

JEFFERSON COUNTY ELEMENTARY SCHOOLS CODE OF CONDUCT



Carver Elementary School--Melvin Farmer, Principal

Louisville Academy--Christina Ethridge, Principal

Cora Jenkins, Assistant Principal

Wrens Elementary School- Jessica Howard Principal

Ke'Kenyette Heath, Assistant Principal

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 that 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: Jefferson County 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. 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 high school. If you are a Senior at

CHOICES Academy, you will only be allowed to participate in taking your graduation pictures, graduation practice, and the graduation ceremony. (Not allowed to participate in prom or other senior events.

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.), locker, 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 for ten (10) days, and the principal shall recommend his/her expulsion from Jefferson County High School. Students are permitted to park on the school campus as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and the inspections of the exteriors of student automobiles on school property as well as inspections of items in plain view in the interiors of student automobiles on school property. Automobiles may be opened and the interior of student vehicles may be searched or inspected more thoroughly whenever a school authority has a reasonable suspicion or belief that illegal or unauthorized materials are contained inside. Such reasonable suspicion may arise from the school official having seen something in plain view through the vehicle's windows or in any other area of the vehicle which gives rise to the reasonable suspicion that illegal, dangerous, or unauthorized items or materials are located inside the vehicle.

Patrols of the student parking lot or parking area and inspections of student vehicles may be conducted without notice, without student's consent, and without a search warrant. A student who refuses the reasonable request of an administrator to cooperate in a search of his/her automobile shall be suspended for ten (10) days, and the principal shall recommend his/her expulsion from the Jefferson County High School. In the continuing effort to maintain safe schools free of drugs, weapons and other unlawful or dangerous items, student lockers, vehicles located on or near the school campus, classrooms, and any and all other areas of the school shall be subject to search by drug sniffing or weapon-sniffing canines at any time or under any circumstance deemed by school officials to be appropriate. Students should understand that school lockers, vehicles, 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 for ten (10) days, and the principal shall recommend his or her expulsion from Jefferson County High School.

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.

**JEFFERSON COUNTY ELEMENTARY SCHOOL
CODE OF STUDENT CONDUCT**

Level One: Begin with Classroom Interventions					
Offense:	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Refusal to do work/Classroom rules	Verbal Warning	Parent phone call	Detention	parent conference (Child cannot return without a parent meeting with administration and teacher)	N/A
Inappropriate Language	Verbal Warning	parent phone call	Detention	parent conference (Child cannot return without a parent meeting with administration and teacher)	N/A

Dress Code Violation	call parent to bring suitable clothes	call parent to bring suitable clothes	call parent to bring suitable clothes	call parent to bring suitable clothes	
Wearing Hoodies inside building/classrooms	verbal warnings	Verbal warning	Parent contact --no hoodie can be worn by student	Parent contact/ Remove hoodie	parent conference (Child cannot return without a parent meeting with administration and teacher)
Refusal to Follow Instructions	Verbal warning	Phone call to parent	Detention	parent conference (Child cannot return without a parent meeting with administration and teacher)	
Peer Name-Calling	verbal warning	Phone call to parent	Conference with Counselor	Detention	N/A
Disrespectful Attitude to Teacher/Staff	Detention	Phone call to parent	Conference with Counselor	parent conference (Child cannot return without a parent meeting with administration and teacher)	Sent home for the remainder of the day
Classroom Disruptions/Excessive Talking	Verbal warning	Phone call to Parent	Detention	Conference with Administration	parent conference (Child cannot return without a parent meeting with administration and teacher)
Electronic Devices	Verbal warning	Device Taken, Parent Pick Up			
Cell phones - non instructional use	Verbal warning	Device Taken, Parent Pick Up			
<u>Level Two: Immediate Referral to Administration</u>					
Offense:	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Horseplay/ Pushing/ Shoving	verbal warning	Phone call to parent	detention	Conference with administration	Sent home for the remainder of the day
Leaving Class W/Out Permission	Conference with Administration	Phone call to parent	parent conference (Child cannot return without a parent meeting with administration)	sent home for the remainder of the day	N/A

