

Terrace Community Middle School

**Student Handbook
2009-2010 School Year**



Respect, Responsibility, Results

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This student handbook is a living document and as we at TCMS continue to create a superior learning environment, administration reserves the right to make changes to policies in this handbook.

Employees, parents and students will be notified of any changes or revisions to the handbook.

TABLE OF CONTENTS

	School Calendar	5
	Bell Schedule	6
	Half Day Schedule	6
	Assembly Schedule	7
	Extended Homeroom Schedule	8
Section 100	General Information	8
100.01	Introduction	8
100.02	To the Parents	9
100.03	To the Students	9
100.04	Purpose	9
100.05	Philosophy	9
100.06	Civility Policy	10
100.07	Statement of Non-Discrimination	10
100.08	Statement of Parent/Family Volunteerism	10
100.09	Communication to Home	10
100.09.1	Means of Communication	10
100.10	Additional Mailings	11
100.11	Parental Involvement	11
100.12	Parental Input	11
100.13	Parent Resource Association Survey	11
100.14	New School Year Paperwork	11
Section 200	Conduct, Climate, Discipline	12
200.01	Discipline	12
	Gold Card Discipline Matrix	16
	Student Behavior Discipline Referral Form – Level 1	18
	Student Behavior Discipline Referral Form – Levels 2 and 3	19
200.02	Detention	20
200.03	School Uniform	20
200.03.1	Non-Uniform Dress	22
200.04	Identification Badges	23
200.05	Sexual Harassment	23
200.06	Bullying and Harassment	25
200.07	Vandalism	25
200.08	Search and Seizure	26
Section 300	Electronics	26
300.01	Computer Education	26
300.02	Electronic Devices	27
300.03	Cell Phones and Usage	28
Section 400	Student Rights and Responsibilities	28
400.01	Patriotism	28
400.02	Religion	28
400.03	Assembly and Association	29
400.04	Rights and Responsibilities	29
400.05	Grievances	30
400.06	Records	31
400.07	Sales and Advertising	31
400.08	Special Student Services	32
400.09	Textbooks	32
400.10	Telephones	33
400.11	Publications	33
Section 500	General Safety and Transportation	33
500.01	Student Safety and Security	33
500.02	Clinic, Health Issues, Medication	34
500.03	Visitors to Campus	35

500.04	Background Screening of Volunteers	36
500.05	Interview/Conference of a TCMS Student by a Non-TCMS Person(s) While Student is on Campus	36
500.06	Policy on Non-Motorized Transportation from School	37
500.07	Bus Transportation Fees	37
Section 600	Compulsory School Attendance	37
600.01	Attendance	37
600.02	To Report an Absences	38
600.03	Excused Absences	39
600.04	Unexcused Absences	39
600.05	Tardiness to School	40
600.06	Tardiness to Class	40
600.07	Release of Students	41
600.08	Sign-Out Procedures	41
600.09	Make-up Work	42
Section 700	Registration, Immunization and Withdrawals	43
700.01	Registration and Immunization	43
700.02	Student Withdrawals	44
Section 800	Food Services	44
Section 900	Finances	45
900.01	Check Policy	45
900.02	Administrative Fees Policy	46
900.03	Collection of Student Fees	46
900.04	Fees for Certain Elective and Core Area Classes	46
900.05	Field Trip Fees	46
900.06	Fundraising	47
Section 1000	Property Insurance	47
1000.01	Personal Insurance for Property	47
Section 1100	Extracurricular	47
1100.01	Athletics and Co-Curricular Activities	47
1100.02	Booster Clubs	49
Section 1200	Academic/Curriculum Information	50
1200.01	Placement and Course Offerings	50
1200.02	Grading/Progress Reports	50
1200.03	Homework	51
1200.04	Late Homework	52
1200.05	Heading Identification	52
1200.06	Research Papers	52
1200.07	Tutoring	52
1200.08	Student Assistance	53
1200.09	Scheduling and Administration of Exams	53
1200.10	Promotion	53
1200.11	Retention	54
1200.12	High School Credit	54
1200.13	Principal's 100% Club	55
1200.14	End of Year Awards Policy	55
1200.15	Field Trips	56
1200.15.1	Student Field Trip Fees	57
1200.16	TCMS Teaching Guidelines for Politics and Religion	57
	Glossary of Terms	58
Appendix 1	Public Notice on Student Records	61

TERRACE COMMUNITY MIDDLE SCHOOL - 2009.2010 SCHOOL YEAR CALENDAR

Administration reserves the rights to revise the dates as needed.

