

2017-2018
Student Handbook
Taylor Middle School
3802 East Co. Rd. 300 S.
Kokomo, IN 46902
765-455-5186
Fax: 765-455-5157
www.taylor.k12.in.us

Welcome to Taylor Middle School.

It is our goal to provide you with the best possible educational experience. Remember, you make your own record; the school only keeps it.

It is your responsibility to know the information contained in this handbook. If you have a question, never use the excuse, "I didn't know," when called upon by a teacher or administrator concerning a school guideline or rule.

The faculty and staff of TMS challenge you to utilize your ability to the greatest potential. Become involved. Make this the best school year of your education so far. Have a great year!

Vision Statement

Taylor Middle School students and staff will work together to help students become responsible, respectful, and motivated individuals with the skills to become successful young adults.

Mission Statement

The mission of Taylor Middle School is to inspire and empower students to excel academically and socially while preparing them to be productive citizens and future leaders.

Please Note:

Student Handbooks / Agenda Books

Students are to bring this book to each class during the school day. All class assignments are to be entered in the assignment organizer.

Handbooks must be maintained in their original condition containing all original pages, and all contents must be free of obscene and offensive material and/or graffiti. Students who violate this rule may be required to purchase a new handbook.

Student Name: _____

Grade: _____

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TAYLOR MIDDLE SCHOOL

NON-DISCRIMINATION POLICY

Students, their parents, and employees of Taylor Community School Corporation are hereby notified that this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, vocational programs, or activities as set forth in Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act. Written findings of fact will be issued to both informal and formal complainants within sixty days. Any inquiries may be directed to the Superintendent:

Taylor Community School Corporation
3750 East 300 South
Kokomo, IN 46902
(765) 453-3035

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232, accomplishes three things concerning student's right to privacy in the area of their school records:

1. It provides parents access to their children's records.
2. It provides for a hearing in which parents may challenge the contents of such records.
3. It spells out who may have access to records without parent permission and when parent permission is required.

A parent of a student (a) who is under the age of 18 years of age, and (b) who is currently enrolled, or (c) whose records are otherwise maintained by the school system, has a right to inspect and review such student's records or any part thereof.

Each student cumulative record folder and each student record maintained separately from the folder shall contain a written form upon which any person examining such records shall indicate the following:

1. The identity of such person
2. The specific record examined
3. Purpose of examination
4. In the case of a person whose job within the school system requires repeated examinations, the period of time over which such examinations were made.

DISPLACED/HOMELESS STUDENTS

Displaced/Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency.

STUDENT ACCOUNTABILITY PLAN

TMS makes the decision regarding promotion of each student to the next grade level based on that student's performance. In order for a student to be considered for promotion, he/she should strive to excel in the following areas:

- A. ISTEP scores
- B. Attendance (No more than 9 days absent)
- C. Grades
- D. Behavior (Based on the number of out of school restrictions (OSR))
- E. Benchmark test scores

Promotion/Retention Process:

- Any student whose performance is not acceptable will meet with the grade level teacher(s) to discuss areas needing improvement.
- A committee comprised of grade level teachers and principal will make the final decision regarding promotion at the end of the year.
- For special education students, the student's special education teacher will serve as a representative on the committee. Any adaptations, modifications, or waivers concerning that student will be discussed at that time.
- The principal will notify the student/parents of the committee's final decision by the end of June.
- Taylor Community School Corporation has designated the Accountability Committee's decision as final in all promotion or retention cases.

GENERAL INFORMATION

Bell Schedule

Our building opens at 7:30AM. Students are not to be dropped off or enter the building before this time.

<u>Regular Schedule:</u>		<u>Wednesday Schedule:</u>		<u>2-Hour Delay Schedule:</u>	
Titan Time	7:30-7:50	Period 1	7:55-8:40	Period 1	9:55-10:27
Period 1	7:55-8:40	Period 2	8:44-9:29	Period 2	10:31-11:03
Period 2	8:44-9:29	Period 3	9:33-10:18	Period 3	11:07-11:39
Period 3	9:33-10:18	Period 4	10:22-10:52	Lunch	11:43-12:23
Period 4	10:22-10:52	Lunch/HR	10:56-11:42	Period 6	12:27-1:07
Lunch/HR	10:56-11:42	Period 6	11:46-12:31	Period 7	1:11-1:43
Period 6	11:46-12:31	Period 7	12:35-1:20	Period 8	1:47-2:19
Period 7	12:35-1:20	Period 8	1:24-2:09	Period 9	2:23-2:58
Period 8	1:24-2:09	Period 9	2:13-2:58		
Period 9	2:13-2:58				

Visitors to Our Building

In the interest of safety, all visitors must report to the office, sign in, and obtain a visitor's badge before proceeding to their designated location. Visitors must sign out in the office before leaving. Visitors to our building who do not have a visitor's badge will be asked to report to the office and sign in.

Student ID Cards

Each student will be issued an ID card for use in the media center and for identification purposes. Any student who does not have their ID card will have to pay full price admission to home athletic events. Student ID cards must be kept in their original

condition. A student may not deface his/her ID card in any manner. Any lost or defaced cards will be replaced by the student at a cost of \$2.00 each.

Student Fees and Rentals

Textbooks: All textbooks will be rented from the school bookstore. The rental charges are based on a six-year life expectancy of the book.

1-to-1 Device: Please see the Taylor Community Schools Acceptable Use Policy on the TMS website for fees regarding the 1-to-1 Device.

