



**Ivy Academy Student
Code of Acceptable Behavior
and Discipline/Behavior Rubrics
2022-2023
(Patterned after HCS COAB)**

A Message from Ivy Administrators

Dear Ivy family,

The faculty and staff of Ivy Academy are committed to providing the best education possible and ensuring all of our students are ready for post-high school success. To achieve this goal, we must have a safe and secure learning environment where all of our students can excel. At Ivy Academy we have always expected excellence from our students in scholarship, stewardship, and volunteerism. Ivy Academy expects the same excellence from our students in their choices and classroom behavior. Every classroom, whether indoor or outdoor, will be a place where students can learn without disruptions.

The Student Code of Acceptable Behavior and Discipline (adapted from the Hamilton County Schools COAB) has been established to maintain a climate conducive to learning. The Hamilton County Board of Education and Ivy Academy School Board support the measures that promote a safe, respectful environment where teachers can teach and students can learn.

Please read this code, discuss it with your child, sign the attached Parental/Student Notification form, and return it to Ivy Academy with your beginning-of-year paperwork. Middle and high school students must read the Code, and sign the attached form and return it to Ivy Academy.

We look forward to an exceptional school year, as we work with administrators, teachers, and staff to prepare our children for success today and in the future.

Thank you for your support,

Zack Hubbard
High School Dean

Phillip Mansueto
Middle School Dean

Matt Raper
Middle School Principal

Rachel Swafford-Cook
High School Principal

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Parental/Student Notification Form

Parent and Student Acknowledgement Required in Grades 6-12

Signatures below acknowledge receipt of the Ivy Academy Student Code of Acceptable Behavior and Discipline. Ivy Academy follows Hamilton County Schools' Student Code of Acceptable Behavior and Discipline with regard to behavioral offenses as well. All violations of law will be reported to law enforcement officials.

If parents/guardians have questions regarding the content of this document, they should contact Ivy Academy administration. Ivy Academy will ensure that the contents are understood by students attending Ivy Academy.

Middle and high school students are required to read and sign this form, which is an acknowledgement that they understand the content of the Code, and return it to Ivy Academy.

Parents/guardians are required to sign and date this form, which is an acknowledgement that they understand the content of the Code, and return it to Ivy Academy.

| | |
|-------|------------------------------------|
| _____ | _____ |
| Date | Signature of Parent or Guardian |
| | _____ |
| | Printed Name of Parent or Guardian |
| _____ | _____ |
| Date | Signature of Student (Grades 6-12) |
| | _____ |
| | Printed Name of Student |

Context and Overview

The Ivy Academy Student COAB is consistent with State Board policy, state legislation, the most recent court decisions, and the COAB of Hamilton County Schools. The Ivy Academy COAB is reviewed annually and revised as necessary. It is the expectation of the administration and staff of Ivy Academy that every classroom will be a place where students can learn without disruption. The Ivy Academy COAB is designed to do the following:

- Foster a wholesome environment within our school.
- Afford each student an uninterrupted opportunity to pursue academic excellence.
- Provide substantial guidance for behavior standards and expectations for students.
- Provide rules designed for the safety, security, and welfare of the students.
- Assure due process and fair treatment for every student, giving each an opportunity to be heard. (Hamilton County Schools, COAB, p. 6)

Since Ivy Academy is a charter school, any appeals for conduct resulting in suspension are heard by the Ivy Academy Board of Directors, NOT the Hamilton County School Board. In all matters, the decision of the Ivy Board will stand.

Ivy Academy Extracurricular Activities, Clubs, Programs, Field Studies

It is an honor and responsibility to represent Ivy Academy, on campus at all times, and at extracurricular activities, clubs, programs, and field studies that may occur off campus. It is the expectation that all Ivy Academy students will exhibit excellent behavior, scholarship, and participation. Ivy Academy administration may hold students accountable for any conduct that reflects poorly on Ivy Academy or any activity, club, program, or field study sponsored by Ivy Academy, whether off campus or outside the school calendar season. Demonstrating the qualities of scholarship, stewardship, and volunteerism, supported by Ivy Academy's COAB is the expectation, NOT the exception.

Ivy Academy Student Rights and Responsibilities

Each student has the right to:

1. The opportunity for a free and appropriate education in the safest learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizures;
3. Expect that Ivy Academy will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disability;
6. Be fully informed of Ivy Academy school rules and regulations.

Each student has the responsibility to:

1. Know and comply with reasonable rules and regulations established by the Board of Ivy Academy and Hamilton County Schools;
2. Respect the human dignity and worth of every individual at Ivy Academy;
3. Refrain from libel, slanderous remarks, and obscenity in verbal, written, and social media expression;
4. Study and maintain the best possible level of academic achievement (scholarship);
5. Be punctual and present in the regular Ivy Academy school programs;
6. Dress and groom in a manner that meets Ivy Academy standards (which have been created to meet standards of health, cleanliness, modesty, and safety);
7. Maintain and/or improve Ivy Academy's school environment, preserve Ivy Academy's school and surrounding properties, and exercise care while using Ivy Academy facilities and surrounding areas;
8. Refrain from behavior which would lead to physical or emotional harm of another or disrupts the educational process of Ivy Academy;
9. Respect the authority of Ivy Academy school administration, teachers, and other authorized personnel in maintaining discipline in the school and Ivy Academy sponsored activities, programs, and field studies.
10. Obey the law and Ivy Academy school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials;
11. Possess on school grounds and Ivy Academy's surrounding areas only those materials which are acceptable under the law, Board policy, and Ivy Academy school rules and accept the consequences for articles stored in one's locker or vehicle.

References: School Board Policy 6.301; 20 U.S.C. 1703 and TCA 49-6-3401

Attendance Policy

By law, students must attend school daily. Ivy Academy will allow parent/guardian excuses to serve as documentation for three personal illness days only. After three parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, death in the immediate family, or religious holiday. To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical (or religious institution) documentation should be presented to the appropriate school official within five days of the student returning to school. Ivy Academy and Hamilton County Schools personnel will intervene to address habitual truancy using a Tiered Attendance Intervention support structure for students and their families.

School Board Policy 6.200; TCA 49-6-3001; TCA 49-6-3007; and TCA 49-6-3009

Digital Citizenship

Digital Citizenship is the act of using technology resources responsibly and safely. Teaching good digital citizenship to our students provides an opportunity for them to unite their daily activities with their choices in a digital society. Ivy Academy requires 6-12 grade learners to demonstrate and

exercise safe, responsible, and legal use of all technology, the internet, and social media that may be accessed for various reasons (communication, virtual learning, research, etc.). It is Ivy Academy's goal to empower its students to become responsible digital citizens in order to prevent incidents of cyberbullying and other harmful practices associated with technology use.

Dress and Grooming Policy

Ivy Academy is committed to each student to fulfill his or her responsibility to dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety. Ivy Academy has a dress code that is conducive to its learning and instructional environment and meets the criteria aforementioned.