New Teachers Report	Monday, August 10, 2009
All Teachers Report for Preplanning	Tuesday, August 11, 2009
First Day of School	Tuesday, August 25, 1009
Labor Day	Monday, September 07, 2009
End of First Grading Period	Thursday, October 29, 2009
Professional Study Day/Non-Student Day	Friday, October 30, 2009
Veteran's Day	Wednesday, November 11, 2009
Thanksgiving Holiday	November 23-27, 2009
Winter Holidays	December 21-January 1, 2009
Students Return to School	Monday, January 04, 2010
End of Second Grading Period/First Semester	Friday, January 15, 2010
Martin Luther King, Jr. Day	Monday, January 18, 2010
Teacher Work Day/Non-Student Day	Tuesday, January 19, 2010
Presidents Day/Non-Student Day	Monday, February 15, 2010
End of Third Grading Period	Friday, March 26, 2010
Spring Holidays	April 12-16, 2010
Students Return to School	Monday, April 19, 2010
Memorial Day	Monday, May 31, 2010
Last Day of School	Thursday, June 10, 2010
Teacher Post-Planning	Friday, June 11, 2010

Semester 1 - 86 Days

Semester 2 - 96 Days

Total - 182 (2 hurricane days)

Administration reserves the right to modify this calendar as needed.
Approved by the Back to Basics Charter School Foundation, Inc.
Board of Directors at the January 9, 2008 board meeting.

**Terrace Community Middle School
2009.2010 School Year
Bell Schedule**

Duty Report Time for Faculty is 7:45am
Drop off time for all Students begins at 7:45am

First Bell – 8:15am Tardy Bell – 8:20am

Grade 6

Period	Class Time	Lunch
Homeroom	8:20-8:30	
Period 1	8:35-9:30	
Period 2	9:35-10:30	
Period 3	11:10-12:05	'A' Lunch 10:35-11:05
Period 4	12:10-1:05	
Period 5	1:10-2:05	
Period 6	2:10-3:05	
PERIOD 7	3:10-4:05	

Grade 7

Period	Class Time	Lunch
Homeroom	8:20-8:30	
Period 1	8:35-9:30	
Period 2	9:35-10:30	
Period 3	10:35-11:30	
Period 4	12:10-1:05	'B' Lunch 11:35-12:05
Period 5	1:10-2:05	
Period 6	2:10-3:05	
PERIOD 7	3:10-4:05	

Grade 8

Period	Class Time	Lunch
Homeroom	8:20-8:30	
Period 1	8:35-9:30	
Period 2	9:35-10:30	
Period 3	10:35-11:30	
Period 4	11:35-12:30	
Period 5	1:10-2:05	'C' Lunch 12:35-1:05
Period 6	2:10-3:05	
PERIOD 7	3:10-4:05	

Period 7 is used for tutoring, extracurricular activities, meetings, sports, and clubs.

Half Day Bell Schedule

Duty Report Time for Faculty is 7:45am
Drop off time for all Students begins at 7:45am

First Bell – 8:15am Tardy Bell – 8:20am

Grade 6

Homeroom	8:30-8:40
1 st Period	8:45-9:15
2 nd Period	9:20-9:50
3 rd Period	9:55-10:25
4 th Period	10:30-11:00
LUNCH	11:05-11:35
5 th Period	11:40-12:10
6 th Period	12:15-12:45

Grade 7

Homeroom	8:30-8:40
1st Period	8:45-9:15
2nd Period	9:20-9:50
3rd Period	9:55-10:25
4th Period	10:30-11:00
5th Period	11:05-11:35
LUNCH	11:40-12:10
6th Period	12:15-12:45

Grade 8

Homeroom	8:30-8:40
1st Period	8:45-9:15
2nd Period	9:20-9:50
3rd Period	9:55-10:25
4th Period	10:30-11:00
5th Period	11:05-11:35
6th Period	11:40-12:10
LUNCH	12:15-12:45

Assembly Bell Schedule

Duty Report Time for Faculty is 7:45am
 Drop off time for all Students begins at 7:45am
 First Bell – 8:15am Tardy Bell – 8:20am

Grade 6

Homeroom	8:20-8:30
Period 1	8:35-9:25
Period 2	9:30-10:20
Lunch	10:25-10:55
Period 3	11:00-11:50
Period 4	11:55-12:45
Period 5	12:50-1:40
Period 6	1:45-2:35
Assembly	2:35-3:05

