

**Section: 3000 - Students & Parents**

**Title : Code of Conduct**

**Number: 3500**

**Status: Active**

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## **CODE OF CONDUCT**

### **STUDENT RIGHTS, RESPONSIBILITIES, AND CHARACTER DEVELOPMENT HANDBOOK**

#### **Foreword**

A college preparatory education is the primary purpose of TJCA. In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Accordingly, the teacher, as the recognized authority in the classroom, serves as the role model to set the expectations for student behavior. Discipline is defined as well-ordered, directed behavior. The parents, guardians, students, teachers, Headmaster, administrative and support personnel, and the Board of Directors of Thomas Jefferson Classical Academy share responsibilities in the positive development and maintenance of disciplined behavior. Discipline shall be maintained without the use of corporal punishment, which is prohibited at TJCA. Every student has a right to an environment that encourages learning and is free of disruption. This handbook presents guidelines on behavior and school citizenship for students that are based on policies of Thomas Jefferson Classical Academy. The following broad categories related to student conduct are included:

The rules of conduct and sanctions for violations detailed in this document are part of our continuing responsibility to monitor student behavior. The explanations of violations and the definition of terms have been expanded to assist students in understanding the expected behaviors.

**A set of rules does not replace the administrator's judgment in the review of discipline incidents. The levels indicated for school initiated consequences are a guide for the administrator but the levels may be increased or lessened if, in the view of the administrator, the situation calls for that judgment. (Violations of the laws of North Carolina will be handled pursuant to normal arrest procedures and are not within the administrator's jurisdiction.) The administration has the authority to use administrative discretion in dealing with these matters to ensure the safety and well being of our students.** In order for schools to be safe and orderly places for learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good sound judgment must be exercised in consideration of conditions of the moment. Furthermore, it is recognized that students need to be active participants in maintaining a safe and orderly school environment. To promote the active involvement and self-discipline of students, school staff members must remember that students need to feel respected and valued. Opportunities to learn from mistakes create a context for students to learn to make good choices in the future. *Ultimately, the goal is for students to do the right thing, even when no one is looking!*

### **Staff & Student Rights:**

No individual, whether it be a parent, staff member, or board member, has the authority to give directives to any student, other staff member, parent, or board member, unless he or she has been explicitly delegated that authority by the Headmaster, except in extreme cases where the safety of the school community is clearly at risk.

### **STUDENT CODE OF CONDUCT**

The code of conduct for students in Thomas Jefferson Classical Academy is presented as rules and sanctions. These rules and sanctions have been adopted by Thomas Jefferson Classical Academy and represent its official policy. Each rule is accompanied by the consequences (sanctions) for breaking that rule. These consequences are stated as minimum and maximum for each rule violation. Teachers, Headmaster, and other authorized personnel (including volunteers and bus drivers) are responsible for monitoring student conduct. Rule violations are to be reported via E-Discipline slips to the Dean of Students with a copy to the Headmaster. **These school personnel WILL take disciplinary action against any student who violates one or more of these rules in accordance with the stated consequences.**

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## **CONSEQUENCES FOR VIOLATIONS**

- LEVEL 1 Conference/ Verbal Warning
- LEVEL 2 Silent lunch, After school detention
- LEVEL 3 Suspension for 1 - 3 days
- LEVEL 4 Suspension for 4 - 9 days
- LEVEL 5 Suspension for 10 days
- LEVEL 6 Recommend Long-term suspension/Expulsion

### **Additional Consequences:**

Any student receiving a suspension will automatically forfeit the privileges of all extra-curricular activities, including but not limited to, field trips, clubs, and all afterschool activities for the remainder of the trimester or school year, to be determined by the club sponsor or administration. **Any student suspended from school will be removed from an athletic team for the remainder of the season.**

### **Character Traits Found in the Student Rights, Responsibilities, and Character Development Handbook**

This handbook supports the belief that character development and student discipline go hand-in-hand; one is proactive while the other is reactive. All teachers and staff are trained to promote positive character development traits as part of their teaching responsibilities.

### **Legal Disclaimer:**

Nothing in this policy is intended to contradict local, state, or federal laws or binding directives from the North Carolina State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the N.C. State Board of Education, the respective law or directive supersedes the policy item.

### **CODE OF CONDUCT EXPECTED OF EVERY STUDENT:**

Students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed on the following pages you should immediately contact an administrator for a complete explanation.

