

The handbook for 2023-2024 has been reviewed by the team. The next review is scheduled for Spring 2024. At this time, revisions (if necessary) will be made.

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Vision and Mission Statements

Vision Statement

Terrell Middle School prepares students for future opportunities by developing an environment that promotes self-discipline, motivation, and academic excellence.

Mission Statement

Terrell Middle School will promote a learning community that encourages students to be successful in a global society while providing students with a wealth of knowledge in utilizing technological resources to realize their ultimate potential.

Student Agreement and Parent Permission for Use of Technological Equipment

Terrell County School System established by policy and in its procedures and rules, as stated in the Student Handbook, the following guiding principles for the use of its technological equipment. School staff will be responsible for monitoring students' use of technological equipment.

Students may use any school computer system for academic purposes only and in a reliable, responsible manner. They will observe all rules and restrictions. They will turn equipment on or off only as instructed. They will not use their own CD, DVD, or software in school equipment. Certain activities are prohibited in accordance with The Georgia Computer Systems Protection Act. These include, but are not limited to the following:

- Sending or displaying messages or pictures generally considered to be offensive
- Using obscene language
- Harassing, insulting, or attacking other users
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using or revealing someone else's login/password
- Trespassing in another person's or organization's computer-based folders, work, or files
- Intentionally wasting limited resource
- Using school equipment for commercial purposes or private gain

The generally recognized rules of etiquette for network and internet use will be followed. These include, but are not limited to the following:

- Being polite to other users
- Using appropriate language and avoiding swearing or the use of vulgar language or any other inappropriate language, pictures, or sounds
- Respecting the privacy of personal addresses or telephone numbers of other users
- Recognizing that email on school networks is not private and may be monitored by administrators
- Refraining from activity that would disrupt the work of others
- Considering all communications and information accessed via the network or internet to be private and copyrighted

Terrell County School System
Procedures and Rules
Use of Technological Equipment in the Schools

Technology, including access to the internet, offers vast, diverse, and unique resources to both students and staff. Use of school networks and access to the internet will provide access to unique, worldwide curriculum resources and opportunities for collaborative work. The goal of the Terrell County School System is to provide students and staff access to these services to promote educational excellence.

The use of the schools' computer resources for academic purposes and to access the internet is a privilege for staff and students, and as such, is conditional upon the individual's compliance with any and all state and federal laws, school regulations, and the exercise of good manners. Inappropriate use may result in cancellation of those privileges and conduct in violation of Terrell County School System policies or regulations may also result in disciplinary proceedings. Furthermore, violation of state, federal, or international laws may result in criminal and/or civil prosecution. The system administrators may suspend or revoke privileges at any time deemed necessary. Severe or repeated offenses by users will result in disciplinary action as provided in the system's policy on discipline.

Procedures

The following procedures for use of technological equipment for academic purposes and for accessing the Internet will apply to staff and students as noted:

1. Students and staff must read a statement of school system procedures and rules and sign an agreement to abide by those procedures and rules. If a student is a minor, then a parent or guardian must also sign the form to authorize the student to use the facilities. The form must be on file at the school prior to using the school's technological equipment.
2. Access time will be controlled by classroom teachers and media personnel.
3. Student will log-in to computer using only their assigned password and will log-off properly when finished.
4. Student will not turn equipment on or off unless instructed to do so by a staff member.
5. Staff will be responsible for monitoring students' use of technological equipment.

Rules

The following rules apply to staff and students:

1. Students and staff will comply with the Georgia Computer Systems Protection Act (1991) which establishes certain acts of computer fraud or abuse as punishable crimes. The law prohibits acts such as, but not limited to the following:

- a. Sending or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting, or attacking other users
 - d. Damaging computers, computer systems, or computer networks
 - e. Violating copyright laws
 - f. Using another person's password
 - g. Trespassing in another person's or organization's computer-based folders, work, or files
 - h. Intentionally wasting limited resources
 - i. Employing the equipment or the network for commercial or personal purposes
2. Students will not use their own CD, DVD, or software programs on any school computer.
 3. Students and staff may use school computer systems to print or transmit academic materials or school related communications only.
 4. Students and staff will not send, receive, nor display text, graphics, or sounds which may be reasonable construed as offensive to others.
 5. Students and staff will not engage in chat activities which could harass, libel, or slander another users.
 6. Student and staff will not use school's technological equipment of commercial gain nor for illegal activities.
 7. Students and staff will not use school's technology equipment for any social media nor will they use their own technology during the school hours or functions.

Student Code of Conduct

I. **Philosophy of Discipline**

The Terrell County Board of Education is committed to providing quality education to all students in the most orderly manner. The focus of educating the youth of Terrell County for citizenship is not confined to the classroom curriculum. The code of student conduct has been developed to help students gain the greatest possible benefit from all school experiences. It defines the rights and responsibilities of students attending the Terrell County Schools. This code applies to every student who is under the authority of the Terrell County School System and shall be in effect on school property, school-sponsored events, school bus stops, and on school buses. Schools must teach by example the shared values of civilized social order and develop a positive school climate. Students, parents, and the school working together will promote acceptable behavior and maintain a safe atmosphere where students can learn. The consequences of student actions that disrupt the learning process are also clearly stated.

II. Roles of Students, Parents and School System

The Code recognizes the need for a cooperative relationship between students, parents, and the school system in order for instruction to occur in a safe environment. To assure access, students, parents, and the school system all have responsibilities.

Students are expected to:

- Attend all classes daily and be on time
- Be prepared for class by having appropriate materials
- Respect individuals and property
- Refrain from saying profane or inflammatory statements
- Contribute to a safe, alcohol free, and weapon free environment
- Be responsible for their own work
- Use appropriate, responsible behavior at all times

Parents are expected to:

- Show interest in their child's progress and work with school personnel to solve any behavioral and academic problems
- Ensure that their child is in daily attendance and report and explain any absence to the school
- Assist their child in being well-groomed, neat, clean and follow the dress code
- Bring the attention of the school authorities any conditions which affect their child or other children as members of the school community
- Maintain up-to-date information at the school, including telephone numbers, addresses, and health information
- Inform the child of the school's rules and to support the administration of discipline for violations of the Code of Student Conduct

School System is expected to:

- Provide and maintain a safe environment which will encourage positive behavior and learning
- Exhibit an attitude of respect for students
- Plan a flexible curriculum to meet the needs of all students
- Promote effective training on discipline based on fair and impartial treatment of all students
- Develop a good working relationship among staff and students
- Encourage open communication among students, parents, community, and school personnel

III. Informal Disciplinary Action Emphasized in the Code

A major consideration in the application of the Code is that the most appropriate disciplinary action taken by school officials is the LEAST EXTREME MEASURE that can

resolve the disciplinary problem. Teachers and administrators strive to use a variety of informal disciplinary/guidance steps prior to formal disciplinary action. Early parent contact and involvement is expected. Informal methods:

- Teacher-student conference
- Teacher-parent conference
- Counselor-parent conference
- Counselor-student conference
- Administrator-student conference
- Administrator-parent conference
- Administrator-student-teacher conference
- Administrator-student-parent conference
- Administrator-parent-teacher conference
- Administrator-parent-student-teacher conference
- Referral to Student Services, i.e., Counselor, Social Worker
- In-class disciplinary action
- Time-out
- Referral to Student Support Team/Team meeting with student

Referral to Alternative Program

When less severe strategies seem inappropriate or when all school strategies have been exhausted, a principal may refer a student to the tribunal for placement in the Alternative Program, if grade appropriate. This referral is in lieu of a recommendation for expulsion. Students entering the Alternative Educational Program after ten days have passed in a grading period shall be required to remain for the duration of the next grading period unless otherwise specified by the tribunal hearing committee. Students will not return to regular school until positive behavioral changes occur. Misbehavior at Alternative School can result in recommendation for expulsion or suspension.