Grade 7

Homeroom	8:20-8:30
Period 1	8:35-9:25
Period 2	9:30-10:20
Period 3	10:25-11:15
Lunch	11:20-11:50
Period 4	11:55-12:45
Period 5	12:50-1:40
Period 6	1:45-2:35
Assembly	2:35-3:05

Grade 8

Homeroom	8:20-8:30
Period 1	8:35-9:25
Period 2	9:30-10:20
Period 3	10:25-11:15
Period 4	11:20-12:10
Lunch	12:15-12:45
Period 5	12:50-1:40
Period 6	1:45-2:35
Assembly	2:35-3:05

Extended Homeroom Bell Schedule
 Duty Report Time for Faculty is 7:45am
 Drop off time for all Students begins at 7:45am
 First Bell – 8:15am Tardy Bell – 8:20am

Grade 6

Extended Homeroom	8:20- 9:00
Period 1	9:05-9:55
Period 2	10:00-10:50
Lunch	10:55-11:25
Period 3	11:30-12:20
Period 4	12:25-1:15
Period 5	1:20-2:10
Period 6	2:15-3:05
Period 7	3:10-4:00

Grade 7

Extended Homeroom	8:20- 9:00
Period 1	9:05-9:55
Period 2	10:00-10:50
Period 3	10:55-11:45
Lunch	11:50-12:20
Period 4	12:25-1:15
Period 5	1:20-2:10
Period 6	2:15-3:05
Period 7	3:10-4:00

Grade 8

Extended Homeroom	8:20- 9:00
Period 1	9:05-9:55
Period 2	10:00-10:50
Period 3	10:55-11:45
Period 4	11:50-12:40
Lunch	12:45-1:15
Period 5	1:20-2:10
Period 6	2:15-3:05
Period 7	3:10-4:00

Section 100 – GENERAL INFORMATION

100.01 Introduction

Mission

Our mission is to:

- provide a foundation of knowledge, which will allow our students to have successful academic careers;
- recognize that self-esteem comes from meeting and overcoming challenges and from confidence gained through the acquisition and mastery of skills;
- recognize that parental and community involvement is crucial to the success of the students and the school as a whole;
- help guide each child to develop his or her character in a program that builds community and stresses respect;

- offer engaging, challenging work, and give students the tools they need to succeed in school.

Philosophy

The philosophy of the school is that every student, regardless of race, ethnicity, language, gender, sexual orientation, nationality or socio-economic status is entitled to an educational environment dedicated to lifelong learning. The purpose of the school is to provide excellence in education through collaborative research, effective instruction and the development of positive values. A goal of the school is to ensure that every student will learn and will master the appropriate Sunshine State Standards.

TCMS seeks to provide a safe, secure and equal learning environment for each of its students, regardless of race, ethnicity, color, creed, sex, national origin, language, sexual orientation or disability. TCMS must be free from disruption that would interfere with the teachers' right to teach and the students' right to learn. In order to ensure a safe and hospitable environment, TCMS shall offer assistance to parents and guardians in the forms of counseling, peer mediation/conflict resolution, and other school and community programs.

100.02 To the Parents

Terrace Community Middle School ("TCMS" or the "school") believes that well-informed parents promote a positive school environment. Consistent with this philosophy, we are requiring that your student bring home a copy of this Handbook so that you may become acquainted with the school's policies and procedures and school life. In this Handbook, the school has included various regulations, the Code of Student Conduct, activities, and general information, all of which aid students in becoming productive members of the school community.

Suggestions for changes or revisions of this document shall be welcomed and reviewed by school administration and the TCMS Board of Directors. Please forward comments and/or suggestions to the school Chief Education Officer.

100.03 To the Students

This Handbook has been developed for the purpose of informing you of the policies and procedures of TCMS. We hope that it will assist you in making your school days pleasant and successful. It is the responsibility of each student and parent/guardian to read, understand, and abide by this Handbook.

100.04 Purpose

The purpose of this Handbook is to inform students and parents of TCMS about the school's program, curriculum and student policies.

- recognize that self-esteem comes from meeting and overcoming challenges and from confidence gained through the acquisition and mastery of skills;
- recognize that parental and community involvement is crucial to the success of the students and the school as a whole;
- help guide each child to develop his or her character in a program that builds community and stresses respect;
- offer engaging, challenging work, and give students the tools they need to succeed in school.

