

JEFFERSON COUNTY

MIDDLE SCHOOL

CODE OF CONDUCT



Principal: Ms. Moya Pope

Assistant Principal: Mr. Demetris Jenkins

Assistant Principal: Mrs. Rebecca Argoe

The principal is the designated leader of the school and, with the staff, is charged by the superintendent with the safe and orderly operation of the school. In case of disciplinary violations not covered in this document, the principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

The following section presents a guideline for student behavior. No attempt is made to include every situation that may arise during a school year. Administrators will deal with all disciplinary occurrences through a fair, common-sense approach.

Conduct: JCMS attempts to meet the needs of all students and to promote a feeling of mutual trust among students, faculty, staff, and administration. Each year students will sign for a copy of the **Code of Conduct** prepared in accordance with rules and regulations governing conduct as adopted by the Jefferson County Board of Education. Read it carefully. Students and parents should understand the discipline procedures stated. Any questions that students or parents have should be cleared up early in the school year.

Depending upon the nature of the offense, discipline procedures may include written assignments of a positive nature, detention, parent conferences, in-school suspension, out-of-school suspension, or referral to the System Hearing Officer with a recommendation for long-term suspension or expulsion.

In-School Suspension (ISS): The Jefferson County Schools will operate an In-School Suspension (ISS) program as an alternative to Out-of-School Suspension (OSS). The major objective of the ISS programs is to encourage a student to stay in school and keep up his/her class work while being punished for more serious or repeated offenses. Another objective is to alter the behavior of the student who attends so he/she will not return to the program. In order to keep the student in school, the suspended days must be served in ISS at the discretion of the principal and must be served consecutively. **An assigned disciplinary suspension is considered to have ended when the student returns to the regular class setting the following school day. OSS cannot be chosen in place of ISS.**

Students assigned to ISS will not be allowed to:

- 1) Participate in any school activities during the day.
- 2) Participate in any extracurricular activities until the ISS is completed. (Sports, Clubs, etc.)

Students Assigned to CHOICES Academy

Students who are assigned to CHOICES Academy through tribunal will not be allowed to participate in any activities or extracurricular activities at the middle school.

Search

School authorities, in the interest of maintaining order and discipline in the school and in protecting the safety and welfare of students and school personnel, reserve the right to search a student's person and/or personal effects (purse, book bag, clothing, possessions, etc.) whenever a school official has a reasonable suspicion to believe that the student is in possession of illegal or dangerous articles, items, or materials or if the official has reasonable suspicion to believe the student is in possession of items or materials which are not authorized by school policies. A student who refuses a reasonable request by an administrator to submit to a personal search or to a search of his/her personal property shall be suspended from school pending a parent conference and may face additional consequences, including suspension or tribunal. Students should understand that classrooms and other areas of the campus may be searched during school safety searches conducted by appropriate law enforcement agencies in cooperation with local school officials on unannounced dates during the school year.

USE OF METAL DETECTORS

Administrators reserve the right to use metal detectors to search an individual student where an administrator has reasonable cause to believe that the student has a weapon or other such contraband on his or her person. Also for the protection of all students – walk through and hand held metal detectors may be used on occasions during school searches. Finally, because of the continuing concern about the presence of weapons and threats of violence within the school, random searches of book bags and classrooms will be conducted by administrators using handheld metal detectors. In addition to the search of book bags and desks, each and every student in a class randomly chosen will be exposed to a metal detector. A student who tests "positive" with the metal detector will be asked to remove any metal objects he or she may be carrying on his or her person. If the student does not voluntarily disclose or reveal the metal object, the student will be removed to a separate room with the possibility of a "pat-down" search of his or her person to determine the identity of the metal object. At least two school officials will be present during any "patdown" search which will be conducted by a school official of the same gender as the student. If a weapon as defined by school policy is discovered during a search, a student could be referred to law enforcement and subject to disciplinary action by the school, including suspension or expulsion. Use of metal detectors in the context of these random searches of classrooms is exclusively for the purpose of providing a safe and secure atmosphere for students by detecting concealed weapons before the danger they pose in a school atmosphere becomes all too apparent. A student who refuses the reasonable request of an administrator to cooperate during the random classroom searches shall be suspended from school pending a parent conference and may face additional consequences, including suspension or tribunal.