### **ALL STUDENTS WILL:**

- Attend school and class every day (Rule 1)
- Dress appropriately (Rule 4)
- Do as instructed by teachers and staff (Rules 7 & 9) Bring all needed materials to class (Rule 9)
- Allow school officials to conduct a reasonable search (Rule 21)
- Use the computer and the Internet for official school activities (Rule 22)

### **ALL STUDENTS MUST AGREE TO THE FOLLOWING:**

- **No** food/beverages unless permitted by the school (Rule 2)
- **No** medication unless authorized and supervised by the school (Rule 3)
- **No** selling any items on campus unless authorized by the school (Rule 5)
- **No** lying, cheating, forgery or false information (Rule 6)
- **No** talking back to staff or adults, refusing to comply with reasonable requests or walking away (Rule 7)
- **No** profanity, cursing, offensive racist or obscene speech, gestures or written materials (Rule 8)
- **No** disruption of class or school including; chronic talking, throwing objects, horse playing, teasing, refusing to remain seated, leaving without permission, chronic lack of supplies or repeated violations (Rule 9)
- **Do Not** come on campus without proper permission or go on any campus during a suspension (Rule 10)

- **No** unsafe actions including running in parking lots (Rule 11)
- **Do Not** drive recklessly on school grounds or operate skateboards, roller blades etc. without proper permission (Rule 12)
- **No** gambling (Rule 13)
- **Do Not** damage school property (Rule 14)
- **Do Not** set fire or try to set fire to anything, this includes striking matches and flicking lighters (Rule 15)
- **Do Not** steal anything (Rule 16)
- **Do Not** break into the school with or without intent to steal or vandalize (Rules 17 & 18)
- **Do Not** take anything from anyone by force or through intimidation (Rules 19 & 20)
- **Do Not** possess, or distribute inappropriate pictures, music or material that would not be acceptable at school (Rule 23)
- **Do Not** make, use, spend or give counterfeit money to anyone (Rule 24)
- **Do Not** participate in any gang related activity (Rule 4 Page 10 and Rule 27)
- **Do Not** pull the fire alarm (Rule 25)
- **Do Not** use the telephone to call 911 unless an emergency exists (Rule 25)
- **Do Not** say to anyone that a bomb is at school unless the emergency exists (Rule 26)
- **Do Not** hit, kick, spit, shove, fight, assault or threaten anyone (Rule 27)
- **Do Not** take part in sexual activity; harass another student(s), or expose private body parts (Rule 28)
- **No** alcohol, tobacco or drugs (Rule 29)
- **No** weapons of any kind (Rule 30)
- **No** guns, loaded or unloaded, toy or real (Rule 31)

#### **Hazing and Other Potentially Harmful Behavior:**

Thomas Jefferson Classical Academy forbids any form of hazing on campus, which may result in student expulsion, and reserves the right to remove any and all school privileges from any student involved in causing the physical harm, or loss or destruction of property, of another member of the community by his/her participation in an off-campus hazing incident, or illegal activity.

#### **Policy Prohibiting Harassment, Intimidation, Discrimination, and Bullying:**

Bullying is commonly defined as “intentional, repeated hurtful acts, words, or other behaviors...committed by one or more children against another child,” (*Preventing Bullying: A Manual for Schools and Communities*. US Department of Education: March 2003).

Bullying may take several forms in the effort to harass, intimidate, or discriminate against others. This may include, but is not limited to:

**Physical Bullying** – punching, hitting, poking, kicking, strangling, hair pulling, beating, biting, excessive tickling, pushing

**Verbal Bullying** – name-calling, teasing, gossip, starting/spreading rumors, taunting, threatening

**Emotional Bullying** – rejecting, terrorizing, extorting, intentionally excluding, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships/relationships, isolating, ostracizing, peer pressure

**Sexual Bullying** – includes many actions listed previously, as well as voyeurism, exhibitionism, sexual propositioning, sexual harassment, abuse involving actual physical contact, sexual assault

(*Preventing Bullying: A Manual for Schools and Communities*. US Department of Education: March 2003).

No student, staff member, or other person shall in any way bully, harass, or intimidate another student, staff member, or other person on TJCA school grounds or at an TJCA school function, on or off school property. This also applies to any person representing TJCA in an official capacity. This policy includes actions, behaviors, and the use of language that could be considered as bullying, and may include, but is not limited to, those listed above.