Note: Parents are responsible for transporting students to and from Alternative School.

Alternative Program Probationary Status:

Any student released from the Alternative Program will serve the remainder of the school year on probationary status. Continued violation of school rules will result in the student returning to the Alternative Program to serve a period of not less than forty-five days or a semester grading period.

Corporal Punishment:

****Note**:** No form of corporal punishment (which includes but is not limited to paddling, striking, or hitting) will be used in the Terrell County School System.

Referral to Intervention Programs:

School officials may recommend certain intervention programs in conjunction with appropriate disciplinary action.

Disciplinary Hearing:

A school principal may request a disciplinary hearing before a tribunal. This is the most serious disciplinary step available that could result in expulsion. If expelled, it denies the student attendance in any and all programs of the Terrell County Schools for a period of time as designated in policy. Administrative procedure, detailed in "Rules Applicable for Expulsion" will be followed.

Law Enforcement Involvement:

Law enforcement agencies can be contacted at the discretion of the school if criminal activity occurs on campus, if disruption is excessive, or if chronic truancy is a problem. **Law enforcement agencies must be notified (without exception in situations involving weapons, alcohol, or drugs.** The administration will contact law enforcement agencies if required. It is the desire of the Terrell County School System that all students should have every possible opportunity to take advantage of the instructional programs offered in Terrell County. Whatever distracts from a favorable learning environment lessens that opportunity.

The purpose of these disciplinary procedures is to ensure that all students are well aware of the actions that violate school rules and of the consequences of such behavior. Those who commit such violations take away from themselves and other the educational opportunities which all students have a right to.

The rules listed in the attached pages apply to all students in grades 6-8 as outlined. The school principal has the discretion to use a lesser penalty. It should be pointed out, however, that this list is not all-inclusive and, as such, a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal.

Parental involvement through conferences is the most desirable avenue for correcting behavioral problem and will be used when possible. Conferences may stand alone or may be used in conjunction with other forms of discipline. Other disciplinary actions subject to the discretion of the principal may include any or all of the following: conference, referral to Student Support Team, detention, work assignments, suspension of privileges, placement in the Alternative School, suspension at home, in-school suspension, or referral to law enforcement personnel.

Notwithstanding the recommended dispositions contained in these rules, a principal may refer a student to tribunal for disciplinary action arising out of the violation of any

of these rules. Upon such referral, the tribunal may take such action, after proper notice and hearing, as it shall deem appropriate in the premises, including suspension and/or expulsion.

The rules set for in this document are directed toward the entire student body. However, because of legal ramifications, certain identifications, certain special education students may be subject to separate disciplinary actions.

Discipline of Student with Disabilities

When a school official is considering a disciplinary action with a special education student which may constitute a “significant change in placement”, the IEP Placement Committee will convene prior to the time that the proposed exclusion becomes a “significant change in placement.” The IEP Committee will determine whether the student’s misconduct is a manifestation of the student’s disability. The purpose of the IEP committee is not to decide whether the student knew right from wrong but whether the behavior was a manifestation of the disability.

- A. If it is determined that the misconduct of the student is a manifestation of the student’s disability, the IEP Committee will continue to review to determine whether the student’s current educational placement is appropriate.
- B. If it is determined that the misconduct of the student is not a manifestation of the student’s disability, the IEP Committee will refer the student to the school administration for appropriate action.

When the IEP Committee proposes a change of placement for disciplinary reasons, the committee will provide notice to the student and his/her parent or guardian for the right to request a due process hearing if they disagree with the determination. **When a student with a disability presents an immediate threat to the safety of himself/herself or others, the student will be removed or excluded immediately.** A meeting to determine whether the misconduct is a manifestation of the student’s disability will be convened as soon as thereafter is practical. **A student with a disability who is charged with using illegal drugs or alcohol or charges with the possession of a weapon is subject to the same disciplinary action as is applicable to other students for the same offense.** The due process safeguards described above do not apply to illegal drugs or alcohol or to the possession of a weapon; however, a change in placement must be made through a manifestation meeting.

DISCIPLINE

Sec 615(k)(1)(D) – A child with a disability who has been removed from the child’s current placement (irrespective of whether the behavior is determined to be a manifestation of the child’s disability) for more than ten days shall continue to receive educational services so as to enable the child to continue to participate in the general

education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and (ii) to receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

Any student with an IEP who is removed from an educational setting for more than ten days must continue to have access to participate in the general curriculum and to receive IEP services. In addition, a student in this circumstance must have a functional behavioral assessment either completed or updated, and a behavioral intervention plan developed or revised so as to prevent the behavior that caused the removal from the setting from recurring.

DISCIPLINE (160.4-7-.10) District personnel should follow specific procedures when they discipline students with disabilities. In this manual, removals of students by district officials refer to Out-of-school Suspensions (OSS), expulsions, or other disciplinary actions of students under the Individuals with Disabilities Education Act (IDEA). Questions concerning disciplinary actions for students with disabilities should be addressed with the administrator, the local special education director, or the Georgia Department of Educations (GaDOE).

Disciplinary Actions of 10 school days or less: Students with disabilities should be expected to follow the code of conduct. A student with a disability, who has an Individualized Education Program (IEP) in effect, can be removed to OSS, another setting, or an appropriate interim alternative educational setting (IAES), just as any other student without a disability can, for up to a total 10 school days, for violations of the code of conduct or school rules. The 10 days can be consecutive or cumulative and can occur during one school year. It is not necessary for the IEP team to meet when this occurs. Likewise, it is not necessary for a manifestation determination to be completed, a functional behavior assessment to be conducted, a behavior intervention plan to be developed, or any special education services to be provided if the removal is for 10 or fewer school days in the school year.

