

FAMILY CONTRACT 2018-19

Student's

Name _____

Grade _____

Homeroom Teacher _____

I/we, the parent(s)/guardian(s) of the above-named student, in consideration of the enrollment of my/our child in the Triangle Math and Science Academy do hereby agree to the following:

- I will help the school to make learning a primary occupation for my child.
- I will send my child to school on time, healthy, clean and prepared to learn.
- I will ensure that my child is dressed and groomed according to the dress code.
- I will supervise my child's homework to ensure that all assignments are completed on schedule.
- I will keep the school informed of a phone number and address where I can be reached during daytime hours.
- I will encourage my child to participate in the school-organized volunteer community activities since these kinds of activities are an important part of the learning experience.
- I will meet with my child's teacher and/or the administration as requested.
- I will take responsibility for the behavior of my child in the school.
- I understand that the Board of Directors has the authority to suspend, expel or withdraw the student from the school if the student's behavior violates the Code of Conduct and/or the parent(s)/guardian(s) fails to take responsibility for the conduct of the student and/or fails to cooperate with the school to help in correcting the student's behavior.
- I understand that it is my responsibility to stay informed of official announcements made through the TMSA weekly newsletter and/or the TMSA website at www.tmsacademy.org.
- I understand that it is my responsibility to review my child's report cards issued by the school.
- I understand that this contract is an agreement with all other parents in the school to support the faculty, staff, and the volunteers as they work to help my child be a productive member of the community.

PARENT(S)/GUARDIAN(S)

I/We, the parent(s)/guardian(s) of the above-named student, have reviewed the Triangle Math and Science Academy Student & Parent Handbook with my child. I/We have read and understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I/We agree to support the Triangle Math and Science Academy by volunteering at the school to the degree possible, communicating regularly with my/our child's teacher(s), and promoting positive educational practices at home with my/our child by providing ongoing supervision and guidance with homework and school related projects.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

STUDENT

I have thoroughly reviewed and agree to abide by each of the policies, procedures, and expectations outlined in the Triangle Math and Science Academy Student & Parent Handbook. I have read and

understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I understand that failure to do so may result in my expulsion.

Student's Signature _____ **Date** _____

Directions: Students are expected to read and discuss the Triangle Math and Science Academy Student & Parent Handbook including the Code of Conduct, the Discipline Plan, and this document with their parents/guardians and indicate both understanding and acceptance of these by signing, dating, and **returning this completed contract to the student's classroom/homeroom teacher by Friday, September 29, 2018.**



**A North Carolina
Charter School**

2018-2019 (Revised on Jan 28, 2019)
Kindergarten through 8th Grade

**Student & Parent
Handbook**

Table of Contents

FROM THE PRINCIPAL	4
MISSION STATEMENT	5
DUE PROCESS AND STUDENT’S RESPONSIBILITIES & RIGHTS	5
GRIEVANCE POLICY	6
ACADEMICS	6
ATTENDANCE	9
CODE OF CONDUCT/DISCIPLINE	12
DRESS CODE	25
SERVICES FOR STUDENTS	29
HEALTH AND SAFETY	31
GENERAL INFORMATION	32

Notice: It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at Triangle Math and Science Academy. Therefore, because TMSA is a North Carolina Charter School, any situation not specifically referred to in this handbook will fall under the guidelines set forth by North Carolina Department of Public Instruction Policies and Procedures.

FROM THE PRINCIPAL

Dear Parents and Students,

I would like to welcome all of you to the 2018-2019 school year at **Triangle Math and Science Academy (TMSA)**. Our team is excited to welcome you to our school. The staff at the Triangle Math and Science Academy is a team of caring, competent, and dedicated individuals. We work hard to provide the best possible learning climate, environment, and curriculum for all students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of **TMSA** is to create a partnership among the members of this triad. Each of us has a responsibility for doing our part to make our school a place where we can work, learn, and have fun together.

TMSA is a reflection of all of us. Our policies are intended to provide a safe and orderly environment that is conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities with you. We encourage you to get to know your school, its staff, programs, activities, and schedule.

We hope our parents become active participants in our school through volunteering, joining the PTO, and participating in the activities we offer. We ask our parents to volunteer whenever possible. Please contact your child's homeroom teacher or the front office for a variety of volunteer opportunities. We always appreciate any help!

This handbook offers an overview of our school's mission, guidelines, and services. It is an essential reference book describing what we expect and how we do things. Read it carefully; discuss it with your family; and let it act as a guide for all parts of the school. It has been written to provide students and parents with the information that will make this year purposeful and rewarding in every aspect. When you are finished reviewing this handbook, please sign, date and return the Family Contract indicating your understanding and acceptance of its contents. Keep this handbook close by because you will use this information throughout the school year.

On behalf of the entire TMSA family, welcome again and best wishes for a great school year!

Sincerely,

Mithat Karabulut, Principal

Academic Calendar

Please see the school's website Tmsacademy.org under the academics tab for the school's current academic calendar.

MISSION STATEMENT

The mission of Triangle Math and Science Academy (TMSA) is to prepare students to become competent, responsible, and successful individuals in our globalized and technology-based society through a strong academic program, school-family-community partnerships, and strong teacher-student relationships. Fundamental to our mission is a commitment to the active involvement of students, a competent and caring staff and leadership, and innovative and effective teaching strategies as we strive for academic excellence for all students.

DUE PROCESS AND STUDENTS' RESPONSIBILITIES & RIGHTS

STUDENT RESPONSIBILITIES	STUDENT RIGHTS
<ul style="list-style-type: none">• To be caring and honest,• To do his or her best to learn and master all he/she can,• To respect school rules, regulations, and policies,• To be sure that personal expressions do not interfere with the rights of others,• To follow state law and school policies concerning substance abuse,• To respect and protect the personal and property rights of others and of the school,• To treat all members of the community with full respect, fairness, and courtesy,• To abide by all the expectations of the school and its community,• To follow the prescribed guidelines for participation in school activities, AND• To adhere to due process procedures.	<ul style="list-style-type: none">• To feel safe in the school environment,• To take full advantage of the learning opportunities,• To work in an environment free from disruptions,• To express his or her opinions, ideas, thoughts, and concerns,• To have a healthy environment that is smoke, alcohol, and drug free,• To use school resources and facilities for self-betterment under appropriate supervision,• To expect courtesy, fairness, and respect from all members of the community,• To be informed of all expectations and responsibilities,• To take part in a variety of school activities, AND• To have the right to due process.

All students at TMSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student, who exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution. In all

instances, TMSA's policies and procedures governing due process for suspensions and expulsions will follow North Carolina Education Law. All students at TMSA have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept completely confidential.

GRIEVANCE POLICY

Student and parent complaints will be addressed in a timely and consistent fashion. Disagreements should be solved whenever possible among the people most closely involved while preserving positive relationships. Therefore, when a student or parent has a complaint or disagreement with any parties at TMSA, they should observe the following guidelines:

1. If the complaint involves a situation in the classroom, the student or parent should seek to resolve the issue with the teacher.
2. If a resolution with the teacher is not possible, or if the complaint is with a school-wide policy or procedure, the student or parent should seek to resolve the issue with the dean or assistant principal.
3. If a resolution with the dean or assistant principal is not possible, the student or parent should seek to resolve the issue with the principal.
4. If a resolution with the principal is not possible, the student or parent shall submit a written grievance within 30 calendar days of the situation or incident. The board of directors will discuss the grievance in closed session and respond in writing. This will occur within 30 days of receiving a grievance.
5. If the student or parent is not satisfied with the board's resolution, the student or parent has the right to file a complaint with the NC DPI Office of Charter Schools (OCS); however, the board's decision is final and the OCS only investigates the complaint. The OCS does not have authority to overturn or amend any decision made by a school's board.
6. This Grievance Policy is not designed to supersede or supplant federal law and parent rights under The Individuals with Disabilities Education Improvement Act of 2004 and the Family Educational Rights and Privacy Act (FERPA) as amended, 1996.