A student shall not dress, groom, wear, or use emblems, insignias, badges, gang symbols, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise cause disruption or interference with the operation of the school.

Ivy Academy Administration shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols results in the interference or disruption, as to violate the rules and shall give notice of such an interference or disruption, and its cause. The Dress and Grooming policy must accommodate students whose religious beliefs may be substantially burdened by this policy.

ZeroTolerance Offenses

According to state law (TCA 49-6-4216) and federal law, a student who commits a zero tolerance offense is expelled for no less than one calendar year, unless modified by the Ivy Academy School Board. This includes offenses on school-sponsored activities (both on and off campus), offenses on school properties before, during, and after school, offenses on trails used by Ivy Academy, and buses used by Ivy Academy. All violations will be reported to local law enforcement officials. The following are zero tolerance offenses:

- **Weapons and dangerous instruments** - These shall include, but are not limited to a firearm, knife, or anything (explosive, poison gas device, bomb, or similar device) manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury,
- **Drugs** - Any student who unlawfully possesses or is under the influence of any drug including any controlled substance or legend (prescription) drug.
- **Assault** - Any student who commits aggravated assault or commits an assault that results in physical contact with any teacher, principal, dean, administrator, and other employee of the school, or school resource officer.

- **Threat by Electronic Device** - Any student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.

School Board Policy 6.309

Searches

Students have the right to be safe and secure at school and pursue their education in a disciplined environment conducive to learning. Therefore, students and all their property will be subject to random administrative searches. Refusal to cooperate with a reasonable request may result in disciplinary actions.

Any Ivy Academy dean, principal, designee, or administrator having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (notice shall be posted in the school parking lot and/or office windows that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons), and containers or packages if the Ivy Academy dean, principal, designee, or administrator receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger or harm or illness to another person.

School Board Policy 6.303

Locker Use

Ivy Academy has the authority and control of all school lockers and may gain access to them at any time. Any lock to which the school does not have the key or combination will be removed by the school. A student using a locker that is the property of Ivy Academy does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of Ivy Academy. These lockers or other storage areas available for student use are subject to inspection, access for maintenance, and search. Notice shall be posted in each school that lockers and other storage areas are school property and subject to search. School Board Policy 6.303

Student Vehicles on School Property

Students of driving age are permitted to operate their own vehicles on campus if they have proof of liability insurance coverage and paid required parking fees. However, a student shall permanently lose the privilege to have a vehicle on school grounds if the student is involved in any manner with

drugs or drug paraphernalia, other controlled substances including alcohol or possession of a weapon.

School Board Policy 3.403

Bullying/Cyberbullying and Harassment/Hazing

It shall be a violation of Board and Ivy Academy policy for any student to bully, harass, or haze another student whether directly, through a third party, or through the use of electronic devices such as text messages or posts on social media sites.

For purposes of board and Ivy Academy policy, bullying includes any act that substantially interferes with a student's educational benefits, opportunities, or performance. If the act occurs on school grounds, on a school sponsored activity, on school sponsored transportation, or at a school sponsored bus stop, it is bullying if it has the effect of harming a student or to his or her property; causing an emotional distress to the student; or creating a hostile educational environment. If that act occurs off school property or outside of any school sponsored activity, it is nevertheless bullying if it is directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Hazing is any act intended or reasonably expected to endanger the physical or mental health of a student or students, or to humiliate, intimidate or demean a student or students in connection with joining or maintaining membership in any team or organization affiliated with a school or school program.

School Board Policy 6.304

Claims of bullying/harassment/cyberbullying/hazing are to be directed to the building administrator for investigation without the fear of reprisal or retaliation. False accusations as a means of reprisal or retaliation will be disciplined in accordance with the district and Ivy Academy policies, procedures, and agreements. Ivy Academy will host annual events for parents to discuss prevention strategies. Dates, times, and locations will be forwarded through the Ivy Academy SchoolCast system.

NOTE: This Student Code of Acceptable Behavior and Discipline will be implemented in compliance with the requirement of applicable federal and state statutes and accompanying regulations governing the appropriate discipline of students suspected or identified as having a disability.

It is the policy of Ivy Academy and the Ivy Academy Board of Directors not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies.

A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes:

1. The Rehabilitation Act of 1972. Section 504;
2. Title VI of the Civil Rights Act of 1964; or
3. Title IX of the Educational Amendments of 1972

Parental Grievance Procedure

If a parent or student encounters a specific problem or concern during the school year, the following step(s) should be taken:

Step 1 - Contact the student's teacher to schedule a conference.

Step 2 - If the issue was not resolved in Step 1, call or make an appointment with the dean or administrator.

Step 3 - If the issue was not resolved in Step 2, call or make an appointment with the Ivy Academy Executive Director.

Step 4 - After talking with the Executive Director, if you feel you need further assistance, contact the Ivy Academy School Board President - Dr. Meece at dmeece@ivyacademychattanooga.com

Appeals Procedure

(for Long-term Suspension or Expulsion)

Appeals will be filed with the administrator (Ivy Academy Executive Director, Dean) who suspended the student in writing, within five calendar days of the notice.

Appeals for a non-zero tolerance offense and a zero-tolerance offense are brought before the Ivy Academy School Board. The hearing will be held not later than 10 school days after the first day of the suspension. A school representative and the parent/ student will be allowed to present the case to the committee regarding the suspension. Either party may have an attorney present as a silent witness.

The Ivy Academy Board may:

1. Decide in favor of the school administrator
2. Override the suspension
3. Assign the student to an alternative program
4. Suspend the student for a specified length of time

The decisions of the Ivy Academy Board are final. Only the Ivy Academy School Board can modify a suspension for a zero-tolerance offense.

Unacceptable Behavior and Consequences

Ivy Academy's discipline system has been designed to foster within students a sense of responsibility and respect for themselves, their families, and the community around them.

To ensure a positive learning environment in which students, faculty, staff, parents, and community members feel safe, the following rubrics are outlined with expected consequences for offenses (harm) to the safety and success of the learning community while at school, involved with an extension of the school day (e.g., after-school activities), fields studies, bus transportation, etc. All consequences are noted with a "letter", "double letter", or "letter, plus number". The accompanying

The Action/Consequences Legend with each category defines the appropriate consequence(s) as determined by the Ivy Academy Code of Acceptable Behavior and Discipline.

While the rubrics note specific consequences, most consequences will be directly related to the harm done, and may look different with different offenses. Students who are defiant by non-compliance with the behavior rubrics will automatically be sent home. All the following rubrics are subject to change.

Ivy Academy follows Hamilton County Schools' Student Code of Acceptable Behavior and Discipline with regard to behavioral offenses and has modified some items as determined by Ivy Academy administration and the Ivy Academy Board. All violations of law will be reported to law enforcement officials. **IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.**

Acts Against Persons

Ivy Academy is fully committed to providing a safe and orderly learning environment for all students in order for them to achieve academic success. This environment shall be free from discrimination, harassment, sexual harassment, hazing, bullying, or cyberbullying. Ivy Academy will not tolerate acts of discrimination, harassment, sexual harassment, hazing, bullying, or cyberbullying toward students by other students or staff. In addition, Ivy Academy will not tolerate conduct aimed at defining a student in a sexual manner or conduct impugning the character of a student based on allegations of sexual promiscuity.