100.05 Philosophy

The philosophy of the school is that every student, regardless of race, ethnicity, language, gender, nationality or socio-economic status is entitled to an educational environment dedicated to lifelong learning. The purpose of the school is to provide excellence in education through collaborative research, effective instruction and the development of positive values. A goal of the school is to ensure that every student will learn and will master the appropriate Sunshine State Standards.

TCMS seeks to provide a safe, secure and equal learning environment for each of its students, regardless of race, ethnicity, color, creed, sex, national origin, language, sexual orientation or disability. TCMS must be free from disruption that would interfere with the teachers' right to teach and the students' right to learn. In order to ensure a safe and hospitable environment, TCMS shall offer assistance to parents and guardians in the forms of counseling, peer mediation/conflict resolution, and other school and community programs.

100.06 Civility Policy

The faculty and staff of Terrace Community Middle School will treat parents and other members of the public with respect and will expect the same in return. TCMS is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

The aim is to promote mutual respect and orderly conduct within the schools, thereby setting a model for children and others in the community. It is not meant to deprive any person of the right to freedom of expression. Volatile, hostile or aggressive actions and words are discouraged, and individuals who engage in these activities may face legal penalties.

100.07 Statement of Non-Discrimination

The Back to Basics Charter School Foundation, Inc. is an equal opportunity employer and does not discriminate in its hiring or employment practices on the basis of age, race, sex, color, national origin, sexual orientation or disability. Discrimination in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practice based on one of these improper motives is prohibited. Furthermore, harassment based on a person's race, color, gender, religion, age, national origin, sexual orientation, or disability is a form of discrimination and will not be condoned. Any person having questions about the Back to Basics Charter School Foundation, Inc.'s compliance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, or any other civil rights laws should contact the main office at (813)987-6555.

100.08 Statement of Parent/Family Volunteerism

As a part of the TCMS philosophy of setting and maintaining higher standards for students, parents, faculty, staff, administration and board members, each year we require families to volunteer a minimum 10 hours of time in service to the school community. The Parent Resource Association, (PRA), coordinate this component and reports to administration on a semester basis as to parental involvement. This volunteerism is a part of the contract commitment each family signs on a yearly basis. All families are asked to fully support this very important component of being a member of the TCMS Network of Families and Friends. TCMS shall maintain the highest level of parental and community support as this positively impacts learning and achievement for all children

100.09 Communication to Home

TCMS has an excellent middle school model for parent and community communications. As a student matriculates, our philosophy of middle school fosters a school business climate which promotes maturity and self-responsibility. While we know from time to time that a maturing adolescent "forgets" and we are very supportive with those first few transitions, we believe that it is important to ensure that school information, paper work, homework, newsletters, and the like are delivered to the parent/guardian.

100.09.1 Means of Communication

- Weekly electronic news letters (TCMSnapshot)
- TCMS website (www.tcmstornadoes.com)
- School flyers
- Faculty and Grade Level House mass email mailings and newsletters
- Direct calling by PRA/teachers

- ParentLink telephone broadcasts by the administration.

100.10 Additional Mailings

By middle school age, the majority of students are mature enough to facilitate all communications between home and school. Should you believe that your child is not capable of fulfilling this role, please send \$15.00 to cover the cost of 5 certified mailings per year. If, during the course of the year, the expense exceeds the amount indicated, parents will be notified and payment will be expected. No mailings will be sent until that amount is remitted.

100.11 Parental Involvement

The Administration believes that parental involvement in a child's academic and social life at school is critical to the long term achievement and success of each student at TCMS.

In that light, Administration requires that all families of children enrolled at TCMS, volunteer 10 hours of service time to the school in support of academic and extracurricular programs and activities which directly impact student success.

Time may be volunteered as specified by the TCMS Parent Resource Association guidelines.

A student's whose parent elects not support this requirement may be subject to placement status review by the school Principal. Such review may result in non-enrollment of the student for the coming school year.

100.12 Parental Input

The administration strongly encourages, and invites parents to attend all TOWN HALL MEETINGS, the school's Board of Directors monthly meetings, special PRA meetings and open houses (tours and scheduled visits). The administration also requests that you email, phone or make an appointment as needed to discuss challenges, issues, concerns, offer recommendations and, of course, that you offer praise.

100.13 Parent Resource Association Survey

The PRA will, mid year, request that all parents fill out a "School Climate Quality Survey." Results will be published and presented by the Chief Education Officer/Principal at the March or April board meeting.

