



Student Code of Acceptable Behavior and Discipline

2020-2021

Hamilton County Schools



Message from the Superintendent

Dear Hamilton County Schools Family:

The faculty and staff of Hamilton County Schools are committed to providing the best education possible and ensuring all of our students are future ready. To achieve this goal, we must have a safe and secure learning environment where all of our students can excel. In Hamilton County Schools, we expect excellence and have high expectations for how students conduct themselves in the school environment. Every classroom will be a place where students can learn without disruptions.

The Student Code of Acceptable Behavior and Discipline has been established to maintain a climate conducive to learning. The Hamilton County Board of Education supports measures that promote a safe, respectful environment where teachers can teach and students can learn.

Please read this code, discuss it with your child, sign the attached Parental/Student Notification Form, and return it to your child's school. Students in grades 6-12 are also asked to read the code and sign the attached form before returning it to your school.

We look forward to an exceptional school year, as we work with administrators and teachers to prepare our children for success today and in the future!

Thank you for your support.



Dr. Bryan Johnson, Superintendent



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Parental/Student Notification Form

Parent and Student Acknowledgement Required in Grades 6-12

Signatures below acknowledge receipt of the Hamilton County Schools' Student Code of Acceptable Behavior and Discipline.

If parents/guardians have questions regarding the content of this document, please contact the school that your student(s) attends.

Each school administration shall ensure that the contents are understood by students attending their school.

Students in grades six (6) through twelve (12) shall sign this form. A signature acknowledges that the student understands the content of the code.

Parents/guardians are requested to sign and date this form. Students shall return this notification form to their school.

Date **Signature of Parent or Guardian**

Print Name of Parent or Guardian

Date **Signature of Student (Grades 6-12)**

Print Name of Student

Context and Overview

Much work and thought has gone into the preparation of the Student Code of Acceptable Behavior and Discipline (COAB). It is consistent with State Board policy, state legislation, and the most recent court decisions. It should prove to be beneficial to everyone involved: students, parents, and school employees. This code is reviewed annually and revised, as necessary, by a committee composed of educators, board members, students and parents. In essence, the COAB accomplishes the following:

1. It is the foundation that will foster a wholesome environment within our schools.
2. It affords each student an uninterrupted opportunity to pursue academic excellence.
3. It provides substantial guidance for behavior standards and expectations for students.
4. It provides rules designed for the safety and welfare of the students.
5. It assures due process and fair treatment for every student, giving each an opportunity to be heard.

This COAB does not, in any sense, weaken the position of the teachers and school leaders with regard to the maintenance of acceptable conduct and order. We feel that it is an appropriate guide for our school system. This version of the booklet should be used as a reference until another is revised and adopted by Hamilton County Schools.

A special acknowledgement to Broward County Public Schools (Florida), Richmond County Schools (Georgia), and VirtualSC for serving as excellent examples in developing this Code of Acceptable Behavior and Discipline for Hamilton County Schools.

Extracurricular Programs

In recognition of the honor and responsibility that comes with representing his or her school, all students are expected to be model students both on and off campus when participating in any extracurricular programs and/or activities. Principals may hold students accountable for any conduct that reflects poorly on the school or the program whether occurring off campus or outside the calendar season. Representing a school in an extracurricular activity is a privilege that must be maintained through acceptable behavior.

Rights and Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate and safe learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizures;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities;
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
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;
11. Possess on school grounds only those materials which are acceptable under the law, Board policy and school rules and accept the consequences for articles stored in one's locker or vehicle.

References

1. School Board Policy 6.301
2. 20 U.S.C. 1703
3. TCA 49-6-3401

Attendance Policy

By law students must attend school daily. Hamilton County Schools (HCS) will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical documentation for additional personal illnesses or family illness. To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school.

Excused Absences- Conditions for which a student's absence may be excused are:

- Personal Illness: Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.
- Death in Immediate Family: Students may be excused for three (3) days in the event of a death in their immediate families including mother, father, stepparent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
- Family Illness: Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.
- Religious Holiday: Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
- Personal: Students who are absent for a good cause such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc. may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or his designee is required.
- Approved School Sponsored Activities: Students shall be marked present when participating in a school sponsored activity away from the school building.
- All other reasons for absence, including out of school suspensions and failing to report a reason, will be deemed an unexcused absence. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

Note: During the COVID-19 pandemic, students that are absent from school will be allowed to transition to the HCS at Home option during which time students completing assignment expectations will be counted present. District personnel will intervene to address truancy using a *Tiered Attendance Intervention* support structure for students and their families.

Tier One intervention will be school- based and may include one or more of the following strategies: verification/documentation of absence, robo call, phone meeting, phone conference with guardian and/or student to review the attendance contract.

Tier Two intervention will involve the school attendance specialist conducting a needs assessment with each individual family to identify barriers to school attendance. The results of the needs assessment may result in a referral to the school social worker or a community service agency to provide support to the family.

Tier Three Intervention will involve the Community Attendance Review Board to engage additional community partners in addressing the barriers to attendance. Attendance issues that continue beyond the Tier Three intervention will result in a referral to Juvenile Court.

Digital Citizenship Statement

Digital Citizenship is the act of using technology resources responsibly and safely. Teaching principled digital citizenship to our students provides an opportunity for them to unite their daily activities with their choices in a digital society. HCS requires Pre-K through 12th grade learners to demonstrate and exercise the safe, responsible, and legal use of all technology, the internet, and social media that may be accessed for various reasons (i.e. communication, research, etc.). It is our goal to empower every student to become a responsible digital citizen in order to prevent incidents of cyberbullying and other harmful practices associated with technology use.

- ★ Due to a wide array of curriculum practices, instructional methods, and technological capabilities across the district, each school has the autonomy to establish their own guidelines in determining the use of technology during school hours and school events for educational purposes only.

Student Code of Conduct for Virtual/Online Classes

Since some classwork will now be offered virtually (online), the standards of behavior are as important as they are while physically attending school. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all Hamilton County Schools (HCS) students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with HCS faculty, staff, and other HCS students, as well as their individual actions.

Interactions with HCS Faculty and Staff

1. Students should address all HCS faculty and staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with HCS faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive "slang" or language that they might use in other environments. Students must communicate with teachers in complete sentences.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with HCS faculty and staff. These actions are prohibited as indicated in the Code of Acceptable Behavior (COAB).
5. Students must use an email address and profile picture that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive shall not be permitted in correspondence with HCS faculty and staff. Profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner. The School Administration reserves the right to determine if a student's email address and/or profile picture is inappropriate.

Students using an inappropriate email address and/or profile picture will be required to update their user profiles.

Interactions with Other HCS Users

1. All communications with other students enrolled in Virtual/Online Learning classrooms must be of a course-related nature. Any sending of unsolicited email to other HCS classmates is prohibited.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from these courses with a failing grade. Students are expected to abide by the "Use of Technology" Policy that is accepted as part of enrollment in these type courses.
4. Do not collaborate or work with other students on your Virtual/Online assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other HCS students. These actions are prohibited as indicated in the COAB.

Appropriate Use of the Internet

1. HCS students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
3. Any student that violates this policy will be subject to disciplinary action that may result in removal from Virtual/Online course(s), as well as other disciplinary or legal action.

Disciplinary Action

Violations to the Virtual/Online Code of Acceptable Behavior will initiate the following procedure:

1. Upon the violation, the teacher will complete and submit a "Referral" form to the school's administration.
2. The teacher and/or Administration will notify the student, parent, and sponsor that the student has violated the Virtual Online Code of Acceptable Behavior.
3. Based on the report, the Administration will determine what, if any, disciplinary action must be taken. A violation of the HCS (COAB) will result in a disciplinary action and may result in the withdrawal of the student in the Virtual/Online course(s) or removal of the student from this Virtual/Online program.

