TMSA
PUBLIC CHARTER SCHOOLS
Science Wisdom Peace

Elementary School Student Handbook 2025-2026

This handbook is designed to provide all of the information necessary for a student to successfully complete their Elementary School years at TMSA Public Charter Schools. It is a living document that will be updated as needed to reflect the current academic and extracurricular activities, policies, and procedures of the school.

All students and their families or guardians are required to review the TMSA Student Handbook prior to accepting their invitation to attend TMSA Public Charter Schools.

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Every student is given a TMSA Student Handbook/Planner at the beginning of the school year. Students are responsible for taking the TMSA Student Handbook/Planner to each class daily. If lost, the student will be charged $15 for a replacement.

Mission Vision and Core Values

Mission

Through STEAM-focused academics, character education, social-emotional learning, and strong family support, TMSA prepares students to succeed in careers and to thrive as leaders in our diverse and technology-based society.

Vision

As a premier provider of STEAM education in North Carolina, TMSA educates the next generation of leaders to succeed in careers and contribute positively to their communities and the world.

Motto

Science Wisdom Peace

Values

The core values embodied by TMSA are:

- Inclusion: We seek to understand and value diverse perspectives, treat others with dignity and respect, and collaborate to find solutions which benefit and are equitable to all.
- Creativity: We learn, imagine, question, and explore the world with open minds. We are comfortable with ambiguity.
- Integrity: We are honest, take full ownership over our actions and choices, and have the courage to do the right thing.
- Leadership: We are proactive leaders in our schools and communities, making meaningful choices and developing independence.
- Empathy: We are compassionate and kind, respecting and nurturing the wellbeing of all individuals.

SCHOOL BELIEFS: A rigorous curriculum prepares students for higher learning and success in future life.
A diverse learning community that recognizes and celebrates all people increases students' social awareness and prepares them for a global community.
Students achieve more, both academically and emotionally, when they feel they are in a safe environment.

To achieve our mission, every member of TMSA (TMSA) must respect the right to learn for all members of the community. This can be accomplished by creating an environment that is physically, emotionally, and intellectually safe, orderly, and conducive to learning. The information in this handbook provides guidelines for behaviors and attitudes that will assist in creating and sustaining a positive environment, enhancing the opportunity for each student, parent, and teacher to contribute and learn.

INTENT TO RETURN PROCESS

Please note, if you enter an answer of NO on the Intent to Return OR do not fill out the Intent to Return form in a given time, this relinquishes your student's enrollment at TMSA and their spot will be filled. It is also worth noting: If TMSA receives a Request of Records from another school despite an affirmative answer on the Intent to Return, we will attempt to confirm with parent(s)/guardian(s) via phone call or email. If no response is given within 5 (five) school days or the parent(s)/guardian(s) confirms the request, the student placement will be relinquished to the requesting school and space will be filled. We cannot hold spots for students who are "on the fence" as to their enrollment choice. To regain entry into TMSA, the lottery/application process must be followed as it was upon initial entry into TMSA Public Charter Schools

TMSA PUBLIC CHARTER SCHOOLS CHAIN OF COMMAND

In Charter Schools such as the TMSA, the term Superintendent is used to denote the individual in ultimate charge of the Charter.

- **Superintendent** is in charge of district communications, financial concerns, administrator, teacher hiring/firing, teacher/admin performance evaluations, campus facilities, report filing, audits, and general governing of all school systems.
- **Principal** is an administrator and works with the Superintendent. The Principal oversees teacher hiring/firing, teacher performance evaluations, student conduct, attendance, behavior and disciplinary concerns.
- **Assistant Principal of Academics** is an administrator and works with the Principal and the Superintendent. The Assistant Principal overseas teachers, scheduling, competitive academic clubs, testing, student accommodations (i.e. IEPs, 504s), and curriculum.
- **Assistant Principal of Operations** is an administrator and works with the Principal and Superintendent. The Assistant Principal oversees K-12 payment, field trip transportation, budgeting, finances, facility usage, and maintenance.
- **Assistant Principal of Discipline & Safety** is an administrator and works with the Principal and the Superintendent. The Assistant Principal oversees school safety, attendance, and oversees student conduct, behavior, and disciplinary concerns.
- **Assistant Principal of College Readiness & Culture** is an administrator and works with the Principal and the Superintendent. The Assistant Principal oversees College Readiness, Family Engagement, extra curricular activities, leadership clubs, athletics.

TMSA CHAIN OF COMMUNICATIONS

When issues or concerns arise with a teacher, staff member or administrator, students and parents are encouraged to address the situation with the person involved first. For example, if parents are unsure of a decision made in the classroom about a consequence given for behavior, they should discuss the situation with the teacher first. If after this discussion, a parent feels the situation is unresolved, it should be brought to the attention of the administrator dealing with student discipline (AP of Student Culture). If it is still not handled to the parent's satisfaction, the Principal should be notified. If after the Superintendent, the parent still has concerns, the TMSA Board.

If the situation involves finances or campus, the parent should follow the above procedure, but first, speak to the Superintendent. If a parent has a complaint about a teacher, policy or concerns about curriculum, the above procedure should be followed, but you need to speak to the Assistant Principal of Academics.

Teachers, staff, and administration are available through email, phone, in person by appointment, or our voice mail system.

Due to the busy schedules of the teachers and administration, parents are asked to not **"drop in" for appointments** but to schedule a meeting in advance.

Elementary School Academic Policies and Procedures

GRADING SYSTEM

Grading Scale

The following grading scale applies to 4th- 12th.

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = less than 60

Grading Period, Interims, and Report Cards

Report cards are issued to students every nine weeks. Interim reports will be issued to all students at the midpoint of each quarter. Report cards will be sent home in the mail or electronically at the end of each semester. Progress Reports will be given to your child at mid-semester. Progress reports will indicate if a student is on academic probation.

Required Number Of Classes

With the Elementary school Course of Study, all students are automatically enrolled in a full academic load. Part-time enrollment is not allowed.

Incentive Program/Honor Roll

Students in grades 3-5, after one quarter of grading from TMSA, will receive a “Reward Card” for varying levels of academic achievement.

Perfect or faithful attendance per quarter:
Perfect attendance awards will be given for missing zero days during a quarter
Faithful attendance will be given an award for missing 5 or less days per quarter

GPA for Reward Cards

3.8 – 4.0 GPA – Academic Excellence Card
3.5 - 3.79 GPA – Tiger Card
Tiger Paws: given for good behavior, manners, and helpfulness

HONORS CLASS

Students in our Honors Program must meet both high academic and character standards. There is limited space in the honors classroom, and this important decision is made by a team of teachers and administrators. In order for a student to be considered for honors, s/he must have high scores on standardized tests, a high grade point average, strong teacher recommendations, and must demonstrate good citizenship.

ELEMENTARY SCHOOL PROMOTION REQUIREMENTS

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet TMSA's requirements for attendance.

A student may be considered for retention if they have met any one of the following criteria:

- **failed one or more core subject areas;**
- **failed one or more state assessments;**
- **is below grade level in one or more core subject areas; or**
- **missed more than 10% of instructional days in an academic year.**

The decision must be made by a committee comprised of the child's core subject area teachers, the counselor, and the principal.

TMSA does not have "social promotion." In addition to the above requirement, teachers may recommend retention for any student regardless of his/her grades. The results of the North Carolina End-of-Grade (NC EOG) exams will account for 20% of the final grade in the respective tested subject.

Students on Academic Probation are given extra support and are required to attend tutoring after school and/or Saturday Academy. Students who are on academic probation lose privileges such as free dress, attending plays, or participating in school wide events and activities (i.e. after school clubs and competitions).

HOMEWORK EXPECTATIONS

Rationale: The purpose of homework is to reinforce skills learned at school by providing practice at home. This helps families understand the learning that's happening in school. In addition, homework helps students learn routines at home to be responsible students and develop time management skills.

Time Allotments & Types of Homework : The time allotted will increase gradually from grade to grade. The guidelines below should remain flexible. Individual differences among children may be taken into consideration by families and teachers.

- **Assignments past due up to 3 days receive 80% maximum grade.**
- **Assignments more than 3 days late will receive 0%.**

Grade Level Daily Expectations

Grade Level	**Daily Expectations**
Kindergarten	• **Read to child approximately 20 minutes a night** • **A Math activity** • Interact with child, converse about work that is sent home and information in newsletters
First grade	• **30-40 minutes total (including 20 minutes of reading)** • Literacy academic choice weekly packets (adult initialed) • Math & science HW as needed
Second grade	• **40-50 minutes total (including 25 minutes of reading)** • Literacy and math academic choice weekly packets (adult initialed)
Third grade	• **50-60 minutes total (including 25 minutes of reading)** • Reading and Math Log

	● Weekly spelling, reading responses and choice of selection
Fourth grade	● **60-70 minutes total (including 30 minutes of reading)** ● Literacy and Math nightly HW ● Projects-book reports (2 per year)
Fifth grade	● **70-80 minutes total (including 30 minutes of reading)** ● Mixture of daily/ weekly/ long-term assignments ● Projects-book reports (2 per year)

Student's Responsibility

1. *Aim High*- show effective effort and attempt challenges
2. *Work Hard*- complete it as independently as possible
3. *Think First*- hand-in work you are proud of and communicate with teacher if it is unfinished or missing
4. *Be Flexible*- try first and persevere even if it's hard
5. *Be Kind*- take care of self and be kind if others need help

Parent's Responsibility

1. Create and establish homework routines (time, place, etc.) and help student with time management/ weekly planning
2. Allow child to work as independently as possible
3. Communicate to teacher if child needs extra support or if they are unable to complete homework (either email or a note)
4. Know your students' homework expectations (from Curriculum Night, School website, emails, etc.)
5. Check learning management system (Infinite Campus) regularly to make sure that the student completes assignments in a timely manner

Teacher's Responsibility

1. Communicate homework expectations to students and parents
2. Assign homework that reinforces and practices already taught skills
3. Modify homework for individual students

Administrative Responsibility

1. Clearly communicate homework policy to students, staff and parents.
2. Observe the use of homework during class visits.
3. Make certain that homework is an integral part of lesson and lesson planning.
4. Give suggestions when necessary on how homework assignments can be improved.
5. Support the necessity for every student to complete all assigned homework for academic excellence and the enhancement of student's self-esteem.

ATTENDANCE

The success of a student's educational program at TMSA is largely based upon their daily presence, which ensures the continuity of instruction and classroom participation. Student's regular contact with other students in the classroom and their participation in the well-planned instructional activities, which are provided under the guidance of a competent teacher, are vital to the success of a student's educational program. For these reasons, the administration, faculty, and staff of TMSA expect students to be in class, on time, and to be prepared to work.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parent(s)/ guardian(s), and students. No single individual or group can successfully accomplish this task. Members of TMSA's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class.

NC State law requires TMSA to:

- Keep accurate attendance records of excused and unexcused absences.
- Incorporate defined, daily participation as part of the teaching/learning process for each grading period.
- Require student accountability by ensuring students complete work they have missed including homework, projects, quizzes, tests, and other assignments.

To ensure academic success, students should do all they can do to attend school every day. If a student has a problem with attendance, they need to talk with a teacher or an administrator immediately.

If a student has a medical condition, which makes them miss more than the policy allows, they must provide an explanation from a medical professional as to the cause or a parent note explaining the illness. These absences will be marked as "Medical." The student is also required to have all missed work completed on time.

Students who don't meet these two conditions and miss this much instruction will be retained in the current grade. All of their absences revert back to non-medical.
If a student has a medical condition that will prevent them from attending school for long periods of time an alternative placement should be sought.

ABSENCES

Please read through the following definitions carefully, in order to understand what a student's and their parent'(s) or guardian'(s) responsibilities are. It is imperative the student understands the requirements regarding missed homework, quizzes, and tests, as well as the consequences of unexcused absences.
After all absences, students must have a note or a phone call from a parent when they return to school
Chronic Absenteeism: A student is considered for chronic absenteeism if they missed 10% or more of enrolled school days.