ACADEMICS

POWERSCHOOL

Parents can see their children's academic improvement, daily homework assignments, projects, discipline records, and attendance records through PowerSchool. Parents will be provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit PowerSchool on a daily basis to stay informed of their student's progress.

GRADING SCALE

TMSA will be using a 10 point grading scale.

100%-90% A 69%-60% D

89%-80% B Below 59% F

79%-70% C Incomplete I

CONFERENCES

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. Parent/teacher conferences are scheduled at least once per semester – check the school calendar for the specific dates and times. Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at TMSA. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers may assign homework that will foster individual learning and growth and that is appropriate for the subject area. It is each student's responsibility to complete and turn in homework on time; if it is not, a grade of zero (0) may be given. In case of a conflict regarding homework assignments, the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Staff e-mail addresses are available and daily assignments are posted on PowerSchool, as well as their classroom websites. Links to the staff websites are at our website: www.tmsacademy.org

CHEATING AND PLAGIARISM

Cheating and plagiarism are deceptive choices made by students to misrepresent the student's true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

All papers or projects submitted at TMSA are required to be in the student's own words unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e. "cutting & pasting", etc.) is considered plagiarism. However, quotations, drawings and/or pictures may be taken from the Internet or other source as long as they are properly cited in the document.

Plagiarism is cheating, and there will be strict consequences for any student caught plagiarizing. Teachers will go over this during the first weeks of school so that all students are aware of exactly what constitutes plagiarism, as well as the consequences they may expect.

SCHEDULE CHANGES

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. **Modifications to the student's schedule can only be made if requested within the first two weeks of the beginning of the school year.** Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. The final decision for all student placements will be made by the administration. Please check your student's schedule carefully during the first week of school to ensure there are no errors.

RETENTION POLICY

K-8th grades:

At the end of the school year, the Student Academic Committee (which may include Assistant Principal, Dean, school counselor, and one core subject teacher) will review each student's case and make a recommendation to the principal for final approval. Final decisions on student promotion or retention rest with the principal.

A student's academic grades, mental ability, age, physical maturity, emotional and social development, national, state and local assessment results, and teacher recommendation are all considered when making retention decisions. Every effort will be made to work with the student and parents to remediate the student's difficulties before he/she is retained. Students must successfully complete a majority of the required academic subjects in order to be promoted.

1. Any student **failing 3 or more core classes for an academic year is automatically retained at that grade level.**
2. Any student who has **unexcused absences for more than 10% of the required school attendance days may be retained.**
3. Any student **failing 2 core subjects in a given year may be retained:**
 - a. If student **fails both their math and language arts classes, then student is automatically retained.**
 - b. If student **fails EOG's in two or more subjects**, that student may be retained.
 - c. If student's **benchmark testing average for the year is not greater than 60%** he may be retained.
 - d. If a **parent requests** retention.
 - e. If a student has been put on **academic probation.** (Probation to last through the following school year.)
4. Any **probationary student that fails the same 2 core subjects in a subsequent year will automatically be retained.** (Parent will already have signed paper in step #3 above that indicates understanding of this action.)

High School Credit

Students earn credits for courses through the TMSA and North Carolina Graduation Requirements. Any student who receives a passing grade in a course will earn credit for that course. Students will be placed into courses based on the credits that they have previously completed. The college counselor is responsible for assigning courses to high school students. Any high school credits earned during middle school can be retaken with a parent's written request so that original grade is not counted against the student. More information regarding high school academic policies can be found in the High School Program Guide.

ACADEMIC PROBATION

Students who are retained will be on academic probation for the full academic year. Students who are on academic probation may be required to attend Tiger TAILS remediation classes, after-school tutoring, and/or Saturday School. These students may not be eligible to participate in after school clubs or activities if staff or administration feel this will interfere with their academic progress.

Students **who fail two subjects in a quarter** will be placed on academic probation for the entire quarter. They will then be reviewed for their status for the remainder of the year. Before a student is placed on academic probation, an administrator will meet with the parent and student to explain the situation. Parents will sign the “understanding academic probation document.”

TEXTBOOKS

Textbooks for pupils are furnished by TMSA. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials will be made available to a student. Students who owe money for lost or damaged texts or materials will be permitted to use a text during classroom instruction; however, they will not be permitted to take the text or materials home for homework purposes. Report cards may also be withheld until textbooks fees are collected.

HALL PASSES

No hall passes will be provided during the first and the last periods of the day or during the first and last 10 minutes of each class period. We urge all students to take advantage of the transitional times for their personal needs; however, emergency cases will be addressed accordingly.

ATTENDANCE

ABSENCES, TARDINESS AND TRUENCY

Attendance at school is crucial to your child's progress and success; however, we do understand that there are times when a child must miss school. TMSA recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

EXCUSED ABSENCES

TMSA accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** Upon returning to school, the student must bring a written excuse. The excuse shall be submitted to the school office and filed as part of the student's school record. Absences which are not verified by parent contact with the office within 3 days will be viewed as unexcused. A student's absence from school is excused by parent notification for a maximum of 10 days. Once a student reaches 10 absences (excused or unexcused), doctor verification or other acceptable documentation is required for additional absences to be considered excused.

An excuse for absence from school may be approved for one or more of the following reasons or conditions:

- **Personal Illness or Injury:** Personal illness or injury of the student or when attendance in school would endanger the health of the student or the health of others is excused. A parent or guardian

should call the school each morning a student is home ill. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.

- **Medical or Dental Appointments:** Please bring documentation from the medical office to the school when your child returns.
- **Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitate an absence. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as excused within three days of the student's return to school. A parent or guardian must call the office to explain the situation and estimated time of absence. When returning to school, students must bring an explanatory note from their parent, guardian, or doctor.
- **Court Order:** Court order by a governmental agency mandating a student's absence from school is excused. The parent or guardian must call the office to explain the situation and estimated time of absence. When returning to school, bring a copy of the court ordered documentation.
- **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health, parent or guardian must call the office to explain the situation and estimated time of absence. Documentation should be provided when the student returns to school.
- **Special or Recognized Religious Holidays:** School principals are authorized to excuse some absences each academic year for religious observances required by the faith of the student or the student's parents. Your parent or guardian must call the office to explain the situation and estimated time of absence. When returning to school, students must bring an explanatory note from a parent/guardian.
- **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, a student may obtain an excused absence. Approval for such an absence must be granted by the principal prior to the absence by completing the appropriate form.
- **Absence Related To Deployment Activities:** A student's absence is considered excused if their parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-375.5)
- **Other:** Other absences to be determined by and at the discretion of the principal and/or Board of Directors may be excused. Please contact your principal if you have a concern about an absence.

UNEXCUSED ABSENCES

An unexcused absence is a part of a student's school record. Students will be marked for an unexcused absence for failure to attend school. Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences above will be considered unexcused absences.

TARDY POLICY

- Students will be considered tardy to school when they are not present at the beginning of the official school day, 8:00 a.m. A tardy will only be considered excused in cases with documentation of one of the above listed reasons.
- Students who are late to school must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy and provide the reason for the tardiness. For carpools arriving late,

the driver responsible for the carpool that day must come into the school office and sign in each student as tardy and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class. If this procedure is not followed, the student(s) will receive an unexcused tardy.

- **Unexcused Tardy:** Arriving late to school with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc. shall result in an unexcused tardy. Tardiness to school – whether the result of oversleeping, car problems, baby-sitting, athletic workouts, or socializing – is unacceptable.
- **Excessive tardiness** to school may result in disciplinary action under the Code of Conduct and/or referral to Child Protective Services.
- Students are required to be in their classrooms prior to the bell ringing. If a student is late to class, a consequence may be assigned. If it is an ongoing problem, further disciplinary action, including an office level referral, may be assigned.

EARLY CHECKOUT

Being removed from class and leaving the school prior to the official end of the school day (3:17 for K-8, 2:30 for High School) with a parent or legal guardian is considered an early checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student.

