



Macon County School District **2017-2018 School Calendar**

August 2nd-Registration Day 8-10am

August 7th-1st Day of Fall Term

September 4th-Labor Day NO SCHOOL

***September 27th-Fall Parent/Teacher Conference 12-6pm**

October 9th-13th-Fall Break NO SCHOOL

November 22nd-24th-Thanksgiving Break NO SCHOOL

December 15th-Last Day of Fall Term 8-10am

January 4th-1st Day of Spring Term

January 15th-MLK Day NO SCHOOL

February 19th-President's Day NO SCHOOL

***February 28th-Spring Parent/Teacher Conference 12-6pm**

March 30th-Good Friday NO SCHOOL

April 2nd-April 6th-Spring Break NO SCHOOL

April 27th-Discretionary Day NO SCHOOL

May 25th-Last Day of Spring Term

***Students do not attend school on Parent/Teacher Conference Days**

Administration

Jamie Kelley, Principal
Tiffany Clariday, Assistant Principal
Dawn Towns, Assistant Principal

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**MACON COUNTY JR. HIGH
STUDENT HANDBOOK
1003 HWY 52 BYPASS EAST
LAFAYETTE, TN 37083
(615) 666-7545**

MISSION

The Macon County Junior High School inspires and empowers students to meet high academic standards, lead ethical lives, and demonstrate responsible citizenship.

VISION

It is the vision of the Macon County School System to provide all children with a safe and inviting environment to ensure their success. We want to instill in each student high expectations, morals, and respect, enabling them to graduate with the knowledge and skills to become productive and responsible citizens.

BELIEFS

Education, which is an on-going process that begins at birth and continues throughout the adult years, is the responsibility of educators, parents, businesses, and community populations.

All students have the right to educational opportunities that will provide them with the skills, knowledge, and resources which enable them to become healthy, successful, productive citizens.

Student achievement is directly related, but not limited to, a high degree of parental and community involvement through meaningful communication in planning and implementing educational programs and opportunities.

Our system maintains a high focus on improving the achievement of all students.

INTRODUCTION

This handbook is designed to help you, as students and parents, prepare for the year. We believe that your full potential can only be realized in an environment that is safe and orderly with each student taking responsibility for his or her actions. We expect only the best from our students, and we will continue to strive for excellence in all our programs. Please read this handbook carefully, and if you have any questions concerning rules and policies, do not hesitate to discuss them with your teacher or the administration. Some of the policies and procedures are abbreviated for convenience and are subject to change at any time. For a full explanation, please refer to the Macon County Board of Education's policies and procedures.

MACON COUNTY BOARD OF EDUCATION

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct advances, gestures or words either written or spoken of a sexual, racial, ethnic, or religious nature which

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or

4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager (as set forth in *Students Concerns, Complaints and Grievances 6.305*).

The privacy and anonymity of all parties and witnesses to the complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigation or take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with need to know.

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.

COMPLAINTS AND GRIEVANCES: The Macon County Board of Education takes Complaints and Grievances very seriously. The Board believes very strongly that everyone should follow the Proper Chain of Command when dealing with complaints and grievances. At Macon County Junior High, we have 3 complaint Managers to assist in this process. Principal, Jamie Kelley, Assistant Principal Tiffany Clariday, and Guidance Counselor Cindy Bohanan-Bridwell. Each can be contacted by calling MCJH at (615) 666-7545. The complete policy on Complaints and Grievances can be found on the Macon County Schools website un Policy 5.501

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

Any employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student filing a false report will itself be considered harassment and will be treated as such.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for education and training their perspective staff and students as to the definition and recognition of discrimination/harassment.

OTHER POLICIES: Macon County Junior High uses and enforces the policies outlined by the Macon County Board of Education. All policies concerning the education of the children of Macon County Schools can be found on the Macon County School System's website: www.maconcountyschools.com. Once arriving at the site, click *POLICIES* tab, then click the tab below labeled *ON-LINE POLICIES*. From there, you can view all the policies of the Macon County School System.

SAFE SCHOOL CHOICE

At Macon County Junior High, every measure is taken to ensure that each child is safe from harm. At any time, should your child become a victim of a violent crime at school, your child has the right to attend another grade-appropriate public school in the school district. For a full description of this policy developed by the state of Tennessee, please log onto the website for the Macon County School System's website: www.maconcountyschools.com and click on *Policies*. A full description of the Tennessee Department of Education Unsafe School Choice policy can be downloaded from this website. If you do not have internet access available to you to view these policies, please contact the school and copies will be made available to you.