Requesting an Absence to Be Excused Due to Illness

Parents or guardians may request that up to **five (5) days of student absences per semester** be excused due to illness by **calling the school** or **sending a written note**.

After a student exceeds **five days of absence requested to be excused by a parent**, any further illness-related absences will require a **note from a licensed medical provider** in order to be considered for excusal.

VERIFIABLE ABSENCES

The parent or guardian must notify the school every morning when a student will not be attending. A written note or phone call from the student's parent/guardian, upon return to school, is required to be submitted to the attendance office and recorded as part of the student's school record for each verified absence.

Personal Illness: Parent/Guardian must call the school each morning the student is home ill. For extended illness, the school may require a doctor's confirmation.
Illness in the Family: Parent/Guardian must call the office to explain the situation and estimated time of absence.
Quarantine of the Home: Parent/Guardian must call the office to explain the situation and estimated time of absence. Such an absence is limited to the length of the quarantine as stated by the proper health officials.
Death of a Relative: Parent/Guardian must call the office to explain the situation and estimated time of absence.

Planned absences:
Observance of Religious Holidays: Students may be excused for the purpose of observing a religious holiday consistent with their creed or belief for the number of EXCUSED days permitted by each specific absence mentioned above, please refer to TMSA School Board policies.
Professional Appointments: We encourage parents and/or guardians to schedule medical, dental, legal, and other appointments outside of school hours, whenever possible. If the student must be gone during

the school day, the student must bring a note to the office on the day of the absence clearly stating the time the student is to be dismissed.

Please note:

- Parent/Guardian must go to the office to pick up the student and show ID to the front office personnel.
- Parent/Guardian must sign the student out-of-school. When the student returns to school, they must sign them back in.
- Students must return to school after their appointment, provided school is still in session.

EXCUSED ABSENCE FOR EDUCATIONAL PURPOSES

These administrative procedures outline the guidelines for granting excused absences to students of TMSA Public Charter Schools for educational purposes. The intent of the experience must be educational from the outset and comparable to the academic opportunities provided within the school. Family trips and vacations that were not designed, initially, to be educational will not be considered valid educational absences. By following these procedures, parents or legal guardians acknowledge that the absence is for valid educational purposes.

Eligibility:

A. These procedures apply to students enrolled in TMSA Public Charter Schools in all grade levels.
B. The excused absence for educational purposes is subject to approval based on the nature, educational value, and alignment with the student's academic goals.

Educational Purpose:

A. The educational purpose of the absence must be clearly stated and justified by the parent or legal guardian.
B. The experience must provide educational opportunities beyond what is typically available in the classroom setting.
C. Examples of acceptable educational purposes include but are not limited to:
    - Academic conferences, workshops, or seminars.
    - Competitions, exhibitions, or performances related to the student's academic or extracurricular pursuits affiliated with the TMSA school or TMSA district.
    - Educational field trips organized by reputable educational institutions or organizations.
    - Participation in approved educational programs or experiences endorsed by the TMSA school or TMSA district.

Notification and Documentation:

A. Parents or legal guardians must provide written notification to the school administration at least 30 days prior to the planned absence.
B. A completed "**Excused Absence for Educational Purposes Form**" must be submitted, including a detailed description of the educational purpose, itinerary, and any supporting documentation or materials.

C. The school administration will review the request and determine whether the absence qualifies as an excused absence for educational purposes.
D. The decision of the school administration regarding the approval or denial of the requested absence is final.
E. The principal reserves the right to deny a request for an excused absence if it is determined that the cumulative effect of such absences would substantially interfere with the education of the student.
F. If the principal decides not to approve the requested absence, the parent or legal guardian will be promptly notified of the decision, along with an explanation of the reasons for denial.

Makeup Work and Assessments:

A. Students granted an excused absence for educational purposes will be given the opportunity to make up missed assignments, tests, or exams in a reasonable timeframe, as determined by the school administration.
B. It is the responsibility of the student and their parents or legal guardians to communicate with teachers and arrange for the completion of missed work.

Limitations:

A. Excused absences for educational purposes are subject to the discretion and availability of the school administration.
B. Absences that do not meet the criteria outlined in these procedures will be considered unexcused, and students may be subject to disciplinary actions as per the school's attendance policy.

FAMILY VACATIONS

Students are permitted to go on vacation during the school year without penalty towards their grade under certain circumstances (as long as it does not exceed the 10 school days allowed to be missed in a school year). Family vacations should be taken during school vacation and recess periods.

The purpose of this administrative guideline is to accommodate parents/guardians who must take their vacations during the school year because of company (industry) policies and their desire to enjoy that time as a family. The following shall apply to this kind of absence:
Whenever a proposed “Absence-for Vacation” is requested, it must be made at least two weeks in advance, and the *parents must discuss it with an administrator*. The length of the absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

Students should talk with each teacher and get approximate assignments and materials that can be worked on to minimize their make-up work upon return to school. A teacher is not under any obligation to give this work. It is an extra allowance that they could give. Preparing for classes is very time consuming, let alone preparing for one week (two weeks) of classes in advance.

LATE WORK GRADING AND MAKE-UP WORK

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an absence, you will be given the same number of days that you were absent, to make up missed work. For example, if you are absent for three days, you will have three days to make up missed work.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements when possible with your teacher(s) for assignments prior to your absence. Teachers are not obliged to provide work for prolonged absence prior to the absence. For students with absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is **not** obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher will be responsible for deciding whether or not you may reschedule.

If you have an absence, your grade(s) in a class or classes may be affected in one, or all, of the following manners, **depending upon the decision of the instructor and administration.**

- **You will be given**
    - **80% credit for work made up from an absence that is past due 3 days.**
    - **0 (zero) will be given on the 4th day.**
- For repeated occurrences, you **will** be sent to the administrator and a parent conference will be arranged.

UNEXCUSED ABSENCES

An unexcused absence does become a part of a student's school record. Students will be marked "unexcused" if they fail to:

- Have their parent/guardian call or bring a written note upon their return to school.
- Leave school without signing out-of-school at the office.
- Are absent from class without permission - including walking out during class.
- Are absent from school without parental permission.
- Get a pass to go to a certain place, but do not report there.
- Are absent for reasons not acceptable to the administration.

Two days are given after a student returns to school to provide proof of Excused Absence.
The absence will be noted as "Unexcused," after two days without notification.

Per district policy, a student must not miss more than 10 days of the school year. If a student has a medical condition, which makes them miss more than the policy allows, they must provide an explanation from a medical professional as to the cause explaining the illness. These absences will be marked as "Excused by Medical Professional Medical." The student is also required to have all missed work completed on time. Students who don't meet these two conditions and miss this much instruction will be retained in the current grade. If a student has a

medical condition that will prevent them from attending school for long periods of time an alternative placement should be sought.

TARDINESS

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing, traffic, lingering in the halls, or any inappropriate reason - is unacceptable.
Habitual tardiness will result in more severe consequences.

Excused Tardiness Due To Medical Reason

Students must have their parent or guardian call the office or write an explanatory note if they arrive late to school and they must report to the office when they arrive. If a student arrives late to class due to a doctor's appointment, accompanied by a note, it is considered an excused absence, rather than a tardy.

If a student fails to do this, they will receive an unexcused tardy.

- **Three (3) excused/unexcused tardies in a Quarter will result in mandatory parent conference with admin.**
- **Six(6) excused/unexcused tardies in a Quarter will result in additional guided study time and mandatory parent meeting with admin.**
- **Nine (9) excused/unexcused tardies in a Quarter may result in a Saturday detention. The administration will set up a parent conference, create a written plan, and possible additional consequences.**

UNEXCUSED TARDINESS

If a student arrives to school late, without a note or a call from their parent, this is considered an unexcused tardy. The student should go directly to class and will be marked as such.

CLASS TARDINESS

If students arrive late to their next class during the day, this is considered an unexcused tardy, unless a note, call or an email is sent or a staff member accompanies the student to excuse them.

TRUANCY

Truancy means that a student has not been excused and is absent from their assigned location without the knowledge of their parent/guardian.

The police will be contacted for students who have three “no contact” unexcused absences in a school year, per district policy.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences.
If a student is truant:

- No credit will be recorded for work you missed as a result of truancy.
- A letter will be sent home notifying parents of the truancy situation.
- A record of truancy will be entered into your record file.
- A Saturday detention will be issued.
- A conference with their parents will be held.
- Additional consequences may incur including contacting the County Juvenile Services Intake Unit.

Habitual Truancy

TMSA shall consider a student "habitually truant" under North Carolina State Law when, in spite of warnings and/or your parent's efforts to ensure attendance, a student who has been declared truant three or more times within one school year must be declared a habitual truant.
A meeting will be held with the Principal, AP of Student Culture, and the parents in order to determine if the student will continue to attend TMSA.
After ten (10) consecutive days, if a parent has not contacted the school the student will be dropped from TMSA enrollment.

EARLY DISMISSAL FROM SCHOOL

TMSA is very concerned about a student's safety and well-being and thus, an early dismissal from school is an important issue. All instances of requests for early dismissal will utilize the following precautions:

- An administrator may release a student before the end of a school day only upon presentation of a written, face-to-face, or authenticated verbal request by your parent/guardian, or for emergency reasons.
- Student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent/guardian to act on his/her behalf.
- No staff member shall permit, or cause a student to leave school prior to the regular dismissal time, except upon the knowledge and approval of the administration, and written permission from their parent/guardian.
- Students will not be released from school to any government agency without a proper warrant or written parental permission, except in the event of an emergency as determined by the administration.

ILLNESS, INJURY & MEDICATION POLICIES

TMSA has a first-aid-trained-professional available to discuss or assist with medical problems or health-related concerns. When students are injured or become ill, they must inform their instructor immediately. It is critical that students follow the procedure of informing their instructor, or going to the clinic immediately.

Students with a fever of 100 °F or more, symptoms of the flu, which include but are not limited to vomiting, diarrhea, etc should be kept home for at least 24 hours after symptoms have stopped.

Students are to never leave the building, campus or miss class without first going to the front office. Missing a class, without following the procedures will result in receiving an unexcused absence. Students should not come to school when they know that they are ill. Students that are too ill to come to school, must have their parents notify the school.

Missed homework should be requested by the student from the teacher upon the student's return. Students are reminded that it is his/her responsibility in any occurrence of absence to obtain missed work from his/her instructors. The student will have the number of days missed to complete the homework without a decrease in the grade.

Medication Policy

Medication should not be sent to school unless it is required that a student needs to take it during the day or if it is imperative that a student have access to it, for example, for an allergic reaction.
Prescription Medications
If a student must have medicine at school, these procedures must be followed:

- The clinic supervisor must observe the dispensing of the medication.
- Medications are to be brought to and from school by the parent/guardian.
- Medications are not to be brought in by the student under any circumstances.
- Medications should be brought in within its original container.

All medication must have a completed Medication Directions Form on file and the following information clearly printed on the container:

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

In the case of prolonged need, send in the amount for a clearly specified period, such as one week or one month.
All medications are kept in a secure location in the clinic. Extra medication will not be sent home with the student. The student's parent or guardian must pick it up.

Students are not permitted to carry any prescription medications with them to school.

Over The Counter Medication

Aspirin, Tylenol, and other patent drugs are not available from school. If a student needs to take over-the-counter medications such as the above, their parent must complete the "Medication Self-Administration Form" authorizing the use, dosage, and the quantity sent of this medication.
Once the form is completed and signed by the parent/guardian, the over-the-counter medication will be securely stored and available in the clinic. Medication must be delivered in its original container.
A student may only carry and administer his/her medication if these two conditions are met:

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

- A “Medication Self-Administration Form” is signed and on file in the office.

General Topics Clinic

Students are to go to the school clinic or front office for:

- Not feeling well.
- Injured and in need of first aid.
- Access to medication.
- Make a phone call to a parent/guardian.
- Schedule an appointment with AP of Student Culture.

SCHOOL ACTIVITIES

TMSA offers a range of activities, which enrich student learning both during and after the school day. On behalf of the student’s safety and the safety of others, specific rules apply to these activities.