**Consequences:** In the effort to provide a safe, orderly, and productive educational environment, the Thomas Jefferson Classical Academy Board of Directors has adopted the Student Code of Conduct. Consequences for infractions of this policy are covered by the approved TJCA Student Code of Conduct rule violation 27.

## **CODE OF CONDUCT RULES/SCHOOL CONSEQUENCES**

### **Rule Violation 1 Attendance:**

A student is to attend school each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents of absent or truant students.

#### **A. Tardiness:**

- Failure to be in a place of instruction at the assigned time:
- A tardy log will be kept in all classes including homeroom. A student is allowed to arrive tardy to class three (3) times during any quarter. On the third (3rd) tardy, the student will be given a warning by the teacher. On the fourth (4th) tardy, the student will be referred to the Dean of Students and possible punishment could include lunch detention or After school detention . The tardy policy resets to zero after the end of each grading period.

#### **B. School/Class Cutting:**

- Failure to report to school or class without proper permission, knowledge, or excuse by the school or teacher.

#### **C. Excessive Absences (Truancy):**

- Excused or unexcused absences which are likely to adversely affect the student's education.  
PLEASE refer to tardy and absence policies: 3070 and 3075

### **SCHOOL INITIATED CONSEQUENCES:**

1. Minimum: LEVEL 2: After school detention
2. LEVEL 3: Suspension of 1-3 days
3. Maximum: LEVEL 4: Possible report to law enforcement for truancy if under 16.

NOTE: Thomas Jefferson Classical Academy policy is for each student to missing no more than 18 days of instructional time. Any student missing 19 days or more will be in jeopardy of retention. See 3070, 3075

### **Rule Violation 2 FOOD/BEVERAGES:**

A student will not eat in unauthorized areas of the school.

### **SCHOOL INITIATED CONSEQUENCES:**

Minimum: LEVEL 1: Conference/ Verbal Warning Maximum:  
LEVEL 2: After school detention  
Next offense will result in punishment that at the Dean of Students' discretion.

### **Rule Violation 3 MEDICATIONS:**

Students are not to have prescription or nonprescription medications in their possession at any time on school grounds. This rule will not be interpreted to prevent a student from taking medications. The rule is to allow legal medications to be dispensed by the school nurse or proper school authorities to the students to ensure the safety of all the students. Any new medications given to students must be checked in immediately upon arrival on school grounds at the front office. Proper school authorities will dispense their medications. The only exception to this is when a Doctor gives permission due to medical necessity for the student to carry a specific medication (for example; an inhaler) on his or her person and that a permission letter must be on file with the TJCA office staff.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 6 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/Expulsion

### **Rule Violation 4 STUDENT DRESS CODE:**

#### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning and calling parents to bring proper uniform.
- LEVEL 2: After school detention ,  
Maximum: LEVEL 3: 1-3 day suspension for multiple infractions
- Note: Homeroom teachers will be responsible for monitoring. The students who come in after homeroom will be monitored by front office. The Headmaster, Dean of Students, and Coaches will continually monitor the uniforms throughout the day, including surprise class inspections.

### **Rule Violation 5 PERSONAL PROPERTY:**

A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. *(All items will be confiscated with the item returned to the parent at a mutually agreed time.)*

#### **Toys, games, cards, radio, Walkman, CD's, tape recorder, IPOD:**

- Possession of the above or any similar device without permission of the administration.

#### **Cellular Telephone, Beeper, Pager:**

- These items must be turned to the off position and not out in view on school property.
  - **All cell phones must be out of view and in the off position on campus during the school day.**
- Repeated offenses will result in loss of privilege to bring cell phones to school, and possible suspension.  
Note: Cell phones are permitted on field trips and athletic travel events that will arrive back on campus after the end of the school day.

### **Selling Items on Campus:**

- Students are not to sell any objects on campus that are not authorized through the school as an organized, approved school activity.

**Other:**

- Possession of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms, look-a-like beepers, lighters, matches, etc.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1 Conference/ Verbal Warning
- LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 - 9 days
- Maximum: LEVEL 5: Suspension for 10 days

**Rule Violation 6 MISREPRESENTATION:**

A student will not lie or cheat.

**Altering Report Cards or Notes:**

- Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.

**False Information:**

- Making false statements, written or oral, to anyone in authority.

**Cheating:**

- violating rules of honesty, such as plagiarism,
- copying another student's test, assignment
- revealing test questions/answers to students who have not taken that test.