POLICY OF NON-DISCRIMINATION

It is the policy of the Tennessee Department of Education and the Macon County Board of Education not to discriminate against any student, employee, or applicant on the basis of sex, race, color, religion, national origin, disability, age, or veteran status.

The Macon County Board of Education will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination. No office, officer, or employee of the Board of Education shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

FOR YOUR INFORMATION

If you have any questions concerning the Macon County School System's homeless policy, please contact Cindy Gammons at 615-666-2125.

The following information may be obtained at our local school system's website, www.maconcountyschools.com.

School policies, state assignment results for the school, system and state, safe school choice policy, parent involvement policy, and teacher certification information. Parents who do not have access to the web may contact the school principal or Cindy Gammons at the board of education for any of this information. You may also access information on child advocacy group and information on student rights and services from <http://www.state.tn.us/education>.

Parents of students in Title I schools may request information about the qualifications of teachers and professionals who instruct their children. At this time, MCJH is not a Title 1 school.

TELEPHONE

There is a telephone located in the office. This phone is for emergency use only. Students will not be allowed to call home for forgotten items, permission to go home with someone, etc.

TEXTBOOKS

Any student who damages or loses a textbook will be required to pay its **full replacement cost**. Students are responsible for using textbooks appropriately and for keeping up with them. Textbooks that are left in inappropriate places and become damaged are considered the responsibility of the student to whom they were issued.

FIELD TRIP/EVENT POLICY

Each year, classes may school trips for educational purposes or rewards. Trip prices are calculated according to the number of students that sign up. Once a trip is paid for, refunds will be given only when sickness arises. A doctor's statement will be useful to aid in refunding trip cost. If a student decides he/she does not wish to attend on the day of the trip, **NO REFUND WILL BE GIVEN**.

If a student spends any time at ALC, is suspended for discipline, or is assigned more than 10 days of BI, then he/she may not be allowed to attend any school field trips/events. Any participation in school related trips is always left to the discretion of the administration of MCJH.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. Please monitor the local radio and television stations or the SchoolWay app for up to date school closings/cancellations information. Please provide the school with 2 alternate telephone numbers and addresses for places your child may go should school be dismissed early. Please discuss such possibilities with your child in advance so that students are not frightened by a change in their daily schedule.

TARDIES

Preparation time will begin at 7:45 a.m. This time is when students go to their lockers and have all the materials for their first class period. They are to be in their seats ready to work at 7:55 a.m. Students will not be excused for being tardy because a parent brought them late. On the fifth time a student has an unexcused tardy to school, he/she will be assigned an unexcused absence. When a student receives his/her 5th unexcused tardy to class during the school day, he/she will be assigned behavior intervention (BI).

Any student being absent from school for a total of 5 days shall be reported to the EIS officer. Students who are absent and whose excuses are not acceptable by the principal shall be referred to the attendance teacher and/or the truancy board. Leaving school before 2:55 without an excuse will be treated as an unexcused absence.

ENROLLMENT OF NEW STUDENTS

1. Go through office for enrollment.
2. Contact previous school for information concerning transfer:
 - A. Good standing --enroll.
 - B. Suspended--30 days probation. He/she will serve previous assigned punishment. If the student violates any rule that is listed in the disciplinary handbook such as fighting, smoking, threatening, etc. during the 30-day probation, he/she will be suspended until a hearing before the board of education.
 - C. Debts—Bills from a previous school must be paid before enrollment so that we can receive the student school records.
 - D. Legal Custody--We must have documents if there is anyone that the child is not allowed to leave with, or there are problems with custody of the child.
 - E. Special Education

ATTENDANCE

MCJH believes that regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend class throughout the day. In the event of missed days, it is the student's responsibility to request missed assignments and make up all missed work. Students who are consistently late, picked up before 2:55, or absent will be referred to the Supervisor of Attendance and referred to juvenile court.

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session.

Absences shall be classified as either excused or unexcused as determined by the principal or his designee. All absences are considered unexcused until the school receives acceptable documentation. Excused absence shall include:

1. Personal illness (Doctor's Statement Required)
2. Illness of Immediate Family Member (Doctor's Statement Required)
3. A. Death in the family
B. Death of a Non-Relative (Day of the Funeral only)
4. Religious Observance
5. Subpoenaed Court Appearance

Students participating in school-sponsored activities whether on or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

Make-up Work for Excused or Unexcused Absences:

1. Arrangements for make-up work must be made immediately upon the student's return to school. All make-up work will be completed within 3 days of the student's return to school.
2. Students will have the option of completing make-up work for in-class assignments and/or tests.