After School Activities

TMSA offers various after-school clubs and programs to enrich the student’s education. Such involvement provides ways for students to engage in activities they already enjoy and provides opportunities to experiment with other areas that may interest them.

If a student remains at TMSA for after-school activity, they will be expected to follow these rules:

- Parent must complete and submit an “After School Activity Permission” form.
- Students must be with a teacher or other staff member at all times.
- Students must arrange for their own transportation to be picked up promptly at the end of the activity.
- Students must abide by the TMSA code of student conduct while participating in the activity.
- Students may not stay after school to wait for another student.
- Club attendance will be kept by the sponsoring teacher. Participants may not miss more than 6 days in a semester due to non-medical reasons.

All students must be picked up within 10 minutes of the activity ending, unless there has been a prior arrangement made or emergency. A student will be dropped from an after school activity if a student has been picked up late at least 3 times.

All students who are not in a club, after school activities, or have made a special arrangement with a teacher must be picked up by the time school has ended. This is a safety issue due to the lack of staff to supervise these students. The majority of teachers have after school activities, tutoring, meetings, or other commitments.

Students who are not picked up on time will be placed in the after-school care program, which may incur a daily fee.

A complete list and description of after-school clubs and activities are posted on the school website.

Field Trips

Major or repeated offenses may prevent students from attending.

Off campus field trips offer exciting ways to learn. TMSA students have the opportunity to go on field trips at various times throughout the school year. During the course of a field trip, adhere to the following:

- Return the "Field Trip Permission Form" signed by parent(s) or guardian to their instructor, by the specified date. Phone calls will not be accepted as permission.
- School uniform must be worn, unless otherwise specified.
- Abide by TMSA codes of student conduct while on the field trip.

Just as students must follow TMSA's Code of Conduct, parents supervising field trips are asked to behave properly.

- Supervise students with a watchful eye
- Communicate concerns with lead teachers
- Use appropriate language
- Absolutely no smoking

Prior to each field trip, the teacher will provide the students and their parent with a Field Trip Permission Slip and specific information.

Volunteer Transportation Drivers And Passengers Of Volunteer Drivers

When privately-owned vehicles are used for transporting students, parents of the students are to be notified of the following. **Whenever student transportation is provided by a private vehicle, the vehicle owner's liability coverage is applicable for vehicular accidents.** Parents, drivers and owners of the vehicles must acknowledge in writing that they have received the notice that the TMSA's liability insurance does not cover the use of private vehicles to transport students for school activities or athletic events.
Notice to Volunteer Transportation Drivers.

GOOGLE ACCOUNT - COMPUTERS - INTERNET

All students enrolled at TMSA are required to have a school-managed Google Workspace for Education account. This account provides access to essential tools like Gmail, Google Classroom, and Chromebooks, enabling participation in our digital learning environment. Enrollment at TMSA signifies consent for the creation and management of this account, ensuring a secure and productive platform while complying with privacy laws.
Computer hardware and software are for the benefit of all students. Computers are in the school for educational purposes.
Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of

thousands of networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner.
In certain classes, students will need to have an email account. Parents are encouraged to create it with a shared password so they can check on the progress of their child.

ELECTRONIC DEVICES

Electronic Devices (Cell Phone/Smart Watches/AirPods/Speakers, etc.)

All electronic devices are the sole responsibility of the student. TMSA Schools will not be responsible for investigating lost or stolen items.

eBooks are allowed at school. Students should be using them only as an eReader and only during appropriate times. If they are found being used for any other reason than the eBook they will be confiscated and given to the AP of Student Culture. Smartwatches cannot be used during class and will be confiscated by the AP of Student Culture if not used appropriately.

Students are responsible for keeping track of their eBooks, the school is not responsible. eBooks will be treated when confiscated the same as cell phones.

Personal laptops & Tablets are not allowed at school. If either is confiscated it will be treated the same as cell phones.

Cell phones/electronic devices must be stored out of sight (stored in backpack /lockers) and must be put on “silent” during the entire school day – **this includes the passing period.** Whether or not students are allowed to use their cell phones **during outdoor recess is at the discretion of the school administration**. Students should not have their cell phones out when visiting the restrooms or while in the locker room. Smart watches must be on airplane mode only during the entire school day.

NO CELL PHONES/ELECTRONIC DEVICE USAGE IN THE SCHOOL BUILDING.

Wired/wireless earbuds and headphones **may not** be worn at all during the school day.

Students are not to bring bluetooth speakers on campus. Students who violate this policy will have their device confiscated by a staff member and brought to the AP of Student Culture’s Office.

Students using or appearing to use cell phones or electronic devices mentioned above in the building or at inappropriate times will have their devices confiscated.

Confiscated items will be returned as follows:

- 1st offense – parents will be notified, and the device will be returned to the student after school.
- 2nd – parents must pick up the device from the AP of Student Culture and **Student will receive a detention.**
- 3rd offense and subsequent offense(s): parents must pick up the device from the AP of Student Culture and Student will **receive a Saturday Detention**. Student may receive additional consequences.

NOTE: There may be times when personnel will not be available to retrieve phones for parents until after 4:30 p.m.

LIBRARY AND LIBRARY ETIQUETTE

The TMSA Library has many educational resources to support student learning. In addition to checking out books and ebooks, there are computers for student use. Students may have their work printed in the library at a cost of 10¢ per page (black) and 25¢ per page (color). Double sided printing will be counted as two pages. Students are not to download software, access social media, listening to music, watching YouTube videos or playing games on the library computers.

- Students are expected to remain quiet and behave respectfully at all times.
- Students will be given a detention for failure to return their library books after 30 days of receiving their first late notice. A detention will be issued for failing to pay library fines within 30 days of first notice of owing fines.
- The fine rate is ten cents (10¢) per day.
- Repeated abuse will result in loss of library privileges.

STUDENT SEARCHES

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the TMSA Board or school. Any searches or seizures must be conducted in accordance with the standards described in this handbook and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This code applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

School computers and any data they contain remain under the control of the school and are subject to inspection at any time. This code also applies to the search of school system-owned technological resources and the data located on school system-owned electronic equipment.

A. Searches Based on Individualized Reasonable Suspicion

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. A school administrator who conducts an individualized search under this subsection shall promptly notify the student's parent or guardian of this search.

Reasonable suspicion is defined as: based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment.

The scope of the search and the methods used to conduct the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Reasonable suspicion is not required if a student freely and voluntarily consents to the search of his or her person or possessions.

In accordance with the standards described above, the TMSA Board authorizes the following types of searches based on reasonable suspicion.

1. Searches of Personal Effects, Belongings, and Devices

School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, outer clothing, as well as the student's mobile phone, laptop computer, or other digital device. As with all searches based on reasonable suspicion, the scope of any such search must be reasonably related to the objectives of the search and not excessively intrusive in light of the suspected infraction. For example, an administrator's reasonable suspicion that a student has sent text messages to arrange a drug transaction at school may justify a search of the student's text messages but would not, in itself, justify a search of the phone's image files.

2. "Pat-down" Searches

A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official of the same gender with an adult witness of the same gender present.

3. Metal Detector Searches

A metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and, except as provided in Section B.2, below, will be done in private, when feasible.

4. Breathalyzer Tests

A breathalyzer test may be administered based on reasonable suspicion that a specific student is under the influence of alcohol or has recently consumed alcohol. The breathalyzer test must be conducted by a school official and, except as provided in Section B.4, below, will be done in private, when feasible.

B. Suspicionless General Searches

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the schools. All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner (e.g., all students in randomly selected classrooms, every third individual entering a school-sponsored extracurricular activity) and may not be used to single out a particular individual or category of individuals. The searches must be conducted in accordance with standardized procedures established by the superintendent or designee.

When conducted in accordance with the standards described above and any corresponding procedures, the Board authorizes the following types of general, suspicionless searches.

1. Searches of Desks and Lockers

School officials may conduct routine searches of student desks and lockers. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials.

A student's personal effects found within a desk or locker, such as a backpack, gym bag, or purse, may be searched only in accordance with the guidelines for individualized searches of personal effects described in Section A, above.

2. Metal Detector Searches

Due to the increasing problem of weapons in schools, school officials may use metal detectors to conduct general point-of-entry searches of students and other persons for weapons. Additionally, school officials may conduct metal detector searches of groups of individuals if the checks are done in a minimally intrusive, non-discriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector searches of groups of individuals may not be used to single out a particular individual or category of individuals.

3. Use of Trained Dogs

With the prior approval of the superintendent or designee, school officials may use trained dogs (canines) to locate illegal materials. TMSA administration may conduct random canine sniffs of school hallways, lockers, classrooms, buildings, parking lots, and other school property through the use of a canine unit. All dogs must be accompanied by a certified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, desks, book bags, motor vehicles, and other inanimate objects.

4. Breathalyzer Tests

With the prior approval of the Superintendent or designee, school principals are authorized to require entry point breathalyzer tests on students as a condition of attending or participating in non-compulsory extracurricular activities or school sponsored events (such as the prom). The breathalyzer tests shall be administered on all such students. Students and families shall be notified of breathalyzer tests prior to the event.

Parents/guardians will be notified of any positive test for alcohol consumption or possession of alcohol at the event. The student shall be refused entry to the event, and families will be contacted about safe passage home.

C. Seized Items

Any illegal contraband seized by school officials must be promptly turned over to the proper law enforcement authorities.

D. Failure to Cooperate

A student's failure to cooperate with a reasonable search or seizure as provided in this code will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences.

Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

Legal References: U.S. Const. amend. IV; *New Jersey v. T.L.O.*, 469 U.S. 325 (1985), *Safford United School District #1 v. Redding*, 557 U.S. 364 (2009); G.S. 115C-47, -288, -307, -390.2

LOCKERS

Each student may be assigned a locker for his/her individual use at TMSA. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items, and students should not bring such items to school. TMSA will not be liable for personal items students leave in their locker or bring to school. To ensure that school items are safe, we strongly advise students to keep their locker combination private. Do not trade locker combinations with another student.

Students are not to share lockers. It is the student's responsibility to see that their locker is kept locked and in order at all times.

Students must use only the locker assigned to them and are not allowed to change lockers on their own; they must obtain administrative permission first. Any questions concerning lockers, please contact school staff.

Report any damage, vandalism or non/working condition of a locker to the office immediately. If students do not report vandalism, damage or a non-working condition of their locker, they will be held financially responsible for it.

Please remember that the lockers are school property and remain at all times under the control of the school; however, the student has full responsibility for the security of their locker and its contents.

- Periodic locker checks will be made by TMSA staff to ensure that lockers are kept clean and orderly or in case activities at school warrant a locker search.
- Students are required to bring a combination lock for their locker by the end of the second week. A copy of the combination must be given to their homeroom teacher by the end of the second week.

With Probable cause, lockers and student vehicles will be searched for improper items in accordance with the Student Searches Code.

WATER BOTTLES

Bringing a water bottle to school is a **privilege** and is subject to school rules. Students may bring a clear, labeled, reusable water bottle (max 24 oz, non-glass, spill-proof) filled with plain water only. **Schools have the discretion to allow or restrict bottle use during the school day based on safety, behavior, and instructional needs.** Bottles must remain in the student's personal space and may not be shared, thrown, or used to squirt water. Misuse—such as spraying others or creating spills will result in confiscation, parent contact, and possible loss of water bottle privileges or disciplinary action.

LOST AND FOUND

If students find books, clothing, or personal items, eBooks, cell phones on school grounds, they are to take the found items to the designated Lost and Found area. If a student loses something, they are to check the lost and found area or report it immediately to the receptionist.
Students are encouraged to check the lost & found for lost items regularly because all collected items will be donated to a local charity monthly.

Disclaimer Regarding Lost Items

The TMSA schools are not responsible for any lost, misplaced, or stolen items. However, if the administrative team determines that a situation warrants further review, they may choose to investigate by examining available security camera footage.

LUNCH AND RECESS

TMSA School is a closed campus.