\*Please refer to TJCA-CFA policy #3220.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 – 9 days
- Level 5: Suspension for 10 days
- Maximum: Level 6: Recommend Long Term Suspension/ Expulsion for any 3<sup>rd</sup> violation during middle school years (6<sup>th</sup> through 8<sup>th</sup> ) or High School Years (9<sup>th</sup> through 12<sup>th</sup>).

**Rule Violation 7 INSUBORDINATION:**

A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner.

**Walking Away or Talking Back:**

- Leaving while a staff member is talking to a student, or talking back to a staff member in a rude manner.

**Failure to comply with proper and authorized direction or instruction of a staff member:**

- Failure to follow any authorized direction given by a staff member.

**Refusal to work in class:**

- Failing to do assigned work during class.

**Refusal to report to the office:**

- Failure to report to the administrative office as directed by a staff member.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: After school detention

- LEVEL 3: Suspension for 1 – 3 days
- LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/Expulsion

#### **E. Refusal of Detention:**

Failure to report to any in school alternative as directed by a staff member.

#### **SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4-9 days
- LEVEL 5: Suspension for 10 days

#### **Rule Violation 8 PROFANITY OR OBSCENITY:**

A student will not use profane or obscene language or make obscene gestures.

##### **Offensive Language:**

- Cursing, or saying anything that conveys an offensive, racist , or obscene message to a student or a staff member.

##### **Obscene/Offensive Gestures:**

- Making any sign or gesture that conveys an offensive, racist , or obscene message to a student or a staff member.

##### **Derogatory Written Materials:**

- Having any written material or pictures that convey an offensive, racist , or obscene message.

#### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: After school detention
- LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum LEVEL 6: Recommend Long-term suspension/Expulsion

#### **Rule Violation 9 GENERALLY DISRUPTIVE BEHAVIOR:**

No student may disrupt the class or school.

##### **Chronic Talking:**

- Repeated talking in the classroom without permission.

##### **Throwing Objects:**

- Throwing any object in any part of the school or on school grounds, unless directed by a staff member pursuant to instructional purposes.

##### **Horse playing, Harassing or Teasing:**

- Rough or noisy play or pranks that serve to pester or torment another student, to include willfully throwing anything that could serve to harass, but could not injure, another student or staff member.

##### **Refusing to Remain in Seat:**

- Getting out of seat or moving seat without permission of staff member.

##### **Rude Noises:**

- Making any unnecessary noise.

##### **Leaving without Permission:**



- Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.

**Chronic Lack of Supplies:**

- Repeatedly reporting to class without necessary material such as books, class supplies, pencils, etc.

**Other:**

- Any other action that disrupts or interferes with educational activities or the school environment.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 - 3 days
- Maximum: LEVEL 4: Suspension for 4 – 9 days

**Rule Violation 10 TRESPASSING:**

A student will not enter any school property or school facility without proper authority, to include entering any school during a period of suspension or exclusion.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 – 3 days
- Maximum: LEVEL 4: Suspension for 4 – 9 days

**Rule Violation 11 UNSAFE ACTION:**

A student should not commit any action that has the potential to cause danger or physical harm to himself or to others, including attempting to elude school officials by running through a parking lot or any traffic area, climbing on the roof of buildings, being in construction areas, boiler rooms, any unauthorized area, or any action that has the potential for physical harm.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/ Verbal Warning
- LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 -3 days
- Maximum: LEVEL 4: Suspension for 4 – 9 days

**Rule Violation 12 RECKLESS VEHICLE USE:**

A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health, safety, or a disruption to the educational process.

The use of a motor vehicle in driving to school is considered a privilege, which may be limited or revoked at any time by the headmaster of the school. A student will not return to their vehicle without permission from the Headmaster. The School's resource officer may issue citations on school property.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1 -3 days / 1 month loss of parking permit
- LEVEL 4: Suspension for 4- 9 days / 1 year loss of parking permit
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/Expulsion

**Rule Violation 13 GAMBLING:**

A student will not play games of skill or chance for money or property.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Verbal Warning
- LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 - 3 days
- LEVEL 4: Suspension for 4 - 9 days
- LEVEL 5: Suspension for 10 days
- LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 14 VANDALISM:**

A student will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage or destroy property; i.e., school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property.

**A. School Property:**

- Defacing or damaging doors, windows, walls, mirrors, desks, lockers, computers, or any other school equipment, to include graffiti.