Sec 61(k)(1)(E) Manifestation Determination: Within ten (10) days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the local education agency, the parent, and the relevant members of the IEP team (as determined by the parent and the local educational agency) shall review all the relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine – (i) if the conduct in question was caused by or had a direct and substantial relationship to the child's disability; or (ii) if the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

The relevant members of the IEP team must make a manifestation determination within ten days of the decision to remove a student from the current educational placement. The team must consider all relevant information as determined by the parents and the local system. There are two questions when considering manifestation of disability: 1) was the behavior directly related to the child's disability(ies) and 2) did the local system fail to implement the IEP (especially the behavior intervention plan) and if so, was the failure to implement the cause of the conduct violation. When these questions are considered and answered with all relevant information, a manifestation determination can be made.

Sec 615(k)(1)(G) Special Circumstances: School personnel may remove a student to an interim alternative educational setting for not more than 4 school days without regard to whether the behavior is a manifestation of the child's disability in the cases where a child....(iii) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or local agency.

Students may be removed to an interim alternative educational setting for up to 45 school days when behaviors occur that involve weapons, illegal drugs, or serious bodily injury. Note that the time period is now 45 school days. Serious bodily injury must have been inflicted on another person, not just threatened. The definition for serious bodily injury comes from US code, section 1365 or Title 28 and must involve (a) a substantial risk of death, (b) extreme pain, (c) protracted and obvious disfigurement, or (d) protracted loss or impairment of the function a body member, organ, or mental faculty. School personnel may remove the student for one of these causes, but it is still the IEP team that determines the new setting for the student.

Definition of Terms

Individual Education Program (IEP) – a written statement developed and implemented in accordance with all provisions of the law for each student with disabilities who is receiving or will receive special education. The IEP is an education and related services plan and not a binding contract.

IEP Placement Committee – a committee to include a representative of the public agency, other than the student's teacher, who is qualified to provide or supervise the provision of special education, the student's teacher, one or both of the student's parents/guardians, the student appropriate; and other individuals at the discretion of the parent or agency.

Exclusion – the student is removed for disciplinary reasons from his current setting and offered instruction in a different setting (e.g., most in-school suspension, home

instruction, etc) or is not offered instruction (e.g., out-of-school suspension or expulsion) or is denied a service provided to other (e.g., exclusion from the school bus).

Significant Change in Placement – a proposed exclusion of the student with a disability is expelled or suspended for an indefinite period or for more than 10 school days.

Enrollment – Students enrolling at TMS must meet **all** the following requirements in order to be considered as a full-time student:

1. Present valid Georgia immunization form.
2. Present previous school(s) academic record.
3. Present previous school(s) discipline record.
4. Present evidence of regular attendance.
5. Present evidence of residency.
6. Present a valid Georgia Eye, Ear, and Dental form.

Admission can be granted on probationary status pending the verification of the above required information. The administration reserves the right to deny admission or alter placement based on the review of these required criteria.

School Councils

Recognizing the need to improve communication and participation of parents and the community in the management and operation of local schools, the General Assembly and the Terrell County Board of Education believe parent and community support are critical to the success of students and schools. The establishment of school councils is intended to help the board of education develop and nurture participation, bring parents and community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns, and share ideas for school improvement.

The management and control of public schools shall be the responsibility of local boards of education, and the school leader shall be the principal. School councils shall provide advice, recommendations, and assistance, and represent the community of parents and business. Seven school council members shall manage the property and business of the council. A majority shall constitute a quorum. School council members must be individuals who are 18 years or older.

Members of the school council shall include:

1. Two parents or guardians of students enrolled in the school, excluding employees who are parents or guardians of such students. Parent council member shall be elected by, and from among the group they represent.

2. Two business persons, one who shall be selected by the Board of Education and one who shall be selected by the other five non-business members of the school council from the business community.
3. Two certified teachers, excluding any personnel employed in administrative positions, who are employed at least four of the six school segments at the school.
4. The school principal is automatically appointed to the council. No election is required. The school principal holds office by virtue of his/her position as principal. The chairperson of the council shall be the school principal.

Teacher Authority HB 605

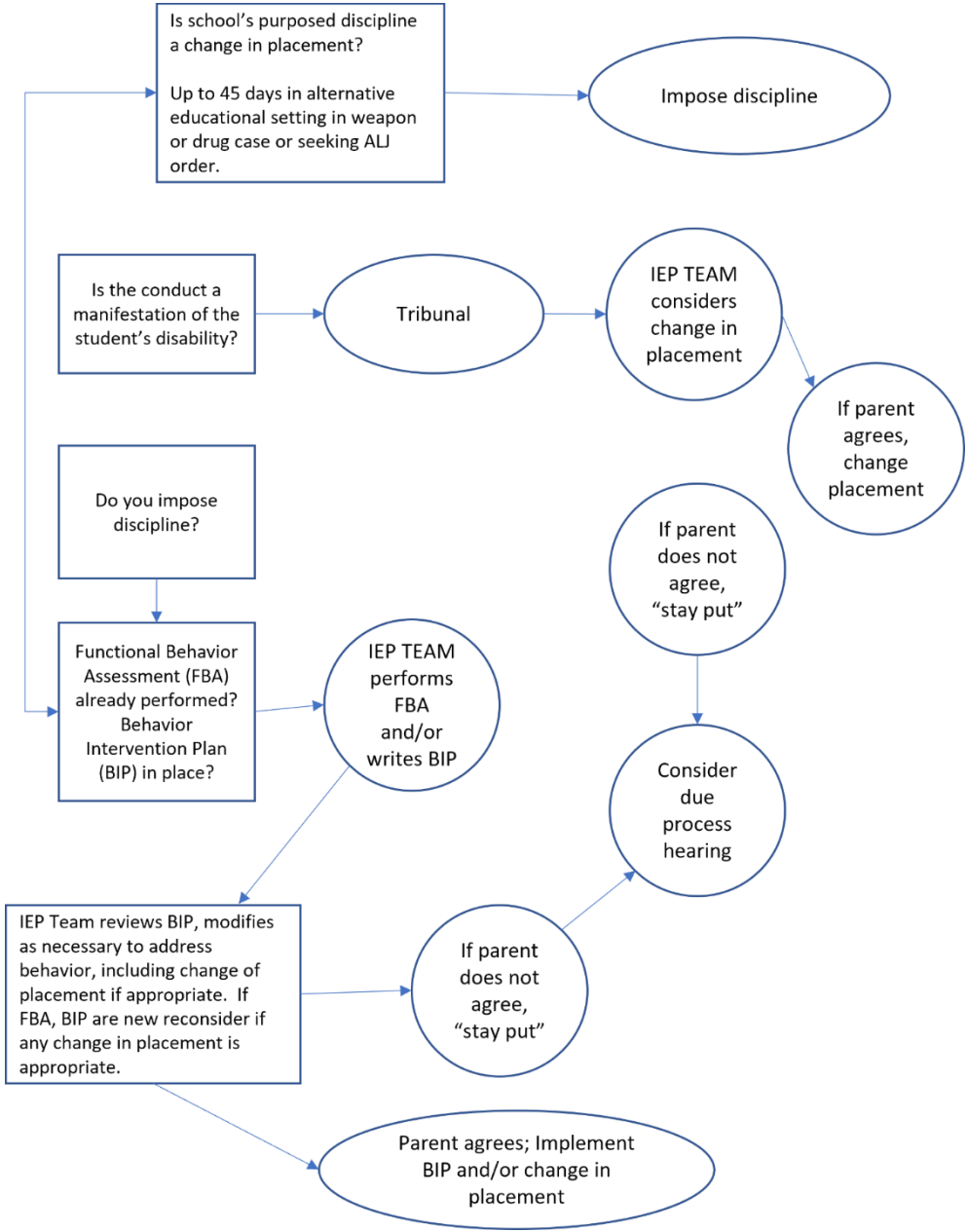
O.C.G.A.20-2-738 – Authority of teachers over classroom; procedures following removal of students from classroom; placement review committees

