

Student Handbook:

Student Code of Conduct



Clayborne County Schools

TABLE OF CONTENTS

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)

1.0 INTRODUCTION	1
BEHAVIOR MANAGEMENT PHILOSOPHY	1
2.0 EXPECTATIONS FOR STUDENT BEHAVIOR	1
SCHOOL SYSTEM LEVEL	1
BUILDING LEVEL	2
SETTING LEVEL	2
3.0 BEHAVIOR MANAGEMENT OVERVIEW	2
CHILD CUSTODY/PARENTAL ACCESS	2
PARENT RESPONSIBILITIES	3
NON-DISCRIMINATION STATEMENT	3
SPECIAL EDUCATION AND CHILD FIND STATEMENT	4
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	4
PROTECTION OF PUPIL RIGHTS AMENDMENT	6
PARENT’S AND STUDENT’S RIGHTS SUMMARY	7
REFERRALS	8
SEARCHES ON CAMPUS	8
ELECTRONIC SURVEILLANCE	9
WITHDRAWAL REQUIREMENTS	9
4.0 STUDENT CODE OF CONDUCT VIOLATIONS	10
DEFINITIONS AND EXAMPLES	10
RELATED POLICY NOTICES	23
DRESS CODE VIOLATIONS	23
STUDENT USE OF CELLULAR PHONES	24
SELF-ADMINISTRATION OF MEDICATION	25
TOBACCO FREE SCHOOLS	26
BUS RIDER RULES	26
ATTENDANCE POLICY	26
DISCRIMINATION, HARASSMENT, BULLYING AND INTIMIDATION	27
THREATS AGAINST SCHOOL SYSTEM PERSONNEL	30
“ZERO TOLERANCE” OFFENSES	30
5.0 BEHAVIOR MANAGEMENT OPTIONS	31
DEFINITIONS AND EXAMPLES	31
RELATED POLICY NOTICES	33
ALTERNATIVE SCHOOL	33
BEHAVIOR MANAGEMENT CHARTS	34
6.0 BEHAVIOR MANAGEMENT PROCEDURES	45
DUE PROCESS	45
INFORMAL ACTIONS	45
FORMAL ACTIONS	45
7.0 GRIEVANCES AND APPEALS	47
STUDENT GRIEVANCES	47
STUDENT APPEALS	47

1.0 INTRODUCTION

BEHAVIOR MANAGEMENT PHILOSOPHY

All personnel with student supervisory responsibilities within the Claiborne County Department of Education will use a variety of behavior management strategies and options to help each child achieve his or her full potential. Strong behavioral supports (e.g., classroom management) must be maintained by staff to prevent student misconduct wherever possible, and in cases where these measures have been ineffective, early behavioral interventions or reasonable, fair and consistent disciplinary consequences must be used.

Together, these measures not only support high levels of individual student achievement, but also make schools, programs and activities safer and more positive places in which children can learn, explore and grow. Staff with student supervisory responsibilities are expected not only to discourage students from making inappropriate or unacceptable behavioral choices, but also to teach positive, productive and constructive behaviors using clearly defined and age appropriate expectations for conduct as a guide. As a result of their participation in this curriculum – and the guidance they receive at home about them parent(s)/guardian(s) – the school system anticipates that all students will assume greater responsibility for self-regulating their own behavior as they advance in age and maturity.”

The Student Handbook: Student Code of Conduct (or “the Code”) was established as a systematic guide to be referenced and applied when managing the Student behavior. It is not an all-encompassing document and occasionally may not address every conceivable issue in this area. In such cases, the prudent judgment and discretion of staff with student supervisory responsibilities shall prevail.

The Code applies to student behavior not only in school buildings and grounds or to times when students are en route to or from school, but also extends to any activity that is school related or school sponsored, either on or off the school campus. The Code also applies to behavior occurring off school grounds that threatens the safety and well-being of students or staff and directly affects the school’s ability to ensure a safe learning and working environment for all.

Nothing in this Code creates new rights or benefits for students or parents that do not already exist as a matter of school system policy or law. In the event of a conflict between the Code and adopted policies and procedures of the Board of Education, the latter shall govern.

2.0 EXPECTATIONS FOR STUDENT BEHAVIOR

SCHOOL SYSTEM LEVEL

The Claiborne County Department of Education maintains a consistent set of expectations for the behavior of all students. These expectations apply “on school grounds” (defined as the following):

1. While students are going to or from school or other school-sponsored activities;
2. While students are at school; and
3. While students are attending school-sponsored events (e.g., field trips or extracurricular activities).

These expectations also apply “off school grounds” (defined as the following):

1. While students are in any other off-campus environment in which their actions or behaviors may have an impact upon the safety of the Student, other students, school system personnel or otherwise disrupt the operation of the school system.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Each student has the responsibility to [CCS 6.301]:

1. Know and adhere to reasonable rules and regulations established by the Board of Education;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

BUILDING LEVEL

Additional behavioral expectations apply for students at each school, on the bus and in other settings within the school. These will either be provided to students and parents by school personnel at the beginning of the school year (or when a student is enrolled) or will be posted where required by school system policy.

SETTING LEVEL

Additional behavioral expectations apply for students in each classroom. These will either be provided to students and parents by school personnel at the beginning of the school year (or when a student is enrolled) or will be posted where required by school system policy.

3.0 BEHAVIOR MANAGEMENT OVERVIEW

CHILD CUSTODY/PARENTAL ACCESS

In accordance with CCS 6.209, the Board of Education presumes that the person who enrolls a Student in school is the Student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor children. The Board of Education, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the Student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the Student's educational records including but not limited to the Student's cumulative file and the Student's special education file, if applicable.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

PARENT RESPONSIBILITIES

As a parent, you have the responsibility to:

1. Stress to your child the importance of education and learning.
2. Make sure your child attends school on time every day.
3. Verify your child's absence from school by sending a signed written excuse to school on the day of return from absence.
4. Provide home resources to help your child complete class work and homework.
5. Be involved with school activities when possible.
6. Keep in touch with teachers and other school system personnel (where applicable) about your child's progress.
7. Participate in parent/teacher conferences and other school-requested meetings regarding your child's academic performance.
8. Provide information to the school about where to find you during school hours and keep this information updated during the year if changes occur.
9. Communicate with school system personnel in a civil manner.
10. Cooperate with school system personnel if disciplinary action becomes necessary.
11. Notify the principal's office at your child's school when he or she has any medical condition that threatens the safety of your child or other children in the school. You must notify the school: 1). Upon your child's enrollment; 2). When the medical condition(s) become known; or 3). When your child has other problems that may affect his or her performance in school.
12. Remain familiar with: 1). The Student Code of Conduct of the Claiborne County Department of Education; 2). School rules; and 3). Classroom rules.

NON-DISCRIMINATION STATEMENT

It is the policy of the Claiborne County Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its education programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act of 1997 and 2004, the McKinney-Vento Homeless Assistance Act and the Impact Aid Act. Inquiries regarding compliance with any of the above Acts should be directed to:

Dorothy Shuford, 504 Coordinator
Claiborne County Board of Education
1403 Tazewell Road
Tazewell, TN 37879
(423) 626-7979

Inquiries may also be directed to:

Office of Civil Rights
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

SPECIAL EDUCATION AND CHILD FIND STATEMENT

In compliance with federal and state law, a Free and Appropriate Education (FAPE) in the Least Restrictive Environment (LRE) is provided by the Claiborne County Department of Education to all pre-school aged children and school-aged children with certified disabilities in the school system's jurisdiction. Also in compliance with federal and state law, the school system maintains a comprehensive Child Find program to identify, locate and evaluate all children with disabilities residing within the attendance boundaries of the school system, including children with disabilities who are homeless children, wards of the state or children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services.

Referrals for special education services may be made by parents, school system personnel or members of the community. For further information, contact the classroom teacher, special education teacher, school counselor, building principal or the Special Education Supervisor.

Other helpful resources for parents are:

Denise Howard, Ed.S., Special Education Supervisor
Claiborne County Board of Education
1403 Tazewell Road
Tazewell, TN 37879
(423) 626-7979

State of Tennessee
Department of Education
Division of Special Education
<http://tennessee.gov/education/speced>

East CORE Office
2763 Island Home Blvd.
Knoxville, TN 37920
Phone (865) 594-5691

Support and Training for Exceptional Parents (STEP)
712 Professional Plaza
Greeneville, TN 37745
Phone 423-639-2464
<http://www.tnstep.org>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

As governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), each student over 18 (eighteen) years of age (an "eligible student") or his/her Parent, if the Student is under 18 (eighteen) or is the Parent's dependent, has a right:

1. To inspect and review the Student's education records;
2. To challenge or seek correction/removal of items in the record believed to be inaccurate, misleading or in violation of the Student's rights (including the right to a hearing on request);
3. To file a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. To obtain a copy of this policy and a copy of such educational records; and
5. To exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information" (that which is contained in an education record of a Student which would not generally be considered harmful or an invasion of privacy if disclosed).

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



For purposes of CCS 6.601 "Parent" is defined as the Student's natural parent, guardian, lawful custodian or other individual lawfully acting as a parent of a Student in the absence of a parent or guardian. Either natural parent has the authority to exercise the rights inherent in CCS 6.601 unless the school system has been provided with a valid court order to the contrary.

EDUCATIONAL RECORDS

A student's "educational record" is defined as: Documents and other materials directly related to a Student that are collected, maintained or used by the Claiborne County Department of Education. This includes records maintained by other agencies and individuals who have performed services for the Student on behalf of the school system. Educational records include, but are not limited to:

- Personal and family data;
- Evaluation and test data, including aptitude, achievement, intelligence, personality, behavior observation, and other diagnostic information;
- Medical, psychological, and anecdotal reports (if shared with others);
- All records of school achievement and progress reports, including student portfolios;
- All discipline records and records of conferences with students and/or parents;
- Copies of correspondence about the Student;
- Any photographs or video recordings of a Student; and
- Other data used in working with the Student or required by federal and/or state regulations.

Other than school staff, authorized volunteers, contractors and vendors, and certain other agencies approved by federal law, no person may inspect or review a Student's educational records without the consent of: 1). The qualifying individual(s) listed above; or 2). Without a properly issued court order. Upon request, the school system will disclose records without consent to officials of another school system in which the Student seeks or intends to enroll.

RECORDS INSPECTION

Parent(s) of students and eligible students may inspect and review the Student's education records upon written request. Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) that he/she wishes to inspect, and the records custodian will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within [45 (forty-five) calendar days] from the receipt of the request. The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School system officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce. When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.

CHALLENGES TO CONTENT OR ACCURACY OF RECORDS

1. A parent or eligible student who believes that information in the Student's education records is inaccurate or misleading or violates the privacy or other rights of the child may request that the school system amend the information. This request must be filed in writing on the form provided.
2. The school system must decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request. If the school system decides to refuse to amend the information in accordance with the request, it must inform the Parent or eligible student of the refusal and advise the Parent or eligible student of the right to a hearing.
3. The school system must, on request, provide an opportunity for a hearing in accordance with 34 CFR §99.22 to challenge information in education records to ensure that it is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the Student.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



4. If, as a result of the hearing, the school system decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the Student, it must amend the information accordingly and so inform the Parent or eligible student in writing. If, as a result of the hearing, the agency decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the Student, it must inform the Parent or eligible student of his/her right to place in the records the school system maintains on the Student a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the school system. Any explanation placed in the records of the Student must be maintained by the school system as part of the records of the Student as long as the record or contested portion is maintained by the school system. If the record of the Student or the contested portion is disclosed by the agency to any party, the explanation must also be disclosed to the party."

DIRECTORY INFORMATION

In accordance with CCS 6.601, "Directory information" means information contained in an education record of a Student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Directory information does not include educational records.

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the United States and/or the State of Tennessee. Parent(s) of students or eligible students have 2 (two) weeks after notification to advise the school system in writing of item(s) they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the Student's parent(s) or the eligible student. Any such restrictions will remain in effect unless later revoked by the Parent or eligible student in writing.