Students must remain at school for the entire school day, which includes lunch and recess period. Leaving campus during lunch will result in parent notification and disciplinary action.
Students who arrive on campus before the morning bell are not to leave campus. Students who are waiting for a ride after school may not leave and return.

Students cannot go off campus before, during or after school to go to the store, ice cream truck, etc.

Additionally, TMSA will not accept food deliveries for students. All students must bring their lunch upon morning arrival, or purchase lunch from the school (if available). Door Dash and other courier deliveries will not be accepted.

- **<u>TMSA Elementary Schools are no-treat schools.</u>** For birthdays, parents can bring in a goody bag with non-food items or something similar.

Lunch / Cafeteria Etiquette

- Students may bring a packed lunch, or order a lunch through our school lunch program the week prior. Microwaves may be available to use, but at the discretion of each TMSA school.
- If a student has a special situation, they need to meet with an administrator.

- During the lunch period, students are expected to display good manners and courtesy toward others.
- Students must eat only in the designated lunch areas.
- Students are expected to clean their area and dispose of all trash appropriately.

RECESS

- Electronic equipment is NOT allowed at recess or in the hallways. The item will be confiscated.
- The supervisor on duty during the lunch/recess period will hold students responsible for their behavior.

PUBLIC AREA: HALLWAYS & BATHROOMS

Hallways and Bathrooms are areas used by all members of TMSA. Students are encouraged to use the halls, lunchroom, or bathrooms only as needed and then move on to class.

- Eating is only allowed in the cafeteria unless another designated area is approved by staff.
- Chewing gum is strictly prohibited anywhere on campus.
- Walk (don't run) in the halls, lunchroom, or bathrooms; always maintain orderly conduct.
- Use only appropriate language while in these areas, and within the school environment.
- Any level of profanity and vulgar language is unacceptable and is strictly prohibited in all areas and school functions at all times.
- Limit excessive noise such as yelling, screaming or banging lockers while in these areas.
- Students should help keep the school clean by picking up after themselves and put their belongings in their proper place.
- Respect others personal space. Students are to keep their hands to themselves even in play.
- A hall pass is required in the above areas during class time.
- Vandalism, littering, or graffiti in the school is prohibited and should be reported.
- All public displays of affection (PDA) are prohibited with the exception of a friendly, 2-3 second hug.
- All glass containers are prohibited on campus and will be confiscated.
- No Sharpies or Permanent Markers are allowed at school.
- Please be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office.
- Students are responsible for cleaning up after themselves, including disposing of or the recycling of garbage.
- Consequences (detention/suspension) will be given for failure to follow any of the above-mentioned rules.

Notes from parents do not excuse infractions of school rules.

VISITORS

All visitors and parents are required to register and pick up a visitor's pass in the front office when they arrive, they MUST show a valid photo ID. Visitors (peer age) interested in the educational aspects of TMSA are always welcome, all visitors must adhere to the following procedure.

- Visitors are not permitted to supervise students and are subject to the direct supervision of school personnel. Typical examples include, but are not limited to, visitors coming to speak, present, attend a school event, have lunch with a child, or read to a child or group of children.
- Students wishing to bring a visitor to TMSA must have his/her parents call or bring a note from his/her parent and receive permission from the AP of Student Culture and must be given at least one school day in advance. Do not bring guests to school without prior arrangements.
- All school visitors shall wear school-issued identification badges at all times during visits.
- School visitors are expected to comply with all applicable school rules and TMSA Board policies, including but not limited to those regarding Prohibition of Alcoholic Beverages, Smoking and Tobacco Products, and Weapons and Explosives Prohibited. In addition, school visitors in a virtual setting must comply with all TMSA policies regarding technology use and interaction with students.
- The principal or designee may place reasonable limits on the frequency or conditions of school and/or classroom visits or communication by parents/guardians or other visitors to avoid disruptions and to ensure that a positive, safe, and constructive educational environment is maintained.
- Staff may suspend conferences that are deemed by staff to be unproductive.

Volunteers

Volunteers are visitors who are approved following a background check and may provide assistance to the school on a regular basis, may accompany students away from school grounds, or supervise students. Typical examples include, but are not limited to, volunteers who chaperone field trips or overnight activities, provide ongoing help in the front office, coach sports, or sponsor clubs. For the safety and security of all students, TMSA Public Charter Schools ensures all volunteers in our building or school sponsored events undergo a criminal background check.

YEARBOOK

Yearbooks will be purchased through the school's chosen yearbook vendor and will be shipped directly to the school. Yearbooks should be purchased during the official sales period (February-May). Any yearbook purchased after the official sales period must be shipped to the school.
Any yearbook brought to school prior to the official distribution date will be confiscated and kept at school until the official yearbook distribution. Students are not to view or write or ask for autographs during any class time. Any and all custom pages will be reviewed by administration and must be school appropriate.

WEBSITE - (www.tmsapcs.org)

Students and parents are encouraged to refer to the TMSA website for additional information pertaining to:

- Announcements
- Upcoming events
- Lunch menu
- School forms
- Online payments & Athletic Fees
- Infinite Campus (IC)
- And much more

PARENTSQUARE

ParentSquare is a safe and secure platform for all school-to-home communication. The two-way group messaging, private conversations, district-wide alerts and notices, and simple user interface keeps everyone connected, creating a vibrant school community.

PARENT PORTAL Infinite Campus (IC)

TMSA uses the student information system Infinite Campus to communicate with parents about their child's progress at school.
By logging into the Portal, the parent will be able to see the following information about their children:

- Grades
- Class Assignments
- Attendance
- Behavior
- A To Do List of assignments due and overdue
- A record of Immunizations
- Assessment Data (State Testing Results)

It is suggested to the parents to prevent miscommunication that they keep parent pass codes a secret. Students are given their own account codes to use in the computer lab.

TMSA – IC Questions, please reach out to the school registrars.

SCHOOL UNIFORM

TMSA enforces a strong uniform policy. The purpose of this policy is to

1) aid in the creation of a safe and orderly environment;
2) instill discipline; and
3) eliminate the competition and distractions, often caused by varied dress styles.

Students are expected to arrive in uniform every day. Students are expected to cooperate, display modesty and neatness, and take pride in their uniform. We rely on a student's common sense and their parent'(s) and/or guardian'(s) support in maintaining their uniform.

If a student arrives to school out of uniform, a detention may be issued.

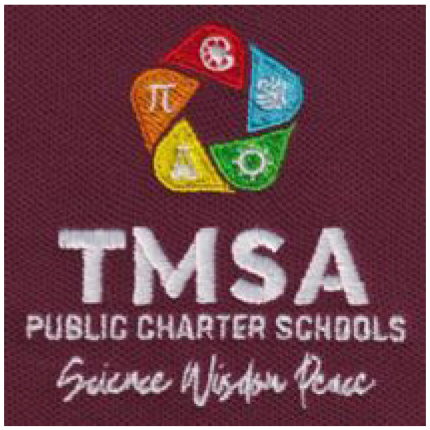
A second occurrence will result in a Saturday detention.

All class time missed will count as an unexcused absence.

Uniform Tops With School Logo

All TMSA students are to wear TMSA logo embroidered shirts at all times while on campus. Non-TMSA sweatshirts WILL NOT be allowed at any time within classrooms or hallways. These must be kept in the student's cubbies/locker.

Elementary School (K - 5th grade)

○ Burgundy polo or dress shirt **(with new TMSA logo*)** ○ Burgundy crew neck pullover sweatshirt, cardigan **(with new TMSA logo*)** **(no hoodies)** ○ Burgundy Fleece Jackets **(with new TMSA logo*)** ○ **Type of Decoration:** Embroidery ○ **Size:** 3.02 w x 2.38 h ○ **Placement/Location:** Left Chest	 Fabric Color: Burgundy

Uniform Bottoms

- (K - 12th)
  - Solid Color: Black, Khaki, Navy Blue pants, shorts, skirts, or skorts
  - (NO JEANS, MUST NOT BE FADED)
  - Shorts, skirts and skorts are to be no shorter than 3" above the knee, even when worn with tights.
  - No jeans or jean style pants (denim or otherwise), No cargo pants, No leggings and No capri pants, No sweatpants or joggers, No athletics attire.
  - Pants must include belt loops and be proper size, large sagging pants are not permitted.

Pants must not be torn## Belts

- Belts - plain black, white, blue or brown
- Large belts and buckles are not allowed.

- Belts must fit properly and not hang down when buckled.

Footwear

- No open toed or flip flops, No Wedges, no Crocs
- Heels must not be more than 1 inches
- Solid Color Socks
- Tights - plain black, white, or navy
- Socks or tights must be worn
- No fish nets or torn tights

PE Classes (K-5)

Students are encouraged to bring PE shoes on their specified PE day. Students must change back into their uniform shoes upon return to the classroom. In order to be excused from PE class for any reason, a note from the doctor must be provided.

Art Classes

To keep their uniforms clean, students are encouraged to bring a loose fitting, plain white or colored shirt to wear during art class.

THEME/SPIRIT DRESS UP DAYS

Students must wear school appropriate clothing, which means shirts with inappropriate pictures or sayings, spaghetti strap dresses or shirts (three finger rule), pocket chains, shirts that reveal midriffs or cleavage, clothes that are too tight, and dirty or torn clothing are **NOT ACCEPTABLE** and will require a change to appropriate clothing or receive a detention. Repeated offenses will result in increased consequences.

On themed free dress days: Students must wear the majority of their outfit fitting the theme or parents will be called to bring their uniforms or if parents are unavailable, students will receive a detention. Students will sit out of class (unexcused absence) until parents arrive with the student's uniform. Parents must arrive by the given time or a detention will be issued to the student.

Students cannot just wear leggings and a short skirt or dress. The 3 inch rule still applies. Students are responsible for paying attention to school announcements and information sent home regarding free dress and criteria.

Students on academic probation (failing one or more classes during progress report checks) will not be allowed to participate in free dress, unless otherwise stated.
Students wearing free dress while on academic probation will be issued a detention for the first offense, second offense will result in a Saturday detention, and all subsequent times will result in a suspension.

PERSONAL APPEARANCE GUIDELINES

TMSA requires that students adhere to the following guidelines relative to their personal appearance.

- Jewelry and accessories are to be minimal, appropriate for school and not attract undue attention.
- Jewelry that makes noise is unacceptable.
- All necklaces, for the sake of safety, must be worn inside the uniform and be school appropriate.
- Cosmetics should be appropriate for school and not attract undue attention.
- Facial and body piercings are not acceptable. Students may wear “small, stud earrings.” For safety concerns, no hoops or wires, gauges or large earrings will be allowed.
- Visible tattoos are not acceptable. Should you have a tattoo, ensure it is covered while at school.
- Hair color should be natural or within a reasonable range of natural hair colors. Extreme hairstyles, including but not limited to vibrant unnatural vivid or neon colors, such as fluorescent pinks, blues, greens, etc., that are not naturally occurring are not allowed.
- Anything large and distracting is not allowed to be worn in the hair.
- Students are allowed beards, mustaches, go-tees or long sideburns as long as hair is neatly trimmed.
- Any extra “fad” type items, sweatbands, arm wraps, scarves for belts, studded or spiked belts, etc. are unacceptable.
- Parent notes will not excuse infractions of school rules.
- No writing is allowed on uniforms or skin.
- Uniforms must be kept clean and neat. No tears or rips will be acceptable.
- Detentions may be given for infractions. Repeated infractions will result in more severe consequences.
- Any fads that occur that are deemed disruptive will be banned.

Shirts

- TMSA Uniform Shirts must be worn at all times.
- Shirts are to be tucked in at all times (lunchtime, too). No long sleeved undershirts are allowed.
- Any shirt worn under the school uniform shirt must be of a plain neutral color.
- Sweatshirts must be worn properly, not on arms or around the waist.

Skirts

- Are not to be rolled at the waist and are to be no shorter than 3” above the knee. If worn with leggings, the skirt still must be no more than 3” above the knee.