If a student fails to complete the make-up work at the time requested by the teacher, a zero will be earned for the make-up work unless an excused absence for that requested time is presented. Students with an excused absence may then request another time for make-up work.

PARENTAL NOTES

Five (5) parental notes for excused absences will be accepted for the entire school year. One (1) parent note is used for each individual day of absence.

TIME FRAME FOR ACCEPTANCE OF NOTE: Excuses for an absence may not be accepted after five (5) days of student returning to school. This includes doctor, dentist, parent/guardian or any acceptable excuse for absence. Students are responsible for turning in excuses to proper personnel at their school.

TRUANCY

According to T.C.A. code 49-6-3007, which addresses our state attendance laws, any student who has been absent five (5) unexcused days during the school year, not necessarily five (5) consecutive days, is considered a "truant" student. A written notification stating the dates of the unexcused absences will be sent to parent/guardian.

In compliance with state law, a truancy hearing will be held at the student's school after eight (8) days of unexcused absences. Presence of parent/guardian and student is mandatory at hearing. On or before the tenth (10th) day of unexcused absence the parent/guardian and student will be cited to court for truancy.

A good attendance record is necessary to make satisfactory progress in school. Tennessee State Law requires the parent or legal guardian must assure that his/her child attends school. State law mandates a student must be present 3 hours and 16 minutes in order to be counted as present for the day.

PARENT –TEACHER CONFERENCE

There will be two parent-teacher conferences. They will be announced publicly for all parents. Parents are encouraged to visit their child's school and confer with the teachers. Please feel free to visit the school and your child's teachers at any time during the year. However, please call the school and set up an appointment if you plan to visit on a day other than the scheduled conferences. The dates will be announced as soon as possible.

REPORT CARDS

Report cards are issued every nine weeks. However, it would be helpful to both student and parents if progress was checked regularly. Also, all teachers return work with grades regularly. Ask your child to see all of his/her work, and/or check Skyward regularly.

Based on the performance over the grading period, each student will receive a numerical grade in each course.

| Description | Percentage | Grade equivalent |
|------------------------------------|-------------------|-------------------------|
| Excellent | 93-100% | A |
| Above average work | 85-92% | B |
| Average work | 75-84% | C |
| Poor Quality Work | 70-74% | D |
| Achievement Too Limited for Credit | 0-69% | F |

PROMOTION AND RETENTION

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially, and emotionally. Retentions may be made when, in the judgement of the teacher/s, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher/s.

The following are some of the factors that shall be considered in making a decision on promotion and retention:

| | |
|-----------------------------------|---|
| Mastery of essential competencies | Special procedures for special students |
| Flexible placement | Attendance |
| Conduct | Previous retention |
| Grade level | Administrative discretion |

When a student is retained, MCJH will follow the procedure given by the board policy.

PERSONAL PROPERTY

Any personal property brought to school which causes a disruption will be taken up and returned at the end of the school year. Students should only bring money needed for lunch or special projects. Large sums of money or personal property may be stolen, and the school will not accept responsibility for replacing these items.

OPEN CONTAINER POLICY

Beverages that are brought from home into the building during school hours cannot be made of glass and must be sealed (unopened). Clear, empty, refillable containers (excluding glass) that can be securely closed may also be brought to school for the purpose of hydration but must have administrative approval.

Beverages brought into the school in open containers will not be allowed during regular school hours. An "open container" may include, but is not limited to the following items: tumblers, beverage cups, restaurant drinks, any opened bottles, cans, drink pouches, thermos, or other storage-type containers for liquid drinks.

CAFETERIA

1. Lunch time will last 25 minutes.
2. Students have designated seating areas and must sit in that area. When finished eating, students will empty their tray and return to the assigned table.
3. Students may not leave the cafeteria except by permission from the person/s in charge.
4. No food or drinks will be taken from the cafeteria.
5. Each child should pay for his/her meals on a daily basis or keep funds in his/her account.

HYGIENE

Macon County has a “No Nit” policy for head lice. Any student with nits or lice will be sent home immediately. Upon return, student will be rechecked by the school nurse for nits/lice before being allowed to return to class.