If a student is determined, via a fair and thorough investigation made by Administration to have acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the administration's recommendation, the student may not face any disciplinary action.

IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|---|--|--|--|
| Bullying/Cyberbullying *Possible Zero Tolerance Offense if investigation determines that it meets criteria. | A, B, C, D, H, I, J, K, L, N, R, T (5 days), W, X, Y, Z, GG, HH, KK, LL, PP | A, B, C, D, H, I, J, K, L, N, R, U (10 days), W, X, Y, Z, GG, HH, KK, LL, PP | A, D, W, X, Y, Z, GG |
| Harassment/Hazing | A, B, C, D, H, I, J, K, L, N, R, T (5 days), W, X, Y, Z, GG, HH, KK, LL, PP | A, B, C, D, H, I, J, K, L, N, R, U (10 days), W, X, Y, Z, GG, HH, KK, LL, PP | A, D, W, X, Y, Z, GG |
| Intimidation, Teasing, Exclusion, Sexually Demeaning Words and Phrases, Vulgarity | A, B, C, D, H, I, J, K, M, N, Q, R, T (5 days), W, X, Y, Z, GG, HH, KK, LL, PP | A, B, C, D, H, I, J, K, L, N, R, U (10 days), W, X, Y, Z, GG, HH, KK, LL, PP | A, D, W, X, Y, Z, GG |
| Retaliation | A, D, I, L, N, R, V, W, X, Y, Z, HH, KK, LL, PP | A, D, W, X, Y, Z | Z2, X |
| False Accusation Against School Staff | A, B, D, H, P, T, PP | A, B, D, H, P, U, PP | A, B, D, U, X, PP |
| Inappropriate Boundaries | A, B, D, J, K, LL, MM | Z1, O | Z2, L, P |
| Sexual Misconduct and/or Indecent Exposure | A, B, D, I, L, N, R, S, T, U, X, Y, Z, GG, LL | A, D, H, I, L, N, R, T, U, X, Y, GG | A, D, H, U, X, Y, GG |
| Fighting - Major * (Mutual Combat) | A, D, I, L, N, R, T (5 days), Y, GG, KK, LL, PP | A, D, I, L, N, R, U (10 days), W, X, Y, Z, GG, KK, LL, PP | A, D, W, X, Y, Z, GG |
| Fighting - Minor Altercation/Confrontation | A, D, I, J, K, O, R, T, KK, LL, PP | A, D, I, J, K, P, T, KK, LL, PP | A, B, D, I, J, K, L, N, P, R, U, X, Y, Z, KK, LL, PP |
| Play Fighting | A, D, I, J, K, M, N, R, O, S, KK, LL, MM, PP | Z1, L, N, P, R, T, LL, MM, PP | A, B, D, I, J, K, L, N, P, R, U, X, Y, Z, KK, LL, MM, PP |
| Assault (Verbal)/Threat/Aggressive Language - (Low-level, non-criminal/no harm or physical injury) | A, B, D, H, I, J, K, M, N, O, Q, S, T, PP | A, B, D, H, J, K, L, N, O, P, Q, R, S, T, PP | A, D, N, Q, R, S, T, PP |
| Assault/Threat-High (serious) Level | A, D, W, X, Y, Z, GG | Z1, W | Z2, W |
| Battery - the crime of threatening a person together with the act of making physical contact with them | A, D, W, X, Y, Z, GG | Z1, W | Z2, W |
| Aggravated Assault of a School Employee or SRO | A, D, W, X, Y, Z | Z1, W | Z2, W |

Attendance Incidents

Ivy Academy believes in the establishment of a tradition of regular school attendance for each student. Attendance establishes the first step toward a successful academic career culminating in a high school diploma and this is an essential concept to learn for the job market. Presence in school is a key factor in student achievement and therefore, students are expected to attend each day that school is in session, both on campus and virtually (if needed). **IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.**

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|--|---|--|---|
| Skipping, Leaving class, trail (during the day) | A, B, D, J, K, M, N, O, R, JJ, PP | Z1, L | Z2, P |
| Skipping school day (not attending the entire day) | A, D, J, K, M, N, O, R, PP | Z1, L | Z2, P |
| Leaving Campus w/out permission | A, B, D, J, K, M, N, O, R, JJ, PP | Z1, L | Z2, P |
| Tardiness - Habitual (4 times) in a 9 week/quarter; period to one class/period; on 4th tardy a teacher referral will be submitted to school admin. | 4th Tardy to a class/period A, D, J, K 3 tardy - recommended OO | 5th tardy to a class period A, D, I, J, K, M, | 6th tardy and beyond for a class period A, D, I, J, K, M, N, R |
| Truancy/Absentee (3 days unexcused for entire year) | 3 unexcused absences: A, B (Parent Contact by Attendance Clerk) | 5 unexcused absences: A, B, D, I (Parent contact made by sending letter home): Tier One Intervention | 8-10 unexcused absences: A, B, D, H, I, J, K, N, O, P, R, KK Tier Two Intervention If student continues to accrue unexcused absences: same consequences as 8-10 - move to Tier Three Intervention |
| Tardy to school (car rider) | 1st Tardy - II, SS | 2nd Tardy - II, SS | 3rd Tardy - I, II, SS 4th Tardy - I, J, K, II, SS |
| Tardy to school (driver) | 1st Tardy - Sign-in at HS office Warning about 2nd, 3rd, and 4th tardy consequences | 2nd Tardy - Sign-in at HS office, A, D, Warning about 3rd and 4th tardy consequences | 3rd Tardy - Sign-in at HS office, A, D, J, K, N Warning about 4th tardy consequences 4th Tardy - Sign-in at HS office, A, D, J, K, N, R, JJ |

Disruptive Incidents

Ivy Academy expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. Ivy Academy students are expected to behave in a way that does not interrupt the education of other students - always striving to be an Ivy scholar, steward, and volunteer in words and actions. Board policy addresses conduct taking place on school grounds, trails, at any school-sponsored activity, on school-provided transportation, or at any official bus stop immediately before boarding and immediately deboarding.

Board policy also addresses any conduct taking place off of school property or outside of the school-sponsored activity if this conduct is directed at a specific student or student and has the effect of either creating a hostile educational environment or substantially disrupting the educational environment or learning process.