PROTECTION OF PUPIL RIGHTS AMENDMENT

Parents and eligible students (those who are 18 or older or who are emancipated minors) shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that may disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

The Protection of Pupil Rights Amendment of 1998 (PPRA) affords parents and eligible students certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- Consent before students are required to submit to a survey that concerns 1 (one) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the Student or student's parent;
 2. Mental or psychological problems of the Student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 7. Religious practices, affiliations, or beliefs of the Student or the Student's parents; or

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Receive notice and an opportunity to opt a Student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a Student (except for hearing, vision, or scoliosis screenings,
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

In accordance with CCS 6.4001, the Claiborne County Department of Education shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of any of the activities listed above. Notification will provide an opportunity to opt a Student out of participating in those activities.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

PARENT'S AND STUDENT'S RIGHTS SUMMARY

As a parent or guardian, you can expect the following as the Student Code of Conduct is implemented by the Claiborne County Department of Education:

PARENTS

1. To be respected as an individual regardless of race, color, national origin, age, religion, sex, gender identity, sexual orientation disability or economic status.
2. To be treated with courtesy by all members of the school staff.
3. To be informed about academic requirements, school programs, grading, and promotion policies, and to have access to Board and school-based decision making council policies and administrative procedures.
4. To be invited to fully participate in parent/teacher conferences.
5. To have access to my child's cumulative records, written work and student portfolios, request the removal or correction of any false or misleading information, or request the names and addresses of outside recipients of information about my child.
6. To have information about programs for exceptional students and to participate in my child's placement in a special education class.
7. To receive any available help to further the educational progress and improvement of my child.
8. To expect classroom discipline to be maintained and to be informed of any formal disciplinary actions taken with my child.
9. To receive prompt and appropriate communications about my child.
10. The privilege to participate in groups at the school level that deal with school policy, program development and evaluation and the dissemination of information.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



STUDENTS

As a Student, you can expect the following as the Student Code of Conduct is implemented by the Claiborne County Department of Education in accordance with CCS 6.301:

1. To have the opportunity for a free education in the most appropriate learning environment.
2. To be secure in your person, papers and effects against unreasonable searches and seizure.
3. To expect that the school will be a safe place.
4. To have an appropriate environment conducive to learning.
5. To remain free from discrimination on the basis of race, color, national origin, age, religion, sex, gender identity, sexual orientation disability or marital/parental status.
6. To be fully informed of school rules and regulations.

REFERRALS

Only teachers, paraprofessionals, lunchroom monitors, bus drivers, bus monitors and other school employees who supervise students may make referrals to the Principal or his/her designee. When school system personnel have tried to assist the Student in correcting his or her behavior without success, or when the incident requires immediate attention at the school level, the Student shall be referred to the Principal or his/her designee.

When a Student is referred, these steps shall be followed:

1. The referring person shall complete a referral form, keep one copy and send the remaining copies to the principal or his/her designee.*
2. Upon receipt of the written referral, the Student referred will be called to the school office to talk with the principal or his/her designee.
3. The principal or his/her designee and the Student shall discuss the charges in the referral and the Student shall be given a chance to respond.
4. The principal or his/her designee shall decide the action to be taken and write it on the form and attach any documentation supporting the referral.
5. The principal or his/her designee shall tell the Student, the referring staff member and the parent about the action taken.
6. The parent shall be told about a referral the same day any serious incident occurs, unless telling the parent would not be in the child's best interest.
7. Student discipline records shall be kept by the principal or his/her designee and shall be available upon request to appropriate teachers, administrators, counselors, the Student or the parent as allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA).

*In cases involving serious (reportable) incidents, school personnel may take students to the office or report the incident immediately to an appropriate administrator. The referring person shall complete the Referral Form as quickly as possible.

SEARCHES ON CAMPUS

Searches of property, lockers and of students may be conducted by authorized school system personnel in accordance with CCS 6.303.

SEARCHES OF PROPERTY

Any principal, or his/her designee, having reasonable suspicion, may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons.

LOCKERS

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

SEARCHES OF PERSON

A student may be subject to physical search or a Student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following "standards of reasonableness" shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the Student, as well as the nature of the infraction alleged to have been committed.

ELECTRONIC SURVEILLANCE

In accordance with CCS 6.308, video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

The Director is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board of Education policies.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board of Education policy and regulations governing student conduct and discipline [CSS 6.308]. The school system shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the Student's behavioral record as determined by the school system and in accordance with the law.

WITHDRAWAL REQUIREMENTS

In accordance with CCS 6.207, students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school. If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet and permanent record the grade attained as of the date of withdrawal. The principal will ensure that all information is completed on a student's records before a transcript is sent to another school.

4.0 STUDENT CODE OF CONDUCT VIOLATIONS

Violations of the Student Code of Conduct on the way to or from school, on campus or during a school-sponsored event or activity that may result in action by school system personnel are indicated below. Additionally, incidents occurring off school grounds, at a time or location not listed above, that threaten the safety and well-being of students or staff and directly affect the ability of the school or school system to ensure a safe learning environment for all students and staff may also represent a violation of the Code; school system staff will consult with the Director before taking action in such cases. Finally, some of these offenses may result in criminal charges against students by a law enforcement agency. School system personnel who know or have reason to believe that a Student is the victim of a criminal act are required to make an immediate report (oral or in writing) to the Principal or to the appropriate authorities.

DEFINITIONS AND EXAMPLES

CLASS I CODE VIOLATIONS
<p>Disruptive Behavior in Classroom: This Code violation means causing a disturbance in a classroom setting.</p> <p>Food or Drink in Unauthorized Area: This Code violation means causing a disturbance with these items outside of the cafeteria.</p> <p>Misbehavior in Cafeteria and/or Lunch Line: This Code violation means causing a disturbance in a cafeteria setting.</p> <p>Misbehavior During PE: This Code violation means causing a disturbance in a PE setting.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Neglecting to bring required supplies to class (e.g., notebooks or textbooks). • Talking at inappropriate times during a lesson or activity (e.g., while a Teacher is talking or engaging in a side conversation with another student or group). • Communicating in an inappropriate way (e.g., engaging in sustained loud talk, yelling or screaming; making inappropriate noises either verbally or with materials; or mimicking/repeating a Teacher's words). • "Fidgeting" with another student's belongings. • Failing to attend to an assigned lesson or activity (e.g., reading a newspaper during an assignment, doing homework from another class or distracting other students while they are working). • Engaging in other "off-task" disruptions (e.g., engaging in sustained out of seat behavior or calling out to others without permission).
<p>Dress Code Violation: This Code violation means wearing apparel in a manner that is not consistent with the dress code of the school system (see also CCS 6.310).</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Wearing items associated with illegal or prohibited organizations, including any type of attire that references, demonstrates support for, symbolizes or suggests involvement in gang activity affiliation with gangs or other similar organizations (e.g., "colors", bandanas, flags, hair nets, jewelry, or clothing worn in a manner with a particular meaning). • Wearing items that reference activity that is either illegal outright or prohibited for minors, including any type of dress that promotes the use of controlled substances, drugs, alcohol, or tobacco or other criminal activity. • Wearing items that display or promote messages considered offensive by community standards, including any type of dress that contains violent, sexual, or offensive language (e.g., language, phrases, slogans, pictures, diagrams, drawings, or symbols). • Wearing items that display messages of bias, including any type of dress that contains language which advocates or demonstrates approval of discrimination on the basis of ethnic background, color, race, national origin, religious belief, sexual orientation, or disability. • Wearing items that are overly revealing, suggestive, obscene or lewd, including any type of dress that is likely to expose parts of the body with movement (e.g., low-cut or "cut-out" blouses, halter tops, tank tops, "spaghetti strapped" tops, short skirts or those with high splits and shorts cut to the hip), those that accentuate or overtly expose body contours or regions of the body (e.g., tube tops and "bare midriff" tops), and those that are

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



<p>tailored from transparent materials (e.g., see through or netted garments) or improperly maintained.</p> <ul style="list-style-type: none"> Wearing items that may conceal the condition or identity of the Student, including the use of outerwear within a building or classroom (e.g., hats, coats or sunglasses without the prescription of a doctor on file at the school).
<p>Cellular Phone Policy Violation: This Code violation means using any device that puts out an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to its owner, including, but not limited to, a cellular telephone, either during a restricted time or in a way that has disrupted the class or activity (see also CCS 6.312).</p> <p>Contraband or Unpermitted Item: This Code violation means the possession of any non-dangerous personal item prohibited under building or setting level rules that has the potential to either disrupt the learning environment or to distract others.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Using a mobile phone or “smart” phone without permission (with or without cameras, web-enabled features such as instant messaging or text messaging capability). Using a wireless accessory for such device without permission (e.g., Bluetooth® and other headsets). Using a mobile consumer electronics device (e.g., laptops, iPads®, iPods®, MP3 players CD players, radios, pagers or “walkie-talkies”). Bringing a laser pointer to school. Bringing cameras (e.g., 35mm cameras, box cameras, or digital cameras), electronic gaming consoles or games (e.g., “Gameboys®” and PSPs) or other toys of any kind to school. Bringing personal items of considerable monetary or sentimental value to school. Using or possessing any item (e.g., pointer, pen or keychain) containing a laser.
<p>Public Display of Affection: This Code violation means kissing, hugging or touching in the view of others that is beyond casual contact and which creates, or has the potential to create, a disturbance of the setting or school.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Engaging in consensual non-verbal conduct of an intimate nature that disrupts the learning environment in view of one or more bystander(s) (e.g., sitting on the lap of another student, massaging another student or kissing another student). Touching another student in a suggestive manner (e.g., “grinding”, “freaking” or “twerking” while dancing).
<p>Tardy to School: This Code violation means not being in the first class or activity after the tardy bell rings or after the appointed time.</p> <p>Tardy to Class: This Code violation means not being in any other class or activity after the tardy bell rings or after the appointed time.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Arriving at school past the last bell before the first class of the day. Arriving late to a class or activity already in session. Arriving back to class late after an activity.
<p>Other Class I Misconduct: This Code violation means any other problem behavior not listed in the Code that is substantially similar to those referenced in this section.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Any action or behavior substantially similar to those in this class of which the student was made duly aware.
<p>CLASS II CODE VIOLATIONS</p>
<p>Cheating or Lying: This Code violation means failing to complete schoolwork using the guidelines provided by school system personnel, or failing to respond truthfully with all key details when questioned by school system personnel.</p> <p>False Reporting/Falsifying Note: This Code violation means providing false written information to school system personnel or tampering with, altering or destroying an unofficial document, note or signature.</p>

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Examples include, but are not limited to, the following:

- Engaging in any type of academic dishonesty (e.g., using a cell phone to transmit test items, answers, or other secured information; obtaining material or work from a Teacher or another student in a dishonest or unauthorized way; copying the written assignment or homework responses of another student; requesting, offering, giving, or receiving prohibited information during a quiz; or leaking answers from a test to others).
- Engaging in plagiarism (e.g., presenting the labor, language, structure or concepts of others as one's own original work; referencing source materials without proper citation; or obtaining unauthorized and undocumented material from the internet).
- Violating a copyright (e.g., disseminating, distributing, copying, printing or creating derivatives of the registered intellectual property of others works without prior authorization).
- Failing to make an unofficial report (e.g., neglecting to make staff aware of a non-criminal SCOC violation by another student).
- Making an unofficial false report (e.g., failing to be truthful when questioned by staff; making a false accusation of non-criminal activity; or giving another student's name when requested to identify oneself).
- Tampering with an unofficial document (e.g., signing a Parent's on a note or progress report; signing a Teacher's name on an eligibility report; or changing the expiration time of a hall pass).

Horseplay or Running in Hallway: This Code violation means any disruptive action or behavior that has the potential to injure another person.

Hazing: This Code violation means an intentional or reckless act by a Student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the Student(s) or that induces or coerces a Student to endanger his/her mental or physical health or safety [CCS 6.304] (see also [CCS 6.304 and 6.305](#)).