Fees: Student fees and book rental are to be paid upon the beginning of the school year or by the last student school day in September. Any fees not paid by October 1 will be assessed a late fee of \$10, unless a payment plan has been arranged with the Middle School Office. If fees have not been paid in full by the first student school day in April of the same school year, the fees will be turned over to Statewide Credit Association or to small claims court and the parent/guardian will be responsible for all court fees.

Students are responsible for the care of the textbooks issued to them. Excepting normal wear, fines may be levied for loss or damage to textbooks and other education materials and equipment.

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Taylor Community School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Payments may be made in the cafeteria office or on myschoolbucks.com.
- If you feel that you your family would qualify for free or reduced price school meals, the application can be found on the school website under the food service tab. Or you may come to the cafeteria office for a paper form. If you have any questions please feel free to contact Paula Bolin at 765-453-1101 Ext. 501.
- A student may charge up to 5 meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase “a la carte” items, including extra main entrees or make purchases in the snack line.
- The school may deny a class A lunch to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student has enough money in hand for a meal that day, they will be served a class A lunch.
- The school will provide an alternate meal of a peanut butter sandwich and a milk to a student who pays reduced or full price and has already charged the allotted 5 meals. Those with a documented peanut allergy will be served a lunch meat sandwich and a milk.
- The food service manager or other school personnel will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.

- If the food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The automated call system will notify the parent everyday of any outstanding negative balance in the student's lunch account. The food service director will send home letters each week to parents of students who carry negative balance of \$15.00 and above.
- All accounts must be settled by the last day of school. Letters will be sent home approximately 30 days before the last day of school to students who have any negative balances. Negative balances of \$20.00 and above not paid in full 30 days after school ends will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch account will be notified by mail by the food services and given the option to transfer the funds to another student or to receive a refund. If no response is received within 60 days the student lunch account will close and the funds will no longer be available.

The USDA and the State of Indiana are equal Opportunity providers and employers

Food / Beverages

Sack lunches may be brought from home and kept in students' lockers until lunch, but no food or beverage is to be kept in lockers overnight. Food/beverages are not allowed in the classrooms (except with special teacher permission). If a student consumes food or beverage in the hallways, the items may be confiscated and thrown out. Students may not purchase any food or beverage from the school's vending machines during the school day. Students who are participating in after school activities may purchase items once school has dismissed for the day.

Parents/guardians who bring "fast food" items or other outside items (not including a sack lunch) to their student must deliver it when the student's lunch begins. The office staff will not be responsible for these items and will not call a student out of class to pick up these items. Additionally, as per our wellness policy, the administration of TMS asks that you limit the incidents of "fast food" lunches with your student. Due to guidelines set forth by the Indiana Department of Education, if "fast food" is brought to school, it must be delivered in an unmarked container.

Each student will be issued a 4-digit PIN to be used to purchase breakfast/lunch at Taylor Middle School. You may send a check or bring cash to the cafeteria office to deposit money in the account. The price of a student breakfast is \$1.60. The price of a student lunch is \$2.75. Extra items may be purchased in addition to the regular menu, causing the price of lunch to vary. Applications for free or reduced lunch may be obtained from the Superintendent's office or the bookstore. For more information regarding the TCSC Meal Payment Policy, please visit the TCSC website.

Health Clinic / Medication Policy

The school nurse is on duty daily to assist students who are injured or become ill during the school day. **A student must have a pass from their teacher before reporting to the**

clinic unless an emergency exists. Students who become ill or injured when the nurse is not on duty should report to the office. If necessary, parents may be contacted by school personnel and requested to pick up his or her child. **Under no circumstances are students to call their parents from a classroom or cell phone to pick them up without seeing the nurse or coming to the office.** Students are also not allowed to leave the building because of illness without authorization. Any student who leaves the building for illness without authorization from the school nurse will be considered absent and/or truant from all classes missed.

Medications will be dispensed through the nurse's office. **All** medications (prescription or over the counter) **MUST** be brought to the office by a parent or legal guardian. A request for an **Administration of Medication** card must be completed and signed by a parent or legal custodian with the number of pills in the container stated on the card. Medications must be in the original container labeled with the student's name. All permission for long-term medication must be renewed annually. Changes in medication must be documented by written authorization from the physician.

Students can, with a parent signature, have over the counter medication such as Ibuprophen or acetaminophen in the nurse's office for minor discomfort. However, these medications will be dispensed only if, based on the school nurse's professional discretion, it is in the student's best interest. Please read the dosage labels carefully. A medication that is age specific will only be given as indicated. For example, a medication that says, "not to be given to children under 12 without a physician's authorization" will NOT be dispensed to an 11-year-old child. **WITHOUT EXCEPTION, MEDICATION WILL BE GIVEN ACCORDING TO PRODUCT SPECIFIC DIRECTIONS ONLY.**

According to Senate Bill 376, students in grades K-8 may not take any medications home from school. Students will not be allowed to transport medications to or from school for any reason as per Indiana Law and TMS guidelines. Exceptions to this rule, as outlined in Senate Bill 376, include medications for life threatening conditions such as asthma and diabetes. The prescription must require that the student carry these medications during school. Parents may authorize in writing that someone 18 years or older may pick up the medications.

Policy and Procedure for Ill Students

Parents are often faced with making a decision regarding their child's health and whether or not they should attend school. A sick student will not only have a less than productive day but will also expose other students to illness. The following guidelines should be followed when faced with an attendance decision.

- **Fever:** A student with a temperature of 100 degrees or more should remain home. If he/she has had a temperature during the night, they should remain home. Typically, a temperature during the night or a low grade temperature in the early morning will be the first signs of illness and will be higher later in the day. A student must be fever free for 24 hours without the aid of medication to return to school. Likewise, a student with a temperature of 100 degrees, or more, at school will be required to go home. There may be times the school nurse will require the student to go home with a lower temperature based upon other presenting symptoms.