School Board Policy 6.304

IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|--|--|------------------|----------------------|
| Defiance - Disobedience - Insubordination | A, D, J, K, M, N, O, Q, R, S, HH, JJ, MM, PP | Z1, P | Z2, T, U, W, X, Y, Z |
| Disruptive Behavior - Minor (unruly) - Teasing, Mean Moment, Conflict, Profanity | A, B, D, J, K, M, N, O, Q, R, S, MM, PP | Z1, P | Z2, T |
| Disruption on Campus - Major/Substantial | A, D, I, N, Q, R, S, T, U, V, W, X, Y, Z, PP, QQ, RR | A, D, W, X, Y, Z | Z2, W |
| Disruptive (Major) - Profanity toward teacher, faculty, staff, admin | A, D, J, K, N, O, P, Q, R | Z1, S, T | Z2, U, X |
| Distribution - sale of unauthorized materials (non-criminal) | A, D, E, J, K, N, O, Q, R, | Z1, P | Z2, S |
| Falsification - Misrepresentation (lying, forgery of signature) | A, D, J, K, M, N, O, S, PP | Z1, P, R | Z2, T |
| False Bomb/Shooter Threat | A, D, I, L, O, Q, R, S, W, Y | Z1, T | Z2, U, V, X, Z |
| False Fire Alarm/911 | A, B, D, I, T, Y | Z1, L, U, X | Z2, V |
| Gambling | A, D, E, H, J, K, M, N, O | Z1, P, Y | Z2, S, T |
| Gang Activity | A, D, W, X, Y, Z | Z1, W | Z2, W |
| Inciting a disturbance | A, D, H, J, K, N, O, P, Q, R, S, T, Y, PP | Z1, U, W, X, Z | Z2, W |
| Passing/Producing Counterfeit Money | A, D, E, H, J, K, O, Y, PP | Z1, L, P, S | Z2, T, U, W, X, Z |
| Prohibited - Distracting Items - Possession - Use (Laser Pointer, Bull Horn, etc.) | A, D, E, Q | Z1, J, K, O | Z2, H, S |
| Trespassing | A, D, J, K, QQ, L | A, D, JJ, RR | A, D, W, X, Y, Z |

Property Incidents

A student will be held responsible for the cost of replacing any materials or property which is lost or damaged, including textbooks, library books, equipment and buildings. All money collected shall be placed in the Ivy Academy general fund.

Technology offers wide-spread opportunities for learning and communication but can also provide numerous pitfalls for potential misuse. The student must use common sense and good judgment when using computers and technology. Inappropriate use of social media and computer technology is prohibited on campus and should certainly be considered by both parent/guardian and student when the student is off campus. Students must know that they are accountable for any words, pictures, or video they post to social media accounts or sites. Once this information is placed on the internet, it is impossible to completely "wipe out" the information. Also, mean or derogatory text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles that affect any person on campus, disrupt the learning of a single class, or overall learning of the school will be met with heavy consequences. Any videos that involve students or any other person on campus must be approved by administration and will be monitored and conducted within the domain of the audio-visual department at Ivy Academy.

Students should not do anything with their technology resources (computers, cell phones, tablets, etc.) that would constitute lying, stealing, or cheating. Specifically, students may not electronically misrepresent who they are, send email that deliberately conceals their identity, or borrow passwords, files or documents from other students without their permission. Additionally, inappropriate use of technology to view pornographic, vulgar, racist, threatening images, etc. will forfeit a student's right to use technology on campus. **IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.**

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|--|--|-------------------------|-------------------|
| Arson - Starting a fire on campus | A, B, D, H, J, K, L, N, R, T, U, W, X, Y, PP | Z1, Z | Z2, W |
| Burglary - Unlawful breaking/entering into a school facility or property | A, B, D, H, J, K, L, N, R, T, U, W, X, Y, PP | Z1, Z | Z2, W |
| Technology - Inappropriate Use* | A, B, D, H, J, K, M, N, O, S, T, PP | Z1, I, L, P, S, T, U, X | Z2, W |
| Technology - Illegal use (computers and/or network) | A, B, D, I, J, K, L, N, R, S, T, U, W, X, Y | Z1, V, Z | Z2, W |
| Theft - Minor (less than \$100) | A, D, F, J, K, O, S, | Z1, B, H, P, T | Z2, I, L, U, W, X |
| Theft - Moderate (\$101-\$500) | A, B, D, F, P, T | Z1, Y | Z2, I, L, U, W, X |
| Theft - Grand (more than \$500) | A, B, D, F, H, I, L, N, T, U, Y | Z1, V, X | Z2, W, X |
| Theft/Motor Vehicle | A, D, F, I, L, N, W, Y | Z1, W | Z2, W |
| Vandalism (less than \$100) | A, B, D, F, J, K, M, N, O | Z1, H, P, S | Z2, T |
| Vandalism/Damage to Property (\$101-\$1000) | A, B, D, F, H, I, L, N, P, T, Y | Z1, U, W, X | Z2, Z |

| | | | |
|---|------------------------------|-------|-------|
| Vandalism/Damage to Property (More than \$1000) | A, D, F, I, L, N, U, W, X, Y | Z1, Z | Z2, W |
|---|------------------------------|-------|-------|

**Inappropriate Use - Students may not: (1) post videos that contain references to Ivy Academy, its students or its employees; (2) involve Ivy Academy students, faculty or staff; (3) contain Ivy Academy visuals (w/out permission); (4) shoot videos on Ivy Academy school grounds (w/out permission); (5) mention Ivy Academy by name in videos, social media (wi/out permission); (6) include inappropriate activity, content or language;(7) attempt to bypass, remove, subvert, or avoid any of the security measures in place on Ivy Academy network; (8) distribute information that could lead to the compromise of Ivy Academy computer system (they may not provide access to Ivy Academy's network or computers to unauthorized users (any person without an Ivy Academy user account is an unauthorized user); (9) use programs that attempt to crash or otherwise damage computers or the network; (10) use Ivy Academy's network or computer resources for dishonest or illegal activities, such as copying, sharing, or downloading files that are copyrighted, including copyrighted music; (11) attempt to access inappropriate material on the Internet; (12) possess, distribute, or view inappropriate material (e.g., racist, pornographic, etc.)*

Rule Violation Incidents

IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|--|---|---|-------------------------------------|
| Cell Phone Violation | A, D, E, TT (10 days) | A, D, E, TT (20 days) | A, D, E (phone no longer on campus) |
| Cell Phone/Electronic Devices Violation (Offensive/unlawful use or publication) * Zero Tolerance Offense | A, D, E, I, L, M, N, R, T, U, W, X, Y (School/law enforcement confiscates until deemed appropriate to give back to parent/guardian) | Z1, Z (School/law enforcement confiscates until deemed appropriate to give back to parent/guardian) | Z2, W |
| Cheating/Plagiarism (A zero may be given) | A, D, MM, NN, OO | Z1, J, K, O, | Z2, N, P |
| Violation of Student Driver rules (serious violations that cause major safety concerns or include a zero tolerance offense will result in an immediate, permanent loss of driving privilege) | A, D, N (1 week) | A, D, N (remainder of quarter) | A, D, N (permanent) |
| Detention - unserved (1 chance to make up day) | A, D | Z1, J, K | Z2, O, P |
| Dress Code Violation* ** | A. Verbal Warning/Signed Acknowledgement of Dress Code Policy/Parent Notice | A., K. Silent Lunch/Parent Notice | A, O. 1 Day ISS/Parent Notice |

