contact of an insulting or provoking nature with a school employee (Informal/Tribunal hearing possible at any Step)	Local Intervention to 1-3 days OSS Counselor referral	2-4 days OSS Counselor referral
4iii 10	Attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to a school employee (Informal hearing possible at any Step)	Local Intervention to 1-3 days OSS Counselor referral	2-4 days OSS Counselor referral
4iv 10	Use in employees presence opprobrious or abusive words, obscene language, pictures or gestures tending to cause a breach of the peace (Informal hearing possible at any Step)	Local School Interventions and Counselor referral required	Local School Interventions or 1-3 days Office/Opportunity Room to 1-3 days OSS
5i 10	Intentionally make physical contact which causes physical harm to another person	1-5 days OSS and Counselor referral required	3-8 days OSS SST required
5ii 10	Intentionally make physical contact of an insulting or provoking nature with another person	1-3 days Office/Opportunity Room to 1-3 days OSS and Counselor referral required	1-5 days Office/Opportunity Room to 1-5 days OSS Parent Conference Required
5iii 10	Attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to another person	1-3 days Office/Opportunity Room to 1-3 days OSS Counselor referral required	1-5 days Office/Opportunity Room to 1-5 days OSS Parent Conference Required
5iv 10	Use opprobrious or abusive words, obscene language, pictures or gestures tending to cause a breach of the peace	Local School Interventions Counselor referral required	Local School Interventions or 1-3 days Office/Opportunity Room to 1-3 days OSS
6 5iii, 20 4iii, 10	Threats (Harassment, intimidation, bullying, provoking a fight, acts of bigotry)	Local School Interventions Counselor referral required	Local School Interventions or 1-3 days Office/Opportunity Room to 1-3 days OSS with Informal collaboration
7 15 10	Sexual harassment (Inappropriate touching, physical sexual harassment, verbal sexual harassment)	Local School Interventions or 1-3 days OSS Counselor referral required	1-5 days Office/Opportunity Room or 1-5 days OSS School Social Worker referral required

## Interventions

**By step 6, two parent, student, administrator, and appropriate personnel conferences should be initiated. Additional local interventions may include but are not limited to the following: Student Support Team (SST) Counselor, Resource Officer, and School Social Worker referrals. Campus Cleanup, Loss of Privileges, Loss of Freedom of Interaction, Second Step Program Participation, After-School Detention, and Writing to Understand may be expected. Parent notification on all office referrals, and/or parent conference requested for all office/opportunity room (OR), out-of-school (OSS), and bus suspensions. Serious infractions may also result in criminal charges.**

STEP 3	STEP 4	STEP 5	STEP 6
1-3 days Office/Opportunity Room to 1 day OSS Counselor referral required	1-5 days Office/Opportunity Room to 1-3 days OSS Parent conference required	1-5 days OSS SST referral	1-10 days OSS
Confiscation and local school interventions	Confiscation and local school interventions	Confiscation and local school interventions	Confiscation and local school interventions
Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted
1-5 days Office/Opportunity Room to 1-5 days OSS SST referral required Restitution	1-5 Days OSS Restitution	1-10 Days OSS or Informal hearing with OSS until hearing date Restitution	Informal hearing with OSS until hearing date Restitution
1-5 days Office/Opportunity Room to 1-5 days OSS Restitution SST referral required	1-5 days OSS Restitution May notify Resource Officer	1-10 days OSS or Informal hearing with OSS until hearing date Restitution May notify Resource Officer	Informal hearing with OSS until hearing date Restitution May notify Resource Officer
8-10 days OSS and restitution Resource Officer notified	Informal hearing with OSS until hearing date Restitution Resource Officer notified	Informal hearing with OSS until hearing date Restitution Resource Officer notified	Informal hearing with OSS until hearing date Restitution Resource Officer notified
Informal/Tribunal hearing with OSS until hearing date permitted	Informal/Tribunal hearing with OSS until hearing date permitted	Informal hearing with OSS until hearing date permitted	Tribunal hearing with OSS until hearing date permitted
3-5 days OSS Parent conference required	5- 8 days OSS	8 days OSS to Informal/ Tribunal Hearing	8-10 days OSS to Informal/ Tribunal Hearing
3-5 days OSS Parent conference required	5-8 days OSS to Informal/ Tribunal Hearing	8 days OSS to Informal/ Tribunal Hearing	8-10 days OSS to Informal/ Tribunal Hearing
1-3 days Office/Opportunity Room to 1-5 days OSS	1-5 days OSS SST referral required	3-10 days OSS to Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date
8-10 days OSS	10 days OSS to Informal Hearing	Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date
5-8 days OSS SST required	8-10 days OSS	10 days OSS	10 days OSS to Informal Hearing with OSS until hearing date
5-8 days OSS SST referral required	8-10 days OSS	10 days OSS	10 days OSS to Informal Hearing with OSS until hearing date
1-3 days Office/Opportunity Room to 1-5 days OSS	1-5 days OSS SST referral required	3-10 days OSS or Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date
1-3 days Office/Opportunity Room or 1-5 days OSS	1-5 days OSS SST referral required	3-10 days OSS or Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date
1-10 days OSS SST required	Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date