- Vomiting and Diarrhea: KEEP THEM HOME! Vomiting and diarrhea are not considered “normal”. Children often will feel better after vomiting but will become ill again. They should remain home until they are symptom free for at least 24 hours.
- Antibiotic Treatment: A student taking an antibiotic for a communicable disease such as strep throat or pink eye should remain home until they have been on antibiotics for 24 hours.
- Chicken Pox: Students with chicken pox cannot return to school until all pox are scabbed over. The general course for chicken pox is approximately 7 days. Students who have received the Varicella (chicken pox) vaccine may still contract chicken pox but typically a milder case.
- Conjunctivitis (Pink Eye): Students who present with redness of the white portion of their eye, complain of “itchiness”, or dried discharge around the eyes will be excluded from attending school until they have been seen by a physician to rule out pink eye. Conjunctivitis can be difficult to diagnose but can be highly contagious. Therefore, a physician’s consult will be required. A student who does in fact have pink eye may return to school 24 hours after receiving medication.
- Head Lice: Taylor School Corporation has a “no lice” policy. Students with alive and active head lice will be sent home. Students with Nits or nit casings will also be sent home if they have not had a proven effective method of treatment prior to being found. Continued exclusion from attending school with nits or nit casings will be at the discretion of the school nurse. Upon completion of treatment, the student is to be brought to the nurse by a parent for inspection before returning to class. They are not to ride the bus or attend school until cleared by the nurse. It is expected that students with head lice be treated and returned to school the following day.

NOTE: The American Association of Pediatrics and other organizations advocate that “no nit” policies should be discontinued because misdiagnosis is common, the burden outweighs the harm to the student and nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.

Frequently, additional illnesses with varying signs and symptoms will circulate among our school corporation. Our school nurses, based upon their medical knowledge and experience, may need to exclude your child from attending school until their symptoms subside or a medical doctor has given written permission for the student to return to school. In this event, your cooperation in picking your child up from the school in a timely manner, no longer than 30 to 45 minutes, is appreciated.

Pest Control

Taylor Community School Corporation adheres to a monthly pest control program in its respective buildings. Parents of students with particular allergies or respiratory ailments are encouraged to call the corporation office at 453-3035 x 512 to be notified in advance of pest control treatments.

Lockers

All lockers are the property of TMS. Students using lockers (hallway, physical education, athletic, etc.) should have no expectations of privacy in that locker or regarding its contents. The school reserves the right to search student lockers.

Lockers are to be locked when not in use. **Students are not to share combinations or lockers with others.** The student will accept responsibility for all contents stored in the locker. Stickers and spray-on adhesives as well as items used to jam the lockers are prohibited. Open food and/drinks are not allowed in lockers. The cost of a broken lock or

damage to a locker will be assessed to the student. Students with locker problems should report the problem to the office.

Weather and/or Emergency Closings

In the event school must be closed, an announcement will be made via the local radio stations, television, and/or Skylert call. E-Learning will be announced at that time.

Emergency Drills

All emergency drills (fire, tornado, earthquake, lock-down) are to be *silent* (no talking) drills. It is imperative that students follow the directions of the adults in the building. Procedures for drills are posted in each classroom.

Extracurricular Options

Titan Time

Titan Time will take place on Mondays, Tuesdays, Thursdays, and Fridays from 7:30-7:55am. Available activities will be announced at the beginning of the school year.*

*For the 1st semester, the sixth grade will be focusing on organizational skills and the transition to a middle school setting. Included in this will be the expectation that students will have their agenda books signed by a parent/guardian on a nightly basis. Continued failure to meet this expectation may result in calls home, lunch detention, after-school detention, and parent conferences. Parent signatures may also play a role in quarterly incentive trip qualifications.

Athletics

- | | | | |
|---|------------|-------------------|------------|
| • Girls Cheerleading
(Tryouts at end of previous year) | Grades 6-8 | • Boys Basketball | Grades 6-8 |
| • Girls Volleyball | Grades 6-8 | • Boys Wrestling | Grades 6-8 |
| • Boys Football | Grades 6-8 | • Girls Track | Grades 6-8 |
| • Coed Cross Country | Grades 6-8 | • Boys Track | Grades 6-8 |
| • Girls Basketball | Grades 6-8 | • Coed Golf | Grades 6-8 |

ACADEMICS

Grade Card Distribution

Grade cards will be sent home one week after the end of each 9-week grading period. A Skylert call will be made to alert parents.

Honor Roll

Students who receive all A grades on their 9-week or semester report cards will be given the title of “Distinguished Honor Student”. Students who receive all A and B grades on their 9-week or semester report cards will be given the title of “Honor Student”.*

*Students must have grades in 5 classes to be considered for the above honor rolls.

Homework Policy

Acceptance of late homework is at teacher discretion. Parents can check Skyward for assignments and grades. Parents should contact the individual teacher with concerns and questions.

ICU – Intensive Care Unit

ICU is an after-school program designed to curb missing and incomplete work and to provide additional resources for those students failing math, English, or reading. Students with a designated number of homework infraction will be required to attend the next available ICU session (this includes e-learning assignments), as well as work completed in a rush and/or below the student’s ability level. Parents will be contacted either by the teacher or the student to inform them of the ICU appointment.

Students who fail math, English, or reading at the previous midterm or grading period will stay for every ICU session to work on remediation software, missing assignments, and/or current homework. This semi-permanent ICU status will be reassessed every 4 ½ weeks (each midterm and report card).