**B. Damaging Another Person's Property:**

- Damaging any property belonging to another student, to include clothing, books, class projects, automobiles, etc.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1 -3 days (\$200 or below damage)
- LEVEL 4: Suspension for 4 –9 days Level (\$201-\$500 damage)
- Maximum: LEVEL 5: Suspension for 10 days (\$501 up damage)
- *Note: Damages must be reimbursed in each situation*

**Rule Violation 15 USE OF FIRE:**

A student will neither set fire nor attempt to set fire to anything on school property, or participate with others (either by presence or action) to damage or destroy school property through the use of fire. This will include striking matches, flicking cigarette lighters or using any instrument that is capable of producing fire on school property, at a school sponsored or school- related activity that is on or off school property.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4 - 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 16 THEFT:**

A student will not steal or possess stolen property, or participate with others (either by presence or action) to do so.

**A. School, Staff or Student Property:**

- Taking and/or carrying away property belonging to Thomas Jefferson Classical Academy, any staff member or any student without prior permission. This will include the removing of any property from a locker other than the one assigned.

**B. Possession of Stolen Property:**

- Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

**SCHOOL INITIATED CONSEQUENCES:**

**Theft may be reported to local law enforcement with potential charges.**

- Minimum: LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 17 BREAKING AND ENTERING:**

A student will not break into school property. This will include any unauthorized entry into school property with or without destruction to the property.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- Minimum: LEVEL 4: Suspension for 4 –9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 18 BURGLARY:**

Unlawful entry into any School property with the intent of committing a felony, or to steal and/or take and carry away the property of another.

· **Attempted:**

Attempting to take property from a person by force or violence.

· **Actual:**

Taking property from a person by force or violence.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 19 ROBBERY:**

A student will not take another person's property by force or violence.

· **Attempted:**

- Attempting to take property from a person by force or violence.

· **Actual:**

- Taking property from a person by force or violence.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 20 EXTORTION:**

A student will not take or threaten to take the property of others through intimidation.

**A. Attempted:** Use of threats or intimidation in an attempt to obtain money or property from another.

**B. Actual:** Use of threats or intimidation to obtain money or property from another.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4 - 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 21 REFUSAL TO ALLOW SEARCH:**

In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, or other items prohibited by law or the Code of Conduct.

**A. Search of an Individual or his/her Possessions:**

- A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her desk, locker, book bag, purse or other possessions which are present on school property or at a school activity.

**B. Search of a Vehicle:**

- A student must cooperate with and may not obstruct or interfere with a reasonable search of the student's vehicle and its contents when it is present on school property or at a school activity. Violation of this rule may result in the student losing his/her parking privilege, in addition to other applicable disciplinary action.

**C. Random Search of Student Lockers and Desks:**

- Student lockers and desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Lockers and desks shall be used only for storage of those items that are reasonably necessary for the student's school activities such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk or locker.

**D. Random Law Enforcement Canine Searches:**

- The school system may use Law Enforcement canines for random searches of lockers, desks, and possessions of students, such as book bags, that do not require a search of the student. A student must cooperate with and may not obstruct or interfere with a canine search conducted in accordance with this provision.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1 - 3 days
- LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

## **Rule Violation 22 INAPPROPRIATE USE OF COMPUTER OR INTERNET:**

Students must refrain from inappropriate use of school system computers or from utilizing the Internet site without proper authority.

## **TJCA Acceptable Use Policy - USE OF COMPUTERS**

### **STATUTORY**

Legal Reference: 17 U.S.C. 101, 102, 106, 107,108, 110, 117; G.S. 115C-523, -524

In accordance with goals established in Board policy, the Board and Headmaster will strive to make computers available to all students and to personnel who would be assisted by them.

All computers are under the control of the Board, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the Headmaster or designee, have been taken to protect the computer from viruses or any other potential damage.

All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use. To encourage the effective use of computers in the classroom, the Headmaster is encouraged to work with teachers in developing administrative procedures for making computers available to teachers for training purposes. Such administrative procedures may provide for allowing teachers to take computers home as a regular part of instructional planning or professional development.

### **Internet Acceptable Use Policy**

The Thomas Jefferson Classical Academy Board of Directors recognizes that electronic resources of all types are becoming a vital part of an up-to-date education for the students whom TJCA is preparing to become technologically literate citizens. Because of this, the Board, in general, supports providing access to these resources for our staff and students.

Copies of the Internet Use Agreement are available from the Headmaster. The Board expects that the Internet and e-mail within the school will be used for educational purposes only and that staff will use the guidelines established by Board policy both for their own professional use and to instruct students in the use of these resources.