Pants, Slacks and Shorts:

- Pants, slacks and shorts (no shorter than 3" above the knee) are to fit properly, e.g., no “baggy” look, not too tight, no sagging below waist (pants must be above hip bones). Belts: must fit properly and not hang down when buckled. Plain black, blue, or brown belts only.
- **No cargo pants (pockets on lower legs) or Capri Pants**
- No lanyards hanging from the uniform shirts or pants
- Leggings may be worn (see skirt section), they must be plain white, black, or blue.

Footwear

- Sandals, clogs, high heels (more than 1”), open toed/open heeled, or platform shoes are not allowed. Hiking boots or snow boots may be worn to and from school during inclement weather, or brought as directed when going on a field trip. Should you need to wear boots due to cold weather, snow, etc., make sure you have an appropriate pair of shoes to change into when you enter the building.
- Snow boots can be worn for the day, ankle high and kept inside the pant leg. Wearing open toe or heel shoes on free dress days is also not acceptable. Socks must be worn.

Head Coverings

Head coverings worn by students must adhere to the following guidelines:

- Head coverings that honor religions and/or culture and hats or head coverings necessitated by a medical issue are permitted.
- Head coverings should not obstruct or cover the school uniform logo, ensuring visibility and adherence to the school uniform guidelines.

TMSA Spirit Day

On the second Friday of every month, we celebrate TMSA Spirit Day, where students can showcase their school pride by wearing specific school spirit uniforms.

The uniform requirements for TMSA Spirit Day are as follows:

- Students may wear blue jean denim bottoms (skirts, skorts, shorts, or pants) paired with either a TMSA spirit shirt or a TMSA Club shirt (with the club or team name explicitly stated). It's important to note that blue jean denim bottoms in colors other than blue, or those with holes or tears, are not permitted.
- Alternatively, students may opt to wear their TMSA polo shirt with blue jean denim bottoms. Additionally, they can wear a spirit shirt with khakis, black, or navy bottoms.
- If a student decides not to wear a TMSA spirit shirt, they must wear their TMSA logo polo shirt.
- Club/team sweatshirts are permitted, but students may not wear the hoods on their heads.

Outerwear

- Hats, caps, and other headwear may not be worn in any building.
- Outerwear such as windbreakers, jean jackets, or ski jackets, may not be worn in the building or carried from class to class. **School sweatshirts with logo and/or fleece jackets may be worn or carried, but cannot be worn around the waist.**
- Sunglasses are not allowed to be worn inside the building or on the top of the head inside the school building or classroom.
- All types of hand gloves and headgear (beanies, earmuffs, etc.) may be worn outside of school building during cold weather and stored in their backpacks in class.

BACKPACKS

- School appropriate backpacks that fit in the cubbies are allowed.
- No skulls or weapons are allowed on backpacks.

TOYS

Toys from home are not allowed at school. If a student brings a toy from home, student(s) will be asked to put it in their backpacks. If this request is not met, the toy(s) will then be confiscated. Parents/guardians will need to pick up the toy(s) from the front office.

NETWORK ADMINISTRATION

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks.

It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and the guidelines below will result in revocation of the user's access privilege. Unacceptable uses of the computer include but aren't limited to:

- Violating the conditions of the Education Code dealing with student's rights to privacy.
- Using profanity, obscenity, or other language that may be offensive to another user.
- Reposting (forwarding) personal communication without the author's prior consent.
- Copying commercial software in violation of copyright law.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Damaging any part of hardware or software of computer network system.
- The person in whose name an account is issued is responsible at all times for its proper use. Users must not give a password to another user Users should change passwords frequently.
- As the Internet provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that the school does not control the content of the information available on systems not related to TMSA. Some of the information available is controversial and, sometimes, offensive. The school does not condone the use of such materials.

Responsible users may (under supervision):

- Use the Internet to research assigned classroom projects.
- Use the Internet to explore other computer systems.

Responsible users may not:

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette
- Change any computer files that do not belong to the user
- Send or get copyrighted materials without permission.
- Users must not give their password to anyone.
- Use the Internet to send electronic mail (email) to other users.

System operators will have access to all user accounts, including email. If any person does not follow the rules above, use of the network will be canceled. There will be no second chances.
If the user is not sure how to do something on the computer, ask a teacher or the system administrator in the school. Parents or guardians are responsible for the cost of repair or replacement in the event of damage caused by their child to a school-issued electronic device.

Student Conduct And Discipline

This document provides guidance to school officials when determining which disciplinary measure to impose. In determining how to best address inappropriate conduct, it is necessary to evaluate the totality of the circumstances surrounding the conduct. The following facts must be considered prior to determining the appropriate disciplinary measures:

- The nature, severity, and scope of the behavior
- The student's age and maturity
- The circumstances/context in which the conduct occurred
- The frequency and duration of the behavior
- The student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each)
- The student's IEP (Individual Education Plan), BIP (Behavioral Intervention Plan), and/or 504 Accommodation Plan, if applicable

STUDENT CONDUCT AND DISCIPLINE

One goal of TMSA is to help students fulfill their intellectual, social, physical and emotional potential. Everything in and around the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the TMSA administrators and teachers shall not allow the following behaviors during school, on school property, at or during any school-sponsored activities, and to and from school.
All school consequences shall be imposed at the discretion of the AP of Student Culture, and, if appropriate, another administrator. A student may receive detention, in-school suspension, out-of-school suspension, work crew duty, expulsion, or any other punishment deemed appropriate. The AP of Student Culture will maintain a tracking system for all students. The definition of the unacceptable behavior and the minimum consequences for each infraction will be listed and tracked.

Everything cannot be covered in this handbook; therefore for behaviors not covered, immediate action and consequences will be given in a fair and consistent manner as deemed by the AP of Student Culture and Administration.

Second and third offenses result in an increase of the severity of the consequence.
For repeated minor behaviors, students will be placed on a behavior plan (explained earlier in handbook) or referred to the discipline committee (discussed later in the handbook), directed by the AP of Student Culture and composed of the school counselor and various instructors.

Students witnessing harmful or illegal activities are required to inform staff/administration immediately. If they do not, this will result in a severe consequence (Saturday Detention/Suspension).

STUDENT BEHAVIOR PLANS

Students who experience repeated discipline problems will be placed on behavior plans. These plans are designed to help modify the student's behavior, which ultimately benefits all students, with a combination of incentives and stricter consequences.
Students are given a series of incentives after completing a lengthening period of time of good behavior. Built into the plan are more severe consequences.
The student has the choice of changing his/her behaviors or not. Expulsion results if the students are not successful in changing their misbehavior.
It is the school's hope that the behavior plan will put the students on a positive path that will help them be successful at TMSA. If a student goes one month straight with good behavior after being placed on the plan, the plan is discontinued, but rewards continue.
Detailed information about behavior plans can be found in the definitions section of this document.
Students returning to TMSA who have had numerous misbehaviors the previous year will be placed on probation. Consequences will be more severe for these students.

TRAITS OF A TMSA STUDENT AND TEACHER

The following are traits TMSA tries to develop in their students and teachers.
A TMSA Student: Turns in work on time, organized, asks questions, follows rules, dedicated and committed, reliable, creative/open minded, and raises hand to speak
A TMSA Teacher: Organized, firm yet fair, respectful of students' abilities and intelligence, patient, communicates, reliable, creative, clear expectations, sense of humor.

UNACCEPTABLE BEHAVIORS

WEAPONS

Weapons include, but are not limited to, conventional objects such as guns, pellet guns, knives, smoke bombs, fireworks, or club type implements. Mace, tear gas, or other chemicals are also included. A "toy weapon" presented as a real weapon will also be considered the same as a real weapon. Objects converted from their original use to an object used to threaten or injure another are also classified as weapons. The Administration reserves the right to make all final decisions regarding the definition of what constitutes a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon. Weapons will not be returned.
If a student **communicates** they are in possession of a weapon, an investigation will be started immediately. This includes electronic, verbal and/or any other communication of possessing a weapon. Investigations may include searching the student's locker, backpack, the student themselves, and any other possessions they may have at school. Law enforcement may be consulted during an investigation. Additionally, students may be required to receive a threat assessment from a licensed mental health professional before returning to school.

Consequences for Weapons:
If the item is deemed a "weapon", student will be expelled from TMSA.

If the item is deemed inappropriate:

- 1st OFFENSE: Parent/Guardian and police will be notified. If the item is deemed inappropriate, but not a weapon (water gun, in some cases a rubber band), parent/guardian will be called and consequences will be discussed and given.
- 2nd OFFENSE: Same as the consequences under offense #1. Additionally, your parent(s)/guardian(s) will be required to attend a meeting with the AP of Student Culture, and instructor(s) as deemed appropriate. Suspension may result.
- 3rd OFFENSE: Same as the consequences under offense #1. Additionally, depending on the nature of the weapon, the use of the weapon and the student's past conduct, the parent(s) or guardian(s) will be contacted and you may be referred to the juvenile authorities. Your parents/guardian (s) may be referred to Social Services. You will remain on out-of-school suspension until the legal authorities in charge of your case have made arrangements for your sentence.

FIGHTING

Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. Consequences will be given for fights taking place on or off school grounds. In all but the rarest of occasions, such as an instance in which one student assaults an innocent bystander, any fight will involve disciplining all students involved in the fight.
There is zero tolerance for fighting, intimidation, assault (saying you will hurt someone), and battery (actually touching another person in a hurtful or unwanted manner, including restraining someone).

Any student who cheers, records, or otherwise encourages a fight is considered an active participant and will be subject to disciplinary action. Spectators contribute to the escalation of conflicts and will be held accountable accordingly.

Students who witness a fight must immediately leave the area and report the incident to the nearest staff member or school administrator. Failure to do so may result in disciplinary consequences.

Consequences for Fighting:

- 1st OFFENSE: Sent to AP of Student Culture, Parent (s) or Guardian (s) will be contacted, and depending on situation, detention/Saturday detention/suspension will be given.
- 2nd OFFENSE: Parent (s) or Guardian (s) will be contacted, and the consequences will be discussed. The parent will be required to attend a meeting with the AP of Student Culture and instructor (s) as deemed appropriate. Incident may be reported to the juvenile authorities. Suspension will be given. Private counseling at parent's expense may be required.
- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend an anger management program or counseling have been initiated.

The student will remain on out-of-school suspension until the program is completed and the service provider states, in writing, that they feel that the student is not potentially harm or poses a threat to himself or others. Student will be expelled, if deemed necessary.

VERBAL OR PHYSICAL ASSAULT ON A STAFF MEMBER

Any form of **verbal assault, physical assault, hate speech, or altercation** toward a staff member is **strictly prohibited** and will **not be tolerated**. Such behavior will result in **immediate disciplinary action** and possible legal consequences.

- **Verbal Assault:** Any spoken, written, or electronic communication intended to **threaten, intimidate, or degrade** a staff member.
- **Physical Assault:** Any physical contact meant to **harm, intimidate, or threaten** a staff member, including but not limited to **pushing, hitting, kicking, or any other violent act**.
- **Hate Speech:** Any speech, gesture, conduct, writing, or display that **attacks, threatens, or insults** a staff member based on **race, ethnicity, religion, gender, disability, sexual orientation, or any other protected characteristic**.
- **Altercation:** Any **hostile or aggressive interaction** that disrupts the school environment and puts staff members at risk.

Consequences for Verbal or Physical Assault on a staff member:

- The student will be **immediately removed from school** for investigation.
- The student will be referred to the **discipline committee** for review.
- Parent(s) or Guardian(s) will be **required to attend a meeting** with the **Assistant Principal (AP) of Student Culture** and other relevant staff before any decision is made regarding the student's return. Law enforcement officials may be notified if necessary.
- Possible consequences include:
    - **Suspension**
    - **Long-term suspension**
    - **Expulsion**
- If the discipline committee determines that the student may return to school, the student may required to first:
    - Enroll in an **anger management program or counseling** at the parent's expense.
    - Remain on **out-of-school suspension** until the program is completed.
    - Provide written confirmation from the service provider stating that the student is no longer a potential harm or threat to themselves or others.