100.14 New School Year Paperwork

Beginning with the 2008-2009 school year, a child may forfeit his/her space for the upcoming year if the paperwork required by the school is not returned by the specified date which, each year, will be exactly three weeks prior to the first day of school. If the paperwork is not received by the due date, it is understood that the child will not be attending TCMS in the fall and a student on the waiting list will be contacted.

It is the parent's responsibility to make sure the paperwork is returned to the school on or before the due date each year. No follow up phone calls shall be made to notify parents that their paperwork has not been received.

SECTION 200 Conduct, Climate, Discipline

200.01 Discipline

1. TCMS has established a comprehensive Code of Conduct that students must follow and TCMS enforces uniformly. TCMS does not tolerate behavior that disrupts or interferes with the education of other students or the school learning environment. Students are responsible for understanding and adhering to this Code of Conduct. Parents are responsible for helping students understand and abide by these policies, for recognizing that unacceptable behavior is subject to disciplinary action, and for supporting the enforcement of these policies.

2. Administration, including Chief Education Officer and Assistant Principals, or designee is responsible for discipline and determines the level of the offense and its appropriate consequence. Terms are defined in the handbook's glossary. The TCMS Board of Directors gives the administration reasonable degree of discretion in determining the level of the offense and the resulting consequences. The factors considered include, but are not limited to:

- a) seriousness of offense;
- b) premeditation, impulse, or self-defense;
- c) strength of evidence;
- d) cooperation or remorse;
- e) disciplinary history;
- f) gang-relationship;
- g) age or disability;

3. Three levels of offenses and consequences include graduated levels of offenses and consequences with the most serious offenses listed first. Administration of discipline includes violations of the Code of Student Conduct occurring on school property and at school-sponsored functions and events. In addition, the reassignment to another school may be recommended if a student commits a crime off of TCMS property.

4. LEVEL ONE—ZERO TOLERANCE OFFENSES: (Handled only by an Administrator)

TCMS has adopted a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety and/or well-being of students or personnel; illegal activities will not be tolerated.

Zero tolerance offenses include, but are not limited to, the following:

- a) alcohol possession, use or sale of;
- b) arson;
- c) battery; fighting of any form, type degree or level of intensity;
- d) assault on, threat, or intimidation of a TCMS student, employee, or agent;
- e) bomb threats or general threats to the school population;
- f) breaking/entering/theft/robbery;
- g) defiance;
- h) false fire alarms;
- i) homicide;
- j) kidnapping;
- k) creating a major disruption at a school function on or off campus;
- l) motor vehicle theft;
- m) physical contact of ANY type
- n) possession, use, sale of firearms, bombs, explosives, weapons;
- o) possession, use, sale, distribution or being under the influence of a controlled substance or tobacco;
- p) possession of drug paraphernalia;
- q) sale or distribution of any substance represented by the student as being

- a controlled substance;
- r) sexual assault;
- s) use of a non-weapon as a weapon;
- t) willfully and knowingly attempting to do bodily harm to a TCMS student, teacher, employee, or agent;
- u) misrepresentation of facts resulting in public slander toward a TCMS student, teacher, employee, agent or the school either written, spoken, or electronically transmitted;
- v) threat or intimidation of a TCMS student, teacher, employee or agent either written, spoken or electronically transmitted;
- w) any activity that is punishable as a criminal offense under Florida or federal law (i.e. the commission of a crime);
- x) crimes against TCMS students, teachers, employees, agents or property that, when referred to law enforcement, could result in criminal charges;
- y) any other offense, which at the judgment of Administration or designee, is deemed to endanger the safety, security, and well-being of students, teachers, employees, agents, and/or visitors to TCMS or any school activity;
- z) technology abuse;
- aa) racial slurs

Consequences of a Level One Offense shall include, but may not be limited to the following:

- a) notification of parent or guardian;
- b) out-of-school suspension, up to ten days;
- c) referral to law enforcement agency as appropriate;
- d) referral to TCMS Board of Directors with recommendation for dismissal as appropriate;
- e) referral to Hillsborough County School District (HCSD) for expulsion as appropriate

Students who are on behavior contracts or who have committed Level 1 offenses will automatically have their field trip privileges revoked (as long as it does not affect their grade) and **should not** participate in other non-academic activities such as sports, pep rallies, dances, pool party, etc. for that semester or for the remainder of the school year as determined by administration. Team Leaders will communicate revoked privileges to parents in the behavior contract. Administration will communicate revoked privileges for suspensions.