The Board policies regarding the Selection and Reconsideration of Instructional Materials and Copyright should be followed when utilizing Internet access and e-mail throughout the school. Students who wish to have access to the Internet must sign the Internet Use Agreement and must submit a permission form, which has been signed both by the students and a parent/legal guardian in which they agree that the students will adhere to all guidelines and be responsible for their own actions. Staff members will instruct students in the correct use of these resources, and students will read and understand the guidelines established by the school. The ultimate responsibility for a student's actions in using the Internet and e-mail rests with the student and his/her parent(s)/legal guardian(s).

Students who do not adhere to the guidelines set forth by the school will have their e-mail and Internet privileges revoked and may be subject to other disciplinary measures.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: After school detention

- LEVEL 3: Suspension for 1 - 3 days
- LEVEL 4: Suspension for 6 - 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

### **Rule Violation 23**

#### **POSSESSION OR DISTRIBUTION OF INAPPROPRIATE AND/OR VIOLENT MATERIAL:**

A student must refrain from having any inappropriate material in his/her possession, including but not limited to pictures, magazines, CD's, cassettes, explicit or graphically violent materials (i.e: instructions/documentation concerning the creation of or the use of weapons).

#### **SCHOOL INITIATED CONSEQUENCES:**

- Low Level Violations:
- Minimum: LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 -9 days
- High Level Violations:
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

### **Rule Violation 24 POSSESSION OR DISTRIBUTION OF COUNTERFEIT CURRENCY:**

A student may not possess, distribute, produce or use counterfeit currency on school property or at a school sponsored or school-related activity on or off school property.

#### **A. Simple Possession of Counterfeit Currency:**

- Possession of counterfeit currency on school grounds.

#### **SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- Minimum LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

#### **B. Distribution of Counterfeit Currency:**

- Distributing counterfeit currency on school grounds or at school related activities or conspiring to distribute counterfeit currency.

#### **C. Production of Counterfeit Currency:**

- A student must refrain from the production of any counterfeit currency on school premises through the use of school equipment. This includes conspiring with anyone to produce counterfeit currency at school.

#### **D. Use of Counterfeit Currency:**

- Using or attempting to use counterfeit currency to purchase items on any school premises, or at any school activity, or to pay for obligations owed to any school.

#### **SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- Minimum LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days

- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 25 FALSE ALARM:**

Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists on school grounds, on school bus or at any school function.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 26 BOMB THREAT:**

Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity.

**N.C.G.S. §115 C-391(d3) requires an automatic suspension of 365 calendar days for any student who makes a false report or perpetuates a hoax relating to a bomb. This law also requires that the Division of Motor Vehicles revoke the permit or the license of a person convicted of making a false threat.**

**SCHOOL INITIATED CONSEQUENCES:**

**Violations will be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 27 AGGRESSIVE PHYSICAL ACTION:**

A Student will not exhibit any form of aggressive physical action against another student, staff member or any other adult at school.

**A. Hitting, Biting, Spitting, Shoving, Kicking or Throwing Objects:**

- Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult for the purpose of harassment.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: Level 2: After school detention
- LEVEL 3: Suspension for 1 - 3 days
- LEVEL 4: Suspension for 4 - 9 days
- Maximum: LEVEL 5: Suspension for 10 days

**B. Fighting:**

- The exchange of **mutual aggressive physical contact** between students, with or without injury, is prohibited. The first incident of fighting that occurs will result in the minimum consequence. Subsequent incidents will result in more restrictive consequences.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- Minimum: Level 3: Suspension for 1- 3 days
- Level 4: Suspension for 4 - 9 days
- LEVEL 5: Suspension for 10 days

- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

### **C. Threatening/Intimidating a Student:**

- A student will not threaten to strike, attack or harm any student or to make one fearful by intimidation.

**LOW-LEVEL THREAT:** A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

#### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: After school detention
- Maximum: LEVEL 3: Suspension for 1 -3 days

#### **MEDIUM-LEVEL THREAT:**

A medium- level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent. This threat can be carried out, but it may not be entirely realistic.

#### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 4: Suspension for 4 – 9 days
- Maximum: LEVEL 5: Suspension for 10 days

#### **HIGH-LEVEL THREAT:**

A high level threat is defined as a threat that is specific, logical and can be carried out. This threat poses immediate serious violence.

#### **SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

### **D. Threatening/Intimidating a Staff Member or Other Adult on School Property:**

A student will not threaten to strike, attack or harm any adult or to make one fearful by intimidation.