SELLING UNAUTHORIZED PRODUCTS

If any student is caught selling unauthorized products on the school grounds, both the money and the goods will be confiscated. A second offense of this nature will result in disciplinary action.

All disciplinary matters are subject to the discretion of the principal or assistant principal.

JEFFERSON COUNTY CODE OF STUDENT CONDUCT

<u>Level One: Begin with Classroom Interventions</u>					
Offense:	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Refusal to do work/Classroom rules	ISS 1	ISS 2	ISS 3	OSS 2	OSS 3
Inappropriate Language	ISS 1	ISS 2	ISS 3	OSS 2	OSS 3
Dress Code Violation	Verbal Warning	Verbal Warning	Verbal Warning	ISS 1	ISS 2
Refusal to Follow Instructions	ISS 1	ISS 3	ISS 5	ISS 7	OSS 3
Peer Name-Calling	Verbal Warning	ISS 1	ISS 3	ISS 5	ISS 7
Chewing Gum/Eating	Verbal Warning	ISS 1	ISS 3	ISS 5	ISS 5
Disrespectful Attitude to Teacher/Staff	ISS 3	ISS 5	ISS 7	OSS 3	OSS 5
Classroom Disruptions	ISS 2	ISS 3	ISS 5	OSS 3	OSS 5
Excessive Talking	Verbal Warning	Parent Phone Call	ISS 2	ISS 3	ISS 5
Eating snack such as sunflower seeds (which cause an excessive burden to custodial staff)	Verbal Warning	ISS 2	ISS 3	ISS 4	ISS 5

Level Two: Immediate Referral to Administration

Offense:	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Tardy to school	Tardy slip/ phone call home	Tardy slip/ phone call home	Tardy slip phone call home	Silent Lunch	ISS 1
Horseplay/ Pushing/ Shoving	ISS 1	ISS 2	ISS 3	ISS 4	ISS 5
Leaving Class W/Out Permission	ISS 1	ISS 3	ISS 5	OSS 3	OSS 5
Skipping Class (6 minutes late or more	ISS 1	ISS 1	ISS 3	ISS 5	ISS 5
Instigating	ISS 1	ISS 3	ISS 5	ISS 5	OSS 3
Gambling	Parent Phone Call	ISS 2 Parent Phone Call	ISS 5	OSS 3	OSS 5
Forging Signature	ISS 1	ISS 3	ISS 5	OSS 5	OSS 7
Leaving Campus	ISS 3	ISS 5	OSS 3	OSS 5	OSS 7
Profanity	ISS 3	ISS 5	ISS 7	OSS 1	OSS 3
Sexual Gestures/innuendo	ISS 3 Parent Conference	ISS 5 Parent Conference	ISS 7 Parent Conference	OSS 3 Parent Conference	
Possession of a lighter	ISS 1	ISS 3	ISS 5	OSS 1	OSS 3
Smell of Marijuana	Warning/Change of clothes	OSS 1	OSS 3	Tribunal	
Hood or Hats on in building	Warning	Warning	ISS 1		