Students who have been suspended for non-Level 1 offenses or have multiple referrals should not be able to attend field trips (that don't affect their grade) or activities (dances, sports events, pep rallies, etc.) for that semester.

Administration will send home a suspension notification/letter which includes revoked privileges.

Exceptions and recommendations for students to regain privileges may be made to administration in cases where a student has completely improved behavior.

5. LEVEL TWO—MAJOR OFFENSES:

Major offenses are serious acts of misconduct. Major offenses include, but are not limited to the following:

- a) technology misuse;
- b) continuous and/or repeated disruptive behavior;
- c) disorderly conduct;
- d) fighting;
- e) sexual harassment or other sexual offenses; non-assault;
- f) bullying (assault)

- g) trespassing;
- h) vandalism;
- i) leaving campus without permission;
- j) pattern of continuous disruptive behavior;
- k) participation in disruption of school function;
- l) texting and/or cell phone use during school hours
- m) academic dishonesty;
- n) falsifying a signature

Consequences of a Level Two Offense shall include, but may not be limited to the following:

- a) notification of parent or guardian;
- b) verbal and/or written reprimand;
- c) detention or multiple detentions;
- d) out-of-school suspension, up to ten days;
- e) referral to TCMS Board of Directors with recommendation for dismissal, as appropriate;
- f) referral to law enforcement agency, as appropriate
- g) referral to HCSD for expulsion

NOTE: When a pattern of continuous disruptive behavior has been documented by a third out-of-school suspension, a letter from Administration or designee shall be sent to the parent(s) or guardian(s) stating that further out-of-school suspensions may result in dismissal from TCMS and/or expulsion by the HCSD.

6. LEVEL THREE OFFENSES

Other acts of misconduct that violate this Handbook or other wise interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process shall be subject to a range of consequences as determined by Administration or designee.

Level Three Offenses include, but shall not be limited to the following:

- a) violations of dress code may include but are not limited to: defacing ID badge, not wearing a belt, not tucking in shirt, etc.;
- b) tardiness;
- c) gum chewing – automatic detention
- d) dishonesty/misrepresentation
- e) vulgar or inappropriate language
- f) throwing objects
- g) visible cell phone/cell phone turned on

Consequences for Level Three Offenses include, but shall not be limited to the following:

- a) notification of parent or guardian;
- b) verbal and/or written reprimand;
- c) detention or multiple detentions;
- d) assignments or duties other than class tasks;
- e) consultations with administrative personnel;
- f) counseling by guidance personnel or by teachers;
- g) parent conference with teacher and/or Administration;
- h) work detail;
- i) behavior contract;
- j) restitution;
- k) out-of-school suspension, up to ten days;
- l) referral to TCMS Board of Directors with recommendation for dismissal, as appropriate;
- m) revocation of privileges

SECURITY THREATS/TERRORISM/POSSESSION OF WEAPONS

Threats of any type on the safety of student(s), teachers, employees, agents, of the school facility will be handled by the appropriate party including, but not limited to Chief Education Officer, Assistant Principals and law enforcement agency if deemed necessary by Administration. Consequences will be in compliance with Florida Department of Education, School District of Hillsborough County, local and federal law enforcement agency policies and procedures on such matters.

**TERRACE COMMUNITY MIDDLE SCHOOL
A BACK-TO-BASICS CHARTER SCHOOL OF CHOICE
STUDENT DISCIPLINE MATRIX
GOLD CARD
2009-2010**

LEVEL ONE OFFENSES

Purpose: This matrix is a guide for establishing clear and consistent consequences for the specified offenses. Administration reserves the right, from time to time, to digress from the stated consequences depending on the uniqueness of the challenge. **At times, parent attendance at school may be requested in lieu of an at home suspension.**

Please note: Teachers will allow students to complete work missed while on suspension. However, it is the responsibility of the student who is coming off from a suspension to contact each teacher to gather the make up work the day he/she returns. Failure to do so forfeits the student's opportunity to do the make up work.