A teacher shall have the authority to remove from his or her class a student 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, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. A placement review shall be established at each school. A committee shall be composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class.

The placement review committee shall have the authority to:

- 1) Return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or
- 2) Refer the student to the principal or the principal's designee for appropriate action. The decision of the placement review committee shall be in writing and shall be made within three school days after the teacher withholds consent to the return of a student.

IDEA Discipline Flow Chart



Objectives of Terrell Middle School

We believe that through effective teaching practices, parental involvement, and community support that the following goals are attainable. Our students will develop:

1. The mental, emotion, social, and moral attitudes necessary for productive living to his/her fullest potential in a diverse technological society that should be safe, honest, and a healthy environment.
2. The ability to profit through research, analysis and evaluation of basic skills, critical and objective thinking.
3. The ability to profit from learning experiences which will enhance the aptitude, and ability to intelligently select and function in a career of his/her choice.
4. Respect for self and others, and the ability to live and work cooperatively.
5. The qualities necessary to be a part of the decision-making process as a producer, consumer, and/or citizen.
6. A recognition and understanding of the respect for our American Heritage.
7. A knowledge of and an appreciation for music, art, and leisure activities.

Terrell County Board of Education Student Policies

The Terrell County Board of Education is committed to providing quality education for all students in the most orderly manner. All student behavior shall be based on respect and consideration for the rights of others. Every pupil is required to attend school punctually and regularly; to obey all rules of the school; to observe good order and manners; to be cordial to schoolmates; to refrain entirely from use of profane and obscene language; to be neat in person and attire.

In administering the discipline for violation of the rules set forth in these policies, school officials shall always consider the best interest of the school and the student involved, the proper functioning of the school and the safety and well-being of all students and employees as effective means of emphasizing unacceptable conduct and the fairness of any disciplinary procedure shall always be considered, and discipline shall always be proportionate to the violation committed.

Attendance Policy

A student shall not be absent from school or from any class or other required school activity unless he/she has written prior permission from the principal or designee except for illness or other providential cause. **A written excuse must be presented no later than 3 school days after the absence. Failure to comply will result in the absence being coded as unexcused and the student will lose the privilege of making up missed work.** Middle school students should give their excuses to their homeroom teacher.

The homeroom teacher of middle school students will send the original excuse to Mrs. Harvey.

****Students who will miss more than 3 days will have to provide documentation from a doctor, hospital, and/or healthcare provider. The documentation is required for make-up work and it must be completed by the deadline established by the teacher and/or administrator.**

Excused Absences – Excused absences are those designated by state law, State Board of Education policy, and Terrell County School Board policy. Students may be excused for the following reasons:

1. Personally ill and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in their immediate family necessitates absence from school.
3. Mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces, or by a court order.
4. Celebrating religious holidays.
5. Conditions render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.
7. Serving as a page of the General Assembly. However, students must make up all work to meet their educational needs.

Unexcused Absences – Non-school related activities are considered unexcused, per school board policy. Examples: family vacations, church trips, non-school athletic trips, family events, inclement weather that has not been designated by the Central Office as excused. The following, even with parental consent, are considered unexcused absences:

1. Truancies, working, missing the bus, sleeping, shopping
2. Car not starting, getting senior pictures taken, keeping personal appointments
3. Visiting out of town (unless excused prior to absence), college visit (unless excused prior to absence), needed at home

Excessive Absences – Any student who is absent for more than 6 days in any one nine weeks will be considered as have excessive absences.

Early Check-out and Late Check-in – When possible, medical and dental appointments should be made outside of school hours. If a student is being checked out for a doctor's appointment, a physician's note is required to personally check out the student. Students must return with the doctor's excuse if not presented earlier. **Also, students**

cannot enter school at 11:00 or beyond with or without an excuse. The student has been counted absent for that day.

Note: Phone calls to check students in or out will not be permitted. Students must be signed in or out by the person whose name appears on the registration form as authorized by the parent or guardian.

An unexcused check-in or early check-out is defined as any time a student arrives late to school or leaves school for a reason other than those defined by the State Board of Education as an excused absence. A combination of four unexcused tardies and early check-outs will constitute a conference with the principal or admin designee.

Truancy

160-5-.10 Truant – Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Class Truancy – A student is considered truant if he/she is on school property but does not attend classes, has any unexcused tardy to a regular class which exceeds three minutes, or leaves the classroom without a signed teacher permission slip. A student who is truant will receive no credit for the work missed. However, students must make up all work to meet their education needs.

*****The most current and updated truancy law can be obtained from the Social Worker, Dr. Russia Sherrod at 229-99-4425.**

Prolonged Absence Due to Illness

Prolonged Absence Due to Illness – If a student is absent due to illness for more than ten (10) days, arrangements can be requested for an alternative education program.

In accordance with state law, all children between the ages of 6 and 16 are expected to be in regular attendance in some bona fide school unless their mental and physical condition justifies their being excused. The school social worker shall verify the enrollment of students attending private schools and be informed by principals, using methods designated by the superintendent, of those enrolled in the system's schools. The school social worker shall also investigate all cases of failure to enroll, habitual absences by children of school age who are residents of Terrell County and shall recommend appropriate action in governing attendance.

No student shall:

- a. Skip all day (Truancy)
- b. Skip class or required in-school activities
- c. Be tardy (Students who are late for class are tardy)
- d. Be tardy repeatedly

Detention

Detention – Teachers may issue student detention assignments after school to be served in their classrooms. Teachers must provide 24 hours written notice for detentions issued. If a student does not serve a teacher’s detention, they will be referred to the principal and/or designee. Referrals are due in the office by 8:00 AM. Students who do not serve a teacher’s detention will lose connection with the school until parental conference and/or suspension. These absences will be unexcused.

Classroom Tardies

Consequences for Classroom/School Tardies

Tardy – If a student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness is an undesirable personal habit and is also disruptive of the orderly instructional process; teachers or principals will take corrective action.