Dress and Groom Policy

Hamilton County Schools is committed to each student to fulfill his or her responsibility to dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety. *School Board Policy 6.301*

A student shall not dress, groom, wear or use emblems, insignias, badges, gang symbols or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in the interference or disruption of the school environment. If there is a disruption to the school environment due to this violation, then all consequences listed under Rules Violations will be followed. The Dress and Grooming Policy must accommodate students whose religious beliefs may be substantially burdened by this policy.

- ★ Each school has the autonomy to create a special dress code policy that meets the safety requirements of the particular school and community. These guidelines and/or restrictions will be published and communicated with parents/guardians and the local school community prior to student registration for the upcoming school year. In no way will the individual school's dress code policy be less restrictive than what is listed in the Code of Acceptable Behavior (COAB).

Zero Tolerance Offenses

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Superintendent. This includes offenses on any school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement officials.

The following are zero tolerance offenses:

- **Weapons and dangerous instruments** - These 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.
- **Drugs** - Any student who unlawfully possesses or is under the influence of any drug including any controlled substance or legend drug.
- **Assault** - Any student who commits aggravated assault or commits an assault that results in physical contact with any teacher, principal, administrator, and other employee of the school, or school resource officer.

- **Threat by Electronic Device** - Any student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.

School Board Policy 6.309

Searches

Students have the right to be safe and secure at school and pursue their education in a disciplined environment conducive to learning. Therefore, students and all their property will be subject to random administrative searches. Refusal to cooperate with a reasonable request may result in disciplinary actions.

Any principal, or 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 (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), and containers or packages if the principal or designee receives information which would cause a reasonable belief that the search will lead to the discovery of:

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.

School Board Policy 6.303

Locker Use

The school has the authority and control of the locker and may gain access to it at any time. Any lock to which the school does not have the key or combination will be removed by the school. A student using a locker that is the property of the school system does not have the right of privacy in that locker or to its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system. These lockers or other storage areas available for student use are 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. *School Board Policy 6.303*

Student Vehicles on School Property

Students of driving age are permitted to operate their own vehicles on campus if they have proof of liability insurance coverage and have paid required parking fees. However, a student shall permanently lose the privilege to have a vehicle on school grounds if the student is involved in any manner with drugs or drug paraphernalia, other controlled substances including alcohol, or in possession of a weapon. *School Board Policy 3.403*

Discrimination/Harassment, Bullying Cyberbullying, Hazing

School Board Policy 6.304

Discrimination/Harassment. It shall be a violation of board policy for any student to discriminate against or harass another student on the basis of sex, gender identity, race, ethnicity, disability, or religion.

For purposes of this policy, discrimination and harassment includes words, gestures, threats, or any other conduct that is severe, pervasive, or persistent and that creates a hostile environment that substantially interferes with or limits a student's ability to participate in or benefit from services, activities, or other opportunities offered by the school.

Bullying, Cyberbullying, Hazing. It shall be a violation of this policy for any student to bully, cyberbully, or haze another student whether directly, through a third party, or through the use of electronic devices such as text messages or posts on social media sites.

For purposes of this policy, bullying includes any act that substantially interferes with a student's educational benefits, opportunities or performance. Bullying is unwanted, aggressive, repeated behaviors that involve a power imbalance that places a student in reasonable fear and causes a hostile educational environment. Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat sites, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Hazing is any act intended to or reasonably be expected to have the effect of humiliating, intimidating or demeaning a student or endangering the mental or physical health of the student committed by an individual or group against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization affiliated with any school or program operated by the school district.

If the act occurs on school grounds, at a school sponsored activity, on school sponsored transportation or at a school designated bus stop, it is violation of school board policy if it has the effect of harming a student or damaging his or her property; knowingly placing a student in reasonable fear of harm to the student or to his or her property; causing emotional distress to the student; or creating a hostile educational environment. If the act occurs off school property or outside of any school-sponsored activity, it is nevertheless a violation if it is directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process.

Claims of discrimination, harassment, bullying, cyberbullying, or hazing are to be directed to the building administrator for investigation without the fear of reprisal or retaliation. False accusations as a means of reprisal or retaliation will be disciplined in accordance with the district policies, procedures, and agreements. HCS will host annual events for parents to discuss prevention strategies. Dates, times, and locations will be forwarded through the HCS messaging system.

NOTE: This Code of Acceptable Behavior will be implemented in compliance with the requirements of applicable federal and state statutes and accompanying regulations governing the appropriate discipline of students suspected or identified as having a disability.

It is the policy of Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies.

A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes:

1. The Rehabilitation Act of 1972, Section 504;
2. Title VI of the Civil Rights Act of 1964; or
3. Title IX of the Educational Amendments of 1972

Parent Grievance Procedure

If you or your child encounters a specific problem or concern during the school year, the following step(s) should be taken:

1. Step 1 - Contact your child's teacher to schedule a conference.
2. Step 2 - If the issue was not resolved in Step 1, call or make an appointment with the principal.
3. Step 3 - If the issue was not resolved in Step 2, call or make an appointment with your child's Learning Community Executive Director.
4. Step 4 - After talking with the Executive Director, if you feel you need further assistance, contact:
Chief of Schools: Dr. Neelie Parker (423-498-7111)

Harrison Bay Learning Community:

Elementary Schools- Apison, CSLA, East Brainerd, Harrison/Lakeside, Ooltewah, Snow Hill, Wallace A. Smith, Westview, and Wolftever Creek

Secondary Schools- Brown Middle, Central High, CSLA, East Hamilton Middle, East Hamilton High, Hunter Middle, Ooltewah Middle, and Ooltewah High

Community Superintendent: Dr. Larrie Reynolds (423-498-7094)

Missionary Ridge Learning Community:

Elementary Schools- Barger Academy, Bess T. Shepherd, Clifton Hills, East Lake, East Ridge, East Side, and Spring Creek

Secondary Schools- East Lake Academy Middle, East Ridge Middle, East Ridge High, The Howard High School, Tyner Middle Academy, and Tyner High Academy

Community Superintendent: Dr. Jason Vance (423-498-7092)

North River Learning Community:

Elementary Schools- Allen, Big Ridge, Daisy, Hixson, McConnell, Middle Valley, North Hamilton, and Soddy

Secondary Schools- Hixson Middle, Hixson High, Loftis Middle, Sale Creek, Soddy Daisy Middle, and Soddy Daisy High

Community Superintendent: Elaine Harper (423-498-7092)

Rock Point Learning Community:

Elementary Schools- Alpine Crest, CSAS Lower, Dupont, Nolan, Lookout Mountain, Lookout Valley, Red Bank, Rivermont, and Thrasher

Secondary Schools- Red Bank Middle, Red Bank High, Signal Mountain Middle/High, Lookout Valley Middle/High, CCA, CSAS Upper, and Normal Park

Community Superintendent: Dr. Robert Sharpe (423-498-7094)

Midtown Learning Community:

Elementary Schools- Calvin Donaldson, Orchard Knob, Hardy, and Woodmore

Secondary Schools- Dalewood Middle, Orchard Knob Middle, and Brainerd High

Community Superintendent: Dr. Sonia Stewart (423 498-6718)

Future Ready Centers: Collegiate High, Harrison Bay, STEM, Sequoyah, and Garber Construction Academy

Executive Director: Blake Freeman (423) 498-7129

Schools of Innovation: Tommie Brown Academy, Battle Academy, Howard Connect

Chief of Innovation and Choice: Jill Levine (423-7149)

Discrimination complaints will be forwarded to the Equity Office to the attention of one of the following:

Dr. Marsha Drake - Race, Ethnicity, Limited English Proficiency, Religion, Etc. (Title VI) 423-498-7022

Karen S. Glenn - Sex, Gender-based, Gender Identity, Etc. (Title IX) 423-498-7221

Gloria Moore - Disability (504) 423-498-7082

Unacceptable Conduct and Consequences

Administration Requirements

- For each consequence that an administrator suspends a student for more than five (5) days (Letters V, X, or HH), a Behavior Improvement Plan (Letters G and/or W) must be implemented.
- The principal of each school shall be responsible for the implementation and administration of the COAB in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality or discrimination.
- All *change of placements* and/or *suspensions* of more than 10 days have to be reported to the office of the Chief of Operations Officer (COO), Dr. Justin Robertson, within 24 hours in order for his office to schedule an appeal hearing for the student.