Students may also voluntarily stay after for extra help on assignments. ICU will run for one hour on the designated days and transportation home will be provided.

Grading Scale.

A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F = 59 & Under
A = 92-97	B = 82-87	C = 72-77	D = 62-67	
A- = 90-91	B- = 80-81	C- = 70-71	D- = 60-61	

Accessing Student Information via Skyward

Students and parents are now able to view student grades, discipline and class homework and assignments via Skyward. Skyward access is available at the TMS website by clicking on “Skyward Parent Access” or “Skyward Homework Instructions” located in the left hand column. Please call the office at 455-5186 if you need assistance in accessing your student’s information.

Skylert

Taylor Community School notifies parents regarding important school information such as school delays and cancellations, student absences, and more using the phone system Skylert. If you are not getting Skylert calls or if your contact information changes, please call the middle school office at 455-5186.

E-Learning

E-Learning days may be the result of prescheduled events or weather related closure. In the event of a weather related closure, assignments are due at the teacher’s discretion. When the E-Learning day has been prescheduled, assignments will be due by the beginning of 1st period two (2) school days later (ex. Taylor Schools has an E-Learning day on Friday, so assignments will be due by 7:55am on Tuesday.). In the event that internet resources are not available, the school needs to be contacted so that teachers can make allowances for those assignments to get completed.

Media Center

The media center’s main function is to be a place for study and research. A quiet and controlled environment is most conducive to this function. Every student who uses the media center at Taylor Middle/High School must understand that its use is a “privilege”-and not a “right”. Student ID’s are used to check out materials.

Computing Resources

Student users of computing resources are expected to accept and follow certain guidelines in return for the privilege of using the computers, Chromebooks, programs, and associated equipment and information. Students are to use only programs and equipment as specified by their teachers. Students should not share their individual passwords with others. In addition, it is the student’s responsibility to have his/her Chromebook in class and charged every day. Not complying with this expectation, may result in disciplinary action.

Students are responsible for monitoring use of their account. A student should never allow another student to use his or her account or personal electronic device and will be held responsible for any activity occurring on his or her account.

Any student found tampering with the computer system of Taylor Community School Corporation will be disciplined as outlined in the infraction chart. Tampering includes using another student's or teacher's password to enter the system, being in an unassigned area of the system, attempting to disable corporation security, including jail breaking, or causing any other damage to the device, network, the system software, or hardware.

Any inappropriate use of the computer or computer networks will result in the loss of the privilege to use this educational tool and possible disciplinary action.

All students must sign the TMS Internet Policy and Acceptable Use Policy before using any device in the building as part of the registration process. The Acceptable Use Policy can be found under the "Student" tab at www.taylor.k12.in.us.

Athletics Eligibility

Eligibility checkpoints will be on the last school day of every week. Grades will be checked by the administration and the Athletic Director. If a student-athlete has been expelled, the student's grades at the time of the expulsion will be used to determine eligibility when he or she returns to school.

Rules for athletic eligibility

- Student-athletes must maintain a level of behavior both on and off school property that is deemed appropriate by the school administration and which is spelled out in the Taylor Middle School Rules for Athletic Participation. Any behavior that is deemed to be in violation will be disciplined accordingly. It is the responsibility of the student and parent/guardian to read the policy at the beginning of each season.
 - If a student-athlete receives a referral for a major offense, he/she will be suspended at least one game. (This does not overrule the policy that a student cannot participate in an afterschool activity on the same day that he/she is serving a suspension from school.) This suspension will occur at the next available game once administration has addressed the referral. If the student is absent from school on the day of a suspended game, the suspension will be served at the next game.
 - Major Offenses: Major Classroom Disruption, Insubordination, Verbal Aggression, and any referral that results in a suspension
- Eligible student-athletes may have no more than one (1) F. If a student-athlete has more than one (1) F, he/she will be placed on probation until the next eligibility checkpoint.

Rules for probation

- Probation lasts until the next checkpoint. At that time eligibility will be reassessed.
- Students are not allowed to participate in games/contests while on probation.
- Students must attend all afterschool interventions and team practices during this probationary period.
 - Absences from school and/or scheduled verified appointments do not count against the student.
 - In the event of a schedule conflict, this priority list should be followed:
 - Afterschool detention → Afterschool Intervention → Team Practice
- Any student who violates probation will be dismissed from the team for the remainder of the season.

ATTENDANCE RULES

Absence Call-in Procedure

On the day a student is absent, the school requests a parent to call the school to report the absence (455-5186). A representative from the office or Skylert may call parents at home or work to verify absences. If no call is received, a note from a parent or doctor verifying the absence is required. Upon returning to school, documentation should be brought to the middle school office before his/her first period class.

Tardy Procedure

Any student arriving between 7:55 and 8:05 a.m. will be counted tardy to first period. Students arriving after 8:05 a.m. must sign in at the office and will be considered absent for that period.

During the school day, students are expected to be on time to every class. A tardy is defined as a student not sitting in his/her assigned seat when the bell rings.

Each teacher will keep track of student tardies for his/her own classroom for each grading period. At the beginning of each new grading period, students will reset to zero tardies.

Sign Out Procedure

Appointments (i.e. doctor, dentist, orthodontist, counselor) should be made outside of the school day. If a student must leave during the school day, the following procedure must be followed:

1. The student must present a written notice of the appointment from a parent or guardian in the morning in order to receive a dismissal pass from the office.
2. At the specified time, the student will show their dismissal pass to their classroom teacher and report to the office.
3. The parent or guardian must come to the office to pick up the student.
4. Each parent or guardian will be asked to sign the student sign-out sheet. Office personnel may ask to see a picture ID before releasing the student.
5. Students will only be released to parents or guardians, unless authorization by school administration has been granted.