- To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for half of the day.
- An authorized early checkout will be considered only in the cases of illness which is confirmed by the school or doctor or a preplanned medical appointment. Please provide documentation of any medical appointments when the student returns to school the next day.
- To avoid instructional interruptions, early checkouts should be kept to a minimum.
- **Early checkouts are not permitted during the last 30 minutes of the school day.**
- Excessive unexcused early checkouts from school may result in disciplinary action under the Code of Conduct and/or referral to Child Protective Services.

MAKE-UP WORK FOR ABSENCES – EXCUSED OR UNEXCUSED

An excused or unexcused absence from school, even for several days, does not remove any student from his academic responsibilities. Missed work should be made up. **Students who have been absent will be given the same number of days that they were absent to make up missed work.** For an absence to be considered excused, a note should be submitted to the school office no later than three days after returning to school.

On the day the student returns to school, it is the student's responsibility to find out what work is required and when the work needs to be completed. Failure to do this will result in a zero for each of those assignments. Please contact your child's teacher(s) for this information.

For students who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at the scheduled make-up time. If the student fails to do this, the teacher is not obligated to set another time for the test.

It is understood that lower elementary (K-3) students will need additional guidance and assistance in these processes from their teachers.

PERFECT ATTENDANCE

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardies to school and zero absences and zero tardies to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

TRUANCY

In accordance with G.S. 115C-378, any child between the ages of seven and 16 years is subject to the compulsory attendance law. Any parent or guardian shall cause the child to attend school continuously for a period equal to the time which the public school shall be in session. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant, no credit will be recorded for work you missed as a result of truancy.

- **After 3 days (24 periods) of unexcused absences:** The principal or designee will notify the parent/guardian of the unexcused absences.
- **After 5 days (40 periods) of unexcused absences:** The principal or designee will notify the parent/guardian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted.
- **After 7 days (56 periods) of unexcused absences:** The principal or designee will meet with the parent/guardian about the excessive unexcused absences and put interventions in place.
- **After 10 days (80 periods) of unexcused absences:** A letter will be sent from the administration to the parent/guardian regarding attendance. The principal or designee shall review any report or investigation and will confer with the parent/guardian. In addition, a referral shall be made to Child Protective Services by the administration.

Note: Any student who has unexcused absences for more than 10% of the required school attendance days may be retained.

A student who fails to attend school for 10 consecutive days with no contact with the school is considered to be withdrawn from the school. If the student shows up after that period, the student will be considered as a new enrolling student. If there is a waiting list for that grade level, he will be added to the waiting list.

When administrative actions taken to correct truancy have proven ineffective, the school system may file proceedings in court and furnish evidence for the conviction of parents/legal guardian and/or child for non-compliance with state attendance laws.

S-15 Code of Conduct Information

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline, a cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of discipline problems, so that together we can find alternatives for students and they can experience success at home and school.

For our discipline program to be successful, the school will teach students all of the school's rules and procedures, as well as positive character traits. **Students must make choices for themselves and be responsible for their own behavior, as well as for their academic performance.** Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often, harm caused to other persons or their possessions is unintentional or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither TMSA and its employees, nor the Board of Directors, assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

TMSA's goal is to help every student fulfill his/her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the TMSA administrators and teachers will not allow inappropriate, distractive, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the Board of Directors for expulsion.**

Our ultimate goal is to develop students' sense of responsibility and self-discipline. "Firm but fair" is the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. TMSA takes its responsibility seriously, to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs, and gang activity will not be tolerated. Students who violate TMSA rules or state laws related to these offenses will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.

TMSA School Wide Positive Behavior Interventions and Supports

At TMSA we have begun a school-wide implementation of Positive Interventions and Supports (PBIS). PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students. By Implementing PBIS, we hope to reduce the school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined outcomes, research-validated practices, supportive administrative systems, and information for problem solving behaviors.

All staff members at TMSA will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school also has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

Behavior Expectations and Rules Matrix

All students at Triangle Math and Science Academy are expected to follow the Tiger Pride Rules: P- Be Proactive, R- Be Respectful, I- Show Integrity, D- Be Determined, E- Exceed Expectations. Our staff members will refer to this as showing our “Tiger Pride.” We want all of our TMSA Tigers to show their Tiger Pride! All students are explicitly taught what it looks like to be proactive, respectful, show integrity, be determined, and exceed expectations. Students will be recognized monthly by our Student of the Month and/or Student of the Week programs. Students demonstrating positive behaviors will be recognized and may receive incentive rewards.

Examples of what each expectation means:

- **PROACTIVE** students take charge of a situation and are responsible for their actions, attitudes, and moods. They don’t blame others for their wrong actions. They do the right thing without being asked or told, even when no one is looking.
- A **RESPECTFUL** student puts themselves in someone else’s shoes and behaves in a way that shows they care. They show that they value other people’s perspectives, time, and space. They are polite, kind, and care about others.
- Students with **INTEGRITY** are honest and can be trusted. They have strong moral principles.
- Students who are **DETERMINED** never give up, even when things get hard!
- Students who **EXCEED EXPECTATIONS** go above and beyond what others have asked.

Below is a matrix of ways students can show these expectations in all areas of our school.

	P-Proactive	R- Respectful	I-Integrity	D-Determined	E- Exceed Expectations
Classroom	When finishing an assignment early, begin to work on something else like homework or read a book silently.	When the teacher or a classmate is talking, listen quietly and raise your hand before speaking.	You can show integrity by not cheating on tests or lying to your teacher.	If something you are working on seems really hard, don't give up.	Set your goals high, even if you have an “A” in your class if your teacher offers extra credit, do it!
Cafeteria	When you finish your lunch, instead of playing around with your friends, clean up your area and get ready to go.	When waiting in line for your food, be patient and wait your turn. Don't push in front of people.	You can show integrity by not stealing food from your peers or the school.	Be determined to use appropriate voice levels and behaviors while in the cafeteria.	If a classmate drops their food on the floor, help them clean it up without being told.
Hallway	If a classmate left a notebook in the hallway, pick it up and give it back to them.	Be respectful of other classes by walking in the hallway quietly.	Show integrity by keeping up with your personal belongings. Don't leave items in the middle of the	Be determined to get to class on time. Use your time wisely in the hallway.	Even when a teacher is not in the hallway, don't horseplay with your friends.

			class or hall.		
Restrooms	If you see a classmate playing in the bathroom, be proactive and tell them that they shouldn't be doing that.	When in the restroom give others the privacy they need.	Show integrity by going straight to the restroom and back to the classroom. Don't wander to other places.	Be determined to use the restroom during appropriate times. Going to the restroom during a lesson is not the best time.	Keep the bathroom neat and clean. If you see trash on the floor, pick it up!
Dismissal	Be alert, listen for your number. This is not play time! Have all of your belongings ready to go when your number is called.	Be respectful by sitting quietly so that the teachers can hear your number being called.	Show integrity by not sitting next to someone that you can't make wise choices with.	Be determined to always bring your books to dismissal.	Enter the dismissal area quietly without your teacher having to ask you to.
Playground	Share all playground equipment with your peers.	When playing on the playground, don't play too rough. Be mindful of your peer's personal space.	Show integrity by keeping your words and actions kind on the playground.	Be determined to always play nicely and safely with others.	Keep our playground neat, clean up all playground equipment.
Bus	Keep all of your belongings together so when it is time to exit the bus you are ready and you won't have to worry about forgetting anything.	Respect the bus drivers by following all bus rules: staying seated, not eating on the bus, keeping a low voice, etc.	Show your integrity by not sneaking food or electronics on the bus.	Be determined to be a good role model for other students who are on the bus, especially students younger than you.	Be a leader on the bus. If you see someone doing something they shouldn't, tell them to stop or tell the bus driver.