Students who are habitually tardy are required to conference with an administrator.

Four tardies to school, class, or in combination will constitute a conference with an administrator.

1st Offense - Administrative, parent, student conference

2nd Offense - Detention, teacher, parent, and/or administrative conference

3rd Offense - Chronic Disciplinary Plan and/or parent conference by

administrator (The student may receive detention and/or suspension for each tardy after the 2nd offense.)

Note: A student is tardy if he/she is not in the proper room or building when the tardy bell stops ringing. If a student is tardy, he/she must be accompanied to the office by a parent and/or adult to sign in.

Late bus – Students tardy or absent from class because of a late bus will be counted present and allowed to make up missed work.

General Attendance Rules:

Any student who is tardy or who must leave school prior to regular dismissal time must check in or out with the attendance office secretary. If a student misses school in order to attend a non-school function, the absence will be considered as unexcused unless he/she has received prior approval from his/her building principal. Students participating in a contest/event will attend school the full day in order to participate. Only the building principal/designee can make exceptions.

Student Discipline

Teachers and principals have the authority to take customary and reasonable measure to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force, in the exercise of

lawful authority to restrain or correct pupils and maintain order in the Terrell County School System.

Disciplinary Waivers

Note: During the discipline process, in circumstances the administration feels appropriate, the hearing process can be waived, and a form will be provided and signed by the student, parent, and administrator. Placement will be agreed on at this time.

Note: The use of any form of technology which is used to make threats, vulgarities, or any other form of disruption is expressly prohibited. Criminal charges can be filed against any student who engages in this activity at school or at any other time.

Note: If a student's education is interrupted for any reason, he/she must apply for readmission with the principal. This could result in alternative placement which would be the prerequisite for to enter regular school setting.

Note: Any student who is suspended from school or assigned alternative school cannot participate in or attend any school functions until the suspension or placement has ended. If this occurs, the individual can be charged with trespassing. The principal may waive this restriction in unique situations.

Chronic Disciplinary Problem Students

Note: Students who accumulate 3 suspensions within a semester for the same conduct infraction may be assigned an alternative placement at the discretion of the administrator.

Students who accumulate suspensions within a semester regardless of the conduct infraction may be assigned an alternative placement at the discretion of the administrator. The student's cumulative disciplinary record may be considered to determine proper placement of students during a disciplinary hearing.

The administration reserves the right to convene the tribunal at its discretion to hear evidence of student's behavior that indicates a willful neglect of school policies and rules.

Senate Bill 31 mandates that any time a teacher or a principal "identifies a student as a chronic disciplinary problem student," the principal must notify the parent of the student and invite the parent to observe the student in the classroom and attend a conference to develop a "disciplinary and behavioral correction plan." The school will request a conference with the parent prior to any student's return from an expulsion or suspension.

Level 1 Discipline

Is used for minor acts of misconduct that interfere with orderly school procedures, school function, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved.

Level 2 Discipline

Offenses are immediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehavior directed against persons or property, but which do not seriously endanger the health, safety or well being of others. Consideration of necessary behavior support services will be given, if not already provided.

Level 3 Discipline

Offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruption of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from school and/or school sponsored activities for up to three days, pending disciplinary investigation of the allegations. Students and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services will be given, if not already provided.

Level 4 Discipline

Offenses represent the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from school and/or school sponsored activities for up to three days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services will be given, if not already provided.

Behavior Code

Rule 1.0 Classroom Disruption

(Level 1 - 4 consequence)

No student shall:

- 1.1** Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct his/her class.
- 1.2** In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other intentionally cause the disruption of any lawful mission, process or function of the school, or engage in

any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.

Rule 2.0 Disruption and Interference with School

(Level 2 – 4 consequence)

No student shall:

- 2.1 Occupy a school building, gymnasium, school grounds, properties or part thereof with intent to deprive other of its use or where the effect thereof is to deprive other of its use.
- 2.2 Block the entrance or exit of any school building or property or corridor or room thereof as to deprive others of access thereto.
- 2.3 Set a fire to or otherwise damage any school building or property.
- 2.4 Discharge, display or otherwise threateningly use any firearms, explosives, or other weapons on school premises.
- 2.5 Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus.
- 2.6 Prevent students from attending a class or school activity.
- 2.7 Except under the direct instruction of the principal, block normal pedestrian or vehicle traffic on a school campus or adjacent grounds.
- 2.8 Refuse to identify himself upon request of any teacher, principal, superintendent, school bus driver, or other personnel.
- 2.9 Urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule.

Rule 3.0 Damaged, Lost, or Destruction of School/Private/Public Property

(Level 1 – 2 consequence)

A student shall not cause or attempt to cause damage to school property/private property or steal or attempt to steal school/private/public property either on the school grounds or during a school activity, function, or event off school grounds. In the event a student is found guilty of violating this rule, the student will be responsible for the cost of the damages and may be made to make restitution for damages.

Note: Restitution will be made for all damages, loss, and/or destruction. Penalty will be at the discretion of principal (including possible suspension and recommendation for expulsion); possible notification of law officials where students appear to be in violation of the law.

Rule 4.0 Disregard of Directions or Command

(Levels 1 – 4 consequence)

- 1st Offense – Administrative conference
- 2nd Offense – 3 days suspension and parent conference
- 3rd Offense – 3 days suspension and parent conference
- 4th Offense – Tribunal

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

- 4.1** on the school grounds at any time
- 4.2** on the school grounds at any time when the school is being used by any school group
- 4.3** off the school grounds at a school activity, function, or event
- 4.4** en route to and from school on county provided transportation

Rule 5.0 Threatening or Intimidating Another Student with or without Actual Physical Contact

(Level 1 – 4 consequence)

- 1st Offense – Administrative conference and referral for counseling
- 2nd Offense – 3 days suspension and parent conference
- 3rd Offense – 3 days suspension and parent conference
- 4th Offense – Tribunal

A student shall not make statements or physically behave in such a manner as to threaten the safety of another student.

- 5.1** on the school grounds at any time
- 5.2** off the school grounds at a school activity, function, or event
- 5.3** en route to and from school on county provided transportation

Rule 6.0 Threatening Staff with or without Actual Physical Contact

(Level 2 – 4 consequence)

- 1st Offense – 3 days suspension, parent conference, and referral to counseling
- 2nd Offense – 3 days suspension and parent conference
- 3rd Offense – Tribunal

A student shall not make statements or physically behave in such a manner as to threaten the safety of a school employee.

- 6.1** on the school grounds at any time
- 6.2** off the school grounds at a school activity, function, or event
- 6.3** en route to and from school on county provided transportation

Rule 7.0 Bullying/Gang Activity

(Level 2 – 4 consequence)

- 1st Offense – Administrative conference, parent conference, and referral for counseling

2nd Offense – 3 days suspension and parent conference

3rd Offense – Tribunal

Note: Any student guilty of bullying on the third offense, shall be assigned to alternative school for one grading period.