Attendance Procedure

In order for a student to maximize his/her educational potential, the attendance policy at TMS is based on the philosophy that the student must attend school every day. According to the Student Accountability Plan a **maximum of nine (9) absences** is allowed regardless of the absence being excused or unexcused.

Classification of Absences:

- Excused: An absence is considered “Excused” if a parent calls the school or sends in a parent or doctor note. Please see the Outline of Attendance Procedure for more detail.
- Unexcused: An absence is considered “Unexcused” if the school is not notified by the parent for the reason of the absence. Please see the Outline of Attendance Procedure for more detail.
- Truant: Truancy is an absence without the parent’s approval or knowledge or when a student’s location cannot be accounted for during the school day. School personnel will investigate the incident. If truancy is confirmed, the appropriate action as noted in the Student Action/Infraction Chart on page 22 will be taken.

Guidelines

Parents will receive notification from the school in regards to the number of days that have been missed. The following information includes steps that the school administration may take if it is felt that a student becomes a habitual offender of the attendance policy.

Outline of Attendance Procedure:

Absence #	Action
4	Letter of notification sent home reminding parents of TMS attendance procedure and that nine (9) absences <u>in total</u> is the maximum allowed in the Student Accountability Plan.
7	Letter of notification sent home reminding parents of TMS attendance procedure and that nine (9) absences <u>in total</u> is the maximum allowed in the Student Accountability Plan.
7 Unexcused	A meeting will take place between the student, parent, and an administrator to discuss an Attendance Contract*.
9	Letter of notification sent to the parent providing notification that the student is at the maximum number of allowed absences <u>in total</u> . Notification provided that any further absences will result in violation of the Student Accountability Plan.
10 +	Letter sent home notifying parents that the student has violated the Student Accountability Plan. Notification that all absences above nine (9) require a doctor's note. Any absence above nine (9) without a doctor's note is considered UNEXCUSED .
10 Unexcused	After 10 unexcused absences (or by the terms set by an Attendance Contract*, a Juvenile Habitual Truant Probable Cause Affidavit will be turned over to the Howard County Juvenile Probation Department.

*In situations of habitual truancy an Attendance Contract may continue into the next school year.

Extenuating/Questionable Circumstances Resulting in Violation of Attendance Procedure

School administration will review any extenuating circumstances that may result in violation of the attendance policy. It is the responsibility of the parent and/or student to request that the administration review each unique situation. The decision of the school administration regarding these matters is considered final. In a case where the classification of an absence is in question, the final determination will be made by administration.

Pre-Arranged Absences

Administration encourages parents not to remove students for reasons other than illness or family emergency. Parents may request a pre-arranged absence for their student but should note that any pre-arranged absence days will count toward the Student Accountability Plan and the TMS attendance rules. If a child must be absent from school it is the responsibility of the parent/guardian to contact the principal prior to the absence. The pre-arranged absence form, signed by the principal and the parent, must be shown to each teacher to receive assignments prior to the absence. All assignments must be turned in the day the student returns to school.

Make-up Work for Absences not Pre-Arranged

Students are responsible for all work missed while absent from school and assuring each absence is classified correctly. It is a student's responsibility to make arrangements with each individual teacher to complete any missed work or tests. Students have the number of days to make up work equal to the number of days they were absent. **Weekends count toward the number of days to make-up work.** Parents may request to pick up their student's homework for extended absences of 2 days or more.

Student Athlete Attendance

Daily attendance to school and practice is expected of all student athletes. Athletes must be in attendance a minimum of four class periods in order to be eligible to participate in a contest or practice on that day or on the following day (Saturday). Attendance at school the day following an evening event is also expected.

Exceptions would be absences that have been excused by the school administration for such activities as field trips, attendance at funerals, etc.

Withdrawals

If it is necessary for a student to withdraw or transfer from TMS, the parent must notify the TMS office. Various records must be completed when a student leaves school. It is the student/parent's responsibility to turn in all materials, pay all fees and fines, and return all library books to the media center.

STUDENT BEHAVIOR

Incentive Plan

The staff at TMS believes that students should be rewarded for "good deeds" throughout the school year. Students may be rewarded for academic achievement, good attendance, promptness to class, and good behavior. Each grade level team will post the grade level incentive plan on the school website.

Discipline Procedures

TMS rules are based on respect, responsibility, and readiness to learn. If students choose to disobey these rules, they will face consequences for their behavior. These rules apply to students while waiting to board the bus, riding the bus, attending school, and attending/participating in or all school-sponsored activities.

Temporary removal from the classroom may be used as an intermediate step for students whose minor behavior problem suggests that a time away from the current classroom may help that student calm down or refocus. This gives the student an opportunity to complete the assignment and then return to class rather than being referred to the office or assigned detention.

Social Probation may be used when student behavior and/or academic performance indicates students may benefit from having their "free time" restricted. Social Probation may include loss of locker privilege and use of a milk crate to carry belongings, loss of passing periods, and/or loss of gym time before school and/or during lunch.

The Crate: Students who are repeatedly unprepared and/or tardy to class will use a milk crate to carry all of their things and lose access to their lockers.

Lunch detention (LD): Students will be offered a Class A lunch which will be brought to the detention room or they may bring a sack lunch. Students in lunch detention will be expected to work quietly on schoolwork. Any student who does not have adequate work to do during lunch detention will be expected to complete the materials provided by the lunch detention supervisor.