**PARENTS ARE CONTACTED AND NOTIFIED OF ALL OFFENSES AND CONSEQUENCES EITHER IN WRITING OR BY PHONE
BY ADMINISTRATION OR THE GRADE LEVEL HOUSE LEADER OR THE CASE MANAGER**

Offense	# of X's	Consequences
<u>ASSAULT</u> Verbal Assault Student to Student	First	Two days of after school detention or two days of lunch detention
	Second	Five days of after school detention; conference with school counselor
	Third +	One day suspension; returns with parent for meeting with Administration
Student to Faculty and/or Staff	First	Three day suspension and possible referral to a law enforcement agency
	Second	Removal from TCMS; student may enroll in another school
<u>PHYSICAL CONTACT</u> Physical contact defined as but not limited to grabbing, pushing, shoving, kicking, general wrestling and physical contact 'horse play'	First	One day suspension
	Second	Two days suspension
<u>PHYSICAL BATTERY</u> <u>(defined as but not limited to, fighting, brawl, slugging, punching causing disruption and/or injury)</u> Student to Student	First	Three days suspension, return with parent for meeting with Administration; mediation and counseling with Guidance Counselor; student shall be placed on a behavior contract.
	Second	Five days suspension, return status pending conference with Administration and if returning student placed on a behavior contract with school.
	Third	Immediate removal from TCMS; student may enroll in another school
Student to Faculty and/or Staff	First	Removal from TCMS and report file with police; student will be recommended for expulsion from the public schools for up to two years and placement in an alternative school
<u>COMPULSORY EDUCATION REGULATIONS</u> Truancy	First	After school detention; or other suitable make up time for school time lost with all make up work completed per teacher instruction
	Second	Student issued a level two referral for defiance of public school compulsory attendance, Administration to determine consequence. Attendance contract option possible
	Third	Violation of attendance contract results in

		recommendation of removal from TCMS with student returning to his home school
Skipping Class	First	After school detention
	Second	Student issued a level two referral for defiance of public school compulsory attendance, Administration to determine consequence. Attendance contract option possible
	Third	Violation of attendance contract results in recommendation of removal from TCMS with student returning to his home school
Defiance of School Authority/Personnel	First	Two days school detention
	Second	One day at home suspension
	Third	Two days at home suspension; student placed on behavior contract
	Fourth	Removal from TCMS; student may enroll in another school
Cheating-Plagiarism-Lying	First	Up to three days of after school detention
	Second	One day out of school suspension
	Third	Two days of out of school suspension
Drug/Alcohol Possession or use, sale or distribution	ANY	Suspension for 10 days, removal from TCMS, referral to law enforcement agency and expulsion from SDHC if warranted
Theft	ANY	Restitution and suspension up to 10 days; possible referral to law enforcement and removal from TCMS
Destruction of school property, graffiti, vandalism	First	Restitution, work detention; suspension up to 10 days; possible referral to law enforcement agency
Throwing of any objects causing harm	First	Suspension up to 10 days, possible referral to law enforcement, if medical attention required.
	Second+	Administration reserves the right to discretionary consequences; removal from TCMS and referral to law enforcement agency
Sexual Harassment	First	Suspension up to 10 days
	Second	Suspension up to 10 days, removal from TCMS
Sexual Misconduct	ANY	Suspension for 10 days, removal from TCMS, referral to law enforcement agency and expulsion from SDHC if warranted
Weapons of any type including look-a-like	ANY	Suspension for 10 days, removal from TCMS, referral to law enforcement agency and expulsion from SDHC

Suspensions shall be out of school suspensions unless otherwise designated by Administration.

**Terrace Community Middle School
Student Behavior/Discipline
Referral Form
2008.2009SY**

District Code

Student: _____ **Date:** _____

Case Manager: _____ **Period/Time:** _____ **Grade:** _____

_____ **Level One Incident (if so place an X on line)**

Please provide a detailed description of the Level One incident. Also, reference any students and include names of teachers and staff members who may have served witness to the incident.

Administrative Interview and Discovery:

Was due process given to the student? Yes or No
Was the student given the opportunity to state and write his side of the incident? Yes or No
Was parent notified? Yes or No When: _____

 Gary Hocevar, Chief Education Officer Date

 Kristine Bennett, Building Administrator/Assistant Principal Date

 Judith Turner, Assistant Principal Date

 Scott Labaw, Supervisor School Climate Date

 Student signature indicates receipt of this referral Date

 Parent signature indicates receipt of this referral Date

Original – Electronic file, Second – Student/parent, Third – Grade level house, Fourth – file
 Rev. April 1, 2008

TCMS Unacceptable Behavior Referral for Level Two and Level Three Offenses

Student: _____

Grade: _____

Date: _____

Five Steps and You Walk

NOTE: PARENTS MUST BE CONTACTED EACH TIME AN INTERVENTION IS ADDED TO THE STUDENT'S FORM

Interventions may include, but are not limited to: verbal warning, time out in another classroom, seat change, detention, team-student conference, consultation with administrative personnel, work detail, written reflection, written reprimand, etc.