GENERAL BEHAVIOR GUIDELINES

Cafeteria

1. No loitering in the cafeteria.
2. Keep tables, chairs, and floors clean.
3. Talk in a normal voice (classroom voice).
4. No backpacks (including string back packs) or books allowed in the cafeteria.
5. Dispose of trays, trash, and debris in trash cans.
6. Keep hands, feet, personal belongings and food to yourself.
7. Keep cafeteria lines orderly- no pushing, running, or cutting in line.
8. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.
9. No playground equipment/toys in the cafeteria.
10. Do not leave the cafeteria without permission from teachers.

Assemblies

School assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future. Students who receive an out-of-school suspension may not be able to participate in any assemblies for the rest of the school year.

Technology Equipment and Improper Use of

All students are required to complete an “Acceptable Use Policy” agreement prior to using school computers. The school has a right to review material stored in files to which all users have access, and will edit or remove material which is considered unlawful, abusive, or otherwise objectionable. The school has a right to revoke a student’s privilege to use the Internet and email for abusive conduct by the student. While it is the parent/guardian’s responsibility to monitor their child’s activities during non-school hours, if inappropriate actions or comments posted to social networking sites or via email are deemed disruptive or to pose a danger to school related activities, TMSA will work in partnership with our local law enforcement officials to prosecute individuals violating state or federal law. These actions may be subject to school discipline.

Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software, will result in financial charges. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students are not allowed to Instant Message, E-mail, write BLOGs or visit personal websites on school computers. Students should not bring food items or beverages into the classroom setting.

Halls, Bathrooms, Media Center

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and bathrooms are areas used by all members of TMSA. There are rules of conduct that all students must follow:

1. Do not roughhouse, push, or wrestle.
2. You may not eat or drink in halls and bathrooms.
3. You may not run in the halls, lunchroom, and bathrooms.
4. Do not leave belongings on the floor outside your locker.
5. You must do your part to keep these areas clean and safe.
6. You may not use any profane or vulgar language while in these areas.
7. You may not loiter in the halls, lunchroom, bathrooms, or media center.
8. Make sure you clean up after yourself and appropriately dispose of all trash.
9. Report any leaks, spills, or other problems in the bathroom to a teacher or the office.
10. You may not yell, scream, hit lockers, or make excessive noise while in these areas.
11. Students who write and/or draw on the bathroom walls and/or stalls will receive OSS for destruction of school property.

Emergency Drills

Regular emergency preparedness drills will be held throughout the school year so that students and staff will be trained to act properly in an emergency. These drills will include fire, tornado, lockdown, and other crisis emergency drills. A comprehensive emergency preparedness plan is on file in the office.

Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run, or push. A signal will be given for returning to class. A student who does not follow the safety rules will receive an office referral and appropriate disciplinary action will be taken.

Discipline Procedures

TMSA will use a consistent procedure for handling discipline. Teachers will document and address all minor infractions in the classroom. Teachers will refer all major or recurring infractions to the office by completing a disciplinary action form or write-up. If a student receives a write-up, parents will be contacted by the school to notify them of the incident and which actions have been (or will be) taken. The principal and the administrative team will make the final determination of consequences.

Elementary classroom teachers will implement an age-appropriate behavioral system within their classrooms.

Discipline Cycle

Although there is no required order to the assignment of consequences, the following is considered a recommended model should a student receive a write-up for exhibiting misbehaviors. For serious misbehaviors, some of these steps may be bypassed.

1. First Referral- Conference with Parents/ Administrative Warning
2. Second Referral- Either a Saturday or a Morning Detention
3. Third Referral- One (1) day of In-School Suspension
4. Fourth Referral- Three (3) days of In-School Suspension
5. Fifth Referral- One (1) day of Out-of-School Suspension
6. Sixth Referral- Three (3) days of Out-of-School Suspension
7. Seventh Referral- Five (5) days of Out-of-School Suspension
8. Eighth Office Referral- Option to Withdraw or Ten (10) days of Out-of-School Suspension pending a hearing with the school board for a Recommendation for Expulsion.

Each write-up will be noted on a student's **permanent** discipline transcript. Parent(s)/guardian(s) will be contacted by the discipline coordinator or admin and/or notified in writing of the offense, the resultant consequence, and advised as to their student's current status within the discipline cycle.

VIOLATION LEVELS OF CODE OF CONDUCT

TMSA will maintain a level system for handling infractions of behavioral expectations. Outlined below is the level system along with a guide for handling such behaviors.

Level 1 Behaviors Include:

*Typically Level 1 behaviors will be handled by the teachers at the classroom level.

Not following direction	Minor dishonesty
Running in hallway	Inappropriate language, gestures, drawings
Dress Code violations	Not prepared for class
Tardiness to school or class	Disruption of class
Electronic devices	Teasing, put downs, mocking
Horseplay	Defiance, disrespect, non-compliance

Level 2 Behaviors Include:

*Level 2 behaviors may result in an office referral. Teachers will complete an Office Referral Form and submit it to the Discipline Coordinator. If student is unable to stay in the classroom teacher will radio for Discipline Coordinator or an available administrator to come and remove student from the classroom. Parents will be contacted regarding the incident on the same day that it occurs.

Open defiance, insubordination	Deception/withholding information/forgery
Backtalk, arguing with adult	Cheating
Minor property damage	Aggressive behavior- pushing/shoving
Truancy	Inappropriate language, gestures
Violation of technology policies	Failure to report to assigned area
Theft or attempted theft	Repeated level 1 behaviors
Verbal abuse/harassment	Violation of ISS or detention procedures
Reckless behavior/negligent injury	

Level 3 Behaviors Include:

* Level 3 behaviors should be referred to the office immediately. Teacher should call for the discipline coordinator or an available administrator to come and remove student from the classroom immediately. Teacher will complete an office referral outlining the events that took place. Consequences for students who engage in level 3 behaviors will be determined by an administrator. An administrator will notify parents of action taken. **The consequences for such actions may result in immediate short or long term out-of-school suspension with a pending Board of Directors hearing for expulsion. Referrals will be made to law enforcement agencies when necessary.**

Fighting	Possession of stolen/lost property
Ethnic Intimidation/Racial Harassment	Vandalism/destruction of school property
Indecent/lewd behavior	Bullying/hazing
Assault on student or staff member	Leaving school without permission
Use/possession of tobacco product	Arson
Use/possession of prescription and non-prescription drugs	Use/possession of weapons, knives, and other dangerous instruments (includes replicas)
Use/possession of alcohol	Extortion
Insubordination/disrespect of authority and school rules	Violation of state or federal laws or Board of Directors' policies
Inappropriate use of technology	Trespassing
Possession of pornography	Bomb threat, false fire alarm, inducing panic

DESCRIPTION OF POSSIBLE DISCIPLINE OPTIONS

Withholding Privileges

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an administrator. These privileges include, but are not limited to clubs, teams, field trips, assemblies, lock-ins, camps, dances, and/or competitions.

Recess Detention

The student may be denied an opportunity to participate in a portion of recess as deemed appropriate by a teacher or the discipline coordinator. Time is provided to think about the behavior that occurred and how it can be prevented in the future.

Silent Lunch Detention

The student may be assigned to eat their lunch silently under the supervision of the discipline coordinator. The student loses the privilege of eating with their classmates in the cafeteria. Time is provided to think about the behavior that occurred and how it can be prevented in the future.

Morning/After School/Saturday Detentions

The student may be assigned a morning or after school or Saturday detention by the discipline coordinator or other administrator. If a morning or after school detention is not served, then the student still owes the original morning or after school detention and is assigned an additional morning or after school detention as a consequence. If the morning or after school detentions continue to not be served, then a more severe consequence may be assigned.

In-School Suspension

In-School Suspension is a formal disciplinary action that can only be assigned by a TMSA administrator and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. Students are to report to the ISS room with all the textbooks, supplies, and materials necessary to complete all assignments provided by their teachers. Assignments completed in ISS will be graded by the teacher who provides the assignment and students will receive credit for all work that is completed. **All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.**

Out-of-School Suspension

Out-of-School Suspension is a formal disciplinary action that can only be assigned by a TMSA administrator and requires written correspondence to parents. Out-of-school suspension may

increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator is required prior to the return to TMSA of any student serving an out-of-school suspension. All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus. Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.**

Option to Withdraw

A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides if, under the disciplinary policy of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local school system shall not be required to independently verify the nature or occurrence of the applicable conduct, or any evidence relating thereto.