Examples include, but are not limited to, the following:

- Initiating a prank (e.g., pushing or tripping).
- Engaging in "horseplay" or "roughhousing" (e.g., wrestling or running in high traffic areas).
- Possessing potentially dangerous items (e.g., matches or lighters).
- Leaving an external door propped open during school hours.
- Organizing or conducting an initiation into a secret, society, organization or club.

Continued Unacceptable Behavior: This Code violation means any failure to self-remediate behavior despite the prior efforts of school system personnel.

Defiance or Non-Compliance: This Code violation means refusing to follow the reasonable directives of school system personnel.

Incomplete or Insufficient Classwork: This Code violation means any act of passive insubordination related to the completion of assigned activities.

Not Following School Rules: This Code violation means refusing to obey established rules.

Refusing After School Detention: This Code violation means refusing to accept the assigned disciplinary action at the time that the consequence is issued.

Skipped After School Tutoring or Detention: This Code violation means not reporting for the assigned after school remediation session or disciplinary action.

Examples include, but are not limited to, the following:

- Engaging in an act of disobedience (e.g., refusing to follow a classroom rule; ignoring instructions to remain quiet on a school bus; disregarding a warning to leave an area or refusing to stop a disruptive behavior; or challenging the authority of a school official).
- Engaging in an act of verbal, symbolic or physical defiance (e.g., verbally refusing to participate in an assigned lesson or activity).
- Engaging in any other act of insubordination (e.g., refusing to identify oneself or to display a school-issued ID when requested; questioning a Teacher's authority in front of a class; actively refusing to complete an assignment or to failing to participate in a state-mandated test; or disregarding a call slip from a school office).
- Missing a detention assigned at the setting level or building level after being made duly aware of it.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Non-Controlled Substance: This Code violation means the possession, use, distribution or sale of any over-the-counter (OTC) product or non-controlled prescription medication in a manner inconsistent with established school system procedure or without prior written authorization from the school system (see also [CCS 6.405](#) and [CCS 6.309](#)).

Examples include, but are not limited to, the following:

- Keeping any OTC remedy (e.g., aspirin, Tylenol®, antihistamines such as Benadryl® or laxatives) or non-controlled prescription (e.g., an antibiotic or decongestant) in a backpack or locker.
- Using such an item without prior notification of, and authorizing by, school officials.
- Providing any such item to a student.
- Obtaining any such item from another student.
- Selling or offering such an item for purchase.

Altercation with Angry Verbal Dispute: This Code violation means being involved in a verbal conflict with one or more students.

Inappropriate or Profane Language: This Code violation means using abusive verbal messages that include swearing, name calling or the use of words in an inappropriate way.

Disrespectful to Teacher or Staff: This Code violation means speaking to school system personnel in a disrespectful manner.

Obscene Gesture: This Code violation means using any type of symbolic gesture meant to relate disrespect to one or more other persons.

Examples include, but are not limited to, the following:

- Using disrespectful (but non-discriminatory/non-threatening) language (e.g., using language that is reasonably perceived by a receiving Student or a bystander as inappropriate, disrespectful or attacking; using words that insulting someone or cause him/her to believe an untrue statement; making deferential references; or teasing the Student in a cruel manner; speaking to staff in a combative yet non-abusive manner; participating in a socially rude interaction; communicating with a Teacher as if he or she was a peer; or “talking back” to a staff member).
- Making offensive (but non-discriminatory/non-threatening) written statements (e.g., hand-written notes or drawings; typewritten letters; newspaper editorials; drawings or graffiti; emails, text messages; web pages; or blog entries).
- Making personal (but non-discriminatory/non-threatening) attacks e.g., engaging in abusive or malicious criticism of another student or a staff member).
- Using offensive (but non-discriminatory/non-threatening) words (e.g., swearing at another student; or foul language with a bus monitor).
- Using a symbolic (non-discriminatory/non-threatening) gesture (e.g., a hand signs with a meaning; or a gang signal indicating affiliation with or advertisement of an organized gang, group or organization that advocates disruption or violence or has a history of such).

Technology Policy Violation: “This Code violation means any failure to use school system-owned hardware, software, electronic devices, web pages and networks for their intended educational uses as described in the school system’s Acceptable Use Policy (AUP).

Examples include, but are not limited to, the following:

- Failing to obtain proper permission for access (e.g., using the internet without permission).
- Taxing resources for non-educational purposes (e.g., spamming or visiting chat rooms, gaming sites, gambling sites, personal sites, instant messaging services or eCommerce sites).
- Accessing or transmitting offensive content (e.g., downloading, uploading, posting, publishing or distributing violent, sexually explicit, hate-oriented, harassing or discriminatory content).
- Creating a potential conflict of interest (e.g., running a commercial or politically-oriented website).
- Bypassing security measures (e.g., using an account of another person, spoofing a website).
- Engaging in computer trespass (e.g., trying to determine a login password of another person, accessing files or messages belonging to someone else without permission, releasing personal information of others without permission or acting in violation of a third party privacy policy).

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



- Using a computer to infringe upon the intellectual property (IP) rights of others (e.g., making copies of files without permission, downloading copyrighted material without permission, obtaining or sharing protected information or confidential information without permission).
- Conducting activities via the internet that constitute violations of criminal or civil law (e.g., using network resources to commit an act that would be prohibited by any other means).

Possession or Use of Tobacco Product: This Code violation means the use or possession by students of tobacco-containing products or their “look-alikes” in school buildings, school buses or buses, vans, or other vehicles that are owned by, leased by, or under the control of a school system; tobacco use or possession on school property owned by, leased by, or under the control of the school system (see also [CCS 1.803](#)).

Examples include, but are not limited to, the following:

- Using or possessing smoked forms of tobacco (e.g., cigarettes, cigars, and pipe tobacco).
- Using or possessing “smokeless” forms of tobacco (e.g., chewing tobacco or “snuff”).
- Using or possessing electronic “cigarettes” (i.e., eCigarettes).
- Possessing tobacco paraphernalia (e.g., rolling papers or tobacco pipes).

Bus Misbehavior or Bus Problem: This Code violation means causing a disruption or safety issue on a school bus (see also [CCS 6.308](#)).

Violation of Rule for Student Drivers: This Code violation means any act which violates one or more established rules for the use of a motor vehicle on or around campus.

Examples include, but are not limited to, the following:

- Engaging in any action or behavior that interferes with, or has the potential to interfere with, the safe operation of a school bus (e.g., engaging in sustained loud talk, yelling, screaming, making noise with materials or sustained out of seat behavior).
- Using a bicycle or moped on campus without prior Parent authorization and Principal permission.
- Operating a motor vehicle on or near school property or a school bus in an unsafe manner.
- Exceeding posted campus or school zone speed limits [TCA §49-6-4218].
- Blocking bus or car “drop off” lanes at a school.
- Using skateboards, roller blades, or “roller shoes” on campus.
- Crossing streets or high traffic areas on campus on foot in an unsafe manner or in non-designated locations.
- Parking a bicycle, moped or car in non-designated areas on campus.
- Parking a bicycle, moped or car without a valid operator’s license and/or permit where applicable.

Leaving Class Without Permission: This Code violation means leaving a class or activity during the while the class or activity is still in session without the permission of the teacher or supervisor.

Leaving Campus Without Permission: This Code violation means leaving the school campus during the regular lunch period except by special request [CCS 6.408].

Skipped Class: This Code violation means being absent from an assigned class or activity without permission 10 (ten) minutes after the tardy bell rings or after the appointed time.

Unexcused Absence: This Code violation means not attending school without a valid excuse. When 5 (five) or more unexcused absences are accumulated during a school year, truancy proceedings will result (see also [CCS 6.200](#)).

Examples include, but are not limited to, the following

- Moving from a classroom, playground, lunchroom to another area on campus at an inappropriate time or without the permission of the area supervisor.
- Failing to arrive at an assigned class, program, or activity after arriving on campus without the knowledge or permission of a Teacher (e.g., “cutting class”).
- Failing to arrive at the location designated on a pass (e.g., the main office or counseling).
- Failing to return to class after leaving the location on a pass (e.g., a counselor’s office).
- Leaving a class, school or activity before class dismissal time.
- Leaving campus without obtaining administrative authorization before the end of the school day (e.g., at lunch).
- Failing to arrive on campus without a valid excuse (e.g., “ditching school” or “sleeping late”).

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



- Leaving campus after arriving but before being reported as present.
- Leaving campus without following the proper Student checkout procedure.
- Being absent from or tardy to school for a period of 3 (three) or more days without a valid excuse.

Other Class II Misconduct: This Code violation means any other problem behavior not listed in the Code that is substantially similar to those referenced in this section.

Examples include, but are not limited to, the following:

- Any action or behavior substantially similar to those in this class of which the student was made duly aware.

CLASS III CODE VIOLATIONS

Alcohol or Intoxicant (Possession/Use/Under the Influence): This Code violation means consuming, possessing, using, selling, distributing or being under the influence of an alcoholic beverage or inhalant in school buildings or on school grounds at any time, in school vehicles or buses or at any school-sponsored activity, function or event whether on or off school grounds [CCS 6.307] (see also [CCS 6.309](#)).

Examples include, but are not limited to, the following:

- Using, possessing, transporting, receiving, exchanging, selling, transferring or distributing any of the following:
 - Naturally fermented beverages and their derivatives (e.g., beer, malt liquor, wine, and “fortified” wine) or distilled spirits of any kind.
 - Using an over-the-counter (OTC) product containing an alcohol (e.g., cough syrup).
 - Abusing product containing an inhaled solvent with intoxicating properties (e.g., glues, paint thinners, hair spray and other products containing volatile materials and/or propellants).
 - Using any other natural compound with potentially psychoactive properties (e.g., bath salts, salvia, K2 or “Spice”).

Harassment, Bullying or Intimidation: This Code violation means any act that substantially interferes with the Student’s educational benefits, opportunities or performance and the act has the effect of: 1). Harming the Student physically or damaging his or her property; 2). Placing the Student or students knowingly in reasonable fear of physical harm to the Student or damage to the Student’s property; 3). Causing emotional distress to the Student or students; or 4). Creating a hostile educational environment [TCA §49-6-1015(a)(3)(A)] (see also [CCS 6.304 and 6.305](#)).

Racial Remark: This Code violation means using abusive verbal messages that include discriminatory language.

Threatened Violence: This Code violation means any action or behavior that insults, scares or reasonably communicates an intention of force, physical aggression or violence against one or more other people.

Examples include, but are not limited to, the following:

- Abusing or harassing or intimidating another student based on a protected class (e.g., race, ethnicity, gender, religion or disability) in a manner that is severe, pervasive, or persistent and creates a hostile environment.
- Making a spoken threat (e.g., an ominous statement/comment, name calling; or cruel teasing).
- Making a symbolic threat (e.g., a picture, note or gesture conveying a meaning of harm known to the recipient; or an act of social isolation).
- Making a virtual threat (e.g., “cyber-bullying” a form of bullying undertaken through the use of electronic devices including, but not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging, web sites or fake profiles) [TCA §49-6-1015(a)(1); CCS 6.304].
- Making a physical threat (e.g., any act involving pushing, pulling, punching near or striking near a person that creates a climate of abuse that either causes psychological or physical injury or conveys an intention to use physical violence against another person or to damage his or her property).

Unruly Behavior: This Code violation means any action or behavior that creates, or is likely to create, a disruption of the educational process.

Inciting Other Students to Fight: This Code violation means encouraging or provoking one or more other students to start or continue a fight.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Examples include, but are not limited to, the following:

- Creating or contributing to a disruptive event (e.g., organized chants, walk-outs, organized “ditch days”, sit-downs, picketing or running the hallways and kicking doors).
- Advising, counseling, or inciting others to create or contribute to a disruptive event.
- Engaging in any other conduct that substantially interferes with school operations.

Reckless Endangerment: This Code violation means any conduct that places or may place another person in imminent danger of death or serious bodily injury [TCA §39-13-103].