After School Detention (ASD): Students who are scheduled for ASD will stay after school for one hour. Students are to bring homework. If a student misbehaves while attending ASD, the student will have to make up the detention at a later date or serve a different consequence. Students not picked up by 4 p.m. may be referred to Child Protective Services (CPS).

Out of School Restriction (OSR): Students whose actions warrant suspension from school will still be involved in meaningful and educational activities at the Titan Annex Building during the time of suspension. Students must be signed in and out of the Suspension School by his/her parent/guardian each day. Students will be expected to complete all of their provided assignments. Completed assignments will receive full credit upon the completion of the suspension. A student may not be allowed to attend OSR depending upon the seriousness of the offense and administrator discretion. For more information, rules, and procedures, please see the OSR School Rules on the Taylor Middle School website.

Bus Conduct

All students, while being transported on a school bus, are under the supervision of the school bus driver and are subject to the discipline of the bus driver and principals. All school rules and consequences are in effect while the student is on the bus. Riding the bus is a privilege and not a right. Failure to follow these rules may result in immediate loss of bus riding privileges. All students must obey the following rules:

1. Be courteous at all times.
2. No profanity or obscene gestures.
3. No smoking or use of any tobacco or drug products on bus or bus stops.
4. No food or drinks on the bus except in closed lunch boxes.
5. Respect all property. Do not mark, tear, or destroy in any manner the inside of the bus or anyone's personal property.
6. Stay seated until the bus comes to a complete stop.
7. Keep hands, head, and feet inside the bus.
8. No fighting or rowdy behavior on the bus and at bus stops.
9. Do not move toward the bus to load until the bus comes to a complete stop.
10. Do not litter or throw anything out of bus windows.

Students will not be discharged from the bus except at the school in which they are enrolled, at designated exchange points, or at their home. Requests for exceptions must be in writing from the parents to the bus driver and administration. **To ride home with another student, both students must bring notes from their parents to the office for administrative approval.** Once signed, the notes must be given to the bus driver.

Dress Code Guidelines

1. Hats, bandannas (includes any bandanna printed headwear), sunglasses, gloves, hoods and coats are not to be worn inside the building.
2. Skirts and shorts should touch the bottom of the middle finger when the hands are at one's side.
3. Clothing with excessive holes is not allowed. When wearing pants/shorts with minimal holes, there must be no skin showing between one's neck and the middle finger when the hands are at one's side.
4. Clothing that states, implies, or displays any reference to drugs, vulgar language, alcohol, tobacco products, nudity, violence, sexual innuendo or anything else that may be considered offensive or disruptive to the educational process is not allowed.
5. Any clothing that is deemed to be too revealing, excessively form-fitting, and/or exposes undergarments or torso skin (when sitting or standing) is prohibited. This guideline includes clothing tops (shirts, tank tops, etc.) and bottoms (shorts, leggings, pants, etc). See-through clothing, tank tops (with a width of less than three fingers), muscle shirts, spaghetti string tops and bare-midriff tops are prohibited. Tops must have modest necklines. Necklines shall not be lower than a fist's width below the collarbone.
6. Sagging of pants is prohibited regardless of whether a student is wearing shorts under the pants or not.
7. Any jewelry and/or accessories (chains of any kind, including those connected to wallets and clothes, spiked collars, wrist bands or rings that could be used as weapons) that could endanger students or may be considered a safety risk to the individual wearing them and others are prohibited. School authorities will confiscate these items.
8. Pajamas, slippers, or any article of clothing considered by staff to be pajamas or slippers are prohibited.
9. Approved dress for Spirit days is the only exception to the dress code. (On Spirit days, hats are permitted if and only if the student participates fully in the spirit dress for that day.)

10. Backpacks, book bags, or any item considered a backpack or book bag by staff will not be worn or carried during the school day between the hours of 7:45 and 2:36 unless previously approved by the administration.

Students who are inappropriately dressed will be required to change into clothes provided by the middle school office. Students will not be allowed back to class until they are dressed appropriately.

Electronic Device Policy

WARNING: Students who bring electronic devices to school do so at their own risk. The school will take NO responsibility for any lost, stolen, or damaged items.

Unauthorized electronic devices such as cell phones, devices that play music, and gaming systems are not allowed to be used during the school day. Headphones/earbuds will be permitted in class only at the teacher's discretion. If an unauthorized device is visible, it can be confiscated and kept in the office until a parent picks it up. Repeat offenders may face further disciplinary actions.

Using these devices to take pictures, video, or any other kind of recordings is strictly prohibited and may result in OSR up to and including expulsion depending on the severity of the misuse.

Electronic Devices in the Locker Room

All forms of electronics are strictly prohibited in or around the locker rooms during the school day. During, before, or after school activities, electronic devices must be secured in a backpack or locker. Under no circumstances shall pictures or video be recorded in or around the locker room. Please see the Child Abuse/Neglect, Child Exploitation, Child Pornography, & Electronic Devices/Computers Policy.

Child Abuse/Neglect, Child Exploitation, Child Pornography, & Electronic Devices/Computers

Because of the number of students with electronic devices, it is important for parents and students to be aware of the legal consequences and potential risk of having inappropriate material on these devices within the school setting.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" as defined by I.C. 35-42-4-4(a), by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

Indiana Code 20-33-8-0.2: Bullying

"Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Harassment Policy

Harassment of an individual by another individual is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. The school will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, including sexual harassment.

Sexual harassment does not refer to occasional complaints of a socially unacceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with the learning environment. Harassment includes, but is not limited to, sexually explicit and/or suggestive comments and images, depantsing or attempting to depants an individual, and any physical contact that intentionally touches a individual's personal anatomy.