Expulsion

Expulsion is a formal disciplinary action that can only be approved by the TMSA Board of Directors after receiving a recommendation by the TMSA administrative team due to the student's involvement in a serious discipline offense or the student's involvement in repetitive discipline offenses. A written correspondence to the student's parents, containing the date and time of the Board of Directors hearing will be mailed to the parents within ten days of the suspension.

Student Expulsion and Exclusion Policy

A pupil generally will not be suspended from school or recommended for expulsion unless the principal of TMSA determines that the pupil has:

- Caused or attempted to cause or threatened to cause physical injury to another person;
- Possessed, sold or otherwise furnished any fire arm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred by the principle or the designee of the principal;
- Unlawfully possessed, used, sold, otherwise furnished, or been under the influence of any controlled substance or alcoholic beverage or an intoxicant of any kind;
- Unlawfully offered, arranged or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage or intoxicant;
- Committed robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stolen or attempted to steal school property or private property;
- Possessed or used tobacco, or any products containing tobacco or nicotine cigarettes, smokeless tobacco, or chew packets or betel. This section does not prohibit use or possession by a pupil of his or her own prescription products;

Committed an obscene act or engaged in habitual profanity or vulgarity;
Unlawfully offered, arranged or negotiated to sell any drug paraphernalia;
Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other personnel engaged in the performance of their duties.

Knowingly received stolen school property or private property.

Disciplinary consequences for behavior violation of the Student Code of Conduct:

Students and parents will understand that the following disciplinary actions could be implemented for acts enumerated in this section and related to school activities which occur at any time, including (but not limited to) any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During or while going to or coming from a school sponsored activity.

Acts of Violence

Fighting is not allowed at TMSA. This action is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher or adult will carry a severe penalty. Possible disciplinary actions include on-campus suspension, home suspension or expulsion. Flagrant or repeat offenses may result in a maximum consequence of expulsion.

Threatening to cause physical harm detracts from the educational setting and places students in fear. Thus, depending on the severity of these actions, the following disciplinary actions may result: on-campus suspension, work details, home suspension or recommendation to expel.

Weapons and Dangerous Objects

Possession of a defined weapon will not be tolerated. Possession of a weapon will result in disciplinary action -- home suspension or expulsion.

Possession of fireworks and explosives or the use of these items will also result in home suspension or expulsion.

Tobacco, Drugs, and Alcohol

TMSA is a tobacco, drug and alcohol-free campus. Any possession, use, or sale of these substances is strictly prohibited. This rule, as do all school rules, applies to all school events and school trips. This policy includes all "look-a-likes", lighters, electronic cigarettes, and matches. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion. Both prescription and non-prescription medications are included in this policy.

Offenses of the rule may result in on campus suspension, home suspension or expulsion. This rule, as do all school rules, applies to all school events and school trips.

Possession of these substances with the intent to distribute or sell will result in expulsion. The sale of look-alike drugs will result in home suspension for the first offense and expulsion for any subsequent offense.

Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion.

Stealing, Robbery, or Extortion

These offenses will result in on-campus suspension, work detail, home suspension or expulsion. The severity of the crime and the number of offenses will dictate the punishment.

Damage to Property

Caused or attempted to cause damage to school property will result in the replacement of the damaged property by the student. The parent or guardian will also be held responsible for the replacement of the damaged property.

Severe cases of damaging, defacing or mutilating school property such as arson, damage to windows, playground equipment, computers, etc. may result in the suspension (on campus or home) or expulsion.

Profanity, Obscene Acts, Demeaning Racial Statements/ Vulgarity Indecent /Lewd Behavior

A student shall not by any means, including verbal, written, gesture, or dress/appearance, behave in a manner which would be considered immodest, lustful, indecent, or lewd while under the jurisdiction of TMSA.

These acts will be construed as an attack on the rights and privileges of other students who are attempting to receive an education and the rights of teachers to teach. Therefore, the attempt or act of projecting the above named actions whether on clothes, written, verbal or through gestures is in violation of school policy. The resulting disciplinary action will require changing offensive clothing, work detail, on-campus suspension, home suspension, expulsion, or a combination of any of these actions.

Willful Disobedience

- Willful disobedience is the intentional defiance of teachers and/or staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day or on fieldtrips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. All students will come to understand this policy. It may take more time, patience, and understanding to illuminate the younger children; however, student safety and a positive educational environment must be maintained. Therefore, timeout, work details, and on campus suspension may be employed.
- Repeated disobedience may result in a request to have a student evaluated by other behavior professionals. Every attempt will be made to correct the inappropriate behavior before actions of home suspension and expulsion are considered.
- Students are expected to demonstrate good citizenship and act in a reasonable manner. Failure to do so will result in a reprimand, detention, Saturday work detail, after school work detail, or suspension. Public displays of affection fall under this category.

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;

Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual;

The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment; and

Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

Other types of conduct that are prohibited and may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions;
- Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions;
- Graphic verbal comments about an individual's body, or overly personal conversation;
- Sexual jokes, stories, drawings, pictures or gestures;
- Spreading sexual rumors;
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
- Touching an individual's body or clothes in a sexual way;
- Purposefully limiting a student's access to educational tools;
- Cornering or blocking normal movements of another person;
- Displaying sexually suggestive objects in the educational environment; and
- Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Enforcement

The principal or designee will take appropriate actions to reinforce the board's sexual harassment policy. These actions may include: removing vulgar or offending graffiti; providing staff in-service training and student instruction or counseling; or taking appropriate disciplinary action to include reprimand, detention, on-campus suspension or home suspension. Administration may notify law enforcement in necessary cases.

Act of Hate/ Violence/ Harassment (Racial/Ethnic)

A student shall not engage in racial/ethnic harassment. This may be any behavior, verbal or physical, which is imposed by a student, because of race or ethnic background, which is intimidating, offensive, abusive, threatening, or unwelcomed and which causes or contributes to a racially/ethnically hostile environment.

Causing, threatening, or attempting to cause or participate in an act of hate violence can be defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability or sexual orientation. Speech that threatens violence, when the person has the apparent ability to carry out the threat, may be considered an act of hate violence. These offenses may call for reprimand, suspension, community service, and/or expulsion.

Other Harassment

Intentionally engaging in harassment, threats or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment will not be tolerated. These offenses may call for a reprimand, suspension, community service and/or expulsion.

Academic Dishonesty

As a school, TMSA's philosophy is to increase a student's ability to work both independently and collaboratively; valuable skills come through group projects, collaboration, and cooperation. However, academic dishonesty will not be tolerated. This includes cheating, sharing or copying other students' answers, plagiarism, etc. Students will receive a zero on any assignment or test if they have been found to be cheating. Parents will be notified and consequences will be given.

Plagiarism

Presenting someone's work as your own in order to obtain a grade is considered to be cheating. Plagiarism is a serious issue and will be dealt with as stated above. Students must give credit to the appropriate individuals in their research and writing. It is the job of the faculty to make this clear to students so that students can learn proper citation processes. Students will begin learning the principles and process of research and writing in early elementary school.

Bus Regulations

Any time students ride the school bus, they are expected to comply with basic safety regulations to ensure the safe transport of everyone on the bus. Students should remain seated at all times, remain out of the aisle, and keep their voices at a low level. All school rules and policies apply on the school bus.

Deception/Withholding Information

A student shall not withhold, distort, forge, or falsify any information to a staff member relevant to an event which falls within the jurisdiction of the school.

Disruption of School/Class

A student shall not behave in such a way to disrupt the normal function of a classroom of the school. This includes excessive noise, talking, laughing, throwing of objects, horseplay, etc. at inappropriate times.

Extortion

A student shall not obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation.