Dr. Justin Robertson's Office number (423-498-7023)

NOTE: The *discipline matrix* that follows in this document sets forth the guidelines for assessing consequences for violations of school board policies. The school principal has the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. However, the Learning Community Executive Director must be consulted when this deviation occurs - prior to finalizing the parental notice.

Acts Against Persons

The Hamilton County Board of Education is fully committed to providing a safe and orderly learning environment for all students in order for them to achieve academic success. This environment shall be free from discrimination, harassment, sexual harassment, hazing, bullying or cyberbullying. The Hamilton County Board of Education will not tolerate acts of discrimination, harassment, sexual harassment, hazing, bullying, or cyberbullying toward students by other students or staff. In addition, the Board will not tolerate conduct aimed at defining a student in a sexual manner or conduct impugning the character of a student based on allegations of sexual promiscuity.

If a pupil is determined, via a fair and thorough investigation made by the principal or the principal's appointed representative, to have acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the principal's recommendation, the student may not face any disciplinary action.

Incident	1st Consequence	2nd Consequence	3rd Consequence	4th – 10th Consequence
Bullying/Cyber-Bullying *Possible Zero Tolerance Offense if investigation determines that it meets criteria.	A, B, G, Q, U, V, Y, EE, HH (20 days), II, JJ *X	A, V, Y, HH (30 days), II, JJ *X	A, Y, HH (45 days) II, JJ *X	A, HH (90 days), II, JJ *X
Harassment	A, B, G, P, Q, S, T, U, V, Y, EE, II	A, Q, S, U, V, Y, HH (20 days)	A, V, Y, HH (45 days)	A, Y, HH (90 days)
Fighting- Major * (Mutual Combat)	A, G, T, U, V, W, Y, GG (up to 10 days) *HH (30 days)	A, Q, R, U, V, W, Y, EE, GG (up to 10 days) *HH (45 days)	A, V, Y *HH (90 days)	A, Y *HH (180 days)
Fighting- Minor * (Altercation/Confrontation)	A, B, I, L, P, R, T, EE, LL	A, B, J, L, Q, T, EE	A, K, Q, U, GG (up to 10 days)	A, V, Y, EE, GG (up to 10 days) *HH (20 days)
Hazing	A, F, L, O, P, Q, S, T, U, V, W, Y, EE, GG (up to 10 days), II, LL	A, P, Q, S, T, U, V, Y, GG (up to 10 days), II	A, Q, S, T, U, V, Y *HH (20 days), II	A, F, P, Q, S, T, U, V, Y *HH (45 days), II
False Accusation against school staff	A, B, F, Q, U	A, B, Q, V, EE, GG (up to 10 days)	A, B, V, GG (up to 10 days) *HH (20 days)	A, B, V, GG (up to 10 days) *HH (45 days)
Assault- Verbal Threat (Low level, non-criminal/no harm or physical injury)	A, B, F, H, I, N, O, P, LL	A, L, N, O, P, Q, T, EE	A, Q, R, T, U, V, GG (up to 10 days)	A, G, U, V, W, GG (up to 10 days) *HH (20 days)
Assault- Verbal Threat (High Level) and/or Physical Threat or Physical Contact (Serious Level)	A, C, V, W, X, Y, EE, GG, HH (20 days)	A, C, V, X, Y, GG, HH (30 days)	A, C, V, X, Y, GG (up to 10 days), HH (45 days)	A, C, X, Y, HH (90 days)
Aggravated Assault of a School Employee and/or School Resource Officer (SRO) *Zero Tolerance Offense	A, W, X, Y	A, X, Y	A, X, Y	A, X, Y
Sexual Harassment**	A, B, F, O, P, Q, T, U, Y, EE, GG (up to 10 days) HH (20 days)	A, O, Q, U, V, Y, EE, GG (up to 10 days) HH (45 days)	A, Q, V, Y, EE, HH (90 days)	A, F, Q, Y, EE, HH (180 days)

Sexual Misconduct and/or Indecent Exposure**	A, B, F, O, Q, T, U, V, Y, GG (up to 10 days) HH (20 days), JJ	A, F, Q, U, V, W, Y, EE, GG (up to 10 days) HH (45 days), JJ	A, F, V, Y, HH (60 days), JJ	A, F, V, Y, HH (90 days), JJ
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**When deciding what disciplinary action should be taken for fighting, the Administrator may consider a different consequence to the involuntary mutual combatant based upon the results of the investigation.*

***When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.*

Attendance Incidents

The Hamilton County Board of Education believes in the establishment of a tradition of regular school attendance for each student. Attendance establishes the first step toward a successful academic career culminating in a high school diploma, and this is an essential concept to learn for the job market. Presence in school is a key factor in student achievement, and therefore, students are expected to attend each day that school is in session.

Incident	1st Consequence	2nd Consequence	3rd Consequence	4th – 10th Consequence
Class Cut During School Day (Skipping)	A, B, I, L, N, O, P, KK	A, F, J, L, N, O, P, EE, KK	A, I, L, P, Q, KK	A, I, P, Q, T, U, V, GG (up to 10 days), KK
Class Cut from School. Not attending the entire day. (Skipping)	A, B, J, L, N, O, P, EE	A, F, J, L, N, O, P	A, F, Q, T, GG (up to 10 days)	A, F, I, Q, U, V, GG (up to 10 days)
Leaving Campus without permission (per semester)	A, B, J, L, N, O, P, EE, KK	A, J, L, O, P, Q, EE, KK	A, J, K, P, Q, T, EE, GG (up to 10 days), KK	A, J, K, O, P, Q, S, U, V, W, EE, GG (up to 10 days), KK
Out of assigned area	A, I, L, N, O, P	A, J, L, O, P, EE	A, K, N, O, P, Q	A, P, Q, T, U, V, GG (up to 10 days)
Tardiness, Habitual (4 in a 9 week/quarter; one particular class/period. On 4th tardy a teacher referral will be submitted to School Administration)	4th Tardy to a Class/Period. A, B, I, P	For 5th Tardy to a Class/Period. A, B, J, Q, EE	For 6th Tardy to a Class/Period A, J, L, P, T, U	7 or more Tardies to a Class/Period A, G, J, K, L, P, Q, U, V, GG (up to 10 days)
Truancy/Absentee (3 days unexcused for entire school year)	3 Unexcused Absences: A, B (Parent Contact by recommended robo call)	5 Unexcused Absences: A, B, EE (Parent contact made by sending a letter home) Tier One Intervention	8-10 Unexcused Absences: A, B, F, L, O, P, Q, S, KK Tier Two Intervention	If student continues to accrue Unexcused Absences: A, B, F, L, O, P, Q, S, GG (up to 10 days), KK Tier Three Intervention

Disruptive Incidents

The Hamilton County Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. Hamilton County students are expected to behave in a way that does not interrupt the education of other students. Board policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Board policy also addresses any conduct taking place off of school property or outside of the school sponsored activity if this conduct is directed at a specific student or students and has the effect of either creating a hostile educational environment or substantially disrupting the educational environment or learning process. *School Board Policy 6.304*