Examples include, but are not limited to, the following:

- Creating a hazard situation with equipment (e.g., Bunsen burners, glassware or paint solvents).
- Driving a vehicle through a crowded parking lot at a high rate of speed.
- Releasing a dangerous animal in a hallway.
- Chasing another student with an object that could cause harm (e.g., scissors in a classroom or a portable drill in a shop class).

Altercation with Physical Contact: This Code violation means using aggressive physical action with another person that does not rise to the level of fighting or assault.

Fighting: This Code violation means engaging in the use of physical force with one or more other persons (unless done in self-defense as determined solely by the Principal).

Fighting on Bus: This Code violation means engaging in a fight, as defined above, on school system-owned transportation.

Examples include, but are not limited to, the following:

- Engaging in “pre-fighting” (e.g., mutual use of taunts, touching or slapping to attempt to get the other party to start a fight; hitting, punching, hitting with an object, kicking, hair pulling or scratching another person).
- Engaging in mutual combat (e.g., any physical contact between at least two male, two female, or a male and a female student involving scratching, kicking, pulling of hair, wrestling for leverage, or the use of fists; or participating in a “fight club”).
- Engaging in a brawl or melee (e.g., an altercation between multiple students or any other act involving imminent or actual physical violence in which two or more sides have contributed to the altercation either verbally or physically regardless of who initiated it).

Forgery: This Code violation means altering, making, completing, executing or authenticating any writing with intent to defraud or harm another [TCA §39-14-114].

Fraud: This Code violation means any act of deceit, trickery, misrepresentation or subterfuge to accomplish an unlawful purpose [TCA §39-11-106].

Obstruction: This Code violation means any act involving deception about or interfering with an investigation regarding an official matter.

Examples include, but are not limited to, the following:

- Making, completing or altering a written instrument (e.g., creating false identification; or signing a Parent’s signature on a check).
- Obtaining money or property by false pretenses (e.g., using a Teacher’s credit card; or using a “skimming” device to extract personal identification numbers from passersby).
- Failing to make an official report (e.g., neglecting to make staff aware of a criminal SCOC violation by another student).
- Interfering with official proceedings (e.g., concealing evidence; tampering with a witness; or attempting to bribe a school official).
- Making an official false report (e.g., failing to be truthful when questioned by a police officer; making a false accusation of criminal activity; or using a false ID).
- Tampering with an official document (e.g., changing an attendance sheet; altering/deleting a grade; or destroying an official document).

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Gambling: This Code violation means risking anything of value for a profit whose return is to any degree contingent on chance [TCA §39-17-501].

Examples include, but are not limited to, the following:

- Organizing or engaging in any game, activity, event or simulation based on skill or chance that traditionally requires participants to risk money or property for the possibility of gain regardless of whether or not a wager is formally placed.
- Engaging in any game of skill or chance (e.g., craps, poker, or blackjack).
- Accessing gaming sites (e.g., web-based poker tournaments).
- Placing a wager on a non-participatory event (e.g., professional or college level sports bets or scoring pools).
- Acting as a sports book (e.g., holding bets until the completion of an event for the payment of winners or keeping score for later settlement).
- Buying, selling, using, or distributing legal gambling items (e.g., lottery tickets).
- Possessing gambling paraphernalia (e.g., cards, dice, or electronic gaming devices).

Inappropriate Sexual Behavior: This Code violation means engaging in intimate, consensual physical contact in school or at any school system-sponsored activity.

Obscene or Pornographic Material: This Code violation means possessing or accessing any material, whether written, printed or electronic, which depicts nudity or depicts or describes sexual conduct and, when taken as a whole, lacks serious literary, artistic or other value.

Examples include, but are not limited to, the following:

- Exposing oneself to one or more other persons (e.g., revealing breasts, buttocks or genitals to an individual or group; or encouraging another to do the same).
- Possessing, exhibiting, transmitting, distributing or creating pornography (e.g., bringing literary works in any format containing erotic content to school; downloading content containing sexually explicit scenes; decorating a locker with images that portray unclothed individuals or depict sexual activity; or creating objects shaped to represent breasts, buttocks or genitals in art class).
- Engaging in consensual sexual acts (e.g., being involved in on-campus sexual activity with another “consenting” student; or soliciting/engaging in prostitution with or without compensation).

Sexual Harassment: This Code violation means any non-mutual, non-consensual, verbal or non-verbal conduct involving gender or sex that is perceived by the recipient, a third party or a reasonable disinterested person to be so severe and/or pervasive, unwelcome, unsolicited, undesirable, abusive, sexually discriminatory or offensive (see also [CCS 6.304 and 6.305](#)).

Examples include, but are not limited to, the following:

- Engaging in prohibited physical actions or behaviors (e.g., making unwelcome sexual advances or lingering touches).
- Engaging in prohibited verbal actions or behaviors (e.g., making unwelcome requests for sexual favors or propositions/pressure for sexual activity; continuing to request a date or social time after it has been made clear that such activity is unwelcome; making unwanted or offensive flirtations or jokes; making suggestive remarks; making sexual innuendos or double entendres; inquiring about someone’s sexual preferences; or pressuring someone for sexual activity as a condition of participation in an unrelated activity).
- Engaging in prohibited non-verbal actions or behaviors (e.g., displaying pornographic or sexually suggestive images, objects, materials, emails, text-messages or faxes; leering; whistling; or making sexually suggestive gestures or facial expressions).
- Engaging in prohibited gender-specific actions or behaviors (e.g., ridiculing, or another person based on gender; or making degrading remarks about a person’s body).

Theft or Possession of Stolen Property: This Code violation means taking, possessing, transporting, receiving, exchanging, selling or otherwise disposing of property belonging to the school system or another person.

Examples include, but are not limited to, the following:

- Taking personal property of others (e.g., stealing music, electronics, wallets, purses, backpacks, collectibles, electronic devices such as cell phones, iPods® or MP3 players). NOTE: The school system is not responsible for personal property brought onto school campuses.
- Removing property from the control, custody or care of the school or school system, a staff member, the

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



<p>Student or a third party victim under non-confrontational, covert, or deceptive circumstances.</p> <ul style="list-style-type: none"> • Taking school or school system property (e.g., leaving a computer lab with a hard drive in a backpack or removing sporting goods from an equipment room). • Taking personal property belonging to another student or staff member (e.g., driving off campus with a car owned by a Teacher or another student without advance permission, taking money from a Teacher's wallet left in a filing cabinet during recess, copying personal information to engage in identity theft; or the misrepresentation of an item sold, exchanged or bartered). • Assisting another student in such an activity (e.g., storing a stolen cell phone in a locker for a friend or taking a router carried out of a networking lab in a backpack to a car for removal from campus at lunchtime).
<p>Criminal Trespass: This Code violation means entering or remaining on school system property, or any portion thereof, without the consent of a school administrator before or after school hours.</p>
<p>Trespassing on Campus While Suspended/Expelled: This Code violation means entering a school bus, school grounds or a school system-sponsored event or activity without the permission of a school administrator while one of these disciplinary actions is in effect.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Remaining on property or in facilities after being directed to leave by designated personnel. • Entering a restricted school area or district facility. • Entering property or facilities outside of established hours of operation. • Possessing or installing an eavesdropping device.
<p>Vandalism: This Code violation means tampering with or defacing any real or personal property of a person or the school system [TCA §39-14-408].</p>
<p>Damaging or Destroying Property (Personal or Public): This Code violation means causing damage to or destroying any real or personal property of a person or the school system [TCA §39-14-408].</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Engaging in a non-accidental act that results in the partial or total loss of real or personal property belonging to the school or school system, staff, students or third parties, such as: 1). Damage to school grounds or facilities (e.g., "tagging" or other similar type of property defacement; demolition of signs; damaging foliage; breaking sprinklers; breaking windows or doors; or destroying an entire classroom in an act of <i>malicious vandalism</i>); 2). Damage to furnishings, fixtures, equipment or consumable materials (e.g., breaking bathroom fixtures; sabotaging plumbing; engraving desks; forcing a storage case open; smashing a hard drive; defacing a textbook; or destroying media materials); or 3). Damage to personal property in retaliation (e.g., slashing a Teacher's tires after a poor grade is received in an act of <i>vindictive vandalism</i>). • Performing an act of <i>technology-related vandalism</i> (e.g., causing or attempting to cause direct damage to hardware or software; disconnecting network components; loading unauthorized software; changing hardware or software configurations without authorization; conducting port scans; introducing a virus; changing a user profile without permission; or intentionally altering, damaging or deleting programs or data without permission).
<p>Other Class III Misconduct: This Code violation means any other problem behavior not listed in the Code that is substantially similar to those referenced in this section.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Any action or behavior substantially similar to those in this class of which the student was made duly aware.
<p>CLASS IV CODE VIOLATIONS</p>
<p>Arson: This Code violation means knowingly damaging, or attempting to damage, property owned by the school system or others by means of a fire or explosion [TCA §39-14-301].</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Setting or attempting to set fire to school or school system property (e.g., lighting books, papers, or trash on fire, tossing an incendiary device containing an accelerant into a room, or detonating an explosive device that produces a subsequent fire). • Setting or attempting to set fire to personal property (e.g., using a lighter to start a fire inside a parked car).

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Burglary: This Code violation means entering a school system-owned building or structure not open to the public, with intent to commit a felony, theft or assault [TCA §39-14-401].

Examples include, but are not limited to, the following:

- Engaging in burglary to take possession of school or school system or personal property (e.g., hiding on campus until late in the afternoon for the purpose of stealing money left in an unlocked file cabinet or forcing open the door of a car left in the parking lot to remove a purse left in the front seat).
- Engaging in burglary to conduct property damage (e.g., entering a utility room during the school day that is “off-limits” to tamper with phone lines or using bolt cutters on a gate over a winter holiday to create extensive graffiti in an outside locker bay).
- Engaging in burglary to commit another crime (e.g., entering a building before school hours to change a grade on a teacher’s computer or shattering a window at night to vandalize the inside of a school).
- Breaking into property belonging to third parties (e.g., disabling the lock on a vending machine and taking the change inside).

Dangerous Instrument: This Code violation means any instrument, including parts of the human body when a serious physical injury is a direct result of the use of that part of the human body, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury (see also [CCS 6.309](#)).

Dangerous Weapon: This Code violation means any dangerous instrument or substance that is capable of inflicting any injury on any person [TCA §49-6-4202(1)] (see also [CCS 6.309](#)).

Non-Lethal Firearm: This Code violation means any non-lethal weapon (see also [CCS 6.309](#)).

Examples include, but are not limited to, the following:

- Using, possessing, transporting, receiving, exchanging, selling, transferring, distributing or exhibiting any of the following:
 - Ammunition for a firearm (e.g., a bullet, shotgun shell or other round).
 - Sporting or recreational equipment without authorization (e.g., a BB gun, Air Soft gun, paintball gun, pellet gun, flare gun, starter gun, slingshot, bow or crossbow).
 - Fireworks or other flammable items (e.g., sparklers, “pop bottle” rockets or Black Cats®).
 - Combustibles (e.g., road flares or flammable liquids).
 - Objects which emit noxious gases (e.g., tear gas, a smoke bomb or stink bomb).
 - Bladed instruments (e.g., a hunting knife or pocket knife).
 - Stun devices (e.g., a Taser®).
 - Utility tools (e.g., a razor blade or box cutter).
 - “Look-alikes”, simulations or facsimiles of such weapons (e.g., a rubber knife).
 - Defensive repellants (e.g., mace, “pepper spray”, other a similar chemical spray).
 - Office implements (e.g., a letter opener or a pen).

Deadly Weapon: This Code violation means possessing or carrying: 1). A firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury; or 2). Anything that in the manner of its use or intended use is capable of causing death or serious bodily injury [TCA §39-11-106(5)] (see also [CCS 6.309](#)).

Deadly Weapon (Look-Alike): This Code violation means any object or device substantially similar in coloration and overall appearance to a deadly weapon, as defined in TCA §39-11-106(a), as to lead a reasonable person to perceive that the object or device is a deadly weapon [TCA §39-17-1362 (a)(1) and §39-17-1362].