Harassment/Verbal Abuse

A student shall not intentionally engage in harassment, threats or intimidation against a student, group of students, or staff member when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment. A student shall not display, possess, or use words, phrases, illustrations, or gestures which are offensive to any ethnic, racial, or religious group. Also, students shall not make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.

Hazing/Bullying

Hazing/bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal or physical act that a student has exhibited toward another person more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing//bullying and/or dating violence does not lessen the prohibition in this policy.

Inducing Panic

A student shall not by any means create an atmosphere to provoke fear or endanger the safety or welfare of any student, staff member, or any other person.

Intimidation/Aggressive Behavior

A student shall not by any means of physical contact, invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, staff member, or any other person.

Language- Profane, Obscene, or Inappropriate

A student shall not use profane, obscene, or inappropriate language, either oral or written. This would include obscene gestures, signs, pictures, or publications. A student shall not possess pornographic material in any form.

Media, Recording or Transmitting

A student shall not record or transmit audio/video/photographs of any student, school employee, or other person without the express written permission from the student's parent, employee, or other person.

Fighting/ Physical Assault

A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student or staff member.

Public Displays of Affection

A student shall not participate in displays of affection (kissing, embracing, holding hands, etc.) on school grounds or at school activities.

Reckless Behavior/Negligent Injury

A student shall not behave in a manner which could reasonable be anticipated to result in injury to self, another person, or property.

Theft

A student shall not steal, attempt to steal, or be in possession of stolen property, school property, or personal property of students or staff on school grounds, bus, or school related event.

Threat/Coercion

A student shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student, staff member, or any other person. This includes, but is not limited to, both verbal and written threats.

Truancy/Leaving Class Without Permission

A student shall not be absent from any class or assigned area without proper school authorization. After arriving on school property or to a scheduled class, a student shall not leave without proper school authorization.

Vandalism and Property Damage

Caused or attempted to cause damage to school property will result in the replacement of the damaged property by the student. The parent or guardian will also be held responsible for the replacement of the damaged property. This policy also covers personal property of students and staff members.

Weapons/Dangerous Instruments

Possession of a defined weapon, fireworks, or other dangerous instrument will not be tolerated. This policy includes all "look-a-likes", toys, and replicas of such devices.

Willful Disobedience, Disrespect, Insubordination

Willful disobedience is the intentional defiance of teachers and/or staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day or on fieldtrips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. It may take more time, patience, and understanding to educate the younger children; however, student safety and a positive educational environment must be

maintained. Students are expected to demonstrate good citizenship and act in a reasonable manner. No student shall fail to comply with discipline or consequences issued by teachers or administrators.

Other Violations

It should be noted that other examples of conduct reaching the gravity of the above examples might also be subject to disciplinary action.

S-16 Search and Seizure

The administration of TMSA reserves the right to search the assigned locker, cubby, desk, person, and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their assigned lockers, cubby, desk, persons and personal belongings including but not limited to: purses, athletic bags, and articles of clothing in the locker are subject to search for items prohibited by the Student Handbook and Conduct Policy.

Contraband- Property that is illegal for a person to acquire or possess under statute, ordinance, rule, policy or that TMSA determines to be illegal to possess by reason of the property's involvement in an offense shall be considered "contraband". Such contraband is subject to forfeiture to the school under the School's Conduct Policy.

The Board of Directors and administration authorizes the use of trained canines in detecting the presence of drugs or drug paraphernalia. The canines may be used to patrol TMSA facilities and grounds, including the lockers and parking areas. Use of trained canines may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

S-17 Students with Disabilities

Students with disabilities may be suspended, in accordance with federal legislation and the state law, for inappropriate behavior. The principal or designee may suspend a student with disabilities for short-term suspension; suspension from school may not be for more than a total of fifteen (15) days in a school year and not more than ten (10) consecutive days. The principal may recommend a student with disabilities for long-term suspension or expulsion (more than 15 days or 10 consecutive) by following these procedures:

- The principal will follow regular procedures for long-term suspension or expulsion as described above.
- Once the principal has made a recommendation for long-term suspension or expulsion of a student with disabilities, he or she will convene members of the Student Support Team for a Manifestation Determination meeting. The team will determine: if the student is eligible for special education services; if the student is appropriately placed in a special education program; if the student's IEP is being implemented; and if there is a causal relationship between the student's disabling condition and the conduct for which he or she is to be disciplined. The parent will be notified in writing of the time and place of the committee meeting and its purpose.

S- 18 DRESS CODE

Students are expected to wear the TMSA uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other authorized school official shall determine whether any particular use of the school uniform is in violation of the spirit and/or the intent of this school uniform policy. Students and parents are expected to

honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. Students are not permitted to change out of their uniforms during or after school unless participating in an after school activity that requires non-uniform clothing.

TMSA has different color combinations for the different levels of the school. Please see the table for details in the following sections:

Grade Level and Section	Color
Elementary School Bottom	Navy Blue
	Khaki
	Black
Elementary School Top	Red
Middle School Bottom	Navy blue
	Khaki
	Black
Middle School Top	Light Blue

GENERAL GUIDELINES:

- Students must be in complete uniform when they arrive at TMSA.
- Uniforms are expected to remain intact and appropriately worn throughout the entire day at school. Students must remain in full uniform until after they leave TMSA.
- Students can only change out of their uniform if they are participating in PE class, sports, and/or other school activities that require flexible clothing or athletic gear. If a student changes clothes when not appropriate, disciplinary action will be taken.

BOYS:

- Shirts must be tucked in at all times.
- Pants or shorts must be worn properly at the waist and not sag below the top of the hips. They may not wear the top of their pants or shorts below their buttocks.
- Front pockets must be side seam pockets and back pockets must be sewn inside the pants or shorts. No outside pockets, patch pockets, or additional pockets are permitted. No cargo shorts or cargo pants.

- Material may not be denim, suede, or corduroy- it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
- Pants or shorts may not be rolled or folded up. Shorts must be at least fingertip length and no longer than the top of the knee when standing. Capri style pants are not acceptable for boys. Pants and shorts must not fit too snugly.
- Athletic shorts are not permitted except for PE class or after school sports.

GIRLS:

- Girls may wear pants, capris, scooters, and bermudas. Skirts are not permitted regardless of length. (Exceptions may be made for religious reasons.)
- Material may not be denim, suede, or corduroy- it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
- Front pockets must be side seam pockets and back pockets must be sewn inside the pants/capris/scooters/bermudas- no outside pockets, patch pockets, or additional pockets are permitted. No cargo pants.
- Bermudas and scooters length must not be more than a 3x5 horizontal index card above the knee.
- Pajama bottoms, jeans, or pants may not be worn under the pants/capris/scooters/bermudas.
- Pants/capris/scooters/bermudas must be worn properly at the waist and not sag below the top of the hips. They may not wear the top of their pants/capris/scooters/bermudas below their buttocks. Bottoms may not be folded or rolled up. They must not fit too snugly.

TOPS FOR BOYS AND GIRLS:

- **The embroidered TMSA school logo is required for all top options list below. The logo should only be embroidered on the upper left side of the top apparel.**
 - o **Polo Shirts** They must be a pique or jersey fabric. They may be short or long sleeved.
 - o **Sweatshirts** When wearing a sweatshirt, the student must still be wearing another TMSA shirt underneath the sweatshirt. Sweatshirts may not be worn/tied around the waist. **Sweatshirts cannot have a hood. NO HOODIES ALLOWED.**
 - o **Vests & Sweaters** The vest is a pullover type sweater and the sweater has buttons down the front. Both the vest and the sweater require that the student still wear a TMSA shirt underneath. Sweaters may not be worn/tied around the waist.
 - o **Polo Fleece** This may be half or full zippered. The fleece requires that the student must still be wearing a TMSA shirt underneath. Fleeces may not be worn/tied around the waist.
 - o **Jackets** These are fleece lined windbreakers without a hood. Jackets may be worn to school, but they are not permitted to be worn in the school building during the day unless the school has set guidelines for this.