Level Three Offense: Most Serious

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Weapons	OSS Pending Tribunal				
Assault/Battery	OSS Pending Tribunal				
Bomb Threat	OSS Pending Tribunal				
Drugs (sale, possession, use,	OSS Pending Tribunal				

under the influence)					
Alcohol (sale, possession, use, under the influence)	OSS Pending Tribunal				
Breaking and Entering	OSS Pending Tribunal				
Trespassing	OSS 3	OSS 5	OSS 7	OSS Pending Tribunal	
Theft/Vandalism	OSS 3/Restitution	OSS 5	OSS 7	OSS Pending Tribunal	
Fighting	OSS 3	OSS 5	OSS 7	OSS Pending Tribunal	
Threats/Intimidation	OSS 5	OSS Pending Tribunal			
Sexual Harassment	ISS 5 (Referral to Counselor)	ISS 7 (Referral to Counselor)	OSS Pending Tribunal		
Tobacco (sale, possession, use, under the influence)	OSS Pending Tribunal				
Indecent Exposure	OSS Pending Tribunal				
Bullying	ISS 5	ISS 7	OSS 3	OSS 5	OSS Pending Tribunal
Gang Activity	OSS Pending Tribunal				
Inappropriate graffiti/gestures (including gang related communications)	Parent Conference	ISS 3 Parent Conference	ISS 5 Parent Conference	OSS 3	OSS 5
Sexual Offenses	OSS Pending Tribunal				
No Show ISS	Extra Day ISS	OSS 3	OSS 5	OSS 7	OSS 10
Damage/Destruction of School Property	ISS 5/Restitution	ISS 7	OSS 3	OSS 5	OSS 7
Damage/Destruction of Personal Property	ISS 5/Restitution	ISS 7	OSS 3	OSS 5	OSS 7
Extortion	ISS 5	ISS 7	OSS 3	OSS 5	OSS Pending

					Tribunal
False Fire Alarm	OSS Pending Tribunal				
Fireworks/Explosives	OSS Pending Tribunal				
Habitual Violator/Repeated Offenses (6+ Referrals)	OSS Pending Tribunal				
Vulgarity Directed at Staff	ISS 7	OSS 3	OSS 5	OSS 7	OSS Pending Tribunal
Electronic Devices	ISS 1 Collected & Returned at the end of the School Day	ISS 3 Collected & Returned to a Parent	ISS 5 Collected & Returned to a parent at the end of the school year		
Cell phones - non instructional use	ISS 1 Collected & Returned at the end of the School Day	ISS 3 Collected & Returned to a Parent	ISS 5 Collected & Returned to a parent at the end of the school year		
Vape	Tribunal and Juvenile complaint				

All disciplinary matters are subject to the discretion of the principal or assistant principal.

Cell Phones/Electronic Devices -

The Jefferson County Middle School administration highly recommends and encourages that cell phones **NOT** be brought to school. However, if one chooses to bring a cell phone, **it must be turned OFF and stored in a book bag so that it is not visible**. Cell phones cause distractions to the learning environment and are not needed at school.

Classrooms:

Grade levels will determine whether or not cell phones are collected at the beginning of the day and returned at the end of the day. Students will not be allowed to charge cell phones during class. No cell phones or personal electronic devices/accessories will be used by students during scheduled class time. JCMS has sufficient technology that will be provided to students if required for learning.

If students refuse to turn in their cell phones:

Consequences:

1st offense – device taken by admin., parent contacted and student goes to ISS (1 day).

2nd offense – device taken by admin., parent contacted and student goes to ISS (3 days).

3rd offense – device taken by admin, parent contacted and student goes to ISS (5 days).

***Any offense thereafter- parent will be contacted and student will be sent to OSS and/or tribunal for repeated offenses

Students may pick up phones from the front office when their bus is called.

Jefferson County Middle School is not liable for any lost, broken, damaged, or stolen cell phones/electronic devices. Cell phones are expensive and we highly recommend that all students avoid bringing them to school. In emergency situations, students may use school phones as needed. Jefferson County Middle School will not waste instructional time with cell phone issues, disciplinary action will take place for any misuse or violation of cell phone/electronic devices policy.

Other devices such as Apple watches, radios, MP3 players, cameras, video game systems, laptops, tablets, etc. should not be brought to school. If students are found using any of the above devices, it will be treated as an unapproved cell phone. Jefferson County Middle School is not liable for any lost, broken, damaged, or stolen devices.