**Violations may be reported to local law enforcement with potential charges.**

#### **LOW-LEVEL THREAT:**

A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

#### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: After school detention
- Maximum: LEVEL 3: Suspension for 1 - 3 days

#### **MEDIUM-LEVEL THREAT:**

A medium- level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent. This threat can be carried out, but it may not be entirely realistic.

#### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 4: Suspension for 4 - 9 days
- Maximum: LEVEL 5: Suspension for 10 days

#### **HIGH-LEVEL THREAT:**



A high level threat is defined as a threat that is specific, logical and can be carried out. This threat poses immediate serious violence.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 6: Recommend Long-term suspension/expulsion

**E. Assault on a Student:**

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting).

**F. Assault on a Staff Member or Other Adult on School Property:**

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting).

**G. Multiple Assault:**

Two or more students physically attacking a single student. This violation will include students who take an active part in gang initiations involving assault.

**SCHOOL INITIATED CONSEQUENCES:**

**Violations may be reported to local law enforcement with potential charges.**

- LEVEL 6: Recommend Long-term suspension/expulsion

**H. Inciting to Riot/Chaos:**

Behavior of a violent or aggressive nature that occurs in a **NO HITTING ZONE** and generates aggressive actions, verbal and/or physical, and the response of students involved in the incident or witnessing the incident has the potential for widespread chaos and/or inciting to riot.

**I. Refusing to Disperse:**

Any student who witnesses an incident in a **NO HITTING ZONE** and refuses to comply with the request of staff members to disperse. The response of students involved in the incident has the potential for widespread chaos and/or inciting to riot.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 28 SEXUAL OFFENSE:**

A student will not engage in sexual behavior.

**A. Public Display of Affection:**

Public Display of Affection that is not appropriate on school grounds.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 1: Conference/Verbal Warning
- LEVEL 2:
- Maximum: LEVEL 3: Suspension for 1-3 days

**B. Offensive Touching:**

Improper touching of an offensive or inappropriate nature.

**C. Sexual Harassment:**

Verbal or physical conduct of an inappropriate nature, which may reasonably be regarded as intimidating, hostile or offensive.

**D. Consensual Sex:**

Inappropriate activity involving willing participants. (Both parties must be charged at the same level)

**E. Indecent Exposure:**

Intentional exposure of private parts of one's body.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**F. Sexual Assault/Rape or Attempted Rape:**

**Violations will be reported to local law enforcement with potential charges.**

Unlawful sexual assault / attempted sexual assault by force, threat, or fear.

**SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 29 ALCOHOL, TOBACCO AND OTHER DRUGS:**

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia.

**TOBACCO AND NICOTINE PRODUCTS:**

**A. Possession or Use of Tobacco Products:**

A student may not possess or use tobacco products on school premises. This includes Electronic Cigarettes (E Cigs) and Vapor Pipes (Vapes)

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 -9 days
- Maximum: LEVEL 5: Suspension for 10 days

**B. Sale or Distribution of Tobacco Products:**

Distributing or selling any tobacco products to underage student(s).

Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**ALCOHOL:**

**Violations will be reported to local law enforcement with potential charges.**

**A. Use or Under the Influence of Alcohol:**

Drinking any alcoholic beverage or having any substance containing alcohol in school; on school grounds; to and from school; on the school bus; at any school function; coming on school grounds or going to any school activity after consumption.

**B. Possession of Alcohol:**

Possessing any alcoholic beverages in school; on school grounds; to and from school; on school bus; or at any school function.

**C. Sale or Distribution of Alcohol:**

Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function.

Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 4: Suspension for 4 – 9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

Also, the FIRST violation for the above listed alcohol violations will result in a required Alcohol/Drug assessment by a certified professional and the results must be released to the TJCA counselor.

Alcohol / Drug testing may be required.

**DRUGS (ILLEGAL SUBSTANCE)**

**Violations will be reported to local law enforcement with potential charges.**

**A. Use or Under the Influence of Drugs (Illegal Substance):**

Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.

**B. Possession or Attempting to Possess Drugs (Illegal Substance):**

Possessing, or attempting to possess any illegal, counterfeit or controlled substance or any action that contributes to the possession of any illegal or controlled substance. Quantity must be small enough to indicate personal use by only one individual.

Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

**C. Paraphernalia:**

Possessing, distributing or using any drug related paraphernalia.

**D. Inhalants:**

Possessing, distributing or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects.

