

CONDUCT AND DISCIPLINE

School-Wide Positive Behavior Support:

We, as NES Students, will be Safe, On time, Accountable and Respectful. We will SOAR!

Our Positive Behavior Support plan is designed to facilitate respect, cooperation, safety and academic excellence. Please refer to our PBS expectations matrix for specific behavioral guidelines.

Discipline:

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good and proper consideration for other people. Therefore, our school requires socially acceptable behavior at all times—disruptive behavior will not be tolerated. We do strive to involve parents in school discipline and have found that a cooperative effort between parents and the school results in a positive learning atmosphere. In order to insure that students behave in an appropriate manner and to insure that all students and teachers can learn and teach in a safe school environment, The DeKalb County Board of Education has established a Code of Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall extend to buses and all activities of the school. Each school principal shall be responsible for implementation and administration in his/her school. He/she shall apply the Code of Behavior and Discipline uniformly and fairly to each student at the school without partiality or discrimination.

Zero Tolerance Policy:

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. Expelled means removed from the pupil's regular school or removed from school attendance altogether. Nothing in this code shall be construed to prohibit the assignment of expelled students to the alternative school.

Zero- tolerance acts are as follows:

1. Students who bring or unlawfully possess a narcotic, stimulant, prescription drug or any other controlled substance (including 2nd offense alcohol) or a dangerous weapon on a school bus, on school property or to any school event or activity.
2. Any student who while on a school bus, on school property or while attending any school event or activity:
 - (a) unlawfully possesses a narcotic, stimulant, prescription drug or any other controlled substance (including 2nd offense alcohol), or dangerous weapon; or
 - (b) commits battery on a teacher, or any other employee of the system.

Weapons On School Property: (TCA 39-6-1701)

State law prohibits any type of weapons on school grounds or property. The maximum penalty for violation of this law is up to six (6) years imprisonment and a \$3,000.00 fine. Law enforcement officers will be notified when this law is violated.

The penalty for the possession of a gun shall be a one-year suspension from school.

Fighting/Harassing:

Fighting, threatening, harassing, intimidating, or hazing another student will result in disciplinary action ranging from verbal reprimand to suspension and /or expulsion from school depending on the severity of the offense and the offender's prior record. Any student who assaults or threatens to assault a student, teacher or other school employee will be subject to suspension for not less than one (1) calendar year.

Smoking:

No student, regardless of age shall possess or use tobacco in any form on school premises or at any school-sponsored activities. **Tennessee Code Annotated, Section 39-17-1505(b) concerning tobacco requires law enforcement official or the principal to issue a juvenile court citation for students who unlawfully possess tobacco products. This means that any student having possession of tobacco products at school will be required to go to juvenile court. Fines for this offense is not less than \$10 or more than \$50. The Juvenile Court may in its discretion also impose community service work not to exceed fifty (50) hours for a second or subsequent violation within a one (1) year period.

Drug and Alcohol Use and Abuse: (TCA 53-10-101)

Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Students will not market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school building or on school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parents or guardian and the appropriate law enforcement officials where applicable. The following punishment will be implemented:

First Offense for Alcohol, Drug Paraphernalia and Counterfeit Controlled Substances:

The school principal may suspend the student from school for a period of up to ninety (90) days regardless of the school year in which the offense occurs. The student shall be required to enroll and complete an approved Drug/Alcohol Rehabilitation or Education Program designated by the school system for the duration of said program. A report from the director of said program attesting the satisfactory participation of the student shall be presented before readmission to school. The student shall be on probation for the remainder of the school year in which the offense occurred, or, in the event the punishment extends into another school year, the student shall also be on probation for the first semester of the new school year and shall be encouraged to attend weekly Alcohol Anonymous/Narcotic Anonymous meetings.

Second Offense for Alcohol, Drug Paraphernalia and Counterfeit Controlled Substances:

The principal may suspend or recommend expulsion of the student for up to one (1) calendar year.

First Offense for Drugs: Any student violating this policy with reference to drugs, including marijuana, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

Search & Seizures:

Search of lockers, persons, containers, and vehicles, T.C.A. 49-9-404, 405, 406, 407, When individual circumstances in a school dictate it, a principal may order that the above be searched in his/her presence or in the presence of other members of his/her staff.

Sexual Harassment:

It is the policy of the DeKalb County Board of Education to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for students to harass other students

through conduct or communication of a sexual nature. Students who commit acts of sexual harassment will be subject to strict disciplinary action and possible prosecution.

Sexual harassment includes, but is not limited to the following:

- Verbal harassment or abuse.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.

Bullying Policy:

Children must feel safe in order to reach their highest potential in school. Northside Elementary is committed to establishing and maintaining a safe learning environment for all students through such programs as our SWPBS Program. In addition, our weekly guidance program includes lesson plans rooted in the Michigan Model Framework.

It is the policy of DeKalb County Schools that all bullying behaviors are strictly prohibited and will not be tolerated. Any bullying behavior shall be subject to discipline up to and including suspension or expulsion.