RULE	OFFENSE	STEP 1	STEP 2
8 10	Category I Weapons (Any firearm, explosive, incendiary device, or any offensive/defensive weapon designed to harm people, e.g., shotguns, rifles, pistols, pellet/BB guns, starter guns, tasers, stun-guns, brass knuckles, switchblades, knives, butterfly knives, nunchukas, razor blades, clubs/batons, straight razors, throwing stars, self-defense sprays such as mace or pepper gas, etc.)	Informal hearing with OSS until hearing date  Resource Officer contact required SST referral required	Informal hearing with OSS until hearing date  Resource Officer contact required
8 10	Category II Weapons With intent (Instrument classified as weapon other than a firearm which has an alternate legitimate purpose in one's daily life, e.g., pocket knives, kitchen knives, scissors, screwdrivers, water pistols, etc.)	Informal hearing with OSS until hearing date  Resource Officer Contacted	Informal hearing with OSS until hearing date  Resource Officer Contacted
8 10	Category II Weapons Without intent	Local School Interventions or Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date
9 10	Drugs and alcohol - Possession and/or use (Any substance with mind-altering or intoxicating purposes, including household products, drugs, and alcohol)	1-3 days OSS and Insight Program (if appropriate) or 5 days OSS Counselor referral required	Informal hearing with OSS until hearing date  Resource Officer contact required
9 10	Drugs and alcohol - Distribution or attempted sale (Any substance with mind-altering or intoxicating purposes, including household products, drugs, and alcohol)	Informal hearing with OSS until hearing date  Resource Officer contact required	Informal hearing with OSS until hearing date  Resource Officer contact required
10 17 1 13	Disregard of Rules/ Disruptive Behavior (Horseplay, refusal to follow directions, excessive talking/attention seeking, scuffling, pushing, disrespect, defiance of authority)	Local School Interventions	Local School Interventions or 1-3 days Office/Opportunity Room
10 13 2 3	Dangerous Acts (Leaving school grounds, throwing rocks, using matches, climbing wall or fence, false fire alarm, undesignated area, laser pointer use)	Local School Interventions or 1-3 days OSS	Local School Interventions or 1-5 days OSS Counselor referral required
10	Technology misuse (inappropriate Internet use, disabling, etc.)	Local School Interventions	Local School Intervention or 1-3 days Office/Opportunity Room
10 2	Technology/computer tampering (hacking/altering hard drives)	1-5 days OSS to Informal Hearing referral	3-10 days OSS to Informal Hearing referral
10	Forgery or alteration of school forms	Local school intervention	1-5 days OSS Counselor referral
10 (Rules violations may also depend on specific incident)	Bus misconduct (other than rule 18a or 18b)	Student conference will be held with school administrator or official.	Student may be placed on bus probation and parent will be notified that on next bus offense student may be suspended from the bus. Behavior Contract
11 10	Truancy/Class cuts/Tardies	Local School intervention or 1 day ISS	Local School intervention or 1 -2 days ISS
12 10	Inappropriate dress (due to school disruption)	Refer to local school guidelines	Refer to local school guidelines
13 10	Tobacco/tobacco-related products	Local School Interventions	Local School Interventions or 1 day OSS Counselor referral required
14 10	Gambling	Local School Interventions	Local School Interventions or 1-3 days Office/Opportunity Room
15 7 10	Sexual misconduct/ Offenses (physical sexual acts, exposing oneself, indecent touching)	Local School Interventions or 1-3 days OSS Counselor referral required	1-5 days Office/Opportunity Room to 1-5 days OSS Referral to School Social Worker
16 10	Bullying (by GA. Law, some repeated incidents of bullying will require Informal/Tribunal Hearing referral)	Local School Interventions  Counselor referral required	Local School Interventions or 1-3 days Office/Opportunity Room to 1-3 days OSS with Informal collaboration
17 10	Disrespect towards Employees, students, others	Local School Interventions	Local School Interventions or 1 day ISS
18a* 18b* 10	Major bus safety violation of prohibited item(s) use or bullying/physical assault/physical battery on bus or bus property	Local School Intervention or 1-10 days Bus Suspension and/or 1-3 days OSS	1-10 days Bus Suspension and/or 1-5 days OSS SST referral
19 10	Off campus misconduct	Consequences contingent upon rules violated	Consequences contingent upon rules violated
20 10	Encouraging violation of the code of conduct	Consequences contingent upon rules violated	Consequences contingent upon rules violated