A student shall not make statements or physically behave in such a manner as to threaten the safety of another student.

7.1 on the school grounds at any time

7.2 off the school grounds at a school activity, function, or event

7.3 en route to and from school on county provided transportation

Note: Discipline for any bullying shall be within the discretion of the principal, which may range from a reprimand to out-of-school suspension. Upon the first offense, students guilty of bullying will be referred for counseling and a required parent conference held. Upon a finding that a student has committed the offense of bullying for the third time in a school year, at a minimum, the student shall be referred to the disciplinary tribunal for an alternative placement.

Rule 8.0 Assault on a School Employee

(Level 4 consequence)

1st Offense – Tribunal

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee.

8.1 on the school grounds at any time

8.2 off the school grounds at a school activity, function, or event

8.3 en route to and from school on county provided transportation

Rule 9.0 Assault on Another Student and/or Fighting

(Level 2 – 4 consequence)

A student shall not cause or attempt to cause physical injury to another student.

1st Offense – 3 days suspension (OSS) and parent conference

2nd Offense – 5 days suspension (OSS) and parent conference

3rd Offense – Tribunal

Note: After suspension is over, students must return to school with a parent or guardian. Students assigned to the alternative school cannot return to the main school setting until the end of a grading period.

Fighting is defined as intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in self-defense.

Note: Students must demonstrate a genuine effort to avoid physical confrontations.

9.1 on the school grounds at any time

9.2 off the school grounds at a school activity, function, or event

9.3 en route to and from school on county provided transportation

Rule 10.0 Use of Profane, Vulgar, or Obscene Words or Gestures Towards Another Student

(Level 1 – 4 consequence)

- 1st Offense – administrative conference and/or detention and referral for counseling
- 2nd Offense – 2 days suspension and parent conference
- 3rd Offense – 3 days suspension and parent conference

Rule 11.0 Use of Profane, Vulgar, or Obscene Words or Gestures Towards a Staff Member

(Level 2 – 4 consequence)

- 1st Offense – 3 days suspension and parent conference
- 2nd Offense – 3 days suspension and parent conference
- 3rd Offense – Tribunal

Rule 12.0 Weapons and Dangerous Instruments

(Level 4 consequence)

- 1st Offense – Tribunal and law enforcement and parent conference

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, or on school property, or on a bus or other transportation furnished by the school. The term “weapon” is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dart, bowie knife, switchblade, knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such way to allow them to swing freely, which may be known as nun chucks, or fighting chain, throwing star or oriental dart, water gun, paint gun or any weapon of like kind. (Referenced to JCDAE)

Punishment: A fine of not more than \$5,000; imprisonment for not more than five years.

A student shall not possess, handle, or transmit a razor, ice pick, explosive, loaded can, sword can, machete, pistol, rifle, shotgun, pellet gun, knife, or another object that reasonably can be considered a weapon:

- 12.1** on the school grounds at any time
- 12.2** off the school grounds at school activity, function, or event
- 12.3** en route to and from school county provided transportation

Bus Conduct

(Level 1 -4 consequence)

Self-control on the part of the student is necessary for the safe operation of any school bus. Students are expected to conform to the same standards of behavior as required during regular school activities. Students who fail to conform to reasonable behavior

expectations may expect to receive disciplinary measures. Repeated serious violations will result in short or long-term loss of bus privileges. When necessary, the principal or other responsible school system administrators. May suspend or revoke riding privileges. Students are required to sit in the seat assigned by the bus driver and/or administrator. Students are not to engage in behaviors and possess devices, which promote safety hazards to personal occupying the bus or the operation of the bus. These include but are not limited to excessive loud noises, radios, CD players, throwing of paper, pencils, books, batteries, food, drinks, and any and all electronic devices.

1st Offense – Conference and suspension possible

2nd Offense – 5 days suspension of riding privileges

3rd Offense – Suspension of riding privileges for the remainder of the grading period and not to exceed one full semester.

Transportation Rules and Pupil Responsibilities

1. The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and cheerfully.
2. Be on time. The driver cannot wait beyond his/her regular schedule for those who are tardy.
3. Wait in an orderly line off the street or road.
4. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus to be seen by the driver. (Minimum: 10 feet)
5. Do not run toward a school bus while it is in motion.
6. Ride only the bus assigned by school officials.
7. Do not try to get on or off the bus or move about within the bus while it is in motion.
8. Pupils must remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the white marker line when the bus is in motion.
9. Behave on the bus like you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
10. Students are prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the bus driver or other persons on the school bus, and other unruly behavior.
11. Students are prohibited from using any electronic devices during the operation of a school bus, including, but not limited to cell phones, pagers, audible radios, tape or compact discs without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

12. Students are prohibited from using mirrors, lasers, flash cameras or any other reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
13. Do not engage in any activity which might divert the driver's attention and cause an accident such as:
 - a. Loud talking or laughing or unnecessary confusion
 - b. Unnecessary conversation with the driver
 - c. Extending any part of the body out of the bus windows or doors.
14. Pupils are not to open or close bus doors at any time nor shall they regulate or operate any part of the bus.
15. Do not engage in any activity which might damage or cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
 - a. Smoking, eating, possession or use of alcoholic beverages on the bus.
 - b. Spitting or throwing anything in or from the bus.
 - c. Bringing animals on the bus.
16. Pupils will not leave the bus on the way to school or home without permission of the driver. The driver will not give permission except in case of personal emergency, or upon request of the principal or a pupil's parent. A written request is required.
17. Pupils must be courteous to drivers, to fellow students, and to passersby at all times.
18. Report promptly to the driver any damage done to the bus. The person causing the damage shall be expected to defray its full cost.
19. All School Board policies governing student discipline and conduct will be observed.

Zero Tolerance

In compliance with federal law, the General Assembly passes Senate Bill 281 that requires the establishment of a zero-tolerance policy for guns. The policy requires the "expulsion from school for a period of not less than one calendar year of any student who is determined to have brought a weapon to school." Weapon for purposes of this policy means a firearm as defined under federal law, in other words, a gun. Under state law, the local board is granted the discretion to modify the one-year expulsion requirement "on a case-by-case basis."

Rule 13.0 Drugs and Alcohol (Level 4 consequence)

A student known to be in possession, under the influence or distributing such substances shall be immediately suspended from school for up to ten school days. A tribunal will convene as soon as practical within ten school days to make

recommendations and/or assign disciplinary action up to and including expulsion. The student will be referred to the appropriate law enforcement agency.

1st Offense – Tribunal and Law Enforcement (Recommended for Alternative School)

2nd Offense – Tribunal and Law Enforcement (Recommended for expulsion which includes one full year as well as the present semester.)