Incident	1st Consequence	2nd Consequence	3rd Consequence	4th – 10th Consequence
Disobedience-Insubordination	A, B, O, P, L, T	A, L, O, Q, S, U, EE	A, G, Q, U, V, GG (up to 10 days)	A, G, Q, V, GG (up to 10 days), HH (20 days)
Disruptive Behavior-Minor (Unruly)	A, B, H, I, N, O, P, Q	A, I, L, Q, T, U, EE	A, P, Q, S, U, V	A, G, P, Q, V, GG (up to 10 days)
Disruption on Campus-Major/Substantial	A, B, O, Q, S, U, V, Y, GG (up to 10 days), HH (20 days)	A, Q, U, V, Y, EE, GG (up to 10 days), HH (45 days)	A, F, Q, U, V, Y, GG (up to 10 days), HH (60 days)	A, F, Q, U, V, Y, HH (4 th -90 days, 5 th - 180 days, 6 th -365 days)
Distribution-sale of unauthorized materials (non-criminal)	A, C, H, I, N	A, C, H, J, L, N, O, P, EE	A, C, H, Q, T	A, C, Q, U, V, GG (up to 10 days) (School Confiscation/Return to parent/guardian at end of school year)
Falsification-Misrepresentation (lying, forgery of signature)	A, I, J, N, P, T	A, I, J, L, O, P, Q, T, EE	A, P, Q, S, T, U, Y	A, G, U, V, Y, GG (up to 10 days)
False Bomb/Shooter Threat	A, B, F, O, Q, U, V, Y, GG (up to 10 days) *HH (20 days)	A, V, Y, EE, GG (up to 10 days), *HH (30 days)	A, Y, GG, (up to 10 days), *HH (45 days)	A, Y *HH (90 days)
False Fire Alarm/911	A, B, F, U, Y, GG (up to 10 days) *HH (20 days)	A, V, Y, EE, GG (up to 10 days) *HH (30 days)	A, Y, GG (up to 10 days) *HH (45 days)	A, Y *HH (4 th -60 days, 5 th -90 days)

Disruptive Incidents (continued)

Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th – 10 th Consequence
Gambling	A, B, C, F, I, N, O, P, T	A, C, I, L, P, Q, U, Y, EE	A, I, P, T, V, Y	A, C, G, V, Y, GG (up to 10 days)
Gang Activity	A, B, Q, U, Y	A, G, V, W, Y, EE, GG (up to 10 days)	A, G, Y, HH (20 days)	A, Y, HH (4 th - 45 days, 5 th - 60 days, 6 th - 90 days, 7 th - 180 days)
Inciting a disturbance	A, B, L, P, Q, T, U, V, Y, GG (up to 10 days), *HH (20 days)	A, F, P, Q, U, V, Y, EE, GG (up to 10 days) *HH (30 days)	A, V, Y, GG (up to 10 days), *HH (45 days)	A, U, V, Y, GG (up to 10 days), *HH (90 days)
Passing/Producing counterfeit money	A, B, C, L, P, T, Y	A, C, F, Q, U, Y, EE	A, C, V, W, Y, GG (up to 10 days)	A, C, V, Y, GG, HH (20 days)
Profanity- Directed towards a Staff Member	A, B, G, Q, U, V, W, Y, GG (up to 10 days), HH (20 days)	A, EE, V, Y, GG (up to 10 days), HH (45 days)	A, Y, GG (up to 10 days), HH (90 days)	A, Y, HH (180 days)
Profanity- Use of insulting-obscene language	A, B, I, L, P, Q, T, U	A, J, L, Q, U, V, EE	A, K, L, P, Q, V	A, K, P, Q, T, U, V, W, GG (up to 10 days)
Prohibited-Distracting Items-Possession-Use (laser pointer, bull horn, etc.)	A, C, H	A, B, C, H, I, L, P, EE	A, C, F, H, L, P, T	A, C, G, U, V, GG (up to 10 days) *School Confiscation until the end of the school year
Trespassing	A, H, L, P, T	A, F, Q, T, U, W, Y, EE	A, G, Q, U, V, Y, GG (up to 10 days)	A, Q, V, Y, GG (up to 10 days), HH (4 th - 20 days, 5 th - 30 days, 6 th -45 days, 7 th -90 days)

Property Incidents

A student will be held responsible for the cost of replacing any materials or property which is lost or damaged, including textbooks, library books, equipment and buildings. All money collected shall be placed in the system-wide school fund.

Incident	1st Consequence	2nd Consequence	3rd Consequence	4th – 10th Consequence
Arson-Starting a fire on campus	A, B, D, F, G, R, U, V, Y, EE, GG (up to 10 days), HH (20 days)	A, B, D, G, V, W, Y, GG (up to 10 days), HH (45 days)	A, D, V, Y, HH (90 days)	A, D, Y, HH (4 th -180, 5 th -365 days)
Burglary- Unlawful breaking/entering into a school facility or property	A, B, D, O, R, S, U, V, Y, EE, GG (up to 10 days), HH (20 days), KK	A, D, F, O, S, V, Y, GG (up to 10 days), HH (45 days), KK	A, D, V, Y, HH (60 days), KK	A, D, V, Y, HH (4 th -90 days, 5 th - 120 days), KK
Technology- Inappropriate Use	A, B, L, N, O, P, Q, T, U, V, Y, GG (up to 10 days), II	A, B, F, L, O, P, Q, T, U, V, EE, GG (up to 10 days)	A, P, Q, U, V, GG (up to 10 days)	A, U, V, HH (4 th -20 days, 5 th - 30 days, 6 th - 45 days, 7 th -90 days)
Technology- Illegal use (Computers and/or Network)	A, B, D, O, S, V, W, Y, GG (up to 10 days), HH (20 days)	A, B, S, V, W, Y, EE, GG (up to 10 days), HH (30 days)	A, V, Y, HH (45 days)	A, V, Y, HH (4 th -90 days, 5 th - 180 days)
Theft-Minor Less than \$100	A, B, D, L, P, T, U, V, Y	A, B, D, F, Q, U, V, Y, EE	A, B, D, Q, V, Y	A, B, D, Q, V, W, Y, GG (up to 10 days), HH (4 th -20 days, 5 th -30 days, 6 th -45 days)
Theft- Moderate \$101-\$500	A, B, D, Q, U, V, Y, GG (up to 10 days)	A, B, D, F, Q, V, Y, EE, GG (up to 10 days)	A, B, D, Q, V, W, Y, GG (up to 10 days), HH (20 days)	A, D, V, W, Y, GG, HH (4 th -30 days, 5 th -45 days, 6 th -60 days)
Theft- Grand More than \$500	A, B, D, F, G, O, Q, V, W, Y, EE, GG (up to 10 days), HH (30 days)	A, D, Q, V, Y, EE, GG (up to 10 days), HH (45 days)	A, D, Q, V, Y, GG (up to 10 days), HH (60 days)	A, D, V, Y, HH (90 days)
Theft/Motor Vehicle	A, B, D, O, Y, EE, HH (45 days), KK	A, Y, HH (90 days), KK	A, Y, HH (180 days), KK	A, Y, HH (365 days), KK
Vandalism Less than \$100	A, B, D, L, O, N, P, Y, EE	A, B, D, F, Q, T, Y, EE	A, D, Q, U, Y, EE	A, D, V, Y, EE, GG (no more than 10 days), HH (20 days)
Vandalism/Damage to Property \$101- \$1000	A, B, D, F, O, Q, U, V, Y, EE, GG (up to 10 days)	A, B, D, V, Y, EE, GG (up to 10 days), HH (20 days)	A, D, V, Y EE, GG (up to 10 days), HH (45 days)	A, D, V, Y EE, HH (60 days)
Vandalism/Damage to property More than \$1000	A, B, D, F, O, V, Y EE, GG (up to 10 days), HH (20 days)	A, D, F, V, Y EE, GG (up to 10 days), HH (45 days)	A, D, Y EE, GG (up to 10 days), HH (90 days)	A, D, Y, EE, HH (180 days)

