

## GENERAL SCHOOL RULES

As students of Bolivar Middle School you are living in a community. All communities have rules so that they can function smoothly and protect the rights and safety of each individual in the community.

As a member of the Bolivar Middle School community you will be expected to follow school rules and regulations.

- All students are expected to report to school each day prior to 8:00 a.m.
- All students are to dress properly for school.
- All students are expected to come prepared with proper supplies for school each day – a notebook, pen, and pencil and issued textbooks.
- Students are to take the shortest and most direct route from class to class, and walk, not run through the halls. Horseplay is **not** permitted.
- Students **are** to use the restrooms during the exchange of class. Notes are to be given for emergencies only during class time.
- Students are expected to be in class on time. There are 5 minutes between every class for traveling time between classes.
- Students are expected to eat and drink only in the cafeteria. Food, drinks, and gum are not allowed in the classrooms or hallways unless authorized by school staff.
- Items such as radios, cell phones or pagers, headphones, CD players, DVD players, MP3 players, Ipods, GameBoys, skateboards, roller blades, etc. are to be kept at home. These are valuable possessions for which your teacher cannot take responsibility.
- Students are permitted to leave the building only with the permission from an administrator. Parental request for an early dismissal of their child must be in writing and verified by phone through the Main Office.
- It is illegal for any student to possess tobacco products or any items that may be used as weapons on school property.
- Students must ride the bus that they are assigned. Riding a bus you are not assigned to or do not have written permission, by school authorized personnel is considered trespassing. If riding privileges are suspended from your assigned bus, they are suspended from all Hardeman County School Buses.

## ***DRESS CODE***

Student dress has the potential to impact the classroom learning environment. Throughout the years BMS has consulted with parents to attend to this issue in a manner which our community expects. What is considered appropriate in our school may not be appropriate in other schools and vice-versa. Dress codes are respective to individual schools and do not always cross school boundary lines. We ask that students not wear items that could be considered distasteful, distracting, disrespectful, or otherwise unkempt. Each of you are now at the age when you decide for yourself what you can wear to school. Each morning as you dress for school, you must decide what is appropriate for school, what is in good taste, and what will enhance your appearance. The following guide has been developed to help you in deciding what to wear and what not to wear to school.

- All clothing must be at or near knee length or longer. Mini-skirts and short shorts are not to be worn to school.
- Pants should be worn at the waistline, properly looped with a belt (if pants have elastic, they must fit the waist line) and properly fastened.
- Tank-tops, halter-tops, midriff-tops, tube-tops, see-through blouses, or mesh tops, and /or clothing with holes are inappropriate for school.
- Clothing that displays drugs, sex, violence, gambling symbols (such as dice, etc.), obscene language, alcohol use, or gang affiliation are not permitted.
- Hats, sweatbands, headbands, headscarves, caps, visors, or kerchiefs need to be secured in your locker if they are brought to school.
- Sweaters, sweatshirts, and lightweight jackets can be worn in school but coats and heavy jackets must be kept in your locker.
- Shoes should be of a type that can safely negotiate the many stairs at Bolivar Middle School. Bedroom slippers /house-shoes are not appropriate. If the shoes have laces, they should be tied.
- Sunglasses are **not** to be displayed or worn in the building.
- Hairstyles that are distracting or draw unnecessary attention from the classroom instruction and to the student are not allowed. Conventional hair colors only.
- Male students should be clean-shaven; no facial hair is allowed.
- Earrings for male students are not allowed. No facial jewelry will be allowed. Nose rings, eyebrow rings, or other unusual piercings

that would draw unnecessary attention or cause disruptions are not allowed for any student.

- Seasonal changes in the weather will naturally affect the type of clothing you wear to school. Just remember, do your best to come to school each day well-groomed and dressed neatly in the appropriate clothing.

## **CODE OF STUDENT CONDUCT**

Bolivar Middle School is committed to providing every student with the opportunity to attend school in an environment that is safe, free of violence and drugs, and conducive to learning. This goal is the highest priority because excellence in education cannot be achieved unless schools and classrooms are safe and orderly. The Code of Student Conduct/Disciplinary Code was developed so that all students, staff and parents of the school fully understand the behavioral expectations for students while in attendance at BMS, while attending school sponsored activities, or while riding on transportation systems serving Hardeman County Schools.

## **STUDENT RESPONSIBILITIES**

In American society, all citizens have certain rights that are closely associated with corresponding responsibilities. All students at Bolivar Middle School have the following responsibilities:

- To attend school regularly and to make a conscientious effort in the classroom.
- To help maintain a climate within the school that is conducive to wholesome learning and living.
- To respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- To express ideas and opinions in a respectful manner.
- To be aware of and comply with all rules and regulations for student behavior. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- To volunteer information in matters related to the health, safety, and welfare of the school community and the protection of school property.
- To dress and groom to meet fair standards of safety, health and cleanliness and not to cause substantial disruption to the educational process.