DeKalb County Schools defines bullying as an act that substantially interferes with a student's educational benefits, opportunities, or performance; is or has the potential to be repeated over time; and has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment

It is important to remember that there are many types of aggressive behavior that *do not* fit the definition of bullying. Examples may include teasing, not liking someone, saying something mean to or about someone, and other isolated incidents of aggression toward another.

All victims of and witnesses to bullying shall report such incidents immediately to a teacher, counselor, or building administrator without fear of reprisal. Teachers are required to make an office discipline referral using the NES discipline referral form.

A Northside Elementary Administrator/Designee shall be responsible for investigating and resolving complaints. Factors such as the nature of the incident, age of the violator, degree of harm, previous incidences, and other considerations shall be weighed when determining appropriate consequences. All findings and disciplinary actions shall be reported to the DeKalb County Director of Schools and Board of Education Chair.

Dress and Appearance:

Everyone at Northside Elementary School is expected to dress with good taste. All attire must meet normal standards and pose no threat to safety, health, or call attention in any way, which disrupts the academic process.

The Dress Code should be followed on campus, buses, and for any school activities including field trips. School administrators and teachers will have the final word in the event of a controversy over a particular student's attire.

1. Body cleanliness is required at all times.

2. HEADWEAR- Hats, headbands, bandanas, and sunglasses are not to be worn at school except on occasions designated by the principal. Accommodations will be made for documented religious or medical reasons.

3. SHIRTS, TOPS, BLOUSES-

- No strapless tops, no tank tops, sport tank tops or spaghetti straps tops are allowed. The back, shoulders, and mid-section must be covered at all times.
- Shirts or blouses must be long enough when arms are lifted above the head that the mid-section of the body is not revealed.
- Clothes that are too tight or revealing are not permitted.
- Shirts that make reference to drugs, death, alcohol, violence, sexual themes, profanity, tobacco, Gothic, gangs, racist overtures, ethnic groups, musical groups, wrestling, or suggestive or offensive saying will not be allowed.

4. JEWELRY-

- Chains (including wallet chains), and other jewelry that could be distracting/disruptive, or unsafe will not be permitted.
- No body piercing (other than the ears) is allowed.

5. PANTS AND SLACKS-

- Pants and slacks must be size appropriate and with inseam length hemmed or with cuff at top of the shoe.
- NO sagging, bagging, wide-legged, holes, rips, cuts, frayed edges or parts that drag the floor will be allowed.
- Excessive baggy pants are not to be worn to school. Trousers and shorts must be worn and secured at the waistline.

6. SKIRTS, SHORTS, DRESSES-

- Skirts, shorts, and dresses must be no shorter than 5 inches from the middle of the knee.

7. FOOTWEAR-

- Footwear shall be worn at all times.
- Proper gym shoes MUST be worn to PE
- Skate shoes are not permitted.

·No shoes that might damage the floor or leave black marks will be allowed. 9. MAKE UP-

- Extreme make-up and /or body markings are not permitted.

The dress code is addressed to be positive. Any other clothing deemed inappropriate or distracting will be prohibited. *** *Special dress days may be designated by the principal.* ***

A GOOD RULE TO FOLLOW IS: *WHEN IN DOUBT, DON'T WEAR IT!!!*

Students wearing inappropriate clothing will be given the opportunity to call their parents to bring them other clothes and then will be allowed to return to class. The principal will deal with repeated violations of the dress code. Repeat violations of the dress code may result in Alternative Day Placement or Out Of School Suspension.

School Bus Service:

Riding the school bus is a privilege to students. However, the privilege may be removed for disruptive and unsatisfactory conduct. All students being transported are under the authority of the school bus driver and must obey reasonable orders from the driver, including sitting in seats assigned by the driver.

The following are guidelines for correct bus behavior:

- No eating or drinking on the bus.
- Keep head, hands, and feet inside the bus.
- Do not throw objects on the bus or out of the bus.
- Do not climb over seats or stand while the bus is in motion.
- Do not distract the driver's attention with loud noises, horseplay, or unnecessary conversation. • Remember that all school rules apply during school transportation.

Minimum penalty for violation:

- First Offense—warning and/or call to the parents.
- Second offense—three days suspension from the bus.
- Third Offense—five days suspension from the bus.
- Fourth Offense—ten days suspension from the bus.
- Fifth Offense—removal from the bus for the remainder of the school year.

You may contact the Transportation Supervisor at 615-596-4273 with specific questions about bus routes, bus times, or other transportation related issues.