Examples include, but are not limited to, the following:

- Possessing or carrying any weapon designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use [TCA §39-11-106(11)] not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by the Board of Education, whether openly or concealed, with or without the intent to go armed [TCA §39-17-1309(b) and TCA §39-17-1309(c)] and whether loaded or unloaded (i.e., without ammunition in the chamber, cylinder, clip or magazine, and no clip or magazine is in the immediate vicinity) [TCA §39-17-1301(18)], like:
 - A handgun (i.e., any firearm with a barrel length of less than twelve inches that is designed, made or

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



<p>adapted to be fired with one hand [TCA §39-11-106(16)].</p> <ul style="list-style-type: none">○ A rifle (i.e., any firearm designed, made or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger) [TCA §39-17-1301(14) and §39-17-1309(b)(1)]. A shotgun (i.e., any firearm designed, made or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed shotgun shell to fire through a smooth-bore barrel either a number of ball shot or a single projectile by a single function of the trigger) [TCA §39-17-1301(16) and §39-17-1309(b)(1)].○ A machine gun (i.e., any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger) [TCA §39-17-1301(11) and §39-17-1309(b)(1)].○ Components of these weapons (e.g., a stock, barrel, frame or receiver);○ Certain accessories for these weapons (e.g., a /silencer made or adapted to muffle the report of a firearm) [TCA §39-17-1301(5) and §39-17-1309(b)(1)].○ Items represented as such weapons (e.g. a concealed object shaped like a gun or referred to as a gun or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm).○ Simulations, imitations or facsimiles of such weapons (i.e., any object or device substantially similar in coloration and overall appearance to a firearm, as defined in TCA §39-11-106(a), as to lead a reasonable person to perceive that the object or device is a firearm) [TCA §39-17-1362 (a)(1) and §39-17-1362]. <ul style="list-style-type: none">● Possessing or carrying any explosive or explosive weapon (i.e., containing any explosive, incendiary or poisonous gas), like:<ul style="list-style-type: none">○ A bomb, grenade, rocket or mine [TCA §39-17-1301(4) and §39-17-1309(b)(1)].○ A shell, missile or projectile that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage [TCA §39-17-1301(4) and §39-17-1309(b)(1)].○ Any sealed device containing dry ice or other chemically reactive substances for the purposes of causing an explosion by a chemical reaction.○ A "hoax device" (i.e., any device that reasonably appears to be or is purported to be an explosive or incendiary device and is intended to cause alarm or reaction of any type by an official of a public safety agency or a volunteer agency organized to deal with emergencies) [TCA §39-17-1301(4)].○ A commercial explosive (e.g., dynamite, blasting caps or chemical oxidizing agents) [TCA §39-17-1301(4) and §39-17-1309(b)(1)].○ Any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled.● Possessing or carrying any other kind of "deadly weapon" under state statute and/or school system policy, like:<ul style="list-style-type: none">○ Any club (i.e., any instrument that is specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument) such as blackjacks/slapjacks, leaded canes or Nunchaku karate sticks [TCA §39-17-1301(2) and §39-17-1309(b)(1)].○ Any knife (i.e., any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument) such as a bowie knives, hawk bill knives, daggers, Shuriken "Death Stars", pocket knives or box cutters [TCA §39-17-1301(9), §39-17-1309(b)(1)].○ Any switchblade knife (i.e., any knife that has a blade which opens automatically by hand pressure applied to a button or other device in the handle or operation of gravity or inertia) [TCA §39-17-1301(17) and §39-17-1309(b)(1)].○ Any artificial knuckles (i.e., any instrument that consists of finger rings or guards made of a hard substance and that is designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles) such as "Brass Knuckles" [TCA §39-17-1301(10) and §39-17-1309(b)(1)].○ Any "weapon of like kind" (except those used solely for personal shaving; sharp pointed or edged instruments, except unaltered nail files and clips and tools used solely for preparation of food, instruction or maintenance) such as razors, razor blades, ice picks or slingshots [TCA §39-17-1309(a) and §39-17-1309(b)(1)]. "Look-alikes", simulations or facsimiles of such weapons (e.g., a rubber knife).
<p>Possession, Use or Distribution of Illegal Drugs: This Code violation means consuming, possessing, using, selling, distributing or being under the influence of illegal drugs in school buildings or on school grounds at any time, in school vehicles or buses or at any school-sponsored activity, function or event whether on or off school grounds [CCS 6.307] (see also CCS 6.309).</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none">● Using, possessing, transporting, receiving, exchanging, selling, transferring or distributing any natural or

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



controlled substance analogue or precursor listed in the United States Drug Enforcement Agency (DEA) schedule of regulated substances, in TCA §39-17-401 et seq. or in TCA §53-10-101 et seq. which typically affects mood, perception or behavior, either without a legitimate prescription or for which no prescription may legally be written, such as:

- Opiates (e.g., heroin or morphine) and opioids (e.g., oxycontin or codeine).
 - Hallucinogens and psychedelics (e.g., Marijuana, LSD, and MDMA or “ecstasy”).
 - Depressants (e.g., barbiturates and benzodiazepines).
 - Stimulants (e.g., amphetamines, methamphetamines, cocaine and “crack”).
 - Anabolic steroids (e.g., dehydroepiandrosterone or DHEA).
- Possessing paraphernalia associated with these compounds (i.e., all equipment, products and materials of any kind that are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug, such as syringes, pipes, water pipes, rolling papers, razor blades, torches, scales, or baggies) [TCA §49-6-420(3)].
 - Representing some other substance (e.g., sugar or oregano) as such a drug.

Extortion: This Code violation means using coercion upon another person: 1). To obtain property, services, advantage or immunity; or 2). To restrict a person’s freedom of action unlawfully [TCA §39-14-112].

Examples include, but are not limited to, the following:

- Obtaining personal property by such means (e.g., threatening to hurt another student unless he or she voluntarily gives up a possession; or threatening to destroy other property).
- Forcing cooperation by such means (e.g., threatening to physically attack a student’s girlfriend if he does not join a gang; threatening to make a false accusation against a teacher unless he or she changes a grade; or threatening to come forward as a witness to a coach’s hit and run accident unless she submits to a sexual act).
- Forcing assistance by such means (e.g., threatening to kill a classmate’s pet unless he or she does the perpetrator’s homework).
- Using similar means to attempt or complete the extraction of property, cooperation or assistance from a person under coercive circumstances that threatens a future use of force, physical violence, property loss or other consequences to the victim or others if he or she fails to comply with the perpetrator’s terms.

False Imprisonment: This Code violation means removing or confining a person unlawfully so as to interfere substantially with the other person’s liberty [TCA §39-13-302].

Kidnapping: This Code violation means false imprisonment under circumstances that expose the other person to substantial risk of bodily injury [TCA §39-13-303].

Examples include, but are not limited to, the following:

- Preventing a person from leaving a room or vehicle.
- Holding another person for ransom or reward.
- Using another person as a shield or hostage.

Homicide: “This Code violation means the unlawful killing of another person [TCA §39-13-201] (see also [CCS 6.309](#)).

Examples include, but are not limited to, the following:

- Committing negligent homicide (i.e., failing to take action that would have prevented a death).
- Committing involuntary manslaughter (i.e., taking unintentional and non-premeditated action that results in a death).
- Committing voluntary manslaughter (i.e., taking intentional but non-premeditated action that results in a death).
- Committing murder (e.g., taking intentional and premeditated action that results in a death).

Assault of Another Student: This Code violation means: 1). Intentionally, knowingly or recklessly causing bodily injury to another; 2). Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or 3). Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative [TCA §39-13-101(a)] (see also [CCS 6.309](#)).

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Assault of Teacher or Staff: This Code violation means committing an act substantially similar to one above on school system personnel (see also [CCS 6.309](#)).

Aggravated Assault of Another Student: This Code violation means: 1). Intentionally or knowingly committing an assault as defined in TCA §39-13-101 and causing serious bodily injury to another, using or displaying a deadly weapon or attempting or intending to cause bodily injury to another by strangulation; or 2). Recklessly committing an assault as defined in TCA §39-13-101(a)(1), and causing serious bodily injury to another or using or displaying a deadly weapon [TCA §39-13-102(a)] (see also [CCS 6.309](#)).

Aggravated Assault of Teacher or Staff: This Code violation means committing an act substantially similar to one above on school system personnel (see also [CCS 6.309](#)).

NOTE: Victims of assault have the right to self- defense [TCA §39-11-611].

Examples include, but are not limited to, the following:

- Touching or slapping provocatively (e.g., attempting to draw an unwilling participant into combat).
- Demonstrating power (e.g., shoving a person against a locker or wall, cornering or blocking of a person's movement, or invading an individual's personal space).
- Acting in a violent and/or unpredictable manner in close proximity to another person (e.g., picking up a chair and throwing it across a room).
- Grabbing, striking, or kicking a student or staff member.
- Inflicting bodily injury upon a student or staff member.
- Injuring a third party while engaged in a fight (e.g., hitting a teacher attempting to stop the fight).
- Engaging in bystander battery (i.e., entering a fight as a third party after it has started).
- Retaliating physically for a non-physical conflict.
- Exposing a person to a health risk (e.g., spitting, biting, or exposing another person to bodily fluids).
- Committing an aggravated assault (i.e., an assault using a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, that the victim was a peace officer or a school staff member engaging in a school-related activity).

Robbery: This Code violation means the intentional or knowing theft of property from the person of another by violence or putting the person in fear [TCA §39-13-401].

Examples include, but are not limited to, the following:

- Taking something from another person using force (e.g., demanding a peer's iPod® and removing it from his pocket upon refusal).
- Taking something from another person using a threat (e.g., shoving a peer up against a wall or threatening him or her with a weapon or facsimile unless he turns over his iPod®; taking another student's money after threatening an assault he or she does not comply).
- Taking something from another person using physical assault (e.g., striking a peer several times after he refuses to give up his or her iPad®).

Sexual Assault: This Code violation means any offense involving unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances: 1). Force or coercion is used to accomplish the act; 2). The sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent; 3). The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or 4). The sexual contact is accomplished by fraud [TCA §39-13-505] (see also [CCS 6.309](#)).

NOTE: Victims of assault have the right to self- defense [TCA §39-11-611].

Examples include, but are not limited to, the following:

- Engaging in non-mutual, non-consensual, non-verbal conduct of a threatening nature that either conveys the intent to use force, power or physical attack to commit sexual violence or arouses a reasonable fear within the victim that such an attack is imminent due to the apparent "present ability to succeed" of the perpetrator.
- Touching or removing clothing covering the intimate body parts of a person; fondling or groping a person's intimate body parts (e.g., genitalia, groin, breast, or buttocks); rubbing a person with one's own intimate body parts; forcing another person to touch one's intimate body parts.
- Forcing another person to engage in a sexual act under similar circumstances.

Bomb Threat or Intentional False Report: This Code violation means any act(s) intended, directly or indirectly, to

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



intimidate or coerce a civilian population, influence the policy of a unit of government by intimidation or coercion; or affect the conduct of a unit of government by murder, assassination, torture, kidnapping, or mass destruction [TCA §39-13-803(1)] (see also [CCS 6.309](#)).

School Threat Other Than False Bomb Threat: This Code violation means committing an act substantially similar to one above involving any other type of threat (see also [CCS 6.309](#)).

Tampering With/Setting Off a Fire Alarm: This Code violation means sounding a school fire alarm or alerting the fire department or any school employee when there is no fire.

Examples include, but are not limited to, the following:

- Creating a false fire threat (e.g., tampering with a fire alarm or pulling a fire alarm when there is no fire).
- Delivering a written threat (e.g., a letter/hand-written note/email containing a death threat).
- Creating an arson threat (e.g., a blog entry indicating that arson will occur to in a wing of the building unless open campus privileges are restored).
- Creating bomb threat (e.g., the placement of an actual or “look-alike” explosive, incendiary, letter, straight, concealed, or time delayed device along with a note accompanying that threatens detonation if the building is not closed for the school day the sending of a suspicious package without communication).
- Creating a threat of mass violence featuring any actual weaponized agent, biological warfare agent, weaponized biological or biologic warfare agent, chemical warfare agent, nuclear or radiological agent, or any other weapon of mass destruction, or by hoax [TCA §39-13-806 and §39-13-808] (e.g., an email stating that students will be sniped at after school gets out an anonymous call to a TV station indicating that a school bus of some school system in the city has been tampered with).
- Creating a similar threat (e.g., any other act that threatens large scale violence to students, staff, or the interests of the school or school system accompanied or unaccompanied by verbal, written, or symbolic communication indicating that an action is imminent or in progress).