Rule Violation Incidents

Incident	1st Consequence	2nd Consequence	3rd Consequence	4th – 10th Consequence
Cell Phone Violation	A, C, H (If parent is unable to pick up, then school holds for three days)	A, C, EE (School confiscates for 5 school days)	A, C (School confiscates for 10 school days)	A, C (4th-School Confiscates 20 school days; 5th-Confiscates for 45 school days; 6th-Confiscates for 90 school days)
Cell Phone/Electronic Devices Violation (Offensive/unlawful use or publication)	A, C, G, N, O, S, U, V, Y, GG (up to 10 days), HH (20 days) (School/law enforcement confiscates until deemed appropriate to give back to parent/guardian)	A, C, G, S, V, Y, EE, GG (up to 10 days), HH (45 days) (School/law enforcement confiscates until deemed appropriate to give back to parent/guardian)	A, C, V, Y, GG (up to 10 days), HH (60 days) (School/law enforcement confiscates until deemed appropriate to give back to parent/guardian)	A, C, U, V, X, Y, HH (90 days) (School/law enforcement confiscates until deemed appropriate to give back to parent/guardian)
Cheating/Plagiarism (A zero may be given)	A, EE	A, J, L, P, EE	A, K, O, P, Q, EE	A, G, Q, T, U, V, EE, GG (up to 10 days)
Detention- Unserved (1 chance to make up day)	A, EE	A, J, EE	A, P, EE	A, Q, T, U, V, GG (up to 10 days), EE
Dress Code Violation*	A, B, P, EE	A, B, G, I, L, N, O, P, EE	A, F, J, L, Q, EE	A, K, P, Q, S, T, U, V, EE, GG (up to 10 days)
Saturday School- Unserved (1 chance to make up day)	A, P, EE	A, O, P, EE	A, Q, S, EE	A, Q, S, T, U, V, EE, GG (up to 10 days)

**Correct the issue (ie: take off jacket, hoodie, tuck in shirt, etc.). If the school has a clothes closet, provide clothes so the student can get into the dress code. Call parent/guardian and have them bring correct clothing. ISS will be used as a last resort after repeated violations.*

School Bus Behavior Incidents

By law, school bus transportation is a privilege and not a right. A student shall be prevented from using bus transportation if his/her behavior physically endangers other riders, causes problems on the school bus, or when he/she breaks state and/or local rules and regulations pertaining to school bus transportation. All bus referrals need to be documented in PowerSchool and kept on file at the school. School Administrators need to ensure that all bus infractions/referrals and consequences are reported to the District Transportation Director in a timely and appropriate manner.

***Any incident/offense which takes place on a school bus and/or school transportation will result in the same consequence as if this offense happened on school grounds or at a school function. The following bus consequences are in addition to any other consequences that apply to the Code of Acceptable Behavior (COAB).**

Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th – 10 th Consequence
<p style="text-align: center;"><u>Level One Violation</u></p> <ol style="list-style-type: none"> 1. Eating, drinking on the bus. 2. Failure to sit as assigned by the bus driver. 3. Attempting to board the wrong bus or getting on or off at the wrong stop. 	A, B, AA	A, F, G, EE	A, BB	A, W, BB, CC, FF
<p style="text-align: center;"><u>Level Two Violation</u></p> <ol style="list-style-type: none"> 1. Disrupting, distracting, and disobeying the bus driver. 2. Failure to utilize required safety equipment. 3. Getting out of the seat while the bus is in motion. 4. Loud talking, spitting, and/or inappropriate remarks at students, pedestrians and motorists. 5. Placing body parts out of the window. 	A, B	A, F, G, BB, EE	A, W, BB, CC	A, W, BB, CC, DD, FF
<p style="text-align: center;"><u>Level Three Violation</u></p> <ol style="list-style-type: none"> 1. Opening the emergency door or exits. 2. Threats against the driver, attendant or passengers. 3. Profanity directed at the bus driver or bus attendant. 4. Fighting or smoking. 5. Throwing objects out of the bus window or at the bus. 6. Vandalism of seats or other bus equipment. 7. Sexual harassment, behavior, and/or conduct. 	A, D, F, G, W, BB, CC, EE	A, D, G, W, CC, DD	A, D, G, W, BB, CC, FF	Not applicable

Substance Abuse/Drug Incidents

Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Incident	1st Consequence	2nd Consequence	3rd Consequence	4th – 10th Consequence
Alcohol Sale- attempted sale, Transmittal	A, B, C, E, G, Y, EE, HH (20 days), KK	A, B, C, E, G, Y, EE, HH (30 days), KK	A, B, C, E, Y, EE, HH (45 days), KK	A, B, C, E, Y, EE, HH (60 days), KK
Alcohol- use, possession, under the influence	A, B, C, E, G, Y, EE, HH (30 days), KK	A, B, C, E, G, W, Y, EE, HH (45 days), KK	A, B, C, E, Y, EE, HH (90 days), KK	A, B, C, E, Y, EE, HH (180 days), KK
Drug Paraphernalia- Possession	A, B, C, E, F, G, R, W, Y, EE, HH (20 days), KK	A, B, C, E, Y, HH (30 days), KK	A, B, C, E, Y, HH (45 days), KK	A, B, C, E, Y, HH (60 days), KK
Illegal Drug- Possession, use, under the influence *Zero Tolerance Offense	A, B, C, E, G, X, Y, KK	A, B, C, E, G, X, Y, KK	A, B, C, E, X, Y, KK	A, B, C, E, X, Y, KK
Illegal Drug Sale- attempted sale, transmittal *Zero Tolerance Offense	A, B, C, E, G, W, X, Y, KK	A, B, C, E, G, W, X, Y, KK	A, B, C, E, X, Y, KK	A, B, C, E, X, Y, KK
Over-the-counter Medication- unauthorized use, possession	A, C, H, I, L, N, O, P, EE	A, B, C, F, H, J, O, Q, R, T	A, B, C, G, S, U, V, GG (no more than 10 days)	A, B, C, E, I, V, GG (no more than 10 days), HH (20 days)
Over-the-counter Medication- sale, attempted sale, transmittal	A, B, C, H, Q, EE	A, B, C, F, G, H, O, Q, R, U, EE	A, B, C, S, V, W, GG (no more than 10 days)	A, B, C, GG (no more than 10 days), HH- (20 days)
Tobacco- use, possession, sale, transmittal	A, B, C, H, I, Y, EE	A, B, C, E, H, J, L, O, P, R, S, Y, EE	A, B, C, Q, T, Y, EE	A, C, T, U, V, Y
Vape- use, possession, sale, transmittal * Possible Zero Tolerance Offense if it is determined the student is under the influence of an illegal drug, and/or if the contents of the device has a concentration of more than 0.3% of THC or any other "Scheduled Drug" as defined by Tennessee state law.	A, B, C, H, I, P (education/counseling can take place), Y	A, B, E, J, N, O, Q, T, Y	A, V, Y, GG (no more than 10 days)	A, Y, HH (20 days)

Other Criminal Incidents

Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th – 10 th Consequence
Extortion	A, B, D, G, R, V, Y, GG, HH (20 days)	A, Y, HH (45 days)	A, X, Y, HH (60 days)	A, X, Y, HH (90 days)
Other Serious Incident/Delinquent Act	A, B, D, G, R, W, Y, GG, HH (20 days)	A, B, D, R, Y, HH (45 days)	A, B, D, R, Y, HH (60 days)	A, B, D, R, Y, HH (90 days)
Robbery or Attempted Robbery	A, B, D, G, R, W, X, Y, HH (45 days)	A, D, Y, HH (90 days)	A, D, Y, HH (180 days)	A, D, Y, HH (365 days)
Weapons- (Possession, use, transmittal) *Zero Tolerance Offense	A, B, C, G, R, X, Y	Not Applicable	Not Applicable	Not Applicable

Homicide, Kidnapping or Abduction, Robbery (Armed) or attempted armed robbery, and/or Sexual Battery/Rape (Actual or Attempted), must be reported immediately to local law enforcement, Learning Community Executive Director, Chief School Officer, and Chief of Operations.