USE OF / OR INTENTION TO SELL DRUGS/ALCOHOL/CIGARETTES/VAPING RELATED ITEMS

The above means: to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except under the direction of a physician/parent as outlined under Medications, Student Handbook) alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia.

The sale, distribution, possession, or use of any of the above, drugs and/or alcohol is strictly prohibited anywhere on school grounds, at any school activity, and on any school transportation. This behavior will not be tolerated at TMSA. The consequences for any of the above are stringent.

Consequences for Drugs/Alcohol/Cigarettes/Vaping:

- 1st OFFENSE: Any offense will result in 1) notification of your parent(s) and/or guardian(s), 2) confiscation of the prohibited article(s), 3) notification of law enforcement officials for any illegal substances and investigation of the circumstances and accomplices and 4) probable expulsion from school.
- 2nd OFFENSE: Parents/guardians will be notified. You will be referred to an appropriate substance program for counseling and/or services at parent's expense. Student will be allowed to return to TMSA after successful completion of treatment and parent/administrator/treatment provider meeting.
- 3rd OFFENSE: Continual disregard for the TMSA substance abuse policy, including having in your possession cigarettes, lighters or matches, will result in suspension and other consequences including the possibility of expulsion, as deemed appropriate by the administrator, instructors, parent(s)/guardian(s) and law enforcement officials and/or substance abuse provider as appropriate.

GIVING A FALSE ALARM

Issuing a false alarm refers to any act which leads others to believe that they are in imminent danger such as a fire alarm or bomb threat. This is also a violation of North Carolina State Law. A false alarm includes, but is not limited to phone calls, personal malice, or any other action which could insight undo fear, concern, school dismissal or involvement of private, city and/or county workers, such as the fire department, ambulance or police.
Consequences for False Alarm:

- Parent(s) or Guardian (s) will be contacted and, as deemed appropriate by the AP of Student Culture, legal authorities may also be notified. The student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action.
- Additionally, legal penalties may be imposed by outside agencies, such as the fire department, for such actions, especially should any injuries result. Fines range from $1,000 to $10,000, coupled with possible incarceration in an appropriate facility. Restitution for any damage done, plus the possible prosecution by legal authorities, will be imposed.

BREATHALYZER TESTS

Alcohol use by a student is illegal and poses a serious threat not only to his/her own well-being, but also to the well-being of the entire school community. Drug or alcohol use will not be tolerated during school hours, on school property, or at any school sponsored activity or event during or after school hours. When determining possible alcohol use or intoxication by a student at a school dance, the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol testing device. This is a device that detects the presence or absence of alcohol, rather than provide a specific measurement of alcohol in the body and can be used for this purpose with students.
Procedures:

1. Authorization: The use of Breathalyzers is authorized by the school administration, subject to the requirements outlined in this sections of the student code of conduct.
2. Implementation: The school administration will determine the specific times and events when Breathalyzers will be used. Breathalyzers may be used at any school-sponsored event or activity, including dances, sports events, and field trips. School official checks calibration of the instrument according to instruction for use. School officials may determine possible student alcohol use without the aid of breath alcohol testing device by observing one or more of the following indicators: Slurred Speech, Unsteady gait, Impaired motor control or clumsiness, Flushed face
3. Notification: Prior to any event where Breathalyzers will be used, students and parents will be notified of the school's policy and procedures related to Breathalyzers. The notification will explain that all students attending the event will be subject to the Breathalyzers testing.
4. Testing Procedures: If a student is suspected of alcohol use, the student will be directed to a testing area, and the Breathalyzers device will be used to test the student's breath. The school staff member conducting the test will document the results and report them to the school administration.

5. Consequences: If a student tests positive for alcohol use, the student may be subject to disciplinary action, up to and including suspension or expulsion, in accordance with the TMSA handbook and code of conduct.
6. Confidentiality: All testing results will be treated as confidential and will be shared only with the student's parents and the school administration on a need-to-know basis.
7. Training: School staff members authorized to use Breathalyzers will receive training on the proper use of the device and the procedures outlined in this policy.
8. Maintenance: Breathalyzers devices will be properly maintained and calibrated in accordance with the manufacturer's instructions to ensure accuracy and reliability.

PORNOGRAPHIC/OBSCENE MATERIALS

Any material of this nature is not permitted at any time, Including but not limited to school functions, while on the Internet, during field trips or at any time whatsoever that can be considered “anytime, school devices/account”

Consequences for Pornographic Materials:

- 1st OFFENSE: Parent(s) or Guardian (s) will be contacted, detention or suspension will be given, and the item will be confiscated. The parent/guardian must personally pick-up the item. Under no circumstances will the item be returned directly to you, the student.
- 2nd OFFENSE: Parent(s) or Guardian (s) will be contacted, behavior contract/suspension will be given and the item will be confiscated and not be returned.
- 3rd OFFENSE: Suspension will be given and private counseling at parent’s expense will be required for student to continue to attend TMSA.

BULLYING/HARASSING ANOTHER STUDENT AND/OR A TEACHER, ADMINISTRATOR, OR STAFF MEMBER

Bullying/Harassment is defined as repeated acts or written or spoken words intended to target and/or overpower, intimidate, or harass a person by making unwelcome advances, or demonstrating any form of improper physical contact. Included are sexual and/or racial remarks, personal comments, e.g. name calling, teasing, statements regarding physical characteristics, e.g., “fat”, display of material which others may find offensive inclusive of jokes and cartoons. Any speech or action that creates a hostile, intimidating or offensive learning environment is considered as bullying/harassment. Bullying/Harassment is not only a violation of Federal Law, but is further contrary to the School Board’s commitment to provide a physically and psychologically safe environment in which to learn. Bullying/Harassment can take place between and/or among any groups.

Consequences for Bullying/Harassing:

- 1st OFFENSE: Parent (s) or Guardian (s) will be contacted and the consequences will be discussed and given.
- 2nd OFFENSE: Parent (s) or Guardian (s) will be required to attend a meeting with the AP of Student Culture, and instructor (s) as deemed appropriate, prior to the student being taken off of out-of-school suspension. A behavior Intervention plan will be implemented or referral to the Disciplinary Committee will be made.

- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. The student will remain on out-of-school suspension until the program is completed and the licensed service provider states, in writing, that he/she feels that the students are able to return to TMSA and conduct themselves in an appropriate manner. Repeated behavior will result in expulsion.

DISRESPECT AND/OR INSUBORDINATION TOWARD TEACHERS OR STAFF

Disrespect (arguing, talking back, etc.) and insubordination (failure to comply with directives), including profanity, either spoken or written, toward any member of the faculty or staff is unacceptable. Use of profanity in general, will not be tolerated.

Consequences for Disrespect/Insubordination

- 1st OFFENSE: Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The student may be given detention, Saturday detention, or out-of-school suspension.
- 2nd OFFENSE: Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the AP of Student Culture, and instructor (s) as deemed appropriate. Student will be given out-of-school suspension. Depending on behavior, student may be placed on a behavior plan or referred to discipline committee.
- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. You will remain on out-of-school suspension until the program is completed and the service provider states, in writing, that he/she feels that you are able to return to TMSA and conduct yourself in an appropriate manner. Expulsion may also be a result.

HAZING STUDENTS/INCITING

Hazing/Inciting means to plan, encourage or engage in any act, including the coercion of another or others, including the victim, to commit any act toward any student or other organization that may cause or create a substantial risk or cause mental or physical harm to any person.
Permission, consent or assumption of risk by an individual subjected to hazing (a potential victim) does not lessen the prohibition contained in this policy.

Hazing/Inciting may carry heavy, legal consequences; especially should it result in an injury. For example, should you convince another student to commit an act, and during the act this student is injured, civil litigation (to sue) may be initiated by the parent(s) or guardian(s) of the injured individual, against your parent(s) or guardian(s).

Consequences for Hazing/Inciting:

- 1st OFFENSE: Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. All legal responsibilities for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result.
- 2nd OFFENSE: Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the AP of Student Culture, and

instructor (s) as deemed appropriate. Student will receive in-school suspension or out-of-school suspension, and/or be placed on a behavior contract or be referred to the discipline committee. All legal responsibilities for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result.

- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. The student will remain on out-of-school suspension until the program is completed and the appropriately licensed service provider states, in writing, that they feel (professional judgment) that the student is able to return to TMSA and conduct him or herself in an appropriate manner. All legal responsibilities for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result. Expulsion may be required depending on the circumstance.

DISPLAYING THREATENING BEHAVIOR

Threatening behavior includes, but is not limited to verbal threats, face-to-face interactions that cause or promote fear, written notes and threats through electronic media such as the phone and/or computer. Non-verbal threats or gestures, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated, are also included under the definition of threatening behavior.

Consequences for Threatening Behavior:

- 1st OFFENSE: Parent (s) or guardian (s) will be contacted and the consequences will be discussed and given.
- 2nd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension. The parent will be required to attend a meeting with the AP of Student Culture, and instructor (s) as deemed appropriate, prior to your removal from suspension. Depending on behavior, student may be placed on a behavior intervention plan or referred to the discipline committee.
- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. The student will remain on out-of-school suspension until the program is completed and the service provider states, in writing, that, in his/her professional judgment, that you are able to return to TMSA and conduct yourself in an appropriate manner. Repeat or severe behavior will result in expulsion from TMSA.

STEALING AND/OR VANDALIZING PRIVATE OR SCHOOL PROPERTY

This means to cause, or attempt to cause, damage to private property or steal, or attempt to steal, private property. This can occur either on school grounds or during a school activity, function, or any event held on the school grounds, as well as at another facility used by the school during the school day.
This includes walking to and from school. Students and their parent(s)/guardian(s) will be held responsible for any theft/vandalism that their student commits. Consequences include full restitution.
Consequences for Stealing or Vandalizing:
Please Note: The school will file a police report in cases of theft and vandalism. Either offense can carry legal penalties.

- 1st OFFENSE: Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The student will be given detention/Saturday detention/out-of-school suspension. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result.
- 2nd OFFENSE: Parent (s) or Guardian (s) will be contacted and the parent/guardian will be required to attend a meeting with the AP of Student Culture, and instructor (s) as deemed appropriate, prior to the student being taken off suspension. Student will be referred to the discipline committee or placed on a behavior plan. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution or expulsion may result.
- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. The student will remain on out-of-school suspension until the program is completed and the appropriately licensed service provider states, in writing, that they feel (using professional judgment) that the student is able to return to TMSA and conduct him or herself in an appropriate manner. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution or expulsion may result.

CREATING YOUR OWN BUSINESS

Students cannot sell things on their own without a teacher/club sponsor.

CHEATING/PLAGIARISM

Plagiarism is the act of presenting someone else's work or ideas as your own. This includes, but is not limited to, copying and pasting from the internet, copying from books or articles, and using someone else's work without proper citation. Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes.

Use of AI: All students are expected to turn in original work. A paper that is written by AI is not considered a student's original work and will be considered as a form of plagiarism. It is important to note that tools that check writing are okay to use. Tools such as the autocorrect feature in Google Docs and Grammarly, which scan students' writing for errors and/or make suggestions for edits, are very different from AI programs that write entire papers which is unacceptable. Improper use of AI will be considered as Plagiarism.

Proper Citation: Students must provide proper citation for any sources used in their assignments, including any content generated by AI like ChatGPT. Students should use the appropriate citation style recommended by their teacher.

The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences for Cheating/Plagiarism:

- 1st OFFENSE: Student will be sent to the AP of Student Culture, Parent(s) or Guardian (s) will be contacted and detention/Saturday detention/suspension will be given. 0% credit will be given for any work involved in incident.
- 2nd OFFENSE: Parent(s) or Guardian(s) will be contacted and the student will remain on either out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. Repeated behavior may result in expulsion, being placed on a behavior contract, or referral to the discipline committee. 0% credit will be given for any work involved in incident.

LYING

Lying is the purposeful distortion or withholding of information. When sent to the administration for any offense, if a student is not truthful about the situation, **double the consequences will be implemented.**
Consequences for Lying:

- 1st OFFENSE: Student will be sent to the AP of Student Culture, Parent(s) or Guardian (s) will be contacted and detention/Saturday detention/out-of-school suspension will be given.
- 2nd OFFENSE: Parent(s) or Guardian(s) will be contacted and the student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. Repeated behavior may result in expulsion, being placed on a behavior intervention plan, or referral to the discipline committee.