Other Class IV Misconduct: This Code violation means any other problem behavior not listed in the Code that is substantially similar to those referenced in this section.

Examples include, but are not limited to, the following:

- Any action or behavior substantially similar to those in this class of which the student was made duly aware.

RELATED POLICY NOTICES

Additional detail regarding specific Code violations for students and parents includes the following:

DRESS CODE VIOLATIONS

To comply with TCA §49-6-4019, the Claiborne County Board of Education prohibits students from wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment. In accordance with CCS 6.310, guidelines for student dress are as follows:

1. All shirts and blouses must be long enough to go past the waistline to overlap the pants, skirt, shorts, etc. covering the back, with no cutouts or see-through elements. If pockets are not mostly showing, the skirt or blouse must be tucked.
2. Pants, skirts, skorts, and shorts must be worn so that the waistband (top) is above the hips.
3. Clothing of a type, or worn in such a manner, so as to reveal undergarments or bare skin between the upper chest or mid-thigh is not permitted.
4. Dresses must cover the back with no cutouts or see-through elements.
5. Sleeveless shirts, blouses, and dresses must come up to the armpit.
6. Clothing must be worn appropriately (nothing inside out/backwards, no one rolled up pant legs or unfastened bib-overalls, etc.) and must not be tight fitting (e.g., knit/spandex bicycle/biker pants).
7. Students are prohibited from wearing clothing, headwear, jewelry, tattoos, or other articles of personal appearance that:
 - Depict profanity, obscenity, the use of weapons, or violence

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STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



- Promote the use of tobacco, drugs, alcohol, or other illegal or harmful products
 - Contain sexually suggestive messages
 - Contain language/symbols degrading gender/culture/religion/sexual orientation/ethnic values
 - Endanger health or safety.
8. Gang-related styles are prohibited. This includes any combination of clothing, which upon guidance of law enforcement agencies, is considered gang related. Due to changing “trends” in gang attire (such as clothing, jewelry, and grooming styles), restrictions may change as necessary.
9. Prohibited Clothing includes but is not limited to the following:
- Bare-midriff tops belly shirts
 - Halter tops clothing 2 or more sizes too large
 - Off the shoulder tops muscle shirts
 - Short shorts dusters
 - Bathing suits trench coats
 - Tube tops capes
 - Tank tops clothing with large pockets
 - Mesh tops mini skirts
 - Spaghetti straps bedtime attire
 - Knit or spandex bicycle/biker pants or shorts
10. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school.
11. There is to be no jewelry affixed to a Student’s nose, tongue, cheek, lip, or eyebrow. No visibly pierced jewelry shall be worn except in the ears.
12. Non-jewelry chains that could injure others (e.g., wallet chains) can not be worn or carried to school.
13. Transparent or mesh book bags/backpacks are required if used. No duffle bags are allowed. Athletes are to leave their team bags with coaches or teachers upon arriving at school.
14. Shop and lab rules apply.

Exceptions to policy shall be given consideration when an authorized activity, such as athletics or band requires different attire. Other exceptions may be granted by the administration upon request. The school administration reserves the right to disapprove any items not addressed in this policy that are considered disruptive to the school. Decisions to disapprove items will be based on the goal of providing a safe and disruptive-free environment for the education of all students. Principals will have the authority to suspend or waive restrictions of this policy for events such as but not limited to proms, homecoming dances, or school sponsored activities aimed at promoting school spirit.”

Violations of the dress code will result in the following actions:

First Offense	Warning, correcting, and/or possibly sending home.
Second Offense	Parents called and in school detention of 1 (one) day.
Third Offense	Parents called and in school detention of 3 (three) days.
Fourth Offense	Suspension for 1 (one) to 3 (three) days.
Fifth Offense	Discipline Committee meeting resulting in 10 (ten) days suspension, 30 (thirty) days at the alternative school, or expulsion from school.”

STUDENT USE OF CELLULAR PHONES

In accordance with CCS 6.312, students may possess personal communications devices, such as cell phones, while on school property; however, the personal communication devices must be in the "off" mode and be kept in a backpack, purse, or similar personal carry-all and may not be used during school

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STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of CCS 6.312 is subject to disciplinary action.

First Offense	Confiscation of the phone or device to be picked up by a parent/guardian.
Second Offense	Confiscation of the phone or device to be held for a 5 (five) day period then picked up by a parent/guardian.
Third Offense	Confiscation of the phone or device to be held for a 14 (fourteen) day period then picked up by a parent/guardian.
Fourth Offense	Confiscation of the phone or device to be held for a 30 (thirty) day period then picked up by a parent/guardian.
Fifth Offense	Confiscation of the phone or device to be held for the remainder of the school year then picked up by a parent/guardian.

Use of any device in an improper or illegal manner on school grounds such as (but not limited to), threatening texts or inappropriate pictures or videos, will result in the notification of the legal authorities.

SELF-ADMINISTRATION OF MEDICATION

In accordance with CCS 6.405, if under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or his/her designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

Written instructions **signed by the parent** will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (e.g., a student with asthma). The administrator or his/her designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



health or change in medication. A copy of CCS 6.405 shall be provided to a parent or guardian upon request for long-term administration of medication.

TOBACCO FREE SCHOOLS

In accordance with CCS 1.803, any student who possesses tobacco products shall be issued a citation by the School Resource Officer (SRO). The director of schools or designee, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

BUS RIDER RULES

In accordance with CCS 6.308, in order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Bus rules include the following:

1. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by the bus driver shall be followed.
2. Bus drivers shall not put children off the bus en route to or from school.
3. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the Student attends.
4. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.
5. Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board of Education and rules adopted by the staff of the terminal school.

The principal of the Student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if a Student disobeys state or local rules and regulations pertaining to student transportation. The suspension of a Student from riding the school bus shall follow the same procedures as for any other school suspension.

ATTENDANCE POLICY

In accordance with CCS 6.200, absences shall be classified as either excused, unexcused or parental note as determined by the principal or his/her designee.

Excused absences shall include:

1. Personal illness verified by a medical note (Doctor of Medicine, Doctor of Dentistry, etc.).
2. Death in the immediate family (includes parent, legal guardian, step-parent, sibling, grandparent, aunt, uncle, other first degree relative or any other member of the family which resides in the student's household or spouse) verified by obituary not to exceed 3 (three) school days.
3. Extreme weather conditions verified by Claiborne County Transportation Supervisor.
4. Religious observance.
5. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Student absences may be excused by a parental note for a total of three days per semester. Each day of absence constitutes one parental note. Any parental note absence above the 3 days per semester will be unexcused. The principal must approve all exceptions.

Parental note absences shall include:

1. Personal illness;
2. Serious illness of an immediate family (includes parent, legal guardian, step-parent, sibling, grandparent, aunt, uncle, other first degree relative or any other member of the family which resides in the student's household or spouse).
3. Family emergencies; and
4. Circumstances which in the judgment of the principal warrant a parent note.

All absences that do not fall within the excusable categories or are not verified with a parental note will be unexcused.

TRUANCY

Students who are absent 5 (five) days without adequate excuse will be reported to the Director, who will, in turn, provide written notice to the parents/guardians of the student's absence. A student with more than 5 (five) unexcused absences is subject to a juvenile petition [TCA §49-6-3007(f)].

DRIVER'S LICENSE REVOCATION

More than 10 (ten) consecutive or 15 (fifteen) total reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

MAKE-UP WORK

Make-up work will be provided for those students who miss assignments due to absences. The following conditions apply to make-up work:

1. Arranging to make up work missed is the responsibility of the student.
2. All requests for make-up work should be made to the teacher within 5 (five) days of return from the absence.
3. Tests missed during absences will be taken during the regularly scheduled class time or another time agreeable to the teacher and the student.
4. A "0" (zero) may be recorded for all work a student fails to make up.

DISCRIMINATION, HARASSMENT, BULLYING AND INTIMIDATION

In accordance with CCS 6.304 and 6.305, the Claiborne County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

CCS 6.304 shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The Director shall develop forms and procedures to ensure compliance with the requirements of CCS 6.304 and TCA § 49-6-1016 and shall appoint at least two complaint managers, one of each gender for each school. Building administrators are responsible for educating and training their respective staff and

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



students as to the definitions and recognition of violations of CCS 6.304 (see [Code Violations: Definitions and Examples](#)).

REPORTING OF ALLEGATIONS

Alleged victims of discrimination, bullying, harassment or intimidation shall report these incidents immediately to a teacher, counselor or building administrator. A school employee, student or volunteer who witnesses or has reliable information that a Student has been subjected to an act of harassment, intimidation, bullying or cyber-bullying shall report the act to the Principal or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of CCS 6.304.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to those with a need to know.

FILING OF COMPLAINTS

Any student of this school system who wishes to file a discrimination or harassment grievance against another student or an employee of the school system may file a written or oral (recorded, if possible) complaint with a Complaint Manager. Students may also report an allegation of discrimination or harassment to any teacher or other adult employed in the school, who shall inform the complaint manager of the allegation. The complaint should include the following information:

1. The identity of the alleged victim and person accused;
2. The location, date, time and circumstances surrounding the alleged incident;
3. A description of what happened;
4. The identity of witnesses; and
5. Any other evidence available.

Within [24 (twenty-four) hours] of receiving the Student's complaint, the Complaint Manager shall notify the complaining student's Parent and the Principal, who shall inform the Director. The Parent shall be given notice of the right to attend an interview of the Student in a non-intimidating environment in order to elicit full disclosure of the Student's allegations. This interview shall take place within [5 (five) school days] from the time the complaint was first made. If no Parent attends the interview, another adult, mutually agreed upon by the Student and the complaint manager, shall attend and may serve as the Student's advocate.

INVESTIGATING COMPLAINTS

The Principal or his/her designee at each school shall be responsible for:

1. Investigating such complaints;
2. Determining whether an alleged act constitutes a violation of CCS 6.304; and
3. Resolving such complaints.

Upon the determination of a violation, the principal or his/her designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) [20 USC §1232g], a written report on the investigation will be delivered to the parent(s) of the complainant, parent(s) of the accused students and to the Director.

VERIFYING ALLEGATIONS

The act shall be held to violate CCS 6.304 when it meets one of the following conditions:

- It places the Student in reasonable fear or harm for the Student's person or property;
- It has a substantially detrimental effect on the Student's physical or mental health;

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



- It has the effect of substantially interfering with the Student's academic performance; or
- It has the effect of substantially interfering with the Student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

When a complaint was filed alleging a violation of CCS 6.304 where there is physical harm or the threat of physical harm to a student or his/her property, the Principal or his/her designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director and the chair of the Board of Education.

RESOLVING COMPLAINTS

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except: 1). As required by law or CCS 6.305; or 2). As necessary to fully investigate the complaint; or 3). As authorized by the complainant.

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a Student may result in corrective or disciplinary action up to and including suspension. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within [30 (thirty) school days]. Copies of the report will be sent to the Student, Principal, Federal Rights Coordinator and the Director. One copy shall be kept in the complaint manager's file for [1 (one) calendar year] beyond the Student's 18th (eighteenth) birthday.

The Director shall keep the Board of Education informed of all complaints. If the complainant is not in agreement with the findings of fact as reported by the Complaint Manager, an appeal may be made, within [5 (five) work days] to the Director. The Director will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the Director's findings of fact, appeal may be made to the Board of Education within [5 (five) work days]. The Board of Education shall, within [30 (thirty) calendar days] from the date the appeal was received, review the investigation and the actions of the Director and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion."