To assist the school staff in operating a safe school for all students enrolled therein.  
To exercise proper care when using public facilities and equipment.  
To make up work when absent from school.  
To pursue and attempt to complete satisfactorily the courses of study prescribed by Bolivar Middle School and the Hardeman County Board of Education.

## **RULES OF STUDENT CONDUCT**

A student shall not use violence, force, noise, profanity, defiance, coercion, threats, conspiracy, fear, passive resistance, harassment (racial, gender, ethnic or sexual), intimidation, or any such conduct, to cause the substantial and material disruption or obstruction of any process, policy or function of the school or the school district. Neither shall he/she engage in such conduct or urge other students to engage in such conduct if such a disruption or obstruction is reasonably certain to result.

### **Damage, Destruction or Theft of School Property**

A student shall not intentionally cause or attempt to cause substantial damage to school property, or steal or attempt to steal school property.

### **Damage, Destruction or Theft of Private Property**

A student shall not intentionally cause or attempt to cause substantial damage to private property, or steal or attempt to steal private property. Valuable private property should not be brought to school. *The district assumes no responsibility for the loss or theft of such property.*

### **Assault on a School Employee**

A student shall not intentionally cause, attempt to cause, or threaten to cause physical injury to any school employee.

### **Assault on a Student or Other Person Not Employed by the School**

A student shall not intentionally do or threaten to do serious bodily injury or intentionally behave in such a way that could reasonably cause physical injury to any person. Self-defense is not considered an intentional act under this rule.

## **Weapons**

A student shall not possess, handle, or transmit a weapon while on any school property, while at any school-sponsored or approved activity, or while walking or being transported in any manner to or from a school or school-sponsored or approved activity.

The term **“weapon,”** as used in this code of student conduct shall include but shall not be limited to any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and **any other tool, instrument, or implement capable of inflicting serious bodily injury.**

The term **“firearm”** means any weapon (including but not limited to a starter gun) that is designed to or may be readily converted to expel a projectile by the action of an explosive. This rule also includes the frame or receiver of any such weapon, firearm muffler, firearm silencer or any destructive device (as defined in 18 U.S.C. § 921 {a}, {4}). **A student found to be in violation of this rule shall be expelled for a period of not less than one year.**

The Director of the School District may recommend discipline short of expulsion on a case-by-case basis . In the case of a disabled student, the Principal shall take all steps necessary to comply with the individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 1400 Et Seq.).

## **Drugs including but not limited to Alcohol, Amphetamines, Barbiturates, any form of cocaine, Hallucinogens, Designer Drugs, Marijuana and Narcotics**

A student shall not knowingly possess, use, transmit, or be under the influence of any intoxicant of any kind.

**This is a drug free School district; any amount of an illegal drug is unacceptable.**

The possession of drug-related paraphernalia (ex: rolling papers, roach clips, hemostats, pipes or parts of pipes, and other homemade devices) also constitutes a violation of this rule. Use of a drug as authorized by a medical prescription from a registered physician for the student for whom it prescribed shall not be considered a violation of this rule.

## **Repeated School Violations**

A student shall not repeatedly fail to comply with classroom and school rules or lawful directions of principals, teachers, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel. Repeated School Violations by students will be handled according to the Disciplinary Table (refer to page 31).

## **Unauthorized Presence During School Hours**

### **On School Grounds**

A student shall not be on any portion of the school grounds where his/her presence is unauthorized, nor remain after having been either ordered or requested to leave by any school employee possessing apparent authority over student conduct. A student should not be:

On the school grounds where the student is regularly enrolled during any period of suspension (which includes exclusion from the school of regular enrollment where such order of exclusion has been in fact made known to the student prior to the incident of unauthorized appearance).

On the school grounds of any school or site required school programming other than that student's school of regular enrollment or attendance, at any time other than when a school activity, function, or event is being held and the student's presence is either required or permitted, based on predetermination by the principal of the school at which the activity is being held.

### **On Private or Public Property**

Presence on the school grounds while in the company of a parent or guardian for the purpose of meeting with a school employee to discuss the student's status or presence on the school grounds for the purpose of proceeding directly to the school office with prior permission of the principal shall not be considered a violation of this rule.