**Correct the issue (i.e., take off jacket, hoodie, etc.). If the school has a clothes closet, provide clothes so the student can get into the dress code. Call parents and have them bring correct clothing. ISS will be used as a last resort after repeated violations.*

*** Dress or grooming that is, or could be, disruptive of others' education shall not be permitted. Students are to be in proper school dress everywhere on campus (inside and outside buildings, on trails, school buses) throughout the school day. The school day begins when the students ride the bus and/or arrive on campus. The school day ends when they depart to their bus stop, and/or depart the campus. Dress code is specifically outlined in The Green Book which is signed by both parents and students stating they have read the dress code expectations and will abide by them.*

School Bus Behavior Incidents

By law, school bus transportation is a privilege and not a right. A student shall be prevented from using bus transportation if his/her behavior physically endangers other riders, causes problems on the school bus or when he/she breaks state and/or local rules and regulations pertaining to school bus transportation. All bus referrals need to be documented and kept on file at the school.

Bus transportation is considered an extension of the school and rules adhered to during the school day should also be adhered to while a student is riding the bus. Rules infractions and their consequences will be determined as if the student were on campus. After an incident, an administrator will meet with the driver to review surveillance video and investigate the occurrence to make recommendations for logical consequences to any identified offenses. Any incident that involves breaking the law, including vandalism of the bus, is always considered a major offense and will be reported to law enforcement if deemed necessary. The bus driver will evaluate if incidents require authority intervention, and/or police. Parents must provide transportation in the result of their child being suspended off the bus.

IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|--|--|---------------------|-------------|
| <p>Level One Violation:</p> <ol style="list-style-type: none"> 1. Eating, drinking on bus 2. Failure to sit as assigned by bus driver 3. Attempting to board the wrong bus or getting on or off at the wrong stop 4. Cell Phone out on bus | A, B, AA | A, D, I, AA | A, D, I, BB |
| <p>Level Two Violation:</p> <ol style="list-style-type: none"> 1. Disrupting, distracting, disobeying, and impeding the ability of the driver to operate the bus in a safe manor 2. Failure to utilize required safety equipment or wear PPE 3. Getting out of seat while the bus is in motion 4. Loud talking, spitting, and/or inappropriate remarks and/or gestures at students, pedestrians, and motorists 5. Placing body parts out of window | A, D, O,Q, S, AA, BB | Z1, I, P, T, CC, DD | Z2, U, EE |
| <p>Level Three Violation:</p> <ol style="list-style-type: none"> 1. Opening emergency door or exits 2. Threats against the driver, attendant, or passengers 3. Profanity directed at the bus driver or bus attendant 4. Fighting or smoking 5. Throwing objects out of the bus window or at the bus 6. Acts at passengers on the bus 7. Vandalism of seats or other bus equipment 8. Sexual harassment, behavior, and/or conduct 9. Drugs (Mood Altering, Rx, OTC, "look alike") on bus 10. Alcohol on bus (in container/bottle, drinking of, distributing) | A, D, F, I, P, Q, T, U, W, X, Y, Z, CC, DD, EE | Z1, W | Z2, W |

Substance Abuse/Drug Incidents

Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|--|---|-----------------|--------------------|
| Alcohol Sale - attempted sale, Transmittal | A, B, D, E, G, I, L, W, X, Y, JJ, PP | Z1, X | Z2, W |
| Alcohol - use, possession, use of "mood altering" substance, under the influence, or presenting an image that one is under the influence of alcohol | A, B, D, E, G, I, L, W, X, Y, JJ, PP | Z1, X | Z2, W |
| Drug Paraphernalia - possession | A, B, D, E, G, H, I, L, W, X, Y, JJ, PP | Z1, X | Z2, W |
| Illegal Drug - Possession, use, under the influence, use of "mood altering" substance, under the influence, or presenting an image that one is under the influence of drugs (intoxicants, narcotics, drug paraphernalia, etc.) * Zero Tolerance Offense | A, B, D, E, G, I, L, W, X, Y, JJ, PP | Z1, X, W | Z2, W |
| Illegal Drug Sale - attempted sale, transmittal *Zero Tolerance Offense | A, B, D, E, G, I, L, W, X, Y, JJ, PP | Z1, X | Z2, W |
| Over The Counter (OTC) medication, "look alike", non-prescription, prescription (Legend) - unauthorized use, possession | A, B, D, E, J, K, M, N, O, Q | Z1, G, P, S, PP | Z2, I, L, R, T, U, |
| Over The Counter (OTC) - sale, attempted sale, transmittal, transferring | A, B, D, E, P, Q, Y | Z1, H, N, T, PP | Z2, I, L, R, |
| Tobacco/Vapes/Vaping Paraphernalia, Smokeless Tobacco, E-cigarettes, unregulated nicotine products (JUUL) - use, possession, sale, transmittal | A, B, D, E, O, P, Q, Y, MM | Z1, N, R, S, PP | Z2, T |
| Non-Alcoholic (0.0% Alcohol) drinks, beers, wine coolers, or other drinks designed to be look-alike alcoholic | A, B, D, E, G, O, P, S, T, U, V, X | Z1, G, P, S, PP | Z2, G, P, S, PP, Z |

Other Criminal Incidents

Off-campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. TCA 49-6-3401

IN ALL MATTERS OF OPINION, THE ADMINISTRATIVE DECISION WILL STAND.

Law enforcement, the Ivy Academy Board, and the District Office must be notified for any of the following:

| Incident | 1st Offense | 2nd Offense | 3rd Offense |
|---|--|-------------|-------------|
| Extortion | A, B, D, F, I, L, U,V, W, X, Y, PP, QQ, RR | Z1, W | Z2, W |
| Other Serious Incident, Delinquent Act | A, B, D, F, I, L, U,V, W, X, Y, PP, QQ, RR | Z1, W | Z2, W |
| Weapons - (Possession, use, transmittal) *Zero Tolerance Offense | A, D, W, X, Y, Z | Z1, W | Z2, W |

Homicide, Kidnapping, or Abduction, Robbery (Armed) or attempted armed robbery, and/or Sexual Battery/Rape (Actual or Attempted), must be reported immediately to local law enforcement, Ivy School Board, and appropriate District personnel.