Constitutional and Statutory Provisions

It shall be the policy of the schools to take positive action through education counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include, but not be limited to, cocaine, marijuana, LSD, glue, alcohol, barbiturates, and anabolic steroids. The use of the illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

It shall further be the policy of the board to provide age appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and to provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol, for all students in the system. These programs shall also provide information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, cocaine marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind.

1. On the school grounds at any time.
2. On the school grounds at any other time when the school is being used by any school group.
3. Off the school grounds at a school activity, function, or event.
4. En route to and from school on county provided transportation.

Compliance with these requirements is mandatory. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this regulation. All prescription drugs shall be kept in the original container and administered by the school nurse.

Rule 14.0 Use of Tobacco/Smoking/Vapes

(Level 2 – 4 consequence)

Students may not possess or use any tobacco products or tobacco-substitutes or non-tobacco smoking products, including electronic cigarettes or non-tobacco nicotine-delivery products or accessories on school property, on a bus or at any school sponsored event. Possession or use of ANY DEVICES containing THC results in 10 days OSS and student referral to tribunal. Tribunal decision will determine the punishment.

1st offense – 5 days OSS/Parent Notification/Disciplinary Contract

2nd offense – 10 days OSS pending tribunal or immediate Alternative School Enrollment with Waiver

Terrell County Board of Education policy will not permit the possession or use of tobacco in any form on school campus and/or school buses. This includes all school related activities that meet inside school facilities or sponsored by an organization of the school meeting elsewhere. In addition, cigarettes, vapes, lighters, or matches should not be brought to school.

Rule 15.0 Sexual Harassment/Sexual Misconduct

(Level 1 – 4 consequence)

1st Offense – Administrative and parent conference and referral for counseling

2nd Offense – 3 days suspension and parent conference

3rd Offense – 3 days suspension and parent conference

4th Offense – Tribunal

Sexual harassment may include, but not be limited to:

Teasing, jokes, remarks, or questions; pressures for dates; leering, touching, pinching, commenting about a person; making obscene gestures; writing suggestive notes; drawing offensive pictures; possession of offensive literature on school property during school functions or under school supervision.

Sexual misconduct may include, but not be limited to:

Molesting another student; indecent exposure; rape; or any other overt heterosexual or homosexual act on school property during school functions or under school supervision.

Rule 16.0 Harassment

(Level 1 – 3 consequence)

No student shall harass another student(s) or employee through disparaging conduct or communications. Harassment may include:

1. Oral or written statements having demeaning implications made or sent to an individual.
2. Gestures or conduct that signals contempt toward others.

1st Offense – Administrative conference and referral to counseling

2nd Offense – Administrative and parent conference and referral to counseling

3rd Offense – 3 days suspension and parent conference

Rule 17.0 Truancy

(Level 1 – 4 consequence)

In accordance with state law, all children between the ages of 6 and 16 are expected to be in regular attendance in some bona fide school unless their mental and physical

condition justifies their being excused. The School Social Worker shall verify the enrollment of students attending private schools and be informed by principals, using methods designated by the superintendent, of those enrolled in the system's schools. The School Social Worker shall also investigate all cases of failure to enroll or habitual absences by children of school age who are residents of Terrell County and shall recommend appropriate action in governing attendance.

Rule 18.0 Skipping Class/Chronic Tardiness

(Level 1 – 4 consequence)

1st Offense – Administrative, parent, and counselor conference

2nd Offense – Administrative, parent, counselor, and social worker conference

3rd Offense – Administrative detention

No student shall:

- a. Skip all day/ truancy (School Social Worker will be called)
- b. Skip class or required in-school activities
- c. Be tardy (Students who are late for class are tardy)
- d. Be tardy repeatedly

Note: Teachers will handle tardies for their class. If a student is tardy to class at least 3 times, the teacher will refer the student to the office.

Rule 19.0 Display of Affection

(Level 1 – 2 consequence)

Excessive public display of affection between same sex or opposite sex is in poor taste at school and school functions. Students who continuously display this behavior will render themselves liable for disciplinary action. Display of affection is not permitted at school or any school function.

Rule 20.0 Gambling

(Level 1 – 3 consequence)

1st Offense – The parent must pick up the item(s) from the principal or designee; 3 days suspension

2nd Offense – The parent must pick up the item(s) from the principal or designee; 3 days suspension

3rd Offense – Tribunal

Terrell Middle students are not permitted to gamble on campus. Gambling on campus is considered a serious offense and is punishable. Devices which lend themselves to gambling are prohibited. Example: cards, dice, electronic games, etc.

Rule 21.0 Electronic Devices/Games

(Level 2 – 4 consequence)

No radios, cell phones, CD's, games, or any electronic device is allowed at school. If a student brings any of the above items to school, the following will occur:

1st Offense – Parent contact and student conference

2nd Offense – 3 days ISS; parent and student conference

3rd Offense – 5 days ISS, 3days OSS, or 5 days OSS; parent and student conference

4th Offense – 10 days OSS pending a tribunal hearing

Note: The school will not be liable for student’s items left in storage. The school will not assume liability for the return of item(s) taken from students due to violation of school rules.

Rule 22.0 School Sponsored Activities

(Level 1 – 4 consequence)

Note: **Students who engage in physical violence at any school sponsored activity will be banned from attendance of all school sponsored activities.**

Students while on school property or while engaged in school sponsored activities at other sites, shall be under the supervision of professionals. Violation of the student code of conduct while attending such events may result in loss of privileges or more punitive consequences.

Rule 23.0 Dress Code

(Level 1 – 4 consequence)

After notice is set forth herein, a student while on school grounds during any school activity or in attendance off school grounds at any school activity, shall not dress, groom, or wear or use emblems, insignia, badges, or other symbols that materially disrupts class work or creates substantial disorder. The principal or other duly authorized school officials shall determine whether any mode of dress, apparel, grooming, or use of emblems, insignia, badges or other symbols results in such disruption or disorder shall give notice of this fact by appropriate means. Students are encouraged to observe a standard of grooming and tasteful dress consistent with the level of formality of the school situation. **If you have any doubt about an outfit, DO NOT WEAR IT. ASK FIRST.**

1. **All clothing shall be worn with appropriate undergarments and buttons so as to not expose the chest, bust, stomach, or other body areas. See-through blouses are not permitted.** Shirts, blouses, dresses without sleeves are not permitted, and crop tops must be worn with a undergarment. Clothing must not show the skin of the mid-section during normal activities of the school day. Only coats, sweaters, and sweatshirts with a knit band on the bottom shall be worn outside of skirts and pants.
2. Leggings must be worn with a shirt that measures two (2) inches above the knee or with a dress that measures two (2) inches above the knee. You will be measured for accuracy. **DO NOT WEAR LEGGINGS WITH JUST A SHIRT OR A BLOUSE.**

