

Hamblen County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 11/13/18
		Rescinds: 6.300	Issued: 10/02/18

1 The Board delegates to the director of schools the responsibility of developing more specific codes of
2 behavior and discipline which are appropriate for each level of school, namely, elementary, middle,
3 junior high, and senior high. The development of each code (Assertive Discipline Plan) shall involve
4 principals and faculty members of each level of school and shall be consistent with the content of the
5 Board's Code.¹

6 A copy of the Assertive Discipline Plan shall be posted at each school, school counselors shall discuss
7 with students, and all new staff shall be trained in its applications. The Assertive Discipline Plan shall
8 be referenced in all school handbooks, and all teachers, administrative staff, and parents shall be
9 provided copies.

10 The following levels of misbehavior and disciplinary procedures and options are designed to protect all
11 members of the educational community in the exercise of their rights and duties.²

12 **MISBEHAVIORS: Level I**

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

16 *Examples (not an exclusive listing):*

- 17 Classroom disturbances
- 18 Classroom tardiness
- 19 Cheating and lying
- 20 Abusive language (profanity)
- 21 Nondefiant failure to do assignments or carry out directions
- 22 Wearing, while on the grounds of a public school during the regular school day, clothing that
- 23 exposes underwear or body parts in an indecent manner that disrupts the learning environment³
- 24 Disrespect
- 25 Littering Loitering
- 26 Inappropriate physical contact
- 27 Victimization of any student (sexual, racial, ethnic, or religious harassment; bullying; cyber-
- 28 bullying; and/or hazing)

29 *Disciplinary Procedures:*

30 Staff member immediately intervenes.

- 1 Staff member determines what offense was committed and its severity.
- 2 Staff member determines offender and that he/she understands the nature of the offense.
- 3 Staff member employs appropriate disciplinary options.
- 4 Record of the offense and disciplinary action is maintained by staff member.

5 *Disciplinary Options:*

- 6 Verbal reprimand
- 7 Special Assignment
- 8 Restricting activities
- 9 Assigning work details
- 10 Counseling
- 11 Withdrawal of privileges
- 12 Time-out room
- 13 Issuance of demerits that might affect citizenship or department grades
- 14 Strict supervised study
- 15 Placement in an alternative learning program (ALP)
- 16 Out-of-school suspension
- 17 Alternative school

18 **MISBEHAVIORS: Level II**

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

23 *Examples* (not an exclusive listing):

- 24 Continuation of unmodified Level I behaviors
- 25 School tardiness
- 26 Truancy
- 27 Use of tobacco in unauthorized areas
- 28 Using forged notes or excuses
- 29 Disruptive classroom behavior
- 30 Cutting class
- 31 Severe disrespect
- 32 Possession of electronic devices
- 33 Victimization of any student (sexual, racial, ethnic, or religious harassment; bullying; cyber-
- 34 bullying; and/or hazing)

35 *Disciplinary Procedures:*

- 36 Student is referred to principal for appropriate disciplinary action.
- 37 Principal meets with student and teacher.
- 38 Principal hears accusation made by teacher, permits student the opportunity of explaining his /
- 39 her conduct: denying it, or explaining any mitigating circumstances.

- 1 Principal takes appropriate disciplinary action and notifies teacher of action.
2 Record of offense and disciplinary action is maintained by principal.

3 *Disciplinary Options:*

- 4 Teacher/schedule change
5 Modified day
6 Social probation
7 Peer counseling
8 Referral to outside agency
9 Placement in an alternative learning program (ALP)
10 Transfer
11 Detention
12 Suspension from school-sponsored activities or from riding school bus
13 Restricting school-related honors student is otherwise due
14 Out-of-school suspension for ten (10) days or expulsion
15 Alternative school

16 **MISBEHAVIORS: Level III**

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

19 *Examples* (not an exclusive listing):

- 20 Continuation of unmodified Level I and II behaviors
21 Fighting (simple)
22 Vandalism (minor)
23 Stealing
24 Threats to others
25 Bullying
26 Victimization of any student (sexual, racial, ethnic, or religious harassment; bullying; cyber-
27 bullying; and/or hazing)

28 *Disciplinary Procedures:*

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

1 *Disciplinary Options:*

- 2 Placement in an alternative learning program (ALP)
- 3 Detention
- 4 Restitution from loss, damage or stolen property
- 5 Out-of-school suspension not to exceed ten (10) days
- 6 Social adjustment classes
- 7 Transfer
- 8 Expulsion

9 **MISBEHAVIORS: Level IV**

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

14 *Examples* (not an exclusive listing):

- 15 Unmodified Level I, II and III behaviors
- 16 Death threat (hit list)
- 17 Extortion
- 18 Bomb threat
- 19 Possession/use/transfer of dangerous weapons *
- 20 Assault that results in bodily injury *
- 21 Aggravated assault *
- 22 Vandalism
- 23 Theft/possession/sale of stolen property
- 24 Arson
- 25 Possession of unauthorized substances *
- 26 Furnishing/selling/possession of unauthorized substances
- 27 Victimization of any student (sexual, racial, ethnic, or religious harassment; bullying;
28 cyber-bullying; and/or hazing)

29 *Disciplinary Procedures:*

- 30 Principal confers with appropriate staff members and with the student.
- 31 Principal hears accusation by accusing party and permits offender the opportunity of
32 explaining conduct.
- 33 Parents are notified.
- 34 Law enforcement officials are contacted.
- 35 Incident is reported and recommendations made to the director of schools.
- 36 Complete and accurate reports are submitted to the director of schools.
- 37 Student is offered a hearing before the student disciplinary hearing authority.

1 *Disciplinary Options*

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3 Out-of-school suspension exceeding ten (10) days

4 Expulsion

5 Other hearing authority or Board action that results in appropriate placement

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

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9 **ADDITIONAL GUIDELINES:**

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

 Legal References

1. TCA 49-6-4005; Public Acts of 2018,
Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114,
7118
3. TCA 49-6-4009

 Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying,
 Cyber-bullying, and Intimidation 6.304
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Detention 6.315
 Suspension/Expulsion/Remand 6.316
 Safe Relocation of Students 6.4081