STATE LEVEL REPORTING

By July 1 of each year, the Director or his/her designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year [CCS 6.304]. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board of Education at its regular July meeting, and it shall be submitted to the Tennessee State Department of Education by August 1.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



POLICY DISSEMINATION

CCS 6.304 and 6.305 shall be disseminated annually to all school staff, students, and parents.

THREATS AGAINST SCHOOL SYSTEM PERSONNEL

TCA §39-13-114 states that a person commits the offense of communicating a threat concerning a school employee if: 1). The person communicates to another a threat to cause the death of or serious bodily injury to a school employee and the threat is directly related to the employee's scope of employment; 2). The threat involves the use of a firearm or other deadly weapon; 3). The person to whom the threat is made reasonably believes that the person making the threat intends to carry out the threat; and 4). The person making the threat intentionally engages in conduct that constitutes a substantial step in the commission of the threatened act and the threatened act and the substantial step when taken together, are corroborative of the person's intent to commit the threatened act and occur close enough in time to evidence an intent and ability to commit the threatened act. Communicating a death threat concerning a school employee is a Class B misdemeanor punishable by a maximum term of imprisonment of [30 (thirty) calendar days].

“ZERO TOLERANCE” OFFENSES

State law and/or the Claiborne County Board of Education has classified certain offenses as requiring a mandatory [1 (one) calendar year] suspension upon a determination by the principal that a student has committed one of these offenses commonly referred to as “Zero Tolerance” offenses. The following are offenses that automatically result in a suspension of [1 (one) calendar year], except as otherwise prohibited by federal law for students with disabilities. On a case-by- case basis, the Director may modify the [1 (one) calendar year] suspension for:

1. **Drugs.** Students shall not unlawfully possess, handle, transmit, use, be under the influence of, share, or sell drugs or any controlled substances in any way in school buildings, on school grounds, or on other grounds used for school purposes, (including parking lots or athletic facilities), on school buses, or at any school sponsored activity. “Drug” means any controlled substance, marijuana, legend drug or any other substance whose possession or use is regulated in any manner by any governmental authority. The use of tobacco products is not a “Zero Tolerance” offense (see the school system’s Tobacco-Free Schools policy CCS 1.803).
2. **Drug paraphernalia.** Students shall not possess, handle, transmit, use, share or sell drug paraphernalia in any way in school buildings, on school grounds, or on other grounds used for school purposes (including parking lots or athletic facilities), on school buses, or at any school sponsored activity. For purposes of CCS 6.309, “drug paraphernalia” shall be as defined in TCA §49-6-4202(3).
3. **Weapons.** Students shall not possess, handle, transmit, use or attempt to use fi rearms or any dangerous weapon in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.
4. **Assault.** Students shall not physically assault or verbally threaten to assault any school employee or School Resource Officer (SRO) while on a school bus, on school property, or on other grounds used for school purposes, or while attending any school activity or event.
5. **Alcohol.** Students shall not possess, handle, transmit, use, be under the influence of, share or sell alcohol in school buildings, on school grounds, or other grounds used for school purposes (including parking lots or athletic facilities), school buses or at any school sponsored activity.

State law and the Board of Education have identified other “Zero Tolerance” offenses that, depending on the individual circumstances, may warrant “reasoned” judgment by the principal and Director in assigning punishment. These offenses may result in suspensions ranging from [10 (ten) school days] to [1 (one) calendar year] based upon the circumstances and other factors in each case.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



POSSESSION OF WEAPONS OTHER THAN FIREARMS

State laws also allows the school administrator to use “reasoned” judgment when determining the punishment for the possession, use, handling and/or transmission of items that may be classified as weapons other than firearms. The definition of a weapon is a broad one since any object that could be used to inflict harm or injury to another falls into that category. In determining punishment, the principal will consider the object determined to be the weapon, the circumstances surrounding the incident, and the intent of the student charged with the weapons offense when making his decision. The principal may assign punishment, including suspension, based on these considerations of up to [1 (one) calendar year].

OTHER INSTRUMENTS AND SUBSTANCES

Students are further forbidden to be in possession of or use any instruments or substances, including but not limited to non- prescription drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to self or others or in a manner which renders the item dangerous in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school- sponsored activity function or event.

When it is determined that a student has violated CCS 6.309, the principal of the school shall notify the Director, the student’s parent or guardian, and the criminal justice or juvenile delinquency system as required by law.

Note: Notwithstanding anything herein to the contrary, if the student is determined to have knowingly violated the “Zero Tolerance” prohibition against firearms, drugs, drug paraphernalia, or assault on a school employee or SRO and has been given fair due process, only the Director may modify the [1 (one) calendar year] suspension from school.

5.0 BEHAVIOR MANAGEMENT OPTIONS

DEFINITIONS AND EXAMPLES

Options for addressing student misconduct under Tennessee Code Annotated and/or school system policy include the following:

INFORMAL ACTIONS
<p>Home-Based Behavioral Reinforcement: This action means expanding a conference with a parent into an interactive partnership or alliance between school and home to accomplish specifically established behavioral objectives over a specified timeframe.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Parent notification. • Conference with Parent. • Parent escort of Student to school/classes.
<p>Conference, Warning or Reprimand: This action means any informal warning or similar admonishment delivered to the student in a conference setting with or without a parent.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Informal talks. • Verbal warnings. • After-school conferences with the student and/or parent.
<p>Behavior Contract or Probation: This action means the informal issuance of a written agreement, with or without another deferred action, associated with a probationary period during which evidence of positive behavior change will be evaluated.</p>

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Examples include, but are not limited to, the following:

- Behavior Intervention Plans.
- Letters of Understanding.
- “Last chance agreements.”

Professional Referral: This action means a recommendation that the Student receive or be evaluated for services from a counselor, psychologist, social worker, mental health worker, or other licensed professional.

Examples include, but are not limited to, the following:

- Referral to the school counselor.
- Referral to Student health services.
- Referral to the school psychologist.
- Referral to the school social worker.
- Referral to a Response to Intervention (RTI²) Team.

At-Risk Group: This action means the participation of the Student in a long-term or short-term secondary support setting for some portion of the school day either on campus or off campus.

Examples include, but are not limited to, the following:

- Groups focused on specific issues such as anger management, bullying, fighting, vandalism, gang activity, tobacco education or smoking cessation, gateway drug use, arrests, sexual activity, bias and discrimination, truancy, low student achievement, poor self-concept and adjustment problems during school transitions.
- Some types of wellness programs.
- Restorative practice programs.

Revocation of Privilege: This action means the temporary disqualification of the Student to attend, participate in or benefit from some non-educational or non-credit activity.

Examples include, but are not limited to, the following:

- Declaration of ineligibility from a sport or club.
- Recess restriction.
- Loss of bus riding privilege.
- Revocation of a parking permit.
- Loss of technology use privilege.
- Disqualification for future enrollment in an honors program or “high-demand” elective offered to all students.

Property Confiscation: This action means the mandatory separation of the Student from some form of personal property on either a temporary or a permanent basis.

Examples include, but are not limited to, the following:

- Confiscation of an item with Student pickup.
- Confiscation of an item with Parent pickup
- Confiscation of an item with law enforcement pickup.

Service Penalty: This action means any practice which provides an offending Student with the option to perform non-academic work-related activities for a defined period of time.

Examples include, but are not limited to, the following:

- Assignment to a “work detail” related to the offense.
- Voluntary participation in a community service program.

Academic Penalty: This action means any disciplinary practice which: 1). Requires extra coursework from the Student not given to others; 2). Reduces an evaluation score related to academic achievement; or 3). Results in ineligibility to receive credit for one or more courses.

Examples include, but are not limited to, the following:

- Loss of credit for an assignment or activity.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



<ul style="list-style-type: none"> • Loss of credit for a class.
<p>Restitution: This action means permitting the Student or his/her Parent makes amends for the results of an incident that has affected or involved another student, staff member or the interests of the school or school system, typically in the place of another consequence.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • A letter of apology. • Completion of a reflection worksheet or statement. • Payment of a fine. • Parent compensation for replacement costs.
<p>Detention: This action means requiring the Student is to forfeit non-instructional time by reporting to a designated location on campus for reasons not associated with instructional or extracurricular activities.</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Detention on instructional days (e.g., before school, during recess or after school).
<p>FORMAL ACTIONS</p>
<p>In-School Suspension: This action means suspension from attendance at a specific class, classes or school-sponsored activity without suspension from attendance at school [TCA §49-6-3401(b)(1); CCS 6.316].</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Assignment to in-school suspension for [1 (one) school day] or less. • Assignment to in-school suspension for [2 (two) school days] to [10 (ten) school days].
<p>Off-Campus Suspension: This action means dismissal from attendance at school for any reason for not more than [10 (ten) school days] consecutively [TCA §49-6-3007(h)(3); TRR 0520-01-02-.16(1)(a); CCS 6.316].</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Short-term off-campus suspension of [1 (one) school day] to [5 (five) school days]. • Intermediate-term off-campus suspension of [6 (six) school days] to [10 (ten) school days].
<p>Expulsion: This action means removal from attendance for more than [10 (ten) school days] consecutively or more than [15 (fifteen) school days] in a month of school attendance [TCA §49-6-3401(g) and §49-6-3007(h)(1); TRR 0520-01-02-.16(1)(c); CCS 6.309 and 6.316].</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Expulsion of more than [10 (ten) school days] consecutively or more than [15 (fifteen) school days] in a month for another offense. • Expulsion of up to [1 (one) calendar year] for “Zero Tolerance” offense.
<p>Alternative School: This action means remand (assignment) to an alternative school (a short-term intervention program at an alternative school designed to develop academic and behavioral skills for a Student who has been suspended or expelled from the regular school program [TRR 0520-01-02-.09(1) and 0520-01-02-.16(1)(b)] (see also CCS 6.319).</p>
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Remand to the alternative school for students in grades 7 (seven) through 12 (twelve).

RELATED POLICY NOTICES

ALTERNATIVE SCHOOL

In accordance with CCS 6.319, The Board of Education operates an alternative school program for students in grades 7-12 who have been suspended or expelled from regular school programs. Provisions include the following:

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



1. Attendance in alternative school programs shall be mandatory.
2. Students attending an alternative school located other than at their home school shall provide their own transportation.
3. Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations.
4. Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program.
5. Sufficient textbooks, equipment and supplies shall be provided by the home school.
6. Alternative school programs shall be operated in accordance with the rules of the Tennessee State Board of Education and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school.
7. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student's home school.
8. Credit earned and progress made shall be granted as if the work were performed in the home school.
9. No student may graduate based solely on attendance in alternative schools.
10. Except students who are eligible for special education, such change in a student's program shall be determined by the Disciplinary Hearing Authority in accordance with the suspension policy of the Board of Education and based upon recommendations from a team composed of the principal, the school counselor and the student, with or without the parents being present.
11. Students found to be eligible for special education in related circumstances shall be placed and served in accordance with the law and rules relating to special education.
12. The student shall be subject to all rules of the school. Violations of such rules may result in the student's removal from the school for the duration of the original intended suspension/expulsion.
13. Violation of school rules shall not constitute grounds for extension of time spent in the alternative school.
14. The final decision on such removal shall be made by the chief administrator of the alternative school.

BEHAVIOR MANAGEMENT CHARTS

As student advance in age and maturity, they are expected to assume an increasing degree of responsibility within the school system for their actions. Therefore, the school system reserves the right to maintain different, but consistent plans of action to address the same type of student misconduct at the elementary, middle and high school levels in accordance with TCA §49-6-4015.

The tables below outline the actions that may be used by authorized school system personnel to address Code violations. As a general rule, informal measures will be used to manage less serious initial offenses, with an emphasis on the selection of positive measures wherever appropriate. However, formal measures (suspensions, expulsions and remands) may be used to manage both repeat offenses and initial cases of more serious misconduct.