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|--|----------------------|-------|-------|
| Homicide | A, D, W, X, Y, Z | Z1, W | Z2, W |
| Kidnapping or Abduction | A, D, W, X, Y, Z | Z1, W | Z2, W |
| Robbery (Armed) or attempted armed robbery *Zero Tolerance Offense | A, D, W, X, Y, Z | Z1, W | Z2, W |
| Sexual Assault | A, D, W, X, Y, Z | Z1, W | Z2, W |
| Sexual Battery/Rape (Actual or Attempted) | A, D, W, X, Y, Z | Z1, W | Z2, W |
| Assault/Threat-High (serious) Level | A, D, W, X, Y, Z, GG | Z1, W | Z2, W |
| Battery - the crime of threatening a person together with the act of making physical contact with them | A, D, W, X, Y, Z, GG | Z1, W | Z2, W |
| Aggravated Assault of a School Employee or SRO | A, D, W, X, Y, Z | Z1, W | Z2, W |

Action/Consequences Legend

| | | | |
|--|---|--|---|
| A. Parent Contact/Conference (Required for each offense) | B. HS/MS Counseling | C. Weekly Counselor Meeting | D. Parent/student/administrator conference |
| E. Confiscation (when applicable) | F. Restitution (when applicable) | G. Referral to Substance Abuse Case Manager | H. Referral to Social Worker |
| I. Attendance/Behavioral Contract | J. Detention (Admin decides how many to assign) | K. Silent lunch(Admin decides how many to assign) | L. Recommendation for Behavior Intervention Program |
| M. School Specific Consequences | N. Loss of privileges | O. In-School Suspension (ISS) 1-2 days | P. In-School Suspension (ISS) 3-5 days |
| Q. Student sent home for day | R. Loss of Extra Curricular Activities | S. Out of School Suspension (OSS) 1-2 days | T. Out of School Suspension (OSS) 3-5 days |
| U. Out of School Suspension (OSS) 6-10 days | V. Out of School Suspension (OSS) 15 days (Discipline Hearing with Ivy Board, Behavior Manifestation Meeting) | W. Recommendation for Expulsion (Any offense in which admin deems a one-year expulsion is appropriate) | X. Expulsion/Suspension more than 10 days (Discipline Hearing with Ivy Board, Behavior Manifestation Meeting) |
| Y. Report to/Consultation with Law Enforcement | Z. Remanded Alternative School Placement | Z1. First offense consequences, additionally | Z2. First and second offense consequences, additionally |
| AA. Bus: Verbal or written reprimand | BB: Bus: 5 days bus suspension | CC. Bus: 10 days bus suspension | DD. Bus: Semester Bus Suspension |
| EE. Bus: Expulsion from Bus for remainder of School Year | FF .Community Service | GG. Must Notify Child Protection Services (CPS) 423.697.6300; Department of Children's Services (DCS) 423.296.1234, Child Abuse Hotline 877.237.0004 | HH. Loss of Electronic Device/Phone |
| II. Parent front office sign-in | JJ. Loss of Driving/Parking Privileges on Campus | KK. Peer Mediation/Conflict Resolution | LL. Limited peer interaction |
| MM. Copy appropriate behavior consequences essay | NN. Assignment given score of "zero" (0) | OO. Teacher contacts parent | PP. Additional Interventions |
| QQ. 6 weeks OSS | RR. Rest of semester OSS | SS - Attendance Clerk call | TT. Parents pick up the phone, etc. |

* If any type of offense occurs outside school hours, BUT affects the daily operation of the school the behavior rubric will be applied appropriately. **THIS COULD AUTOMATICALLY RESULT IN EXPULSION OR REMANDED ALTERNATIVE SETTING.**

**When deciding what disciplinary action should be taken for fighting, the Administration may consider the involuntary mutual combatant differently based upon the results of the investigation.

***When deciding what disciplinary action should be taken, the administration may consider the severity of the offense and may impose a more severe consequence.

* Out of school suspensions greater than than 10 days require a discipline hearing with Ivy Board

** Ex Ed students who are suspended for a total of more than 10 days in a school year require a Behavior Manifestation Meeting

*** Any student assigned ISS must still continue to have regular school assignments, teacher interaction and/or Ex Ed services (when applicable)

Glossary

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|--------------------------------|--|
| Abduction (Kidnapping) | Take (someone) away illegally by force or deception; kidnap. |
| Alcohol | A colorless volatile flammable liquid that is produced by the natural fermentation of sugars and is the intoxicating constituent of wine, beer, spirits, and other drinks, and is also used as an industrial solvent and as fuel. |
| Arson | The criminal act of setting fire to a building, or initiating the burning of any school property, including anything on the trails outside the school. |
| Assault | An intentional threat by words or action to do harm to another person, coupled with an apparent ability to carry out the threat, and/or committing an act that creates a well-founded fear in such a person that such violence is imminent. |
| Battery | Intentionally touching or striking another person without their consent or against their will or causing bodily injury to another person. Physically attacking another person which results in serious bodily injury (may include a weapon, item used as a weapon OR rage causing loss of function of bodily member, substantial risk of death, or loss of mental faculties. In the case of "battery on a School Board employee" or "Law Enforcement Officer", there must be evidence of an unprovoked, deliberate act with intent to cause physical harm to the person. |
| Bullying | Unwanted, aggressive, repeated behavior that involves a power imbalance (verbally, physically, emotionally) and places a student in reasonable fear and causes a hostile educational environment - behavior that is intentional, severe, repeated, and harmful. |
| Burglary | Entry into a building illegally with intent to commit a crime, especially theft |
| Cheating/Plagiarism | Cheating is any act of dishonesty, deception, or unfairness in order to gain an advantage in classwork and/or tests. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. |
| Controlled Substance | Generally a drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated by law. |
| Cyberbullying | Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. |
| Defiance | This is the attitude/act of open resistance, bold disobedience toward administration, faculty, and/or staff when administration, faculty, or staff identifies an offense and is assigning consequences in a disciplinary manner. |
| Delinquent | Showing or characterized by a tendency to commit crime, particularly minor crime. |
| Demean | To cause a severe loss in the dignity of and respect for (someone or something). |
| Detention | The punishment of being kept in school after regular hours. |
| Disobedience | The failure or refusal to obey rules or someone in authority. |
| Disruption (Minor) | Disturbance or problems which interrupt an event, activity, or process in a small setting (e.g., classroom, outdoor classroom, etc.). |
| Disruption (Major/Substantial) | An incident which results in the temporary suspension of the educational process due to a school evacuation, interference with learning activities/educational process, and/or requires the intervention of outside agencies such as the police or fire department. |
| Dress Code | The formal imposed standards of dress at a particular school. |
| Drug Paraphernalia | Equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, concealing, containing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. |
| Drugs | A medicine or other substance which has a physiological and/or pharmacological effect when ingested or otherwise introduced into the body. |
| E-Cig, Juul, Vape | A cigarette replacement device containing a nicotine-base liquid that is vaporized and inhaled. |
| Exclusion | To deny (someone) access to or bar (someone) from a place, group, or privilege. |