SHOES FOR BOYS AND GIRLS:

- The emphasis regarding shoes is safety. For that reason, all shoelaces must be tied properly, all buckles fastened, all straps/Velcro secured- nothing may dangle or drag from the shoe.
- Shoes must be closed toed dress shoes, **majority** solid black, white, navy blue, or brown in color, or athletic shoes in that are majority black, navy blue, or white.
- Logos, trim, and shoelaces should be solid black, white, brown, or navy blue.

- No special designs or patterns (checkered, plaid, camouflage, etc.) or wild colors are permitted.
- No flip-flops, slippers, or open-toe shoes are permitted.
- Boots and high heeled shoes are not permitted.
- Heels on shoes may not be higher than one (1) inch.
- Roller shoes, wheelies, or shoes with wheels are not permitted.

SOCKS, STOCKINGS, TIGHTS, OR HOSE

- These may only be in solid colors of red, navy blue, or white. Socks must match.
- Clear or skin-tone hose are acceptable. Fishnet or patterned stockings/hose are not permitted.
- Stockings, tights, or hose must cover the full length of the student's legs and feet.
- Leggings and Leg warmers are **not** permitted.

PHYSICAL EDUCATION UNIFORMS

- Middle and high school students are required to dress out during their scheduled physical education classes in a PE uniform. Students are required to wear the PE uniform that can be purchased through our vendor.

MISCELLANEOUS GUIDELINES (Note- some guidelines only apply to Dress Down Days)

- "Henleys" or long sleeve shirts are not permitted to be worn under the school uniform at any time. If the student needs the extra warmth, long-sleeve uniform shirts are available – wearing a short sleeve uniform shirt with a long sleeve item of clothing underneath is not acceptable.
- All outside coats and jackets or hooded apparel may not be worn inside the school unless the school sets a winter use policy. The TMSA uniform includes an optional sweatshirt or zippered fleece for those students who need additional layers to remain warm.
- The bottom two or three buttons on the uniform shirt must be buttoned at all times.
- Clothing should be neat and clean.
- Clothing may not be worn inside out or backwards.
- Undergarments must not be exposed.
- Hair, face, and body paint are inappropriate for school and not permitted.
- Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
- Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
- Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk.
- Extreme hairstyles are not permitted and should not attract undue attention. Hair designs shaved into the hair line are not permitted.
- Hats, caps, curlers, headscarves, bandanas, doo-rags, pics, combs, brushes, sweatbands, chains, sunglasses, gloves, arm warmers and coats are not to be worn during school hours. Head wraps for religious or cultural purposes are permitted. Head wraps should be a solid color that coordinates with the school colors.
- Excessive multiple piercings are not allowed while in uniform so as not to attract undue attention or pose a safety risk.

SPIRIT DAY FRIDAYS: Every Friday students are allowed to wear a TMSA spirit wear shirt, along with uniform bottoms. Jeans are NOT permitted.

DRESS DOWN DAYS: On designated days, students are allowed to “dress down.” Clothing should be neat and free of holes, Clothing must not be excessively revealing, such as short mini-skirts, short-shorts, and tank tops. Loose fitting, low-cut blouses, halter tops, sheer/mesh shirts, or shirts exposing the midriff are not to be worn to school. Leggings should only be worn under tunics/dresses/shirts that are at least knee length. All dresses and skirts must be at knee level. All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for students - i.e., alcohol and tobacco products, etc.

The administration at each school reserves the right to evaluate and rule upon any dress, grooming, or student appearance that is not consistent with a safe, non-distracting educational environment that may or may not be contained in this policy. This would include, but is not limited to, new trends or fads in fashion which may have been unknown at the time of the policy’s approval by the Board of Directors.

The following Disciplinary Action will take place for Dress Code Violations:

There are two types of dress code violations:

Dress Code Violations we **can** modify at school

Examples: Having students tuck their shirts in, have students remove articles of clothing that are not prohibited- hats, jackets, sweaters, etc.

Students will be asked to correct their dress code violation.

Dress Code Violations we **cannot** modify at school

Examples: Shorts that are too long, skirts that are too short, not wearing belt, not wearing the appropriate shoes.

Parents will be contacted and required to bring the students proper attire.

	Suggested Action to be Taken for Dress Code Violations:
1 st Offense	Parent Contact, verbal warning and dress code corrected, violation will be logged into a uniform violation notebook, modification of clothing
2 nd Offense	Parent Contact, <u>assignment of afterschool or lunch detention</u> , violation will be logged into a uniform violation notebook, modification of clothing
3 rd Offense or Additional Offenses	Parent Contact, Parent/Teacher/Student conference and students assigned to <u>1 day of Saturday Detention</u> , dress code violation corrected, violation will be logged into a uniform violation notebook. Additional disciplinary action at the discretion of the school administrator.

SERVICES FOR STUDENTS

AFTER SCHOOL ACTIVITIES

A number of extracurricular clubs and/or enrichment activities are offered for students as a privilege. There is no better way for students to enrich their education than by taking part in clubs and after-school activities or through working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting.

In order to participate in any after school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. Students must be present that school day to be able to go to clubs. Students staying for after school activities will be expected to follow the following rules or they may be banned from all after school activities:

- You must have signed up for the after school activity ahead of time.
- You may not stay after school to wait for another student.
- **Excessive tardiness/absence to a club may result in automatic withdrawal from club.**
- **You must be with a teacher or other staff member at all times.**
- You must abide by the TMSA Code of Conduct while participating in the activity.
- **Your school activity privileges will be cancelled if discipline becomes a problem.**
- You must clear the school building immediately following after school activities by exiting from the student entrance.
- You must arrange for your own transportation to arrive promptly at the end of the activity.
- All children **must** be picked up from any TMSA program or event at the designated time the program or event ends. There will be no exceptions to this policy. Failure to pick up your children within 30 minutes of the end of the event may result in TMSA staff or administration contacting the authorities.

1st Offense: Any family picking up a child beyond program ending time will be assessed **\$10.00 per child for the first 15 minutes late and \$5.00 per 5 minutes thereafter, per event, as a late penalty.** Time will be computed by the cell phone time. Fine is due at the time of pick up. Students may not be able to attend any after school event or activity until this fee is paid.

2nd Offense: Late Fee Policy Applies (as stated above) **and** your child will no longer be able to participate in after school events for the remainder of the school year.

AFTER SCHOOL CARE PROGRAM

TMSA does offer paid after-school care for their students. Please see the school website for more information and to sign up.

COMMUNICATIONS BETWEEN SCHOOL & HOME

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voicemail, written request, or by accessing the school's web page. The school's website contains much information, as well as the school newsletter. TMSA also uses School Reach, an automated phone, sms, email system, to notify parents with events or weather closures.

LUNCH/NUTRITION PROGRAM

Students may purchase a nutritional lunch through our caterer or may bring their lunch from home. The cost for student lunch will be announced by the caterer. Please inform an administrator with a physician's note about any allergies or special requirements your child may have.

MEDIA CENTER

The Media Center is a resource center for all print and non-print materials. Media Center services offered to students include assistance with research assignments and book selections. Students must comply with all Media Center rules including, but not limited to, no games on the computers and computers need to be used for research assignments only.

FIELD TRIPS

Field Trips offer exciting ways to learn. TMSA students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students. **Students who have received an out-of-school suspension (OSS) during the school year will not be eligible to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.** In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the TMSA Code of Conduct and Discipline Plan while on the field trip.
- You must follow the TMSA Dress Code.
- You must bring to school the **Field Trip Permission Slip**, signed by your parents or guardian, by the specified date. No phone calls or e-mails will be accepted as permission.

SPECIAL EDUCATION SERVICES

TMSA employs a certified Special Education Resource Teacher to provide consultation services to classroom teachers who serve special education students, as needed. TMSA shall comply with federal and state law to ensure that all students with disabilities will be provided with a free appropriate education (FAPE).

SCHOOL PICTURES

A contracted photographer will photograph students in the school during the fall and spring semesters. Parents may purchase the entire package of photos or a partial packet.