If an individual believes he or she has been the victim of any type of harassment or if an individual has questions or concerns about this issue, the individual should seek the help of an adult whom he or she can trust, such as a teacher, counselor, parent or guardian, or one of the building administrators. He or she may also leave an anonymous message on the Taylor

Community School Bullying & Tip Line at 455-8111. As soon as a written report of the alleged harassment has been filed with the principal, an investigation will be conducted. Filing a complaint will not adversely affect an individual's grade, nor will the individual be discriminated against because of the complaint.

The right of confidentiality, both of the accuser and of the accused, will be respected, consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Individuals who have a need to know the identity of an individual complaining of sexual harassment may include, but are not limited to, the investigator, the accuser, the harasser(s), retaliators(s), or any witnesses.

This policy applies when an individual is on school grounds before, during, or after school hours, or at any other time when the school is being used by a school group; when traveling to or from school or a school activity, function, or event; when using property or equipment provided by the school; or when using data or computer software that is accessed through a device, computer system, or computer network of the school corporation.

Anyone found to be in violation of this code of conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation. For the full School Board Anti-Harassment Policy (#5517), please visit the Taylor Community School Corporation webpage.

Indiana Code 20-8.1 – 5.1-8, 9, 10: Grounds for Expulsion or Suspension

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience but are not limited to:

1. Behavior that injures or presents a risk of injury to the student or another person.
2. Damaging or stealing school property or the property of another person or organization.
3. Disrupting a class or other school activity.
4. Harassing, threatening or intimidating another person. "Harassing behavior" is a behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome.
5. Possessing a knife, firearm, dangerous device or something that appears to be a dangerous device. "Dangerous device" includes fireworks, a handgun, rifle, shotgun, stun gun, knife, mace, pepper gas, and all other weapons and personal protection devices capable of causing injury or discomfort to a person.
6. Consuming, possessing, offering, providing, or being under the influence of alcoholic beverage, an illegal drug, a prescription drug except as authorized in a prescription by a licensed health care provider, an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient except as authorized in a prescription by a licensed health care provider, or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug except as authorized above.
7. Possessing alcohol or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.
8. Possessing cigarettes, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products.
9. Engaging in consensual sexual behavior such as kissing.
10. Wearing clothing, jewelry or a hair style that is dangerous to the student, indecent, vulgar, and/or profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function.

11. Possessing a pager or cellular phone during the school day without prior approval of the principal, provided that possession of a pager or cellular phone at a school activity after the normal school day shall not violate this rule.
12. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter. (i.e. insubordination)
13. Violating a building level student conduct rule
14. Violating Indiana or Federal law.
15. Not having legal settlement in the school district.
16. Attempting to commit an act that is grounds for suspension or expulsion.
17. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
18. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
19. Gang activities that may include the wearing of colors, hand signs, graffiti on folders, backpacks, jackets, gang tattoos, etc.

The grounds for suspension or expulsion listed above apply when a student is

- on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group
- off school grounds at a school activity, function, or event
- traveling to or from school or a school activity, function or event.
- at the bus stop

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if (1) the unlawful activity may reasonably be considered to be an interference with the school purposes or an educational function, or (2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Disciplinary Actions
Infraction System at Taylor Middle School**

LEVEL ONE

<i>Definition</i>	<i>Infractions</i>	<i>Procedure</i>
<p>Behaviors that:</p> <p>Can be addressed by teacher, staff, or volunteer</p> <p>AND</p> <p>Do not significantly violate the rights of others</p> <p>AND</p> <p>Do not appear chronic</p>	<ul style="list-style-type: none"> • Insubordination/Disrespect • Cheating/Plagiarism • Inappropriate Language • Minor Class Disruption • Academic Nonparticipation • Unprepared for Class • Misuse of Technology • Showing of Affection • Inappropriate Hallway Behavior 	<p>Teacher/Student Conference: Inform student of the rule violated and reteach school-wide behavioral expectation</p> <p>Use classroom intervention: movement of seat, student timeout in a teacher assigned location, loss of privilege</p> <p>Contact parent</p> <p>Lunch Detention</p> <p>After School Detention: After parent contact has been made, an ASD may be assigned by the teacher</p> <p>Document Interventions</p>

LEVEL TWO

<i>Definition</i>	<i>Infractions</i>	<i>Procedure</i>
<p>Behaviors that:</p> <p>Will be addressed by a conference</p> <p>OR</p> <p>Are chronic</p>	<ul style="list-style-type: none"> • When interventions have not been successful in reducing/eliminating Level One Infractions. 	<p>Conference: May include student, parent, teacher, team, counselor, and/or administrator.</p> <p>Individual Behavior Plan determined in conference.</p> <p>Document Interventions</p>

LEVEL THREE

<i>Definition</i>	<i>Infractions</i>	<i>Procedure</i>
<p>Behaviors that:</p> <p>Will be an office referral and addressed by an administrator</p> <p>Or</p> <p>Put others at risk</p> <p>Or</p> <p>Are chronic</p>	<ul style="list-style-type: none"> • When interventions have not been successful in reducing/eliminating Level One infractions • Insubordination/Disrespect • Continued Plagiarism • Fighting/Serious Physical Aggression • Weapons • Drugs/Alcohol • Major Vandalism • Verbal Aggression • Sexual Harassment • Major Theft • Major Class Disruption • Bullying/Harassment • Truancy • Tardy • Others 	<p>Complete office referral</p> <p>Send student to office</p> <p>Administrator will determine appropriate consequence</p>