Students at this age also tend to have problems with body order. Please make sure your child bathes each day, wears clean clothing, and uses hygiene products each day. If the odor becomes offensive to other students and teachers, the student will be sent home.

Perfume and cologne can be worn to school each day, but because of allergy problems for some students, we ask that you do not bring perfume or cologne to school to be reapplied.

MEDICINES

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 the principal’s 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:

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 directions);
6. Possible side effects, if known; and
7. Termination date for self-administration on the medication.

The medication must be delivered to the principal’s office in person by the parent or guardian or adult designee of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES

Students may possess personal communication devices, such as cell phones/smart watches/iPods, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, locker, locker room, or vehicle and may not be used without permission once arriving on campus for school or while waiting to leave school grounds (e.g. bus loading, afternoon pick up waiting, etc.) 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 this policy is subject to disciplinary action.

Discipline

1. First Offense - Warning and confiscated until end of day
2. Second Offense - Three (3) days Behavior Intervention, device confiscated and allow parents/guardians to pick up
3. Third Offense - Five (5) days Behavior Intervention, device confiscated and allow parents/guardian to pick up.

DRESS CODE POLICY

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner which is likely to cause disruption or interfere with the operation of the school, the principal shall take appropriate action. School clothing and individual grooming must not distract from the learning environment or jeopardize health or safety of others.

REQUIREMENTS FOR STUDENT DRESS:

1. All apparel or accessories worn or brought to school may not display or advertise the following:

| | |
|-------------------------------|-------------------------------|
| Gang affiliation or gang sign | Sexual themes |
| Tobacco products | Racist overtures |
| Profanity | Suggestive/offensive graphics |
| Alcoholic products | Drugs or drug paraphernalia |
2. Shorts may be worn as long as they are to the top of knee while standing.
3. Skirts, dresses, and jumpers may be no shorter than to top of knee while standing.
4. Leggings may be worn as long as they are covered to top of knee.
5. Jeans and pants:
 - a. Should be size appropriate and properly fitted at the waist
 - b. Should not be too form-fitting or too baggy
 - c. Should not contain holes or tears above the knee
 - d. Patches must be sewn in.
 - e. Pajamas are not acceptable.
6. Apparel considered too revealing will not be permitted. Clothing may not reveal cleavage or midriff. Undergarments must not be visible. See-through clothing below shoulder is prohibited.
7. All shirts must have sleeves fully covering shoulders and underarms.
8. Pierced ears with appropriate jewelry are acceptable. No facial jewelry or tongue rings are allowed; however, clear spacers may be used in pierced holes.
9. No unnatural shades of hair coloring or disruptive hair styles are allowed. No high spiked or Mohawk hairstyles are allowed.
10. No head coverings of any kind or sunglasses shall be worn inside the building (except for religious or medical reasons with prior administrative approval).
11. Appropriate footwear must be worn at all times. No house shoes or house slippers are allowed.
12. All makeup must be of natural color and moderately applied.
13. Principals and teachers are responsible for enforcing the dress code.
14. Discipline will be as follows:
 - a. First Offense: Written warning or BI rest of day if infraction cannot be fixed.
 - b. Second Offense: Up to 3 days BI.
 - c. Third Offense: Up to 5 days BI.
 - d. Any offense thereafter could result in BI or ALC.

***Any student who refuses to adhere to the dress code will be suspended until he/she can conform to the rules.**

****Allowances may be made for special events with principal approval.**

ZERO TOLERANCE

WEAPONS AND DANGEROUS INSTRUMENTS

The Macon County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon on school property shall be immediately removed from the general population at the discretion of the administration and could be subject to expulsion from Macon County Schools for a period of one calendar year. The Director of Schools may modify the suspension requirement on a case-by-case basis where appropriate. Where appropriate, criminal charges may be brought.

Dangerous weapons and instruments for the purpose of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Any student who brings to school or who is found in possession, on school property, on a school bus, or at any school-sponsored activity on or off campus, of any weapon or dangerous instrument will be immediately removed from the general student population at the discretion of the administration. Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns may be suspended as determined by the principal. The principal shall report his/her action to the Director. Each case, regardless of the circumstances, must be reported to the Director of Schools. The principal shall notify the parents or legal guardian of any student found in violation of this policy. The use of weapons and dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

FIREARMS (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by case basis.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ASSAULT

In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than that of one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

NOTIFICATION

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

DISCIPLINE PROCEDURES FOR MCJH

MISBEHAVIORS: Level I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language toward another student
- Non-defiant failure to do assignments or carry out directions
- 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
- Harassment (Sexual, Racial, Ethnic, Religious).