School Bus Rules and Regulations

School transportation is provided by the Jefferson County Board of Education to all eligible students. The following rules are published for the safety, health, and welfare of all children who ride school buses:

Rules and pupils' responsibilities

- Students will follow the directions of the driver.
- Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and ten feet from where the bus stops.
- Students must be at the stop in inclement weather as well as fair weather. • Students will wait in an orderly line and avoid playing.
- Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
- Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat and keep hands to themselves.
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students may carry only objects that can be held on their laps (no large items such as plants, trees, balloons, flowers, and posters may be carried on the bus.) • Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
- Insolence, disobedience, fighting, and pushing will not be tolerated on the bus.
- Students will not extend head, arms, or objects out of the bus windows.
- Band instruments must be held in the student's lap or placed under the seat. No instruments may be placed in front of the exit door nor in a seat needed for students. Buses cannot transport instruments larger than a trombone.
- Students will be totally silent at railroad crossings.

- Students will stay seated until time to get off of the bus. The open door is the signal to get up from the bus seat.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, not expressly permitted by school administration.
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- Students shall be prohibited from acts of physical violence, bullying as physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
- Students must provide a written note, signed by a parent or guardian and school official giving permission to ride a different bus or get on or off the bus at a different bus stop location.
- Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.
- Large athletic sports equipment should not be transported on the bus.
- Once the driver arrives at the school, students will remain seated until the driver signals for the students to exit.

Jefferson County Middle School Dress Code Policy

With the understanding that a student's behavior is influenced by the way the student is dressed and with the understanding that no student should dress in a manner that is disruptive or has an adverse effect on the daily school activities, the following guidelines have been developed with input from the students, faculty, and administration.

1. Clothing and accessories should not display or imply profanity, sex, alcohol, tobacco, drugs, weapons, violence, or gang related activity.
2. Clothing should not be disruptive to the learning environment or offensive to the gender, race, ethnicity, religion or culture of others.
3. Hats, head coverings, bandana, curlers, picks, hairnets, and sunglasses are not to be worn during the school day.
4. No see through, mesh, or sheer garments are allowed.
5. Shoes or sandals must be worn at all times...no slides, bedroom shoes, shower shoes, or flip flops

6. Shirts must cover the midriff area. Shirts must have sleeves that cover the shoulder area. Spaghetti straps, tank tops, and/or crop tops are not allowed. Crop tops must be worn with a shirt underneath so no midriff or back is exposed.
7. Skirts, dresses, and/or shorts must be knee length or longer, front and back or be worn with opaque leggings.
8. No leggings, tights, jeggings, or yoga pants may be worn unless worn with a knee length or longer exterior clothing.
9. Pants and shorts must be knee length or longer. Pants must be fitted at the waist with no undergarments showing.
10. No rips or holes in pants or shorts that show skin above the knee. If pants or shorts have rips or holes above the knee, no skin should be visible; leggings or shorts must be worn underneath ripped clothing.
11. No pajama pants and/or shirts.
12. No spandex yoga pants or bike shorts.
13. No blankets or pillows are permitted at school.
14. Proper and acceptable undergarments must be worn and must not be visible to others. Cleavage must not show. No exposed midriffs (belly) or backs.
15. No earbuds or headphones are to be worn outside of classrooms. They should only be worn in classrooms under the direction of the teacher.
16. The school principal shall have discretion to schedule special dress days.
17. The school principal or designee has a right to prohibit any item of clothing he or she deems inappropriate.
18. The interpretation and decision of the principal shall be final.

Disposition - Violators will be subject to the following disciplinary actions:

- First Offense - Warning (which may include a possible change of clothing, and an opportunity for the student to remove body piercings as directed by the school administration)
- Second Offense – Warning
- Third Offense - Warning
- Fourth Offense - ISS 1 day