3. Excessively tight clothing is not permitted. Skirts and dresses shall be worn no more than two (2) inches from the top of the knee. Splits in clothing shall be no more than two (2) inches from the top of the knee. Shorts shall be worn no more than two (2) inches from the top of the knee. All pants and shorts shall have holes patched; **NO SHOWING OF ANY FLESH.**
4. Shoes must be worn. No flip-flops or bedroom slippers. Shoes must be worn as designed. Shoes must be appropriately laced if required. Sandals/crocs (any other shoe with a strap) must have a strap on the back as to keep the shoes on the feet. Slides or slip on sandals/shoes are NOT allowed.
5. Clothing or ornamentation displaying or advertising devices or substance illegal for minors is prohibited. (Example: alcohol, drugs, guns, knives, etc.)
6. Students (boys and girls) are not to wear hats or hoods (on hoodies) inside the school buildings.
*****The wearing of bandannas, dew rags, skull caps, or stocking caps are prohibited while on school grounds or school provided transportation. Wind suits and other approved athletic sports team wear are exempt from this rule.**
7. Clothing should not be made of see through or mesh material if undergarments, stomach, or back areas are visible. The following types of clothing are prohibited: **bicycle pants, stretch pants, jeggings without pockets, tank tops, mid-riff tops, and see-through warm-ups.**
8. Waist bands and belt loops will be worn at waist level for boys and girls.
9. Clothing bearing obscenities, profanity, implied/explicit meaning, or double meaning or off-color slogans (or pictures with these items on it) are not allowed.
10. Students are not to wear physical education attire in any part of the building or on school buses with the possible exception of the gym area.
11. Any student violating the dress code will have the option of calling parents to bring suitable clothing. **Students who blatantly and flagrantly violate the dress code will be suspended.**
12. The principal and/or designee will have the authority to determine whether the clothing, shoes, etc. are appropriate for the school setting. If it is not appropriate, the student must change into the appropriate attire. Examples: Sagging pants worn below the waist in such a way that a portion of the buttock and/or under garments are exposed. Shirts worn outside the pants at such a length that it clearly covers the pockets, tank top, halter-tops, flip-flops, basketball shorts, jogging pants, bedroom slippers, pajamas, excessively loose-fitting pants which create sags.

1st Offense – Administrative and parent conference

2nd Offense – Administrative detention and parent conference

3rd Offense – 3 days suspension and parent conference

13. Students are expected to groom their hair daily. The parent of a student with consistently inappropriate grooming habits will be required to conference with the principal or the principal's designee.
- 14. Belts are required for clothing designed to be worn with a belt.**
- 15. Cell phone accessories are not permissible at school during school.**
16. Students are not permitted to dress in a manner which causes distractions and/or disrupts the school day.
17. Students are permitted to wear dress sandals. Dress sandals are defined as shoes with hard bottoms and/or straps around the ankle. The administration reserves the right to deny shoes that do not meet this expectation.

** A parent who successfully presents documentation that his or her child is a member of a religious denomination may petition for a waiver where the dress code conflicts with the customs of the group and does not materially disrupt class work or create substantial disorder.

Rule 24.0 Disruptive Behavior on the Bus

(Level 1 – 4 consequence)

Students are expected to ride the bus in an orderly and respectful manner. If any problems occur, the bus driver and/or transportation director will submit proper documentation to the child and parent.

Rule 25.0 Misuse of School Equipment

(Level 2 – 4 consequence)

- 1st Offense – Administrative conference and detention
- 2nd Offense – Parent conference and 2 days suspension
- 3rd Offense – Parent conference and 2 days suspension

Rule 26.0 Theft

(Level 1 – 4 consequence)

Rule 27.0 Forgery

(Level 1 – 2 consequence)

Rule 28.0 Pulling Fire Alarm

(Level 4 consequence)

- 1st Offense – Tribunal and law enforcement

Rule 29.0 Miscellaneous Devices

(Level 2 -4 consequence)

No student shall interrupt the order of the school through devices such as water balloons and water guns.

Rule 30.0 Other

(Level 2 – 4 consequence)

Any infraction which threatens the health, safety, and welfare of others as well as interferes with the operation of the school or educational program.

Description of Level Consequences

Level 1 consequence(s) implemented by the professional staff

After school detention

Classroom detention during lunch

Classroom Isolation

Student participation in conference with parent/guardian and teacher

Isolation in lunchroom

Break detention

Refer to social worker

Refer to counselor

Student participation in conference with teacher, grade chair and/or coach

Student participation in conference with teacher, parent/guardian, and coach

Level 1 consequence(s) implement by the administration

Any of the above discipline management techniques and/or:

After school detention

Classroom detention during lunch

Classroom isolation

Student participation in conference with parent/guardian, teacher and/or principal

Isolation in lunchroom

Refer to counseling

Break detention

Restriction from school programs and assemblies

Student participation in conference with principal, assistant principal and/or designee

Refer to social worker

Up to **three** days suspension

Participation in the cleaning/repair of any damage caused

Any other disciplinary technique that positively promotes the student code of conduct, the school-related environment, and the desired character trait(s)

Level 2 consequence(s) implemented by the administration

- After school detention
- Isolation in lunchroom
- Required student participation in conference with parent/guardian, teacher, and/or principal or designee
- Refer to counseling

- Restriction from school programs and assemblies
- Up to **five** days in-school suspension
- Refer to social worker
- Financial restitution for repair of any damage caused by the student anytime during the school related environment.
- Participation in the cleaning/ repair of any damage caused. Any other disciplinary technique that positively promotes the student code of conduct, the school-related environment, and the desired character trait(s).

Level 3 consequence(s) implemented by the administration

- Restriction from school programs. (i.e. special assemblies with parent/guardian, teacher, and/or principal, offenses that threaten the health, safety, or well-being of others).
- Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from school and/or school sponsored activities for up to three days pending disciplinary investigation of the allegations.
- Up to **seven** days in-school suspension, suspension which shall include any time during which the student was subject to suspension pending an investigation. Any other disciplinary technique that relates to the school related environment and the student code of conduct.
- Financial restitution for the repair of any damage caused to the school
- **Required** participation in the cleaning/repair of any damage caused to the school-related environment.
- Convene a disciplinary tribunal requires student participation in conference with parent/guardian, teacher, and/or principal, even in such a conference has previously occurred. Suspension from school up to **10** school days, which shall include any time during which the student was subject to suspension pending an investigation.

Level 4 consequence(s) implemented by the administration

- Convene a disciplinary tribunal requires student participation in conference with parent/guardian, teacher, and/or principal, even in such a conference has previously occurred. Suspension from school up to **10** school days, which shall include any time during which the student was subject to suspension pending an investigation.
- Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from school and/or school sponsored activities for up to **five or more** days pending disciplinary investigation of the allegations.
- Up to **10 or more** days in-school suspension

- Financial restitution for the repair of any damage caused to the school
- Any other disciplinary technique that positively promotes the student code of conduct, the school-related environment, and the desired character trait(s).
- **Required** participation in the cleaning/repair of any damage caused to the school-related environment.