CLASS I CODE VIOLATIONS		
Disruptive Behavior in Classroom; Food or Drink in Unauthorized Area; Misbehavior in Cafeteria and/or Lunch Line; Misbehavior During PE		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Detention • In-School Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Detention • In-School Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Detention • In-School Suspension

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



<ul style="list-style-type: none"> • Off-Campus Suspension 	<ul style="list-style-type: none"> • Off-Campus Suspension • Alternative School 	<ul style="list-style-type: none"> • Off-Campus Suspension • Alternative School
Dress Code Violation		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Detention • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Detention • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Detention • Off-Campus Suspension • Expulsion • Alternative School
Cellular Phone Policy Violation; Contraband or Unpermitted Item		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Property Confiscation 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Property Confiscation 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Property Confiscation
Public Display of Affection		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Tardy to School; Tardy to Class		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Detention 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Detention 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Detention • In-School Suspension
Other Class I Misconduct		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



CLASS II CODE VIOLATIONS		
Cheating or Lying; False Reporting/Falsifying Note		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Alternative School
Horseplay or Running in Hallway; Hazing		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • At-Risk Group • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • At-Risk Group • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • In-School Suspension • Off-Campus Suspension • Alternative School
Continued Unacceptable Behavior; Defiance or Non-Compliance; Incomplete or Insufficient Classwork, Not Following School Rule; Refusing After School Detention; Skipped After School Tutoring or Detention		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Academic Penalty • In-School Suspension • Off-Campus Suspension • Alternative School
Non-Controlled Substance		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • In-School Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • In-School Suspension • Off-Campus Suspension

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Altercation with Angry Verbal Dispute; Inappropriate or Profane Language; Disrespectful to Teacher or Staff; Obscene Gesture		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Technology Policy Violation		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Academic Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Academic Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Academic Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Possession or Use of Tobacco Product		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • At-Risk Group • In-School Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • At-Risk Group • In-School Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • At-Risk Group • In-School Suspension • Expulsion • Alternative School
Bus Misbehavior or Bus Problem; Violation of Rule for Student Drivers		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Leaving Class Without Permission; Leaving Campus Without Permission; Skipped Class; Unexcused Absence		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement 	<ul style="list-style-type: none"> • Home-Based Reinforcement 	<ul style="list-style-type: none"> • Home-Based Reinforcement
Other Class II Misconduct		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Possession or Use of Tobacco Product		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • At-Risk Group • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • At-Risk Group • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • At-Risk Group • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
CLASS III CODE VIOLATIONS		
Alcohol or Intoxicant (Possession/Use/Under the Influence)*		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • Revocation of Privilege • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • Revocation of Privilege • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Harassment, Bullying or Intimidation; Racial Remark; Threatened Violence		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • At-Risk Group • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • At-Risk Group • In-School Suspension • Off-Campus Suspension • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • In-School Suspension • Off-Campus Suspension • Alternative School

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Unruly Behavior; Inciting Other Students to Fight		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Reckless Endangerment		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Altercation with Physical Contact; Fighting; Fighting on Bus		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Restitution • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • Property Confiscation • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • Property Confiscation • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Forgery; Fraud; Obstruction		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



	<ul style="list-style-type: none"> • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Expulsion • Alternative School
Gambling		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Inappropriate Sexual Behavior; Obscene or Pornographic Material		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Sexual Harassment		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Theft		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Criminal Trespass; Trespassing on Campus While Suspended/Expelled		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Vandalism; Damaging or Destroying Property (Personal or Public)		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Other Class III Misconduct		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • Service Penalty • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
CLASS IV CODE VIOLATIONS		
Arson		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



<ul style="list-style-type: none"> • Expulsion 	<ul style="list-style-type: none"> • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Expulsion • Alternative School
Burglary		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Service Penalty • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Dangerous Instrument; Dangerous Weapon; Non-Lethal Firearm *		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • Off-Campus Suspension • Expulsion • Alternative School
Deadly Weapon; Deadly Weapon (Look-Alike)*		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Possession, Use or Distribution of Illegal Drugs*		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Behavior Contract • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • At-Risk Group • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • Property Confiscation • Off-Campus Suspension • Expulsion • Alternative School

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Extortion		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
False Imprisonment; Kidnapping		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Homicide		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Off-Campus Suspension • Expulsion • Alternative School
Assault of Another Student; Assault of Teacher or Staff; Aggravated Assault of Another Student; Aggravated Assault of Teacher or Staff*		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Robbery		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Professional Referral • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



<ul style="list-style-type: none"> • Expulsion 	<ul style="list-style-type: none"> • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Expulsion • Alternative School
Sexual Assault*		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • Revocation of Privilege • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Professional Referral • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Bomb Threat or Intentional False Report; School Threat Other Than False Bomb Threat; Tampering With/Setting Off a Fire Alarm*		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Restitution • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School
Other Class IV Misconduct		
ELEMENTARY	MIDDLE	HIGH
<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School 	<ul style="list-style-type: none"> • Home-Based Reinforcement • Reprimand • Behavior Contract • Professional Referral • Revocation of Privilege • Property Confiscation • Service Penalty • Academic Penalty • Detention • In-School Suspension • Off-Campus Suspension • Expulsion • Alternative School

* Denotes a “Zero Tolerance” Offense

6.0 BEHAVIOR MANAGEMENT PROCEDURES

DUE PROCESS

INFORMAL ACTIONS

In accordance with TCA §49-6-4102 and CCS 6.313, every teacher is authorized to hold every pupil strictly accountable for any disorderly conduct in school or on the playground of the school, during intermission or recess period or on any school bus going to or returning from school, and every school bus driver is authorized to hold every Student strictly accountable for any disorderly conduct on any school bus going to or returning from school or a school activity. This authority is extended to include school-sponsored activities and while on a school bus going to or returning from such activities.

When pupils are under the jurisdiction of the school, teachers are said to stand "in loco parentis" (in the place of the parent) to the students. In order to properly carry out the functions of the school, it is necessary for the teacher to have authority to direct students and manage Code violations as a parent would. Rules must be reasonable, penalties must be reasonable and the procedure for determining whether the individual has broken the rule and warranted the penalty must be reasonable.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. The following is suggested:

1. Oral or written notice of the charges against the student should be given.
2. If the student denied the charges, an explanation of the evidence against him/her should be presented and he/she be given an opportunity to present his or her side of the story.
3. Corporal punishment should be administered in the presence of another teacher who should be informed beforehand, and in the presence of the student, the reason for the punishment.
4. A written explanation of the reason for the corporal punishment and the name of the witnessing teacher should be given the parent upon request.
5. The principal may choose to elect to let the student make a choice of the method of discipline.

FORMAL ACTIONS

In accordance with CCS 6.302, before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto. An inquiry into the incident to ensure that the offender is accurately identified, that the Student understands the nature of the offense, and that the Student knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. If the principal, principal-teacher or assistant principal (herein called Principal) determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the disciplinary hearing committee.

In accordance with TCA §49-6-3401 and CCS 06.316, any Principal may suspend/expel/remand any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school or truancy.
2. Immoral or disreputable conduct or vulgar or profane language.
3. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



4. Inciting, advising or counseling of others to engage in any of the acts enumerated in TCA §49-6-3401 (a)(1) through (4).
5. Marking, defacing or destroying school property.
6. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language.
7. Two or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school.
8. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event.
9. Off-campus criminal behavior that results in the Student being legally charged with a felony and the Student's continued presence in school poses a danger to persons or property or disrupts the educational process.
10. Possession of a knife and other weapons, as defined in TCA §39-17-1301 on school property;
11. Possession of a pistol, gun or firearm on school property.
12. Violence or threatened violence against the person of any personnel attending or assigned to any public school.
13. Unlawful use or possession of barbital or another "legend drug", as defined in TCA §53-10-101.
14. Any other conduct prejudicial to good order or discipline in any public school.

A Student who qualifies for services under *Section 504 of the Rehabilitation Act of 1973*, the *Americans with Disabilities Act of 1990* or the *Individuals with Disabilities Education Act* may be suspended, expelled or remanded only within the provisions of those Acts. For IDEA-qualified students, services in such cases shall not cease completely.

IN-SCHOOL SUSPENSION

Students given an in-school suspension in excess of [1 (one) school day] from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

PROCEDURES FOR IN-SCHOOL SUSPENSION AND EXPULSION

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no Principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student, including an-school suspension in excess of [1 (one) school day], the Principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The Principal shall notify the parent or guardian and the Director or his/her designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and Principal, to be held as soon as possible, but no later than [5 (five) calendar days] following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the Principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between [6 (six) school days] and the maximum of [10 (ten) school days], the Principal shall develop and implement a plan for correcting the behavior when the student returns to school.

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



5. If at the time of the suspension the Principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than [10 (ten) school days], he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The Principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than [10 (ten) school days]. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within [5 (five) calendar days] of receipt of the notice, any hearing will be closed to the public. All appeals must be filed, orally or in writing, within [5 (five) calendar days] after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to the Board of Education or to a disciplinary hearing authority appointed by the Board of Education.
8. If the suspension/expulsion occurs during the last [10 (ten) school days] of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the Principal.

Any person against whom such disciplinary action has been taken has the right to be represented by an attorney at his/her own expense.

7.0 GRIEVANCES AND APPEALS

STUDENT GRIEVANCES

In accordance with CCS 1.404 and 6.305, decisions made by school personnel (e.g., assistant principals, teachers or aides) which the Student believes is unfair or in violation of pertinent policies of the Board of Education or individual school rules may be appealed to the Principal or his/her designee [CCS 6.305]. The available procedure is as follows:

1. **Step #1: Building level.** To initiate the appeal, the Student will contact the Principal's office in their school and provide his or her name, the issue and the reason(s) for the appeal on a printed form available at the school office within [2 (two) school days]. The appeal will usually be decided confidentially and promptly, preferably within [10 (ten) school days].
2. **Step #2: School system level.** However, if the Principal does not make a decision within [10 (ten) school days] following the date of complaint, the Students or Parent may appeal at that time by contacting the Director or his/her designee at the central office. The information provided should include the Student's name, the school and a description of the problem [CCS 6.305]. An investigation and decision will be made within two (2) school days and communicated to the Principal and the Student by telephone. A written copy of the decision also will be sent to the Student and the Principal.
3. **Step #3: Board of Education level.** Any matter relating to the operation of the school system may be appealed to the Board of Education; however, the Board of Education desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedure from the point of origin [CCS 1.404]. If all steps of the administrative procedure above have been pursued and there is still a desire to appeal to the Board of Education, the matter shall be referred in writing to the office of the Director and the Board of Education shall determine whether to hear the appeal using the defined procedure.

STUDENT APPEALS

In accordance with CCS 6.317, a Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended expelled/remanded for more than [10 (ten) school days]. The Board of

STUDENT HANDBOOK: STUDENT CODE OF CONDUCT (CCS)



Education shall appoint members to the DHA (maximum number must not exceed total membership of Board) at least 2 (two) of which shall be licensed employees of the Board of Education, appointed to 1 (one) year terms and subject to reappointment. Members of the Board of Education shall not serve on the DHA.

The Director shall appoint a chairman of the DHA from the members appointed by the Board of Education. The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting; and
3. Set the time, place and date for each hearing.

At the conclusion of each hearing, the chairman shall sign and maintain a copy of the minutes of the meeting.

The DHA shall notify the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing within forty-eight (48) hours of receiving notification of the suspension/expulsion.

Each hearing shall be conducted by at least 3 (three) members of the DHA, one of which must be a licensed employee of the Board of Education. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the Principal no later than [10 (ten) calendar days] after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within [5 (five) calendar days] after receiving the decision to request a review by the Board of Education.

The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension/expulsion unconditionally;
3. Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable;
4. Remand the student to alternative placement; or
5. Suspend/Expel/Remand the student for a specified period of time.*

If the student, principal, principal-teacher or assistant principal requests a review, then the Board of Education shall either review the record or grant a second hearing.

If the Board of Education chooses to review the record it shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty*; or
3. Grant a hearing before the Board of Education.

If the Board of Education chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner*; or
3. Impose a more severe penalty than that of the DHA.

The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within [5 (five) calendar days] of receipt of the notice, any hearing will be closed to the public.

* Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the Director.