Disciplinary Procedures:

- Immediate intervention by the staff member
- Determine what offense was committed and its severity
- Determine offender and that he/she understands the nature of the offense
- Employ appropriate disciplinary options
- Record of the offense and disciplinary action maintained by staff member.

1st Offense - See Disciplinary Options below

2nd Offense - Up to 3 days BI

3rd & repeat Offenses - Up to 5 days BI 26 27

Disciplinary Options: To be used at administrator's discretion

- Verbal reprimand
- Special Assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits which might affect citizenship or department grades
- Strict supervised study
- Detention
- Corporal punishment at Principal's discretion for 1st and 2nd Offense
- In-school suspension only on 2nd or 3rd Offense

MISBEHAVIORS: Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Using forged notes or excuses

- Disruptive classroom behavior
- The offenses listed above shall receive the following:
 - 1st Offense – See Disciplinary Options below or Up to 3 days BI
 - 2nd Offense Up to 5 days BI
 - 3rd & repeat Offenses 3 days ALC or Corporal Punishment - at Principal’s discretion
- School Bus misconduct
 - 1st Offense – Discretion of principal and/or transportation supervisor
 - 2nd Offense – loss of bus privileges for up to 10 days
 - 3rd & repeat Offenses – loss of bus privileges for 20 days up to remainder of school year
- Water guns and balloons, skates, rollerblades, skateboards, hover boards etc. hacky sacks, playing card trading cards or any item that could cause a distraction during the school day are not allowed
 - 1st Offense – Verbal warning, confiscate until end of day
 - 2nd Offense -3 days BI, confiscate until end of term
 - 3rd & repeat Offenses – Up to 5 days BI and confiscate until end of school year (parents must pick up confiscated item)
- Public display of affection
 - 1st Offense – Counseled by guidance or administrator and parent notification
 - 2nd Offense - Up to 3 days BI
 - 3rd & repeat Offenses – Up to 5 days BI

POSSESSION OF A KNIFE

Students found to be in possession of a knife, without the intent to go armed, shall be given the following punishment

- 1st Offense – Up to 3 days BI
- 2nd Offense – Up to 5 days BI
- 3rd & repeat Offenses – Up to 5 days ALC

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation made by teacher, permits student the opportunity to explain his/her conducts, denying it or explaining any mitigating circumstances.
- Principal takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.

Disciplinary Options: To be used at administrator’s discretion

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Restricting school related honors student is otherwise due.

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

Fighting

- 1st Offense - Up to 10 days ALC or suspension up to 10 days
- 2nd Offense - Up to 20 days ALC or suspension up to 20 days
- 3rd & repeat Offenses - Suspension for 45 days

Students that instigate, promote or incite others to violence will receive:

- 1st Offense up to 5 days BI
- 2nd Offense up to 10 days BI or up to 10 days ALC
- 3rd & repeat Offenses 5 days' suspension

Vandalism (minor)

- 1st Offense up to 5 days BI
- 2nd Offense up to 10 days BI or up to 10 days ALC
- 3rd & repeat Offenses 5 days' suspension

Stealing- from faculty, students or school

- 1st Offense – 10 days BI
- 2nd Offense – 5 days ALC or suspension
- 3rd & repeat Offenses – 10 days ALC or suspension

Threats to others

- 1st Offense - Up to 5 days BI
- 2nd Offense – Up to 10 days BI
- 3rd & repeat Offenses – 5 days ALC or suspension

Harassment (Sexual, Racial, Ethnic, Religious)

- 1st Offense - Up to 5 days BI
- 2nd Offense – Up to 10 days BI
- 3rd & repeat Offenses – 5 days ALC or suspension

Bullying

- 1st Offense – Up to 10 days BI
- 2nd Offense – Up to 20 days BI
- 3rd & repeat Offenses – 10 days ALC

Possession of sexually explicit and/or pornographic items on school property or at school sponsored activity

- 1st Offense - Up to 5 days BI
- 2nd Offense – Up to 10 days BI
- 3rd & repeat Offenses – 5 days ALC or suspension

Gambling – no student shall participate in gambling of any form on school property

- 1st Offense Up to 3 days BI
- 2nd Offense Up to 5 days BI
- 3rd & repeat Offense 5 days ALC and or suspension

Use, possession, and/or distribution of tobacco, drugs, and/or alcohol on school property including school bus or at any school sponsored event.