TRANSPORTATION TO AND FROM SCHOOL

Students should be dropped off in the designated area in front of the school. When picking a student up at dismissal time, please use the carpool lanes. Please see our website for a detailed explanation of arrival and dismissal procedures.

LATE POLICY

All children **must** be picked up at the end of the school day. There will be no exceptions to this policy – unless staying for clubs, athletics, meetings, etc. Any family picking up a child beyond the 30 minutes ending time will be assessed **\$10.00 per child for the first 15 minutes late and \$5.00 per 5 minutes thereafter, per event, as a late penalty.** Time will be computed by the cell phone time. Fine is due at the time of pick up.

After the 3rd offense, TMSA staff or administration will contact the authorities.

STUDENT HEALTH GUIDELINES

Parents/guardians should not send their child to school if he/she has:

- Fever in the past 24 hours
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills
- Sore throat(that cannot be relieved with a cough drop)
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night

If your child becomes ill at school and the teacher or school aide feel the child is too sick to benefit from school or is contagious to other children, you will be called to pick him/her up from school.

S-26 MEDICATION POLICY

OVER-THE-COUNTER MEDICATIONS

Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school. Should you wish for your child to have access to these medications, you must sign a waiver and leave a supply with the school's administrative assistant or nurse aide.

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office **or** brought to school by the student's parent/guardian. The school must receive a **Medication Administration Directions Form** signed by the student's physician and parent/guardian.

The following information must be printed clearly on the *original* medication container:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the school.

SELF-ADMINISTRATION OF MEDICATION

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication **if both of the following conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**

- A **Medication Self-Administration Form** is on file in the office signed by the student's parent, the physician, and the principal.

GENERAL INFORMATION

S-27 ANNOUNCEMENTS

Official announcements are provided on our website, by phone calls using School Reach, and in our newsletter. As a common practice, announcements made by the administration, which affect the school community, are made through these two communication devices. TMSA encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Board of Directors, administration, teachers and staff at TMSA are dedicated to keeping our community informed.

S-28 STUDENT BAGS AND PURSES

Students may use book bags to transport only school materials to and from school. **Roller bags are NOT ALLOWED in the building.** Handheld purses are permitted; purses worn on the back must remain in student's lockers.

S-29 CELL PHONES

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, **the phone must be turned off before entering the school building and stored away. Phones may only be used when given direct permission for their use by a staff member. Students may not use phones while in the restroom, at lunch, in the hallways, etc. Students not complying with these requirements will have their cell phone confiscated and the cell phone will only be returned directly to the parent/guardian.** Should there be additional offense(s), the student may also be given an *Office Referral Form* for repeated violations of school rules. Cell phones are brought to school at the student's own risk and the school assumes no investigative or financial responsibility if the device is lost, damaged, traded, or stolen.

S-30 CLASSROOM OBSERVATIONS

TMSA values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. To minimize disruption of the classroom environment, **all classroom observations are limited to one per semester per subject and must be scheduled in advance with an administrator.** Parents should arrive to observation at the scheduled time, not interrupt the normal class proceedings, and turn off all electronic devices.

S-31 CORRECTIONS AND/OR MODIFICATIONS TO THIS HANDBOOK

TMSA reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the school newsletter. The latest version will always be available on our website.

S-33 MISSING, LOST AND FOUND ITEMS

Personal items that are found should be turned into the Lost and Found area. Students should check here first for lost articles. Unclaimed items will be donated to charity every few weeks once students have been informed about the deadlines to check lost and found items.

When an item is missing, students should report the missing item to the front office administrative assistant. A lost item will be returned to the owner should it be found or located. Should the owner find

the item themselves or it be returned directly to them, they should notify the front office as soon as the item has been located.

S-34 VISITORS AND VOLUNTEERS

All visitors and volunteers must enter the building through the main office. They must then sign in and receive a nametag/ID. This nametag/ID must be worn and visible at all times while in the school building.

S- 35 VOLUNTEERING AND PARENT PARTICIPATION

We encourage parents to take part in their child's education. There are a number of opportunities at TMSA for which a parent can volunteer including: after school club supervisors or assistants, library assistants, cafeteria aides, room representatives, and instructional partners. Contact the office for more information. We encourage our parents to become a member of our parent organization and to support their efforts.

Volunteers may be required to have a background check completed depending on their level of involvement with students. For example, a background check is required for:

- Sponsoring, advising, or coaching a student club, activity, academic team, or sports team
- If the volunteer would be working with or supervising students without a staff member present
- Chaperoning any overnight travel with students

S-36 DONATIONS

If parents and/or businesses would like to make monetary donations to the school to help cover the cost of student incentive prizes, consumable workbooks, student planners, locker maintenance, etc. it is greatly appreciated. Checks can be made payable to TMSA.

S-37 STUDENT AGENDA

Students must bring their agenda to school daily and carry it with them to all of their classes. When classes are in session, students in the hall must carry their agenda with them. There is a section for hall passes at the bottom of each page. Teachers may issue hall passes to students who have a justifiable reason for leaving the room. Regardless of the reason issued, hall passes are only valid for a maximum time of five (5) minutes out of the room. It is the student's responsibility to maintain their student agenda in the original condition as it was issued. An agenda will be issued to each student at the beginning of the school year. If it is lost and needs to be replaced, then a new agenda can be purchased from the office or academic deans.

S-38 TELEPHONE CALLS

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. **Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at any time.** The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to an administrator for approval. **Students must have written permission from a staff member stating a reason in order to use the office phones between 7:30am and 4:00pm.** We ask that all students please come to school in the morning clearly knowing whether their parents will be picking them up or be picked up by another family member or friend in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

S-39 Fundraising and Selling in the School

Students may participate in only school-approved fundraisers when soliciting within the school. Items are not to be brought into the school to be sold. Money and/or merchandise are not to be exchanged between students unless it is part of an approved fundraiser. Fundraising and selling may be approved for school related activities only. Fundraising, selling, or buying without the principal's approval is prohibited.

S-40 Student Activity Fee Policy

Any after school activities, clubs, or food service that are sponsored by an outside vendor company will handle fees directly with the parent/guardian of the student.

An annual student materials fee will only be charged if the local county school district is assessing a materials fee to their students.

There may be individual fees assessed to students in order to participate in a school field trip or activity. Prior to the field trip or activity, the organizer must submit a request form through the online system including any student fee associated with the event. This request must be approved by the principal and business manager. The parent will also sign a permission slip when submitting the fee.

There may be individual fees assessed to students in order to participate in a school fundraiser activity (i.e. admission to a dance or carnival). Prior to the fundraising event, the organizer must submit a request form explaining the purpose and any fees associated with the event. This request must be approved by the principal and business manager.

Parents may apply for a fee waiver based on financial need for any incident when a fee is assessed.

BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM (High School Students)

TMSA recognizes the importance of technology and the educational benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with TMSA's instructional objectives, and with approval of the building principal.

All personal electronic devices must be used in a responsible, and legal manner. Students using their own devices are subject to the TMSA Acceptable Use Policy, Computer/Online Services (Acceptable Use and Internet Safety), and Board approved BYOT guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and/or disciplinary action as appropriate.

The following personal electronic devices are approved:

1. Laptop computers
2. Tablet PCs
3. iPads
4. E-readers

Students at the high school level are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher and approval from the principal.

Students using their personal electronic device may access only the wireless Internet provided by the TMSA. TMSA provided Internet access is filtered in compliance with the Children's Internet Protection Act. Internet access from outside sources allowing for 3G or 4G access is not permitted on school grounds in order to promote safe, filtered Internet access.

BYOT activities are implemented at the discretion of classroom teachers and principal and the approval from the principal. When personal electronic devices are used to enhance learning in the classroom, students without a personal electronic device will be provided access to an appropriate school-owned digital device.

Violations of any board policies, guidelines, student code of conduct, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action.

The school reserves the right to inspect a student's personal electronic device if there is reason to believe

that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with board policies. Students will be provided with an additional list of guidelines as well as a form to sign acknowledging their compliance with the policy.