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| Expulsion | A long term, complete exclusion from school and activities, from 11 days to 365 days. |
| Extortion | The practice of obtaining something, especially money, through force or threats. |
| Felony | A crime, typically one involving violence, regarded as more serious than a misdemeanor, and usually punishable by imprisonment for more than one year or by death. |
| Fighting Major (Mutual Combat) | When two or more persons mutually participate in a hostile, physical encounter/altercation involving serious force/violence that results in injury requiring professional medical attention and/or brings about a major campus disruption. |
| Firearm | A rifle, pistol, or other portable gun. |
| Forgery | Produce a copy or imitation of (a document, signature, banknote, or work of art) for the purpose of deception. |
| Gambling | Playing games of chance for money or something that has monetary or social value. |
| Gang Activity | An activity that involves an organized group of criminals. |
| Harassment | (Sexual orientation, racial, ethnic, religious, socially, disability, gender, national origin) Includes words, gestures, threats, or any other conduct that is severe, pervasive or persistent, and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school. |
| Hazing | Any act intended to or reasonably be expected to have the effect of humiliating, intimidating or demeaning a student of endangering the mental or physical health of the student committed by an individual or group against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization affiliated with any school or program operated by the school or school district. |
| Homicide | the deliberate and unlawful killing of one person by another; murder |
| Inappropriate Boundaries | Touching (i.e., patting, cuddling, hugging, kissing, etc.), words, gestures that are not acceptable to campus life, even if both parties are agreeable to the actions. |
| Inciting a Disturbance | The encouragement of confrontations, fights, disruptions, and/or any violation of the Code of Acceptable Behavior (COAB), that are reasonably foreseeable to negatively impact the school community and/or cause substantial disruption on school campus or during a school-sponsored event. Encouragement includes, but is not limited to knowingly using: 1) an electronic device/social media to incite a disturbance; 2) racial slurs/epithets of any kind or any form of discrimination. |
| Illegal | Contrary to or forbidden by law, especially criminal law. |
| Indecent Exposure | The crime of intentionally showing one's sexual organs in public. |
| In-School Suspension | The punishment of being at school during regular school hours in a specific classroom and/or area designated for discipline infractions. |
| Insubordination | Defiance of authority; refusal to obey orders from a school employee. |
| Intimidation | To frighten or overawe (someone), especially in order to make them do what one wants. |
| Legend Drug (prescription) | Drugs that are approved by the US Food and Drug Administration (FDA) and that are required by federal or state law to be dispensed to the public only by prescription of a licensed physician or other licensed provider. |
| Over the Counter Medication (OTC) | Medicines sold directly to a consumer without a prescription from a health care professional. |
| Play Fighting | Punching, pushing, shoving, slapping, hitting, kicking, tripping, or any physical behaviors and actions that threaten the well-being of another, in the context of "goofing off" or "I was only joking" |
| Profanity | Blasphemous, indecent, or obscene language |
| Rape | Penetration, however slight, of any part of a person's body or of any object into the genital or anal openings of the victim's, the defendant's, or an other person's body accomplished without consent of the victim. |
| Retaliation | The action of harming someone because they have harmed oneself; revenge. Retaliation upon a student because that student reported bullying or any other information necessary to help maintain normal school operations. |
| Robbery | Taking another person's possession or money by force or fear. |
| Wednesday - on-campus | The placement of a student for a punishment on a Saturday for an allotted amount of time. |

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| Sexual Assault | Illegal sexual contact that usually involves force upon a person without consent or is inflicted upon a person who is incapable of giving consent (as because of age or physical or mental incapacity) or who places the assailant (such as a doctor) in a position of trust or authority. |
| Sexual Battery | The act of intentionally or recklessly engaging in, or causing, offensive, or unwanted sexual contact with a person's body. An unwanted form of sexual contact with an intimate part of someone's body. |
| Sexual Harassment | Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a school, workplace, or other professional or social situation. |
| Sexual Misconduct | Unacceptable or improper behavior, particularly of a sexual nature that is non consensual, or has the purpose or effect of threatening, intimidating, or coercing a person. |
| Skipping | Attending school and then not going to a scheduled or required class and/or leaving home and not arriving at school for an entire class or day. |
| Stealing | Taking another person's property without their permission or knowledge |
| Suspension | A temporary, complete exclusion from school and activities from 1-10 days |
| Tardy | Not being in a designated place or area at the designated scheduled time |
| Teasing | To make fun of or attempt to provoke |
| Theft | The action or crime of stealing |
| Threats | Threatening a person with the intent to take their money or property, or causing them to do anything against their will. Any threat to do harm to self or others will be taken seriously. |
| Trespassing | Unlawfully entering a public school, grounds, or school bus |
| Truancy | Any intentional, unjustified, unauthorized, or illegal absence from compulsory education. It is absence caused by students of their own free will, and usually does not refer to legitimate excused absences, such as the ones related to medical conditions |
| Vandalism | Action involving deliberate destruction of or damage to public or private property |
| Vulgarity | Making explicit and offensive reference to sex or bodily functions; coarse and rude. |
| Weapon | Anything designed or used for inflicting bodily harm or physical damage |
| Zero Tolerance Offenses | <p>Any of the following offenses are considered to be Zero Tolerance (ZT) Offenses. In accordance with state law, any student who commits a ZT offense will be expelled for a period of not less than one (1) calendar year. The Ivy Board shall have the authority to modify this expulsion requirement on a case-by-case basis. Students shall be held accountable while in school buildings, or on school grounds at any time, or on trails around the school, or in school vehicles and/or buses, or off school grounds at a school sponsored activity, function, or event.</p> <p>Offenses: (1) A student shall not possess, handle, transmit, use or attempt to use any dangerous weapon or instrument (dangerous weapons or instruments for the purpose of this policy shall include, but are not limited to a firearm, knife, or anything [explosive, poison gas device, bomb, or similar device] manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury, (2) A student who unlawfully possesses or is under the influence of any drug including any controlled substance or legend (prescription) drug. (3) Any student who commits aggravated assault or commits an assault that results in physical contact with any teacher, principal, dean, administrator, and other employee of the school, or school resource officer (SRO). (4) Any student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school</p> |

Student Disciplinary Procedures

Any administrator may suspend any student from school, from any school-related activity on or off campus, from a specific class or classes (i.e., in-school suspension), or from riding a school bus for any misconduct prejudicial to good order and discipline, including, but not limited to, any misconduct described more particularly in the Board's Code of Acceptable Behavior or Zero Tolerance Policies, or any misconduct that violates the law. ¹School Board Policies 6.302 and 6.3021

Procedures for Suspensions²

Unless the student's continued presence in the school, class, or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

Upon suspension of any student, including an in-school suspension, the principal shall make an immediate attempt to contact the parent or guardian to inform him or her of the suspension, the reason for the suspension, and any conditions on readmission to the school.

The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

Suspensions in Excess of 5 Days³

For any suspension in excess of 5 days, whether in-school or out-of-school, the principal shall develop a behavioral intervention plan. If the student has a disability, the principal shall notify the case manager and collaborate with the student's IEP team or Section 504 committee.

Suspensions in Excess of 10 Days⁴

If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal, would justify a suspension of more than 10 days, he/she may suspend the student unconditionally for a specified period of time or upon such terms and conditions are deemed reasonable.