FORGERY

Any attempt by a student to sign anyone's name, including but not limited to the name and or signature of a teacher, administrator, parent/or guardian, and/or another student's name to any document will be considered forgery.
Consequences for Forgery:

- 1st OFFENSE: Parent(s) or Guardian (s) will be contacted and, as deemed appropriate by the AP of Student Culture, legal authorities may also be notified (for example, attempting to forge a check). Detention/Saturday detention/suspension will be given.
- 2nd OFFENSE: Parent(s) or Guardian(s) will be contacted and the student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action.

GAMBLING

Gambling includes, but is not limited to, card playing, dice shooting and sports pools, which involve personal gain, including but not limited to the transfer of money, personal belongings, and/or assistance from one person to another.
Games, which utilize cards or dice, with the written approval of the instructor and/or administrator, may be played during the lunch break, as long as no inappropriate behavior results.

Examples of inappropriate behavior can include, but are not limited to crying, name-calling, arguing, making accusations, etc.
Should you bring such items without written permission the following will result:
Consequences for Gambling:

- 1st OFFENSE: Parent(s) or Guardian (s) will be contacted and the item will be confiscated. The parent/guardian must personally pick-up the item. Under no circumstances will the item be returned directly to you, the student. A detention may be issued.
- 2nd OFFENSE: Parent(s) or Guardian (s) will be contacted and the item will be confiscated. The parent/guardian must personally pick-up the item at the end of the semester. Under no circumstances will the item be returned directly to you, the student, nor, on a second offense, will your parent/guardian have access to the item until the close of the semester. A detention, or work detail may be issued.
- 3rd OFFENSE: All of the consequences listed under the second offense, plus in-school suspension, depending upon where the offense took place, the length of which will be determined by the AP of Student Culture and instructor, if appropriate.

GANG ACTIVITY

Activities and behaviors which disrupt and interfere with the educational process or with the rights of other members of the educational community may lead to disciplinary action but are not necessarily criminal in nature. Gang attire and accessories. In accordance with state law, items that have been identified as gang-related are prohibited. TMSA Public Charter Schools, in conjunction with local law enforcement and other agencies, shall determine current prohibitions related to gang appearance, dress, accessories, and activities and shall inform school administrators as needed. Prohibited items may include but are not limited to: altered insignias or graffiti; jewelry or belt buckles symbolizing any gangs; and Graffiti in or on personal belongings symbolizing any identified gang activity.

CYBER BULLYING

- Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.
- Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyberbullying.
- Consequences include, but are not limited to detention, Saturday detention, in house suspension, out of school suspension and possible expulsion depending on the severity.

DISRUPTIONS OF CLASS OR SCHOOL

Disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to; inappropriate language, talking during instructional periods, eating or drinking

during class, making unwanted noises (such as belching), chewing gum, insubordination, and/or selling or trading personal possessions to other students.
Students participating in competitions or contests on or off campus will be subject to all the rules contained in this handbook. There will be no level of profane or vulgar language allowed. Students breaking school rules will be subject to school consequences or immediate withdrawal from the contest.
Consequences for Disruption:

- Student will be sent to the AP of Student Culture, parent (s) or guardian (s) will be contacted and, based upon the discretion of the teacher and AP of Student Culture, you may be given a detention, Saturday detention, placed on a behavior plan, or referred to the discipline committee.
- Continual disregard for the learning of others will, most definitely, result in further, more severe, consequences.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays are limited to a brief friend-like 2 to 3 second hug. No other type of displays of affection are allowed, gestures not allowed are, but not limited to: hand holding, lengthy hugs, arms around each other, kissing, etc. Display of these gestures will result in detention, in school suspension, or suspension. More extreme signs of affection anywhere on or near campus will result in long-term suspension or expulsion.

UNIFORM NON-COMPLIANCE

Students are to adhere to the specific uniform and appearance guidelines described in the handbook.

Consequences:

- 1st OFFENSE: Parent(s) or Guardian (s) will be contacted. A detention may be given.

Continual disregard for the uniform standard will, most definitely, result in more severe consequences. Parents' notes do not excuse uniform issues.

BRINGING INAPPROPRIATE, OR BANNED ELECTRONIC ARTICLES TO SCHOOL

Electronic Devices (Cell Phone/Smart Watches/AirPods/Speakers, etc.)

All electronic devices are the sole responsibility of the student. TMSA Schools will not be responsible for investigating lost, damaged, or stolen items.

If deemed necessary, school administrators may impose strict guidelines regarding the use of inappropriate electronics.

eBooks and smartwatches are allowed at school. Students should be using them only as an eReader and only during appropriate times. If they are found being used for any other reason than the eBook they will be confiscated and given to the AP of Student Culture. Smartwatches cannot be used during class.

Students are responsible for keeping track of their eBooks, the school is not responsible. eBooks will be treated when confiscated the same as cell phones.

Personal laptops & Tablets are not allowed at school. If either is confiscated it will be treated the same as cell phones.

Cell phones/electronic devices are not allowed to be used in the school building and must be put on “silent” during the entire school day – this includes the passing period. Students should not have their cell phones out when visiting the restrooms or while in the locker room. Smart watches must be on airplane mode only during the entire school day.

Wired/wireless earbuds and headphones **are not allowed to** be worn at all during the school day. Headphones may be only allowed for instructional purposes under the supervision of a staff member.

Students are not to bring bluetooth devices on campus. Students who violate this policy will have their device confiscated by a staff member and brought to the AP of Student Culture.

Students using or appearing to use cell phones or electronic devices mentioned above in the building or at inappropriate times will have their devices confiscated.

Consequences:

- 1st OFFENSE: Parents will be notified, and the device will be returned to the student after school.
- 2nd OFFENSE: Parents must pick up the device from the AP of Student Culture.
- 3rd OFFENSE: Student will receive a detention and parents must pick up the device from the AP of Student Culture.

ALL MISBEHAVIORS THAT ARE CONNECTED TO SCHOOL OR OCCUR WITHIN TWO HOURS AND /OR TWO MILES FROM SCHOOL WILL BE INVESTIGATED AND ANY NEEDED CONSEQUENCES GIVEN.

CUTTING CLASS

Students who are absent for a whole day or one or more periods without parental knowledge or who just leave a class without permission are considered "cutting" that class. A Saturday detention will be given. For repeating the offense, students will receive more severe consequences.

LITTERING

In an effort to keep our school clean and in addition to the incentive programs listed in earlier pages of this handbook, students found littering will receive consequences for their behavior.

1st Offense: Students who are found littering may be assigned detention as a consequence. During detention, the student will be required to clean up the litter in a designated area of the school.

2nd Office: Students who are found littering may be assigned Saturday detention as a consequence. During detention, the student will be required to clean up the litter in a designated area of the school.

3rd: Offense: Suspension: If a student repeatedly ignores warnings and continues to litter, suspension may be imposed. The length of the suspension will depend on the severity and frequency of the littering behavior.

Restitution: Students who litter may be required to pay restitution for any damages caused by their actions. This may include paying for the cleanup of the litter or the repair of any damage caused by the litter.

COMPUTER/TABLET MISUSE or ABUSE

Computer/Tablet hardware and software are for the benefit of all students. No student may purposefully tamper with either hardware or software of the computers/tablets. Computers/Tablets are in the school for educational purposes. Abuse and or misuse of computers/tablets also includes bringing disks or drives from home which may contain viruses, loading private software, checking or sending personal email, and/or without specific permission, or accessing inappropriate websites or web pages.

Consequences for Computer/Tablet Misuse:

- 1st OFFENSE: Parents/guardians will be contacted. At the discretion of the Administration (Superintendent or AP of Student Culture) you will be responsible to repair, undo, reset or delete your inappropriate tampering. Should you do damage to a school computer, your parent/guardian will be responsible for payment to a computer technician, designated by the school as an approved vendor, to make any necessary repairs. This includes lines, cords, printers and any other computer related device, plug in or accessory. Typically, a “service call” alone costs $65.00-$100.00, regardless of whether any other repairs are needed. Once a computer technician is at the school, an hourly rate of $65.00 and up is charged, so please, think before you attempt to tamper with school property! Detention, in-school suspension/out-of-school suspension will be given. Loss of usage of the computer may be applied.
- 2nd OFFENSE: You will no longer have access to the school computers, may face suspension or expulsion, and will be responsible for all of the consequences stated under the 1st Offense.

UNAUTHORIZED USE OF PROXY SITES OR BYPASSING GOGUARDIAN

This means using, aiding, or attempting to use any tool, method, or website—including proxy servers, VPNs, unauthorized browser extensions, or manipulation of device settings—to

intentionally bypass school internet filters or monitoring systems such as GoGuardian. These actions violate the school's Acceptable Use Policy and compromise the safety and integrity of the school's digital learning environment.

This includes attempting to conceal online activity, access restricted content, or assist others in doing so while using school devices or networks, whether on campus or during any school-sponsored activity.

Consequences for Unauthorized Use of Proxy Sites or Bypassing GoGuardian:
Please Note: Repeated offenses may result in the loss of access to school-issued technology and digital platforms. In cases of severe or coordinated misuse, the school may report the incident to appropriate authorities and/or pursue legal action.

1st OFFENSE: Parent(s)/Guardian(s) will be contacted and the incident will be documented. The student will receive a verbal warning, a review of digital citizenship expectations, and a temporary loss of device privileges (1–3 days). The student may also be required to complete a short reflection on responsible technology use. **Detention, Saturday detention, or out-of-school suspension may be assigned** based on the circumstances of the violation.

2nd OFFENSE: Parent(s)/Guardian(s) will be contacted. The student will receive a formal behavioral referral and be required to complete a digital ethics reflection assignment. A meeting with the school counselor or technology coordinator will be held. The student may lose access to their device for 1–2 weeks. **Detention, Saturday detention, or out-of-school suspension may be assigned** as determined by school administration.

3rd OFFENSE: Parent(s)/Guardian(s) will be contacted and a mandatory parent-student-administrator meeting will be scheduled. The student will be placed on extended out-of-school suspension until a behavior plan is established. The student may lose device privileges for the remainder of the academic term. The student may also be referred to the school's discipline committee and placed on academic or behavioral probation.

ADDITIONAL OR SEVERE VIOLATIONS: The student may be placed on long-term suspension and/or permanently lose access to school technology and digital accounts. The school reserves the right to pursue further disciplinary action, including expulsion, if the misuse is extensive, intentional, or impacts multiple users or systems. In such cases, legal repercussions may apply.

STUDENT DUE PROCESS

All students at TMSA are entitled to the Rights guaranteed by the United States Constitution, Bill of Rights, North Carolina Constitution, and North Carolina Revised Statutes. Your rights will not knowingly be denied by the required code of conduct, or by any disciplinary actions taken by the school. However, if you exhibit any of the "Unacceptable Student Behaviors" listed in this handbook, or added to this list at a later date, you will be held responsible for your actions.

- Due to the range of possible behaviors, the administration reserves the right to adjust consequences as the administration (or other decision-maker mentioned below) deems appropriate for the given situation.

- These consequences may range, for example, from notification of parent(s)/guardian(s), detention, loss of privileges, removal from sports and clubs, and emergency removal from a school activity through suspension, expulsion, and criminal prosecution.

NOTE: Even where this Handbook describes certain specific consequences for a "1st Offense," "2nd Offense", and "3rd Offense," the administration has the absolute leeway and discretion to consider any punishment for any offense. The administration can and will consider all (i) mitigating factors and (ii) aggravating factors, and then endeavor to make a rational, proportional decision under all of the circumstances at issue. For offenses warranting more serious punishments (i.e., longer-term suspensions or expulsions), as described below, students will be provided with due process in the form of notice of the charges, an explanation of the evidence, and an opportunity to be heard, unless the student meets the conditions for immediate removal (in which case those will be delayed to a later date).