Homicide	A, X, Y	Not Applicable	Not Applicable	Not Applicable
Kidnapping or Abduction	A, X, Y	Not Applicable	Not Applicable	Not Applicable
Robbery (Armed) or attempted armed robbery *Zero Tolerance Offense	A, X, Y	Not Applicable	Not Applicable	Not Applicable
Sexual Battery/Rape (Actual or Attempted)	A, X, Y	Not Applicable	Not Applicable	Not Applicable

*Off-campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. TCA 49-6-3401. If an offense happened on school campus or at a school-sponsored event, then Law Enforcement and the District Office must be notified.

Glossary

** These terms and definitions are to be used solely to guide the interpretation of the offenses ranges.*

Word/Term	Definition
Arson	The criminal act of deliberately setting fire to property.
Assault	Intentionally, knowingly or recklessly causes bodily injury to another; Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or 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)
Bullying	Unwanted, aggressive, repeated behavior that involves a power imbalance and places a student in reasonable fear and causes a hostile educational environment.
Burglary	Entry to a building illegally with intent to commit a crime, especially theft.
Cheating/ Plagiarism	Cheating is any act of dishonesty, deception, or unfairness in order to gain an advantage in classwork and/or tests. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own
Controlled Substance	Generally a drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated by law.
Cyberbullying	Bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat sites, and websites. Examples may include mean text messages or emails, or rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.
Detention	The punishment of being kept in school after regular hours.
Disruption (Minor)	Disturbance or problems which interrupt an event, activity or process in a small setting. (Classroom, etc.)
Disruption (Major/ Substantial)	An incident which results in the temporary suspension of the educational process due to a school evacuation, interference with learning activities/educational process, and/or requires the intervention of outside agencies such as the police or fire department.
Dress Code	The formal imposed standards of dress at a particular school.
Drug Paraphernalia	Equipment, products, and materials of any kind which 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, concealing, containing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
Drugs	A medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body.
E-Cig, Juul, Vape	A cigarette-replacement device containing a nicotine-base liquid that is vaporized and inhaled.
Evening School	The placement of a student at school after regular hours in lieu of attending classes during the regular school day.
Expulsion	A long term, complete exclusion from school and activities, from 11 days to 365 days.

Extortion	The practice of obtaining something, especially money, through force or threats.
Felony	A crime, typically one involving violence, regarded as more serious than a misdemeanor, and usually punishable by imprisonment for more than one year or by death.
Fighting Major (Mutual Combat)	When two or more persons mutually participate in a hostile, physical encounter/altercation involving serious force/violence that results in injury requiring professional medical attention and/or brings about a major campus disruption.
Firearm	A rifle, pistol, or other portable gun.
Forgery	Produce a copy or imitation of (a document, signature, banknote, or work of art) for the purpose of deception.
Gambling	Playing games of chance for money or something that has monetary or social value.
Gang Activity	An activity that involves an organized group of criminals.
Harassment	(Sexual, racial, ethnic, religious) Includes words, gestures, threats, or any other conduct that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by the school.
Hazing	Any act intended to or reasonably be expected to have the effect of humiliating, intimidating or demeaning a student or endangering the mental or physical health of the student committed by an individual or group against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization affiliated with any school or program operated by the school district.
Inciting a Disturbance	The encouragement of confrontations, fights, disruptions, and/or any violation of the Code of Acceptable Behavior (COAB), that are reasonably foreseeable to negatively impact the school community and/or cause substantial disruption on school campus or during a school-sponsored event. Encouragement includes but is not limited to knowingly using: 1) an electronic device/social media to incite a disturbance 2) racial slurs/epithets of any kind or any form of discrimination.
In-School Suspension	The punishment of being at school during regular school hours in a specific classroom and/or area designated for discipline infractions.
Insubordination	Defiance of authority; refusal to obey orders from a school employee.
Legend Drug	Drugs that are approved by the US Food and Drug Administration (FDA) and that are required by federal or state law to be dispensed to the public only by prescription of a licensed physician or other licensed provider.
Over the Counter Medication	Medicines sold directly to a consumer without a prescription from a health care professional.
Profanity	Blasphemous, indecent or obscene language.
Robbery	Taking another person's possession or money by force or fear.
Saturday School	The placement of a student for a punishment on a Saturday for an allotted amount of time.
Sexual Battery	The act of intentionally or recklessly engaging in or causing offensive or unwanted sexual contact with a person's body. An unwanted form of sexual contact with an intimate part of someone's body.

Sexual Harassment	Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a school, workplace, or other professional or social situation.
Skipping	Attending school and then not going to a scheduled or required class and/or leaving home and not arriving at school for an entire class or day.
Stealing	Taking another person's property without their permission or knowledge.
Suspension	A temporary, complete exclusion from school and activities from 1-10 days.
Tardy	Not being in a designated place or area at the designated scheduled time.
Theft	The action or crime of stealing.
Threats	Threatening a person with the intent to take their money or property, or causing them to do anything against their will. Any threat to do harm to self or others will be taken seriously.
Trespassing	Unlawfully entering a public school, grounds, or school bus.
Truancy	Any intentional, unjustified, unauthorized, or illegal absence from compulsory education. It is an absence caused by students of their own free will and usually does not refer to legitimate excused absences, such as the ones related to medical conditions.
Vandalism	Action involving deliberate destruction of or damage to public or private property.
Weapon	Anything designed or used for inflicting bodily harm or physical damage.
Zero Tolerance Offenses	<p>Any of the following offenses are considered to be Zero Tolerance (ZT) Offenses. In accordance with state law, any student who commits a ZT Offense will 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. Students shall be held accountable while in school buildings, or on school grounds at any time, or in school vehicles and/or busses or off the school grounds at a school-sponsored activity, function or event.</p> <p>Offenses: (1) A student shall not possess, handle, transmit, use or attempt to use any dangerous weapon (dangerous weapons 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 injury or anything that in a manner of its use or intended use is capable of causing death or serious bodily injury). (2) A student who unlawfully possesses or is under the influence of any drug including any controlled substance or legend drug. (3) Any student who commits aggravated assault or commits an assault that results in physical contact with any teacher, principal, administrator, any other employee of the school, or school resource officer (SRO). (4) Any student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.</p>

Student Disciplinary Procedures

Any administrator may suspend any student from school, from any school-related activity on or off campus, from a specific class or classes (i.e., in-school suspension), or from riding a school bus for any misconduct prejudicial to good order and discipline, including, but not limited to, any misconduct described more particularly in the Board's Code of Acceptable Behavior or Zero Tolerance policies, or any misconduct that violates the law. ¹ *School Board Policies 6.302 and 6.3021.*

Procedures for suspensions ²

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 any student until that student has been advised of the nature of his/her misconduct, questioned about it and allowed to give an explanation.

Upon suspension of any student, including an in-school suspension, the principal shall make an immediate attempt to contact the parent or guardian to inform him or her of the suspension, the reason for the suspension, and any conditions on readmission to the school. Within twenty-four (24) hours, the principal shall provide this same information in writing to the Chief Operations Officer (COO).

The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

Suspensions in excess of five (5) days³

For any suspension in excess of five (5) days, whether in-school or out-of-school, the principal shall develop a behavioral intervention plan. If the student has a disability, the principal shall notify the case manager and collaborate with the student's IEP team or Section 504 committee.

Suspensions in excess of ten (10) days⁴

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 for more than ten (10) days, he/she may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

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 for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) 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. The appeal from this decision shall be to the disciplinary hearing authority per Board Policy No. 6.3022.

If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take final examinations or submit required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.⁵

Students found to be eligible for special education shall only be suspended in accordance with Board Policy No. 6.3023 governing such suspensions.

In-school suspensions⁶

For purposes of this Code, in-school suspensions include any removal of a student from a regular class or classes and assigning that student to a restricted class, night school, or some other program at the same school.

Students given an in-school suspension shall attend either special classes designated only for students being disciplined for 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.