General School Policies:

- ALL Northside Elementary School staff members have not only the right, but also the responsibility and duty to reprimand or correct a student whom is misbehaving. Disrespect by students toward a staff member will not be tolerated at Northside Elementary School. Disrespect to any staff member will result in strict disciplinary action.
- Toys, radios, tape players, baseball cards, laser pointers or pens, pogs, CD's, Yo-Yo's, Pokemon or other items that could cause disruption should not be brought to school unless authorized by the principal.
- Students should not trade, swap, sell, or take orders for any items while on school property.
- Chewing gum is not allowed at Northside Elementary School. It causes property damage and is disruptive to the educational program. This applies to party days and treat bags.
- No food or beverages are to be taken anywhere other than the designated areas of the building. Soft drinks are not permitted in the cafeteria during breakfast and lunch times.

Assemblies:

Courtesy should always be shown during assemblies. Entering and leaving the assembly is to be done in a quiet and orderly manner. The appearance of someone on the stage or at the microphone is the automatic sign for silence. Whistling, booing, jeering, or making derogatory remarks are always in poor taste and will not be permitted in assemblies at Northside Elementary School.

Field Trips:

We believe that field trips are an integral part of the school program. We encourage students to participate in field trips when they are offered. In order to participate in any field trip, students must follow all regular school policies. As representatives of NES, students are expected to demonstrate exemplary behavior on field trips. Any students with consistent behavior problems may be excluded from field trips or be required to have a parent accompany them. In addition, an activity release form must be signed by the parent and returned to the school prior to any student participating in any field trip activity.

Student Phone Calls:

Due to the increase in the number of students using cell phone numbers to reach parents, which in many cases is long distance, this will not be permitted unless it is an emergency situation. Please be sure to include a local phone number where you can be reached for non-emergency situations. We will be glad to take a message for your child but we do not call students to the phone. Should a student become sick at school the teacher will have the child see the nurse before calling home. Students may possess personal

communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar personal carryall and may not be used during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside of this parameter shall result in confiscation of the device until such time that it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action. Use of camera on personal devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

PENALTIES FOR CELL PHONE VIOLATIONS:

1. First offense-Parent may pick up phone.
2. Second offense-Phone will be held for five (5) days.
3. Third offense-Phone will be held for ten (10) days.
4. Fourth/Other offense-Phone will be held for thirty (30) days.

Teaching Assistants & Substitute Teachers:

Northside Elementary School is fortunate to have very capable teaching assistants and substitute teachers to help us with our school program. Both the teaching assistants and the substitute teachers are an important part of our school program, and as such, they are entitled to all the respect, courtesy, and cooperation as the regular teacher. Students who are disrespectful or uncooperative with teaching assistants or substitute teachers will be subject to strict disciplinary action.

Care of School Property:

Students are responsible for the proper care of all books supplied by the school. T.C.A. 49-609 allows schools to withhold all grade cards, diplomas, certificates of progress, or transcripts until restitution is made for lost or damaged textbooks. Any student found guilty of marking, carving, defacing, or abusing the bus, school building and /or equipment will be subject to disciplinary action, which will include restitution, in addition, a written assignment, paddling, suspension, or request for expulsion may be included.

Trespassing:

No person is allowed to enter the school halls without permission from the office unless they are enrolled as students or are teachers or staff of the school. Any student who is suspended is not allowed on the school property except to come directly to the office on business.

*Students will receive punishment ranging from a verbal reprimand to suspension/expulsion depending on the severity and nature of the misbehavior.

ACADEMICS:

Grading Scale:

A - 100-90 B - 89-80 C - 79-70 D - 69-60 F - 59 or below
Conduct Grades: E=Excellent S=Satisfactory U=Unsatisfactory I=Incomplete

Report cards are distributed every 9 weeks. Students also receive a mid-nine weeks report between each Grading period.

Make-Up Work:

Students who have been absent are responsible for all assignments during their absence. One of the primary objectives of our school is to help students become responsible individuals. We expect each student to consult the teacher concerning work he misses. After a reasonable amount of time (generally 3 days) students are required to complete all assigned work or receive an “incomplete” instead of a zero. The incomplete stays

until the work is completed to an acceptable level. Once a student has an incomplete he/she is excluded from all inter and extracurricular activities at NES. This includes special school events, assemblies, field trips, recess, etc. We feel it is very important that students complete assigned work, which allows the teacher to assess student’s progress. If a student does not complete the work, then this assessment can’t take place.

General rules and procedures:

1. Students will receive an incomplete on report cards if all work is not completed at the time report cards are given out. Once the student makes up the work the grade will be averaged and then put on the report card. Due to the work being late, it will not receive 100% credit.
2. Any student that has an “incomplete” at the end of the school year may be required to attend summer school to complete the work before being promoted to the next grade

Summer School:

Circumstances under which students may be required to attend summer school:

1. Any 3rd Grade students scoring Below Basic on the TCAP WILL BE REQUIRED to attend summer school. TCA49-6-3115: “If a child is Below Basic on their achievement scores, then in order to be promoted to the 4th grade, some form of intervention must be provided.”
2. Any student with failing or incomplete grades for the year.
3. Any student with excessive absences. See the NES Handbook sections on Absences and Tardiness for more detailed information.