			and teacher)		
Skipping Class (6 minutes late or more	Conference with Administration	Phone call to parent	parent conference (Child cannot return without a parent meeting with administration and teacher)	sent home for the remainder of the day	OSS
Instigating	Verbal Warning	Phone Call to Parent	Conference with Counselor/Administration	parent conference (child cannot return without a parent meeting with administration and teacher	sent home for the remainder of the day
Forging Signature	Conference with Counselor	Conference with Administration	phone call to parent	parent conference (child cannot return without a parent meeting with administration and teacher	sent home for the remainder of the day
Leaving Campus	parent conference (child cannot return without a parent meeting with administration and teacher	sent home for the remainder of the day	Conference with Director of Student Services	To be determined by the Director of Student Services	To be determined by the Director of Student Services
Profanity	Verbal Warning	Phone Call to Parent	Conference with Counselor/Administration	Parent conference (child cannot return without a parent meeting with administration and teacher	Conference with Director of Student Services
Sexual Gestures/innuendo	Conference with Counselor/with phone call to parent	Administration/Referral/Phone call to parent	Administration/Referral/Phone call to parent	Parent conference (child cannot return without a parent meeting with administration and teacher	Conference with Director of Student Services
Level Three Offense: Most Serious					

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Weapons	Conference with Director of Student Services				
Assault/Battery	Conference with Director of Student Services				
Bomb Threat	Conference with Director of Student Services				
Drugs (sale, possession, use, under the influence)	Conference with Director of Student Services				
Alcohol (sale, possession, use, under the influence)	Conference with Director of Student Services				
Breaking and Entering	Conference with Director of Student Services				
Trespassing	Conference with Director of Student Services				
Theft/Vandalism	Conference with Director of Student Services				
Fighting	OSS				
Threats/Intimidation	Conference with Administration	Phone call to parent	Parent conference (child cannot return without a parent meeting with administration and teacher)	OSS	Conference with Director of Student Services
Sexual Harassment	Conference with Director of Student Services				

Tobacco (sale, possession, use, under the influence)	Conference with Director of Student Services				
Possession or Use of Vapes	Conference with Director of Student Services				
Indecent Exposure	Conference with Director of Student Services				
Bullying	Conference with Counselor	Phone call to parent	Conference with Administration	Parent conference (child cannot return without a parent meeting with administration and teacher	Conference with Director of Student Services
Gang Activity	Conference with Director of Student Services				
Inappropriate graffiti/gestures (including gang-related communications)	Conference with Director of Student Services				
Sexual Offenses	Conference with Director of Student Services				
Damage/Destruction of School Property	Conference with Administration	Phone call to parent	Parent conference (child cannot return without a parent meeting with administration and teacher	Conference with Director of Student Services	To be determined by Director of Student Services
Damage/Destruction of Personal Property	Conference with Administration	Phone call to parent	Parent conference (child cannot return without a parent meeting with administration and teacher	Conference with Director of Student Services	To be determined by Director of Student Services
Extortion	Conference with Director of Student Services				

False Fire Alarm	Conference with Administration				
Fireworks/Explosives	Conference with Director of Student Services				
Habitual Violator/Repeated Offenses (6+ Referrals)	Conference with Director of Student Services				
Vulgarity Directed at Staff	Conference with Director of Student Services				

Cell Phones/Electronic Devices - Cell phones/Electronic Devices are not allowed.

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

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.
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.
7. Skirts, dresses, and or shorts must be knee length or longer, front and back.
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.
11. No pajama pants and/or shirts.
12. No blankets or pillows are permitted at school.
13. Proper and acceptable undergarments must be worn and must not be visible to others. Cleavage must not show.
14. The school principal shall have discretion to schedule special dress days.
15. The school principal or designee has a right to prohibit any item of clothing he or she deems inappropriate.
16. The interpretation and decision of the principal shall be final.

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

- First Offense - call parent to bring suitable clothes
- Second Offense – call parent to bring suitable clothes
- Third Offense - call parent to bring suitable clothes; Parent Conference
- Fourth Offense - Principal's Discretion

All Discipline are at the discretion of the Principal.