1. T.C.A. § 49-6-3401(a) and (b)
2. T.C.A. § 49-6-3401(c)
3. T.C.A. § 49-6-3401(c)(3)
4. T.C.A. § 49-6-3401(c)(4)
5. T.C.A. § 49-6-3401(d)
6. T.C.A. § 49-6-3401(b)

Student Disciplinary Appeals

Disciplinary hearing authority¹

A disciplinary hearing authority (DHA) will conduct hearings for students who have been suspended for more than ten (10) school days. The DHA will have the authority to determine guilt or innocence of any disciplinary case and, subject to the provisions of T.C.A. § 49-6-3401 and Board Policy Nos. 6.302 and 6.3021, appropriate consequences.

Constitution of the DHA

The DHA will operate under the office of the Chief Operating Officer (COO). Each year in July, the Board will appoint up to nine (9) licensed employees to serve on the DHA. Three members of the DHA will constitute a quorum for the hearing of any case.

The COO shall appoint a chair of the DHA from the members appointed by the Board. The chair will be trained appropriately in the conduct of disciplinary hearings.

The chair shall schedule a hearing within forty-eight (48) hours of the timely request of a student, parent, guardian, or teacher acting on the student's behalf. In no event will the hearing be scheduled more than ten (10) days after the commencement of the suspension.

The chair shall assign members of the DHA to sit as the panel hearing each case. The chair is responsible for having the hearing recorded or transcribed.

Conduct of the hearing

During the hearing, the chair will announce on the record the purpose of the hearing, including the nature of the offense, the date the offense occurred, and the date the appeal was lodged. The chair will ask each

member of the DHA to introduce himself/herself on the record and will then ask the administrators and the student to introduce themselves as well. The chair will then describe the process the DHA will observe during the course of the hearing.

The administration will set forth the basis for its belief that the student engaged in misconduct warranting a suspension in excess of ten (10) days. This explanation may consist of a summary of any investigation presented by the charging administrator, or it may consist of one or more witnesses as the administration deems appropriate. The DHA may ask such questions as it deems necessary to ensure a clear understanding of the case. Neither the student nor his parents/guardians may cross-examine the administration or the administration's witnesses.

After the administration has presented the violations of the COAB and the DHA has questioned the administrators and their witnesses to their satisfaction, the student may respond. The student may speak on his/her behalf and may call such witnesses as are willing to speak for the student. The DHA may question the student and anyone speaking on the student's behalf. The administration may not cross-examine the student, parents, and/or any witnesses speaking on behalf of the student.

While the student may have counsel present during the hearing, counsel may not examine or cross-examine any witnesses, nor may counsel advocate on behalf of the student.²

After the administration and the student have both explained their respective positions, the DHA shall retire to deliberate off the record and to make a decision. The first issue for the DHA to decide is whether the student engaged in the misconduct alleged. If the DHA confirms the violation, then, except in the case of a zero-tolerance offense set forth in Board Policy No. 6.309, the DHA has the authority to decide the appropriate consequence within the scope set forth in Board Policy No. 6.302.

Upon reaching a decision, the DHA shall reconvene on the record and shall announce one of the following decisions:³

1. To affirm the decision of the school principal;
2. To order removal of the suspension unconditionally;
3. To order removal of the suspension upon such terms and conditions as it deems reasonable;
4. To remand the student to an alternative placement; or
5. To suspend the student for a specified period of time.

The DHA shall provide the student, parent/guardian, and administration of its written decision no later than five (5) days of the hearing. As part of this notice, the DHA shall explain the right of the parties to appeal to the COO, as the designee of the director of schools, and the Board. In the case of a zero-tolerance offense, the notice shall indicate that the COO, as the director of schools designee, has the sole discretion whether to modify the statutory 365-day suspension.

Appeal to the Chief Operations Officer⁴

Any student, parent/guardian, or administrator who is dissatisfied with the decision of the DHA has the right to lodge an appeal with the COO, who shall serve as the designee of the director of schools. He/she shall have broad discretion to decide a student's culpability and appropriate consequences. He/she shall have sole discretion to modify 365-day suspensions established by state law and Board policy.

Appeal to the Board of Education⁵

If the student, parent/guardian, or administrator is dissatisfied with the decision of the COO, he/she may request the Board review the decision. As part of any such review, the COO and the chair of the DHA shall prepare the record, a summary of the proceedings and explanation of any decision, and a summary of the position of the administration and the student or parent/guardian, and submit these to the Board under seal.

The Board, at its next regular meeting, shall vote whether to sustain the decision on the record, to reverse or modify the decision on the record, or to grant a new hearing. The Board does not have the jurisdiction to modify the consequences for a zero-tolerance offense.

If the Board votes to grant a new hearing, any such hearing shall be closed to the public unless the student or parent/guardian, within five (5) days, requests that the hearing be open. Any such hearing shall operate as would any DHA hearing except that, in the event of an open hearing, the Board shall not retire to deliberate. At the conclusion, the Board may affirm the decision of the COO or modify the decision of the COO, to include the imposition of a more severe consequence.

Oversight of the student disciplinary process

The COO shall establish procedures pursuant to which all cases of discipline are overseen by his/her office. These procedures will include means whereby principals report any suspension, including in-school suspensions, to his/her office; forms whereby parents/guardians are aware of their student's suspension and their rights to appeal; and a process whereby the panels of the DHA are aware of similar cases within the district that might serve as precedent to ensure consistent application of the Board's Code of Acceptable Behavior and other Board policies.

1. T.C.A. § 49-6-3401(c)(4) and (5)
2. Newsome v. Batavia Local School District, 842 F.2d 920 (6th Cir. 1988)
3. T.C.A. § 49-6-3401(6)
4. T.C.A. § 49-6-3401(6)
5. T.C.A. § 49-6-3401(6)

Disciplinary Procedures for Students Receiving Special Education

The purpose of board policy is to inform students, parents/guardians, and educators in general terms of the procedures governing the discipline of students with disabilities under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504). In the event of an apparent conflict between board policy and the provisions of federal law, federal law shall control.

Limits on suspensions

Administrators may suspend students with disabilities for misconduct just as they would non-disabled students for up to ten (10) days during the course of any given school year.¹

At any time an administrator determines that a student with disabilities should be suspended for five (5) days, or if any given suspension, when added to previously imposed suspensions, exceeds the total of five (5) days, the principal shall have the student's case manager convene an IEP team or Section 504 committee meeting as soon as practicable for the purpose of developing a behavioral intervention plan (BIP) and, if necessary, revising the IEP or Section 504 plan.²

The team must consider whether the IEP or Section 504 is appropriate to the student's needs and, if so, whether it is being implemented appropriately. It is the Board's intention that the school administration and the IEP team or Section 504 committee will collaborate to develop appropriate interventions aimed to reduce the need for further disciplinary measures.

For any given suspension that would exceed ten (10) days, or for any suspension that, when combined with previous suspensions, would exceed a total of ten (10) days for any given school year, the school principal shall immediately ask the Office of Exceptional Education (in the case of a student receiving services under the IDEA) or Student Services (in the case of a student receiving services under Section 504) to convene a manifestation determination review (MDR) to determine whether the student conduct was a manifestation of his/her disability such that the student cannot be held responsible for his/her actions. The MDR shall operate in accordance with this policy and the requirements of federal law.³

Manifestation determination review (MDR)

The MDR will consist of the parents/guardians of the student, the principal or his/her designee, someone from the Office of Exceptional Education or Student Services, and such other members of the IEP team or Section 504 committee as may be appropriate.⁴

The MDR shall meet within ten (10) days of the decision to suspend the student to determine whether the behavior was a manifestation of the student's disability. The MDR shall consider all relevant information, including the IEP, teacher observations, and the most current evaluations of the student. The MDR shall also consider any functional behavioral assessment (FBA) and any behavioral intervention plan (BIP). The MDR shall also consider whether the student's behavior might be a manifestation of any suspected disability voiced by any parent/guardian or considered by any member of the IEP team or Section 504 committee.