The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than 10 days. All appeals must be filed, orally or in writing, within 5 days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school if requested by the student. The appeal from this decision shall be to the Ivy Academy School Board, per Board policy 6.302102

If the suspension occurs during the last 10 days of any term or semester, the student shall be permitted to take final examinations or submit required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.⁵

Students found to be eligible for special education shall only be suspended in accordance with Board Policy 6.3023 governing such suspensions.

In-School Suspensions⁶

For purposes of this Code, in-school suspensions include any removal of a student from a regular class or classes and assigning that student to a restricted class, night school, or some other program at the same school.

Students given an in-school suspension shall attend either special classes designated only for students being disciplined for misconduct or be placed in an isolated area appropriate for study.

Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

1. TCA 49-6-3401 (a) and (b)
2. TCA 49-6-3401 (c)
3. TCA 49-6-3401(c)(3)
4. TCA 49-6-3401 (c)(4)
5. TCA 49-6-3401 (d)
6. TCA 49-6-3401 (b)

Student Disciplinary Appeals

Appeals for suspensions greater than 10 school days will be filed with the administrator (Ivy Academy Executive Director, Principal, Dean) who suspended the student in writing, within five calendar days of the notice.

Appeals for a *non-zero tolerance offense* as well as a *zero-tolerance offense* are brought before the Ivy Academy School Board. The hearing will be held not later than 10 school days after the

first day of the suspension. A school representative and the parent/ student will be allowed to present the case to the committee regarding the suspension. Either party may have an attorney present as a silent witness.

The Ivy Academy Board may:

1. Decide in favor of the school administrator
2. Override the suspension
3. Assign the student to an alternative program
4. Suspend the student for a specified length of time

The decisions of the Ivy Academy Board are final. Only the Ivy Academy School Board can modify a suspension for a zero-tolerance offense.

Disciplinary Procedures for Students Receiving Special Education Services

The purpose of Board policy is to inform students, parents/guardians, and educators in general terms of the procedures governing the discipline of students with disabilities under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504). In the event of an apparent conflict between board policy and the provisions of federal law, federal law shall control.

Limits on Suspensions

Administrators may suspend students with disabilities for misconduct just as they would non-disabled students for up to 10 days during the course of any given year.¹

At any time an administrator determines that a student with disabilities should be suspended for five days, or if any given suspension, when added to previously imposed suspensions, exceeds the total of five days, the principal shall have the student's case manager convene an IEP team or Section 504 committee as soon as practicable for the purpose of developing a behavioral intervention plan (BIP) and, if necessary, revising the IEP or 504 plans.²

The team must consider whether the IEP or Section 504 is appropriate to the student's needs, and if so, whether it is being implemented appropriately. It is the Board's intention that the school administration and the IEP team or Section 504 committee will collaborate to develop appropriate interventions aimed to reduce the need for further disciplinary measures.

For any given suspension that would exceed 10 days, or for any suspension, that, when combined with previous suspensions, would exceed a total of 10 days for any given school year, the school principal shall immediately ask the Office of Exceptional Education (in the case of a student receiving services under the IDEA) or Student Services (in the case of a student receiving services under Section 504) to convene a manifestation determination review (MDR) to determine whether the student conduct was a manifestation of his/her disability such that the student cannot be held responsible for his/her actions. The MDR shall operate in accordance with this policy and the requirements of federal law.³

Manifestation Determination Review (MDR)

The MDR will consist of the parents/guardians of the student, the principal or his/her designee, someone from the Office of Exceptional Education or Student Services, and such other members of the IEP team or Section 504 committee as may be appropriate.⁴

The MDR shall meet within 10 days of the decision to suspend the student to determine whether the behavior was a manifestation of the student's disability. The MDR shall consider all relevant information, including the IEP, teacher observations, and the most current evaluations of the student. The MDR shall also consider any functional behavioral assessment (FBA) and any behavioral intervention plan (BIP). The MDR shall also consider whether the student's behavior might be a manifestation of any suspected disability voiced by any parent/guardian or considered by any member of the IEP team or Section 504 committee.

For Behavior That Is a Manifestation⁵

If the MDR is unable to rule out a known or suspected disability as a cause of or a direct and substantial factor in the student's misconduct, then it shall take appropriate steps to address the educational needs of the student, including conducting an FBA (unless the MDR determines that any recent FBA is adequate), the developments or the refining of a BIP, and the revision of any IEP or 504 plan.

Except as set forth below, the student may not be suspended or removed from the existing educational placement, but must "stay put" in that placement unless the IEP team or Section 504 committee, including the parents/guardians, agree that a more restrictive placement is appropriate for the implementation of the BIP so that the student may receive a free, appropriate public education.

For Behavior That Is a Manifestation⁶

If the MDR can rule out a known or suspected disability as a cause or direct and substantial factor in the student's misconduct, then the MDR shall adjourn. The student may be disciplined as would any student without disabilities per Board Policy 6.300 and 6.302.

In the case of a student receiving services under the IDEA, the case manager will coordinate with Ivy Academy administration to ensure that the student will continue to receive any services required by the IEP during the time of his/her suspension. The case manager shall convene an IEP team meeting to discuss the change of placement if such a meeting is necessary to provide a free, appropriate public education.

In the case of a student receiving services under Section 504, services will cease during the period of any out-of-school suspension. If the student is remanded to an alternative educational setting and services are required to enable the student to participate in the program, the case manager will coordinate these services with Ivy Academy administration.

Exceptions to "Stay Put"⁷

Irrespective of whether a student's conduct may be a manifestation of his/her disability, a student may be suspended to an interim alternative educational placement for up to 45 days for:

- Carrying or possessing a dangerous weapon as defined in 18 U.S.C. 930 on school property or at a school function;
- Knowingly using or possessing or selling or soliciting the sale of illegal drugs on school property or at a school function;
- Inflicting serious bodily injury, meaning an injury with a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, while on school property or at a school function.

An interim alternative educational placement shall not automatically be 45 days but shall be in conformity with the consequence imposed on students without disabilities. The case manager shall coordinate with Ivy Academy administration how to provide services to any students assigned to an interim alternative placement.

Appeal Rights for Student with Disabilities

Any student or parent/guardian who disputes that the student violated the Code of Acceptable Behavior, Board policy, or state law; or who disagrees with the decision of the MDR that the

student's behavior was not a manifestation of a known or suspected disability; or who objects to the consequences imposed by the administrator may request a hearing before the Ivy Academy School Board pursuant to Board Policy 6.3022.

Alternatively, a student or parent/guardian may request a due process hearing before an administrative law judge.⁸

1. 34 C.F.R. 300.530 (b)(1)
2. 2. TCA 49-6-3401(c)(3)
3. 3. 34 C.F.R. 300.530(e)
4. 34 C.F.R. 300.530(e)(1)
5. 34 C.F.R. 300.530(e) and (f)
6. 34 C.F.R. 300.530(d)(1)
7. 34 C.F.R. 300.530(g)
8. 34 C.F.R. 300.532