Level One Infraction Definitions

- Insubordination/Disrespect: Brief or low intensity failure to respond to adult request or to comply with school rules or regulations.
- Cheating/plagiarism: Use of another person's work, words, or ideas submitted as the student's own work or giving work to another student to copy.
- Inappropriate language: Low intensity instance of profanity or rude language
- Minor class disruption: Low intensity interference with instructional activity
- Academic non-participation: Student's refusal or failure to participate in instructional activities in school or activities related to school, on field trips and/or completing classroom homework assignment. The failure to demonstrate an honest effort in one's academic or instructional schoolwork.
- Unprepared for class: Comes to class without the required materials and/or completed work
- Misuse of technology: Using classroom technology for purpose other than instructed
- Showing of Affection: Any form of affection, including kissing, handholding, and hugging
- Inappropriate hallway behavior: may include continuous loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing, inappropriate physical contact, running on any other actions that interferes with the decorum of the school.

Level Two Behaviors

- Any minor behavior that does not respond to intervention will go to a conference
- When intervention attempts have not been successful in reducing/eliminating behaviors

Level Three Behaviors

- Insubordination/Disrespect: Refusal to follow directions, talking back and/or socially rude interactions that continue despite several interventions and/or seriously interferes with the learning of others
- Plagiarism: Student continues to plagiarize and/or cheat despite staff interventions
- Fighting/Serious physical aggression: Actions involving serious physical contact where injury is intended or highly likely, such as two individuals exchanging blows.
- Weapons: Knowingly possessing, handling, or transmitting any object that can be reasonable considered a weapon
- Drugs/alcohol: Knowingly possessing, using or encouraging the unlawful use of selling, transmitting, manufacture, distributing, dispensing or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcoholic beverage, intoxicant of any kind, any controlled substance as defined under federal or state law, or any substance represented to be any one of the above.
- Major vandalism: Student participates in an activity that results in substantial destruction or disfigurement of school or private property: damage that cannot be easily fixed
- Verbal Aggression: Student continues to curse or uses profanity despite continued teacher intervention or uses other inappropriate language (racial/religious/inciting)
- Sexual Harassment: Behavior that is not welcome, that is personally offensive, and that debilitates morale. Sexual harassment includes, but is not limited to, sexually explicit and/or suggestive comments and images, depantsing or attempting to depants an individual, and any physical contact that purposefully touches a student's "privates."
- Major class disruption: Behavior causing serious interference in a class or activity that continues despite adult intervention and/or seriously interferes with the learning or activity of others.
- Bullying/Harassment: Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and or national origin, disabilities, or another personal matter.
- Truancy: Student is excessively late from class without a pass, leaves class without permission, or is gone from class for an excessive period of time
- Tardies: accumulating repeated tardies (See TMS tardy policy)
- Other: Student engages in other major problem behaviors that do not fall within the above categories or behavior that escalates or continues despite repeated intervention strategies

Student Action / Infraction Chart

The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute. Administration and Staff reserve the right to modify any disciplinary action.

Minor Classroom-Based Infractions:

Infractions	Actions
<ul style="list-style-type: none"> • Insubordination/Disrespect • Minor Classroom Disruption • Misbehavior for Sub • Inappropriate Language • Academic Nonparticipation • Unprepared for Class • Misuse of Technology 	<p>Teacher/Student Conference: Inform student of the rule violated and reteach school-wide behavioral expectation</p> <p>Use classroom intervention: movement of seat, student timeout in a teacher assigned location, loss of privilege, etc.</p> <p>Contact parent</p> <p>Lunch Detention</p> <p>After School Detention</p>

Minor Office-Based Infractions:

Infraction	1 st	2 nd	3 rd
Dress Code Violation	Warning & Change	1 LD & Change	1 ASD & Change
Showing of Affection	Warning	1 LD	1 ASD
Cheating/Plagiarism	Zero, Documented	Zero, 1 ASD	Zero, 1 OSR
No Show for LD/ASD	Reassign + 1		
Personal Electronic Device	Confiscate & Return	Confiscate & Return	Confiscate & Hold for Parent

Tardy Infractions per Class per Grading Period:

1-2	3-4	5-7	8
Warning	2 LDs	ASD + Crate (1wk)	1 OSR

Major Infractions:

Major Infractions	1 st	2 nd	3 rd	4 th
Insubordination/Disrespect	1 OSR	3 OSR	5 OSR	10 OSS/Exp.
Major Classroom Disruption	1 OSR	3 OSR	5 OSR	10 OSS/Exp.
Fighting/Battery	3-5 OSR	10 OSS/Exp.		
Intimidation/Harassment	1-3 OSR	3-5 OSR	10 OSS/Exp.	
Verbal Aggression/Profanity/Obscenity	1 OSR	3 OSR	5 OSR	10 OSS/Exp.
Truant	1-3 OSR	3-5 OSR	10 OSS/Exp.	
Major Tech Infraction	1-3 OSR	3-5 OSR	10 OSS/Exp.	
Theft	Restitution, 3-5 OSR	Restitution, 10 OSS/Exp.		
Vandalism	Restitution, 3-5 OSR	Restitution, 10 OSS/Exp.		
Tobacco	3 OSR	5 OSR	10 OSS/Exp.	
Alcohol/Drugs	10 OSS/Exp.			
Dangerous Device	10 OSS/Exp.			
Habitual Offender*	1 OSR	3 OSR	5 OSR	10 OSS/Exp.

*Habitual Offender: Students who repeatedly violate any rules that are reasonable necessary to carry out school purposes or an educational function.