For behavior that is a manifestation.⁵

If the MDR is unable to rule out a known or suspected disability as a cause of or a direct and substantial factor in the student's misconduct, then it shall take appropriate steps to address the educational needs of the student, including conducting an FBA (unless the MDR determines that any recent FBA is adequate), the developments or the refining of a BIP, and the revision of any IEP or 504 plan.

Except as set forth below, the student may not be suspended or removed from the existing educational placement but must "stay put" in that placement unless the IEP team or Section 504 committee, including the parents/guardians, agree that a more restrictive placement is appropriate for the implementation of the BIP so that the student may receive a free appropriate public education.

For behavior that is not a manifestation.⁶

If the MDR can rule out a known or suspected disability as a cause or direct and substantial factor in the student's misconduct, then the MDR shall adjourn. The student may be disciplined as would any student without disabilities per Board Policy Nos. 6.300 and 6.302.

In the case of a student receiving services under the IDEA, the case manager will coordinate with the Chief Operations Officer (COO) to ensure that the student will continue to receive any services required by the IEP during the time of his/her suspension. The case manager shall convene an IEP team meeting to discuss the change of placement if such a meeting is necessary to provide a free appropriate public education.

In the case of a student receiving services under Section 504, services will cease during the period of any out-of-school suspension. If the student is remanded to an alternative educational setting and services are required to enable the student to participate in the program, the case manager will coordinate these services with the COO.

Exceptions to "stay-put"⁷

Irrespective of whether a student's conduct may be a manifestation of his/her disability, a student may be suspended to an interim alternative educational placement for up to forty-five (45) days for:

- Carrying or possessing a dangerous weapon as defined in 18 U.S.C. § 930 on school property or at a school function;
- Knowingly using or possessing or selling or soliciting the sale of illegal drugs on school property or at a school function; or
- Inflicting serious bodily injury, meaning an injury with a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty, while on school property or at a school function.

An interim alternative educational placement shall not automatically be forty-five (45) days but shall be in conformity with consequences imposed on students without disabilities. The case manager shall coordinate with the COO how to provide services to any students assigned to an interim alternative educational placement.

Appeal rights for students with disabilities

Any student or parent/guardian who disputes that the student violated the Code of Acceptable Behavior, Board policy, or state law; or who disagrees with the decision of the MDR that the student's behavior was not a manifestation of a known or suspected disability; or who objects to the consequences imposed by the administrator may request a hearing before the Disciplinary Hearing Authority (DHA), the Chief Operation Officer (COO), and the Board of Education pursuant to Board Policy No. 6.3022.

Alternatively, a student or parent/guardian may request a due process hearing before an administrative law judge.⁸

1. 34 C.F.R. § 300.530(b)(1) 2. T.C.A. § 49-6-3401(c)(3) 3. 34 C.F.R. § 300.530(e) 4. 34 C.F.R. § 300.530(e)(1)
5. 34 C.F.R. § 300.530(e) and (f) 6. 34 C.F.R. § 300.530(d)(1) 7. 34 C.F.R. § 300.530(g) 8. 34 C.F.R. § 300.532

Alternative Education Setting

Operation

The Board shall operate an alternative school program for students in grades six through twelve (6-12) who have been suspended from regular school programs.¹

Alternative school programs shall be operated in accordance with state law and the Rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school.²

The director of schools shall develop procedures that provide appropriate educational opportunities for all students assigned to an alternative educational program. These educational opportunities shall utilize Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based instructional techniques, and provide the resources necessary to foster student learning and achievement.³

Annually, the director of schools or his/her designee shall submit the following information to the Department of Education:³

1. Alternative school(s) or program(s) currently in operation in the district;
2. Number and grade level of students served in an alternative education program;
3. Primary reason for student assignment to an alternative education program; and
4. Number of faculty and staff serving each alternative education program.

Assignment

Placement in an alternative educational setting shall be reserved for students who have been suspended from attending regular school programs for disciplinary reasons. Subject to more specific requirements of state and federal law, and taking into consideration the impact of exclusionary discipline practices, the director of schools and/or the disciplinary hearing authority (DHA) have authority to remand suspended students to an alternative educational setting.⁴

Prior to the assignment of the student to an alternative educational setting, the director of schools or the DHA shall provide written notice to the student's parent/guardian stating the reason for the student's placement.

Attendance in an alternative educational setting shall be mandatory for students in grades 7-12 who have been suspended for more than 10 days unless they have committed a zero tolerance offense, in which case attendance in an alternative educational setting shall be in the discretion of the director of schools.⁵

If a student has an IEP, a Section 504 plan, or is suspected of having a disability, all state and federal laws, rules, and regulations related to special education shall be followed. The director of schools or his/her designee shall monitor and regularly evaluate the academic progress of each student enrolled in an alternative education program.

Transition plans

The director of schools or his/her designee shall develop procedures regarding the implementation of transition plans for the integration of students entering and exiting the program.⁶

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|--------------------------|--------------------------|--|--|
| 1. T.C.A. § 49-6-3402(a) | 2. T.C.A. § 49-6-3402(b) | 3. State Board of Education Policy 2.302 | 4. T.C.A. § 49-6-3401(c) (5);
T.C.A. § 49-6-3401(g) (3) |
| 5. T.C.A. § 49-6-3402(c) | 6. T.C.A. § 49-6-3402(h) | | |

Action Legend

Administration Guidance

- Documentation in PowerSchool and parent contact is required for all violations requiring administrative action. Discipline for IEP/504 students shall be in accordance with state and federal laws and school board policies.
- **NOTE:** The discipline matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. *The Learning Community Executive Director must be consulted when this deviation occurs, prior to finalizing parental notification.*
- Each individual school, depending on the availability of resources and programs, can implement additional/alternative fair and reasonable consequences and/or interventions. **Parent Contact/Conference (Required for each offense)**

Action Legend

- A. Parent Contact/Conference (Required for each offense)
- B. Counseling
- C. Confiscation (When Applicable)
- D. Restitution (When Applicable)
- E. Referral to Substance Abuse Case Manager
- F. Referral to Social Worker
- G. Attendance/Behavioral Contract
- H. Parent Pick-up
- I. Detention
- J. Multiple Detentions (2-3)
- K. Multiple Detentions (4-5)
- L. Saturday School/Extended Day- Before or after school. (Student is allowed to attend classes during the regular school day)
- M. Community Service
- N. School Specific Consequence
- O. Loss of privileges
- P. In-School Suspension (1-2 days)
- Q. In-School Suspension (3-5 days)
- R. Additional Interventions
- S. Loss of Extra Curricular Activities
- T. Out-of-School Suspension (1-2 days)
- U. Out-of-School Suspension (3-5 days)
- V. Out-of-School Suspension (6-10 days)
- W. Recommendation for Behavior Intervention Program
- X. Recommendation for Expulsion (Any offense in which the principal deems a one year expulsion is appropriate)
- Y. Consultation with Law Enforcement
- Z. Alternative to Probationary Contract
- AA. Bus- Verbal or written reprimand
- BB. Bus- 3 days bus school suspension
- CC. Bus- 5-10 days bus school suspension
- DD. Bus- Expulsion from School Bus for Remainder of School Year
- EE. Administrators Conference with student and/or parent
- FF. Semester Bus Suspension
- GG. Morning/Evening School (Student does not attend school during regular school hours) *The Maximum number of days given at the school level is 10 days.
- HH. Expulsion/Suspension more than 10 days (Discipline Hearing Authority/DHA)
- II. Loss of Electronic Device/Phone
- JJ. Must Notify Child Protection Services (CPS) 423-697-6300, Department of Children's Services (DCS) 423-296-1234 [Child Abuse Hotline: 877-237-0004]
- KK. Loss of Driving/Parking Privileges on Campus
- LL. Peer Mediation/Conflict Resolution



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