### **Tobacco Use**

A student shall not use tobacco in school buildings, school buses, or on any property owned by, leased by, or under the control of the Board of Education. This property includes but is not limited to sidewalks contiguous to school property, parking lots, athletic fields, courtyards, and other campus grounds.

### **Possession of Cell Phones, Pagers, Lasers, Radios, CD'S or other Electronic or Telecommunication Devices**

A student shall not possess any cell phone, paging device, referred to as a beeper, radio, CD, laser pointer or related electronic equipment or other telecommunication device on school grounds, at school-sponsored activities, or on buses or other vehicles provided by the school district. Students found to be in violation of this rule will be subject to disciplinary action and confiscation of the device.

### **Academic Dishonesty**

A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations as well as homework, AR tests, and other projects and assignments, whether done during or outside of school hours. Academic dishonesty shall include but not be limited to all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as his/her own, and the unauthorized use of aids during examinations, projects and assignments.

### **Sexual Harassment**

A student shall not engage in any act that violates the district's sexual harassment policy, including but not limited to, unwelcome sexual advances, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature. In the case of suspected sexual harassment, the administration or their designee will investigate the incident and forward a written communication to those accused of the harassment. A note may be placed on file in that student's record. The result of the investigation will be handled according to the Disciplinary Table (page 31).

### **Misuse of Computers/Computer Networks**

A student shall not engage in any act that violates the District's Internet Computer Use Policy. A copy of the policy will be sent home for parent signature prior to allowing any student access to the computers or Internet. Violators will receive disciplinary action.

### **Undesirable Group Activity**

A student shall not cause disruption and/or intimidation by the following:

- The wearing of any type of clothing or jewelry associated with undesirable groups.
- The use of undesirable group language or the writing or gesturing of any sign or symbol identified or associated with undesirable groups.
- Confrontations identified or associated with undesirable groups or their activities.

### **Fighting**

A student shall not engage in physical violence, aggressiveness, or confrontation to settle disputes or resolve conflicts.

In the case of fights, it is policy of Bolivar Middle School to administer Home Suspension to both students for a period not less than 3 days.

## **DON'T BE LATE!**

**Tardy Policy** – After 8:00 a.m., you must report to the Main Office/Tardy Desk to receive an admit note to class. You should bring a note from home explaining the reason for tardiness.

**Student leaving the building** – Students are **not** permitted off school campus during the school day. Students who leave the campus without an appropriate early dismissal note will be disciplined in accordance with the School Discipline Code. Such students will not be permitted to return to the building until you bring your parent/guardian to see the Assistant Principal.



### **Bus Transportation**

**Student safety is priority for students to get to and from school.** Students who choose not to follow these instructions will lose the **privilege** of transportation provided by the school district.

- Students may not board a bus that they do not regularly ride without a note from parents giving permission and reasons with signature and phone number. Note will be verified by office.
- Students shall follow the driver's directions at all times.
- Students shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
- Students shall not stand at any time.
- Students shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
- Students shall not deface the bus or its equipment.
- Students shall not extend head, hands, arms, or legs out of the window. They shall not hold or throw any object out of the window and shall not throw objects within or out of the bus.
- Students shall not smoke or use any form of tobacco.
- Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
- Upon leaving the bus, the student will wait for the driver's signal before crossing in front of the bus.

- A suspension of bus privileges means that a student is suspended from any Hardeman County School Bus. Students caught riding buses during suspension periods will have suspension periods increased, up to and including suspension for the remainder of the year and possible ticketing for criminal trespassing.

## **CONSEQUENCES OF DISCIPLINARY ACTIONS**

**Warnings** – Through the use of handbooks, verbal warnings and leading by example, the BMS staff will make every attempt to warn students of improper behavior when needed. Warnings make up the majority of disciplinary actions. It is expected that students comply with the warnings in an appropriate manner and display behavior suitable for their age.



**Classroom management techniques** – Teachers have a responsibility to maintain order and discipline in the classroom. There are a variety of methods that are implemented by the teacher to insure that a learning environment is established and protected. Assigned seating arrangements, disciplinary assignments, and additional academic assignments given as consequence for inappropriate behavior are examples of this. This is only a short list of examples.

**Parental Contact/Conference** – after repeated warnings and classroom management techniques have not corrected the behaviors, parents will be contacted to intervene.

**Loss of Privileges** – Extracurricular activities that are planned at Bolivar Middle School are considered privileges. Inappropriate behavior can result in a loss of privileges to attend or participate in any extra events.