**\*Disciplinary action for bus misconduct is administered by the local school principal or his/her designee. School buses are considered an extension of the school campus. All rules governing student conduct while on campus or school property also apply while students are on the school bus. Because of the additional safety factors and for the protection of the driver and students on the bus, school principals have the authority to impose an immediate suspension from the school bus for serious offenses as well as for minor violations. The bus discipline cycle does not preclude additional sanctions as provided in policy, procedures, school rules, or federal, state, and local laws.**

<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted
Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted	Informal hearing with OSS until hearing date Resource Officer Contacted
Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date
Informal hearing with OSS until hearing date Resource Officer contact required	Informal hearing with OSS until hearing date Resource Officer contact required	Informal hearing with OSS until hearing date Resource Officer contacted required	Informal hearing with OSS until hearing date Resource Officer contact required
Informal hearing with OSS until hearing date Resource Officer contact required	Informal hearing with OSS until hearing date Resource Officer contact required	Informal hearing with OSS until hearing date Resource Officer contact required	Informal hearing with OSS until hearing date Resource Officer contact required
1-3 days Office/Opportunity Room to 1 day OSS Counselor referral required	1-5 days Office/Opportunity Room to 1-3 days OSS Parent conference required	1-5 days OSS SST referral required	1-10 days OSS
1-10 days OSS SST referral required	1-10 Days OSS or Informal hearing with OSS until hearing date	1-10 Days OSS or Informal hearing with OSS until hearing date	1-10 Days OSS or Informal hearing with OSS until hearing date
1-3 days opportunity room or 1 day OSS and counselor referral Informal Hearing referral	1-5 days opportunity room or 1-3 days OSS Informal Hearing referral	1-5 days OSS SST referral required Informal/Tribunal Hearing referral	1-10 Days OSS Informal/Tribunal Hearing referral
1-5 days OSS	1-5 days OSS SST referral required	Informal Hearing referral	Informal Hearing referral
Student may be suspended from riding the bus for one (1) or two (2) days with parent contact or notification.	Student may be suspended from riding the bus for two (2) or three (3) days with parent conference requested. Resource Officer Referral	Student may be suspended from riding the bus for three (3) days with parent conference requested.	Student may be suspended from riding the bus for three (3) to five (5) days with parent conference requested before student returns to school and may be referred to an Informal Disciplinary Hearing.
Local School intervention or 1-3 days ISS Refer to local school guidelines	Local School intervention or 3-5 days ISS Refer to local school guidelines	Local School intervention or 1 day OSS Refer to local school guidelines	Local School intervention or 2 days OSS Refer to local school guidelines
Local School Interventions or 1-3 days OSS	1-5 Days OSS	1-10 Days OSS or Informal hearing with OSS until hearing	Informal hearing with OSS until hearing date
1-3 days Office/Opportunity Room to 1 day OSS Counselor referral required	1-5 days Office/Opportunity Room or 1-3 days OSS Parent conference required	1-5 days OSS SST referral required	1-10 days OSS
1-10 days OSS SST required	Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date	Informal hearing with OSS until hearing date
1-3 days office/opportunity room to 1-5 days OSS (Possible Informal Hearing Referral)	1-5 days OSS SST referral required (Possible Informal Hearing Referral)	3-10 days OSS or Informal hearing with OSS until hearing	Informal hearing with OSS until hearing date
1-3 days ISS to 1 day OSS Counselor Referral	1-5 days ISS to 1-3 days OSS Parent Conference Required	1-5 days OSS SST referral	1-10 days OSS
1-10 days Bus Suspension and/or 1-5 day OSS	1-10 day Bus Suspension to Informal hearing with 1-10 days OSS Resource Officer Contacted	1-10 day Bus Suspension to Informal hearing with 1-10 days OSS Resource Officer Contacted	1-10 day Bus Suspension to Informal hearing with 1-10 days OSS Resource Officer Contacted
Consequences contingent upon rules violated	Consequences contingent upon rules violated	Consequences contingent upon rules violated	Consequences contingent upon rules violated
Consequences contingent upon rules violated	Consequences contingent upon rules violated	Consequences contingent upon rules violated	Consequences contingent upon rules violated