TOBACCO

- 1st Offense - 3 days BI and cited to Juvenile court
- 2nd Offense - 5 days BI and cited to Juvenile court
- 3rd & repeat Offenses - 5 days ALC or suspension and cited to Juvenile court

DISTRIBUTION OF TOBACCO

- 1st Offense – 5 days BI
- 2nd Offense – 10 days BI
- 3rd & repeat Offenses – 5 days ALC

ALCOHOL

No student is to possess, use or be under the influence of alcohol on school property, a school bus or at any school sponsored event.

- 1st Offense - 45 days ALC
- 2nd Offense - 90 days ALC
- 3rd & repeat Offenses - Expulsion for up to one calendar year

DISTRIBUTION of ALCOHOL Any student that distributes alcohol to another student shall receive the following:

- 1st Offense - 90 days ALC
- 2nd Offense – 120 days ALC
- 3rd & repeat Offenses – 180 days ALC

ILLEGAL DRUGS

Students who possess Illegal or legend drugs will be punished under MCBOE Policy 6.309 Zero Tolerance. Students who are found to be under the influence of illegal or legend drugs will receive the following punishment:

- 1st Offense - 45 days ALC
- 2nd Offense - 90 days ALC
- 3rd & repeat Offenses - Expulsion for up to one calendar year

DRUGS OR DRUG PARAPHERNALIA

A student that possesses an over-the-counter drug or prescription drug and does not turn it into the school nurse shall receive:

- 1st Offense – Up to 15 days ALC
- 2nd Offense – Up to 30 days ALC
- 3rd & repeat Offenses – Up to 45 days ALC

If student buys, sells, trades, or gives over-the-counter or prescription drug to another student, the following punishment will be given:

- 1st Offense – 90 days ALC
- 2nd Offense – 120 days ALC
- 3rd & repeat Offenses – 180 days ALC

In addition to punishment as outlined in policy and during the time punishment is being served, any student found with alcohol or an illegal drug or found to be under the influence of alcohol or drugs on school property, at a school function, school bus or on a school sponsored trip shall forfeit ALL RIGHTS to any and all extracurricular activities. This punishment will preclude participation in all school-related athletic teams, club trips, pageants, dances and social functions including proms and school trips. They will also be ineligible for election to class officers and yearbook superlatives. **NO EXCEPTIONS.**

Disrespectful, offensive or abusive language or gestures toward faculty or staff shall result in:

- 1st Offense – Up to 5 days ALC
- 2nd Offense – Up to 10 days ALC
- 3rd & repeat Offenses – 5 days suspension

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
- Principal takes appropriate disciplinary action.
- Principal may refer incident to director of schools and make recommendations for consequences.
- If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Board.
- Record of offense and disciplinary action maintained by principal or director of schools.

Disciplinary Options: To be used at administrator's discretion

- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage or stolen property
- Out-of-school suspension as stated above
- Social adjustment classes
- Transfer
- Expulsion

MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Examples (not an exclusive listing):

- Unmodified Level I, II and III behaviors
- Death threat (hit list) *
- Extortion
- Bomb threat*
- Possession/use/transfer of dangerous weapons *
- Assault/Battery *
- Vandalism
- Intentional possession or sale of stolen property
- Arson/Possession of unauthorized substances *
- Use/transfer of unauthorized substances not otherwise addressed
- Harassment (Sexual, Racial, Ethnic, Religious)

Punishment for Level IV Behaviors without *

- 1st Offense - 10 days ALC
- 2nd Offense – 20 days ALC
- 3rd & repeat Offenses – Up to 10 days suspension

Disciplinary Procedures:

- Principal confers with appropriate staff members and with the student.
- Principal hears accusations and permits offender opportunity to explain conduct.
- Parents are notified.
- Law enforcement officials are contacted.
- Incident is reported and recommendations made to the director of schools
- Complete and accurate reports are submitted to the director of schools
- Student is given hearing before disciplinary hearing authority.

Disciplinary Options

- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement

*Expulsion/Remand for a period of not less than one (1) calendar year subject to modification 6 by the director of schools on a case-by-case basis.

ADDITIONAL GUIDELINES:

- A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
- A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense
- A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in department or citizenship.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - pay any activity fee;
 - pay a library or other school fine; or
 - make restitution for lost or damaged school property.