**E. Sale/Distribution (Attempt or Actual):**

Distributing or selling any illegal, counterfeit or controlled substance (including prescription medication given or sold to an individual other than the one for whom the prescription was written) attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage student(s).

Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 4: Suspension for 4-9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

Also, the FIRST violation for the above listed drug violations will result in a required Alcohol/Drug assessment by a certified professional and the results must be released to the TJCA counselor.

Alcohol / Drug testing will be required. There will be no exceptions to this.

### **Rule Violation 30 WEAPONS AND DANGEROUS INSTRUMENTS OR OBJECTS:**

#### **Violations may be reported to local law enforcement with potential charges.**

A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual.

#### **All items will be confiscated and will not be returned.**

Under N.C.G.S. § 20-11(n1) possession of a weapon on school property or at a school related activity can result in the loss of a student's driver's license/permit.

**Special Note: Any student who inadvertently possesses or finds a weapon or substance that may subject a student to punishments may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance.**

#### **A. Toy Knife:**

Possession of any size or shape toy knife.

#### **B. Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile:**

May include, but not be limited to a cap pistol, water pistol or any look-alike gun.

#### **C. Laser lights:**

Pointing devices that can cause serious injury to the eyes

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 -3 days
- LEVEL 4: Suspension for 4 –9 days
- Maximum: LEVEL 5: Suspension for 10 days

#### **C. Knife:**

#### **Simple Possession – Blade 2 ½ inches or smaller:**

A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive discipline.

### **SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 3: Suspension for 1-3 days
- LEVEL 4: Suspension for 4-9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

#### **D. Simple Possession – Blade greater than 2 ½ inches:**

Possession of any knife longer than 2 1/2 inches, regardless of intent.

**E. Razor Blade/Box Cutter:**

Possession of a razor blade, box cutter or similar device for cutting.

**F. Camouflaged Weapon:**

Knife blades, or other sharp devices camouflaged as tubes of lipstick, ink pens, hair combs, etc.

**SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 4: Suspension for 4-9 days
- LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**G. Object Thrown From a School Bus:**

Any object thrown from a school bus will be considered a missile and will be treated as a weapon.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 2: After school detention
- LEVEL 3: Suspension for 1 -3 days (Remove from bus 5 days)
- LEVEL 4: Suspension for 4- 9 days (Remove from bus 10 days)
- LEVEL 5: Suspension for 10 days (Remove from bus for the remainder of school year)
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**H. Ammunition:**

Possession of any bullets or shells or any objects that could be considered to be ammunition or which resemble ammunition.

**I. Fireworks, Small Explosives:**

Possession of firecrackers or small explosive devices including caps and snapper pops.

**J. Explosive:**

Any device containing combustible material and a fuse.

**K. Antipersonnel Spray:**

Possession of chemicals such as Mace or pepper sprays.

**L. Bomb:**

Any device brought to school that contains combustible material.

**M. Possession of any other weapon or device other than a firearm:**

Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun.

**N. Other:**

Possession of any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi- fingered rings, metal knuckles, nunchucks, Bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, fire extinguisher and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. This will include chemical or biological agents or counterfeit versions of chemical or biological agents.

**SCHOOL INITIATED CONSEQUENCES:**

- Minimum: LEVEL 5: Suspension for 10 days
- Maximum: LEVEL 6: Recommend Long-term suspension/expulsion

**Rule Violation 31 FIREARMS:**

**Violations will be reported to local law enforcement with potential charges.**

A student will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon, which will or is designed to or may readily be converted to expel a projectile by action of an explosion, to include camouflaged guns. (Class 1 Felony Weapon).

**Under N.C.G.S. § 20-11(n1) possession of a weapon on school property or at a school related activity can result in the loss of a student's driver's license/permit. Any student found in possession of a weapon on school grounds or at school related activities that is suspended for more than 10 days or is assigned to an alternative educational setting for more than 10 consecutive days will lose his/her driver's license.**

**A. Possession of a pistol, revolver, or any other firearm (loaded or unloaded):**

N.C.G.S. §115C-391 (d1) requires the total cessation of all educational services for a period of 365 days unless the headmaster decides otherwise on a case-by-case basis. A complete psychological evaluation will be required for any student found to be in possession of a firearm on school grounds, on school bus, or at any school function and the results must be released to the TJCA counselor.

**SCHOOL INITIATED CONSEQUENCES:**

- LEVEL 6: Recommend Long-term suspension/expulsion