- All students at TMSA have the right to feel that they are physically, emotionally, and intellectually safe.
- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to a teacher or an administrator regarding the problem. The situation will be investigated as soon as possible, based upon the severity of the offense, and you will be informed of the outcome. All reports are kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to a teacher or an administrator about the problem. The situation will be investigated as soon as possible, based upon the severity of the offense, and you will be informed of the outcome. All reports are kept completely confidential.
- Students are protected under the right of confidentiality. If your child is involved in a situation at school, the consequences given to the other student cannot be specifically discussed. Please know that the school makes every attempt to hold each student accountable for their actions. If you have any concerns, please contact the teacher or administration to have them addressed.
- Students who receive a detention need to follow the following procedure if they disagree. Speak with the teacher giving the detention after class, at lunch, or after school when there are no other students to distract. If the student still does not agree with the outcome, he/she needs to set up an appointment with the AP of Student Culture to discuss it further. A meeting will then be set up with the teacher to discuss the situation. If the dean does not change or rescind the consequence, the student then has the option to bring in his/her parents for a meeting with the dean, counselor, teacher, and student.
- If the school still deems it a just consequence, the student is required to serve the detention.

TERMS AND DEFINITIONS; CONSEQUENCES INFORMATION

The following is a list of terms, which have been used frequently throughout this document and their definitions. Students and parents are encouraged to review these terms with each other. Please contact the AP of Student Culture with any questions you may have.

DETENTIONS

LUNCH DETENTION

Lunch detention will occur during a student's lunch time for 25 minutes. Reasons for lunch detention may be an unexcused tardy, minor disruption of class, running in hall, and etc.

AFTER SCHOOL DETENTION

After school detention is a punishment that will be held for typically 45 to 60 minutes after school when you have not complied with the basic rules of TMSA.

- Students are responsible for making the required arrangements for after school pick-up.
- Detention days will only be changed, if there is a very pertinent reason to have it changed, for example, a doctor's appointment. Your parent/guardian must speak/write a note or an email to the AP of Student Culture at least a day prior to the day you should be serving your detention. Detention start and end times are defined by each school. Students missing detention receive a Saturday Detention. Students missing due to illness need to serve the next detention day.

Notification: The student and their parent who is being assigned after school detention will be notified at least one day in advance. This notification will include the date, time, and location of the detention, as well as the reason for the detention.

AFTER-SCHOOL DETENTION RULES

1. Students must arrive on time and stay for the entire duration of the detention period. Late comers will not be not be allowed in.
2. Students who missed an after school detention without prior notification will serve Saturday detention.
3. Students are not allowed to talk or communicate with each other during detention.
4. Students are not allowed to read books or complete homework during detention.
5. Students must remain silent in their assigned seat or workspace for the duration of the detention.
6. Students must complete any assigned tasks or activities given to them by the supervising teacher.
7. Students must not use electronic devices or any other distracting materials during detention.
8. Students must follow all other rules and instructions given by the supervising teacher.

SATURDAY DETENTION

You may also receive a Saturday detention. This will be served at **7:30-11:30** a.m. on assigned Saturdays. Student must **wear their uniforms** and must arrive on time or they will not be allowed in. This results in a 2 day suspension. Work around the school will be completed at these detentions. Saturday detention is given when an after school detention is missed without prior notification to the AP of Student Culture or more severe behaviors have occurred. A missed Saturday detention without prior notification (at least one day) to the AP of Student Culture will result in **a two-day, out-of-school suspension.** Students cannot sign up to move a Saturday detention. Only parents can reschedule a Saturday detention.

Purpose of Saturday Detention: Saturday detention is intended to provide consequences for students who have violated school rules or policies and allow them to reflect on their behavior and make amends. It also aims to deter future violations and promote a positive school culture.
Frequency: Saturday detention should be held once a month, on a date that each school defines.
Parent/Student Notification: Students who are assigned to Saturday detention should be notified in advance by the school administration through written notice.
Length: Saturday detention should last for a designated period of time, 4 hours between **7:30 and 11:30** a.m. on assigned Saturdays.
Attendance: Students who are assigned to Saturday detention are required to attend in uniform and complete any assigned tasks or projects.
Tasks: During Saturday detention, students may be required to perform various tasks, such as cleaning the school or organizing school supplies. The exact nature of the tasks will be defined by each school.
Supervision: Saturday detention must be supervised by school staff or designated adults, who ensure that students follow the rules and complete their assigned tasks.
Behavior: Students who attend Saturday detention are expected to behave appropriately and follow all school rules. Failure to do so may result in additional consequences.
Consequences for Non-Attendance: Students who do not attend Saturday detention without a valid excuse may face additional consequences, such as **a two days out-of-school suspension**, loss of privileges, or other disciplinary measures.

LEVEL 2 & 3 DETENTIONS

Students who receive 4 after school detentions at any point in the school year will be placed automatically on level 2 detention. These students stay after school to serve **60 minutes** detention. each time they receive a detention.-Students who miss multiple after school detentions will be placed on automatic 3 day suspension.

- Level 2 Detentions: Students who receive 4 after school detentions at any point in the school year will be placed automatically on Level 2 detention. Students must not acquire any additional behavior corrections or disciplinary action for 30 consecutives school days in order to return to Level 1. Students who receive a detention or any disciplinary action during their probationary status will have the date reset for thirty days from that assigned disciplinary action date.
- We encourage continued positive behavior and students who are on level 2 detention will not be allowed to participate in clubs, incentives, or free dress.

STUDENTS WITH 8 DETENTIONS (LEVEL 3): Will not be allowed to attend any field trips or non-educational school events for the remainder of the year i.e. class events, school functions, movie nights, etc.

    - However, students may receive club incentives and free dress after they have acquired 90 consecutive school days of clean behavior.
- You may also receive homework detention from an instructor. This means that you will be kept in at recess or after school or return to the classroom of the instructor who has issued you a homework detention to complete work under their supervision.

IN-SCHOOL SUSPENSION (ISS)

TMSA has two types of ISS. They are (1) full day and (2) class period. Students who are assigned to ISS for any portion of the school day are not allowed to participate in extracurricular activities the same day. They must have materials with them to do work when they arrive to the ISS room at the beginning of the day. Students must bring their lunches to school for each day(s) assigned to ISS. Students are to remain quiet and in their seats. They are to communicate with the ISS supervisor only. Students receiving in-school suspension are responsible for obtaining and completing missed work upon their return to school. They will be given the number of days absent from classes to complete assignments. **It's important to note that in-school suspension may not be available at all TMSA schools due to staffing and room limitations.**

OUT-OF-SCHOOL SUSPENSION (OSS 10 school days or less)

If the principal witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect school property or persons on the school grounds, the principal may suspend the student immediately with the understanding that the school will notify the parent, guardian, or legal custodian as soon as possible. In such cases, the principal is not required to conduct a full investigation before suspending the student. In all cases, minimal due process must be given to the student, usually the following school day.

The Principal will give notice of and the reasons for the suspension to the student in writing after hearing the issues involved in a situation. (including the offending student's point of view). If you are suspended, you will be responsible for obtaining and completing missed work upon your return to school. The student will be given the number of days absent from school to complete assignments. Full credit will be given for completed work. The Student will be suspended pending investigation in most situations.
A student is not entitled to appeal the principal's decision to impose a short-term suspension to the Superintendent or The TMSA Board. A student or parent who objects to the short term suspension may access the TMSA's general complaint policy.

- For long-term suspensions (exceeding 10 days), the school may opt to handle that under the "expulsion" procedures specified below (including providing for a discretionary appeal to the Board).

Exceeding 6 consecutive day suspension

Any student who exhibits behavior that results in more than six consecutive days of suspension will require disciplinary committee involvement.

- The disciplinary committee will review the situation and determine the appropriate corrective action to be taken, which may include suspension, expulsion, or other measures deemed necessary.
- The student and their parents or guardians will be notified of the disciplinary committee's decision, including the reason for the decision and any associated consequences.
- The disciplinary committee will work with school administrators and faculty to develop a plan for the student's return to school, including any necessary support services or accommodations.
- The disciplinary committee may also recommend counseling or other forms of intervention to address the underlying causes of the student's behavior.
- All disciplinary actions will be documented and maintained in the student's permanent record in accordance with state and federal laws and regulations.

EXPULSION

The recommendation to expel any student will be made in writing and will include the reasons for the expulsion. The writing shall be issued by the Principal or his/her designee, after the discipline committee hearing about the events involved in the situation (including the offending student’s point of view).

The disciplinary committee is made up of at least 3 faculty. You may wish to consult an attorney, since there are basic due process rights which are guaranteed by law, as well as statutory rights guaranteed to special education students. Those rights may include the option to testify, present evidence, argue one’s case, and be represented by counsel.

- You may not attend classes until the disciplinary committee meeting is held, but you will be able to turn in work for the classes you miss while waiting for the hearing and receive full credit for that work.
- The decision of the Board is final and binding. However, if you or your parents or legal guardians decide to further challenge the expulsion recommendation, you may file an appeal of the expulsion recommendation within five (3) school days of receiving notice of the disciplinary committee decision.
- If the Superintendent considers there to have been sufficient due process at the disciplinary committee hearing (meaning notice and an opportunity to be heard), then he or she has the discretion whether or not to bring the case to the TMSA’s board. If he or she decides in favor of doing so, the Board will conduct a hearing at its next regularly scheduled board meeting (which may not be for a matter of several weeks). The Board has the discretion to decide the procedural aspects of that hearing, including, for example, who bears the burden of proof, and what standard of review would apply. The decision of the Board is absolutely final and binding.
- The President of the disciplinary committee and/or Board shall have the discretion to control the hearing process and procedures in whatever reasonable manner he/she decides, as long as the

hearing is consistent with applicable laws and constitutional norms of procedural and substantive due process.
- All decisions made by the disciplinary committee and/or Board shall be by a majority vote.
- All hearings before the disciplinary committee and/or Board are exempt from the Open Meeting Law.

DISCIPLINARY COMMITTEE

This committee is made up of at least 3 faculty and directed by the Principal and consists of the AP of Student Culture, school counselor and selected teachers (who may change from time to time). The committee's goal is to create an individualized plan for students with repeated misbehavior in an effort to correct the issues involved, as well as to hand out fair and reasonable punishments under all of the circumstances.

BEHAVIOR INTERVENTION PLANS

Students exhibiting repeated behaviors will be placed on a behavior intervention plan. This plan is designed to put into place incentives to reward improved behavior and stricter consequences for continued misbehavior. All stakeholders will design the plan together based on tracked misbehavior. Parent, student, and administration will sign the plan in an effort to work as a team to improve student behaviors. Typical consequences for the behavior intervention plan are 3 or 6 day suspensions and then expulsion, if misbehavior continues. Incentives are received frequently for positive behavior. If a student goes one month straight without misbehavior, they may be removed from the conditions of the plan, but intermittent incentives will be continued.

- Students placed on a behavior intervention plan may be flagged as a "habitual disciplinary problem,".

Revision History

- 1/15/2025 Added: GOOGLE ACCOUNT
- 2/10/2025 Added: Any student who cheers, records, or otherwise encourages a fight is considered an active participant and will be subject to disciplinary action.
- 2/15/2025 Added: **TMSA Elementary Schools are no-treat schools.** For birthdays, parents can bring in a goody bag with non-food items or something similar.
- 2/26/2025 Added: Consequences for Verbal or Physical Assault on a staff member.
- 3/30/2025 Added: Any communication indicating possession of a weapon—whether electronic, verbal, or otherwise—will result in an immediate investigation and possible consequences.
- 7/30/2025 Added: Pants must include belt loops
- 7/30/2025 Added: Disclaimer Regarding Lost Items
- 7/30/2025 Revised Probation Terms: First-Time Offenses
- 7/30/2025 Added: Consequences for Unauthorized Use of Proxy Sites or Bypassing GoGuardian
- 7/30/2025 Added: Requesting an Absence to Be Excused Due to Illness
- 7/30/2025 Added: Water Bottles