**Corporal punishment** - may be used as a discipline management option in accordance with the Student Code of Conduct and disciplinary table. Corporal punishment will be governed by the following conditions:

- parent /guardians who do not wish for corporal punishment to be an option should contact the Bolivar Middle School Principal's office and have this notation added to their child's record.
- the student will be told the reason for the corporal punishment

- the punishment may be administered only by the principal or assistant principal.
- if the infraction is such that corporal punishment is viewed as necessary, the student will be given other options to choose from such as Alternative Educational Setting assignments or Home Suspensions.
- corporal punishment will not be used as an option for a first offense infraction. It will only be administered if agreed to as an option by the student.
- the punishment will be administered in the presence of one other school professional employee and out of view of other students.

**ALTERNATIVE EDUCATIONAL SETTING** – Students assigned to AES are removed from the regular student population for a period of 1-5 days. Students assigned to AES are allowed to follow along with classroom work assigned by their regular teachers. Prior to being assigned to AES, the student will be given a written communication from administration which details the infraction and length of assignment to AES. Administrator, Student, and Parent signatures are required on the AES form. The student is to bring the signed form back to school in order to report to the AES classroom. Misbehavior in AES results in home suspensions.

**HOME SUSPENSIONS** – Level II, III, and IV infractions carry the possibility of home suspensions for students. Home suspensions may range from 1-10 days in length without the right to appeal. A parent conference is required prior to the student returning to the classroom.

**COURT PETITIONS** – In the case of repeated or violent misbehavior of which there has been little success from school intervention or parent intervention, the administration may file a petition to the courts seeking “unruly” charges against the student. The outcome / actions of the court would determine possible alternative placements for the students.

**LEARNING CENTER PLACEMENT** – repeat violations of level III infractions may warrant placement at the Hardeman County Learning Center for a length of time not less than 10 school days. Learning Center placement can be made in excess of 1 semester but no more than 1 school year.

**EXPULSIONS** – Any zero tolerance offense may result in expulsion for up to 1 calendar year. This includes but is not exclusive to drugs and weapons.

## Bolivar Middle School Disciplinary Table

	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
<b>DISCIPLINE HANDLED BY:</b>	STAFF	ADMINISTRATOR	ADMINISTRATOR	ADMINISTRATOR / BOARD OF EDUCATION
<b>BEHAVIORS</b>	General misbehavior Disrupting Class Chewing Gum Sleeping Horseplaying Incomplete Assign Not Following Instructions, etc.	Skiping Class/School Excessive Tardies Dress Code Violations Disrespectful Language or Behavior towards students or Staff Non-directed profanity Gambling Laser Pointers Bus Misbehavior <sup>8</sup> Excessive / Unmodified Level I Behaviors	Simple Fighting Tobacco Theft Threats, Harassment Knives,(not weapons) Directed Profanity Destruction of Prop. Excessive / Unmodified Lev. II Behaviors	2 <sup>nd</sup> Offense – Knives, beepers, phones, fighting. Zero Tolerance as defined TCA 49-6-340)g Weapons (18 USC 921) Use or Distribution of Drugs, Alcohol, Severe Fighting, Sexual Acts Excessive / Unmodified Lev. III Behaviors
<b>CONSEQUENCES</b>	1. Verbal Warning 2. Tj <sup>teacher intervention</sup> CM <sup>Classroom Mgmt</sup> techniques 3. Tj <sup>teacher intervention</sup> CM <sup>Classroom Mgmt</sup> techniques 4. Teacher- Parent Contact <sup>1</sup> SE – FBA must be completed prior to movement to LVL II <sup>2</sup>	All Approved Actions to include Suspension – Will not necessarily be administered in this order. 1. Loss of Privileges <sup>3</sup> 2. Counsel/Warning 3. Behavior Modification Class <sup>4</sup> 4. Parental Contact 5. Corporal Punishment <sup>5</sup> 6. Parent- Admin. Conf. 7. 1-3 day Suspension	Minimum 3 Day Suspension Alternative School Parent Conference prior to student's return to school <sup>6</sup>	Long-Term Suspensions / Expulsions Long-Term Placement in Alternative School Parent Conference prior to student's return to school <sup>6</sup> M-Team <sup>7</sup> Note <sup>8</sup> Note <sup>9</sup>
<b>MOVEMENT TO NEXT LEVEL WHEN:</b>	Student commits 5 <sup>th</sup> infraction within the Semester – Send to Office with completed disciplinary card.	Student commits 4 LEVEL II offenses within the school year. Move to LEVEL III on the 5 <sup>th</sup> Offense	Student commits 3 LEVEL III offenses within the school year. Move to LEVEL IV on the 4 <sup>th</sup> Offense.	
<b>DUE PROCESS PROCEDURE</b>			Student has right to hearing to explain if 5-10 day suspension	Student has right to hearing before HCBOE Disciplinary Board