Case manager shall contact parent at 5th step to inform parents of impending review by administration.

1. Intervention

Documentation of incident:

2. Intervention

Documentation of incident:

3. Intervention

Documentation of incident:

4. Intervention

Documentation of incident:

5. Intervention

Documentation of incident:

Comments from Team of Teachers:

Recommendations from Team of Teachers:

Does the student's Team of Teachers also recommend the Level One offense of Defiance of Public School Authority, Rules, Policies, Procedures and/or State Board of Education Requirement? If so please attach a statement as to the specific recommendation and the rationale. Each of the student's teachers are required to sign the statement recommending Defiance in order for it to be accepted by the Principal as a Level One offense.

Teachers' Signatures _____

_____ **Date:** _____

200.02 Detention

Detention authorized by assigning teacher or staff member will be held after school according to the schedule announced by each grade level for students who misbehave or otherwise violate the Code of Conduct. Parent will be given 24 hour prior notice that the student will be serving a forthcoming detention. Written notification to parent or guardian shall be signed and returned to school the next day. Failure to return detention notice will result in addition detention(s). Depending upon the offense, single or multiple detentions may be assigned.

200.03 School Uniform

Terrace Community Middle School students are **REQUIRED** to wear school uniforms to school each day. This dress code includes the following requirements:

ALL UNIFORMS MUST BE PURCHASED FROM THE APPROVED UNIFORM VENDOR.

<u>Article of Clothing</u>	<u>Style</u>	<u>Acceptable Colors</u>	<u>Unacceptable Attire</u>
<p>APPROVED UNIFORM TCMS LOGO SHIRT (Mon.-Thurs.)</p> <ul style="list-style-type: none"> • Must be tucked in • Must be buttoned up to at least top button • Must have sleeves • Only black, white or gold undershirts may be worn 	Polo/golf shirt	<p>Black</p> <p>Gold</p>	Shirts that when arms are raised, stomach shows or will not remain tucked.
<p>BOTTOMS</p> <ul style="list-style-type: none"> • Must wear belt with bottoms that have belt loops 	<p>Boys: Pants, shorts</p> <p>Girls: Capris, pants, shorts, skorts, skirts</p> <p>Purchased <u>only</u> through Risse Brother School Uniforms, located at:</p> <p>5100 W. Cypress Street Tampa, FL 33607 Telephone: 813-282-8338</p> <p>www.rissebrothers.com</p>	<p>Khaki/black</p>	<p>Shorts, skorts or skirts that are too short</p> <p>Capris or shorts that are rolled up beyond the hemline</p>

<u>Article of Clothing</u>	<u>Style</u>	<u>Acceptable Colors</u>	<u>Unacceptable Attire</u>
<p>T-SHIRTS (Fridays only)</p> <ul style="list-style-type: none"> • Must be tucked in (with the exception of students in the 8th grade). • Must have sleeves 	<p>TCMS LOGO SPIRIT SHIRT (available for purchase through the approved uniform vendor)</p> <p>-OR-</p> <p>Students may wear a TCMS club shirt, as designed by the club's sponsor</p>		<p>Non-uniform clothing of choice</p> <p>T-shirts that are torn, written on or defaced in any way</p> <p>Shirts that are cinched with a band at the waist.</p>
<p>SHOES</p>	<p>Dress shoes</p> <p>Dress boots</p> <p>Loafers</p> <p>Topsider-style shoes</p> <p>Athletic shoes with non-skid bottoms</p>		<p>Flip flops</p> <p>Backless shoes</p> <p>Sandals w/velcro closures</p> <p>Slippers</p> <p>Construction/Combat boots</p> <p>Open-toed shoes</p> <p>High heels</p>
<p>OUTERWEAR/COLD WEATHER WEAR</p> <ul style="list-style-type: none"> • Black nylon jacket w/TCMS logo • Fleece w/TCMS logo • Pullover sweatshirt w/TCMS logo • Black hoodies w/TCMS logo <p>Or plain black sweatshirts may be worn over polos</p> <ul style="list-style-type: none"> • Leggings • Undershirts 	<p>Zipper hoodie</p> <p>Sweat jacket</p> <p>Pullover fleece</p>	<p><u>SOLID BLACK ONLY</u></p> <p>SOLID COLORS ONLY – Black, gold or white for both leggings and undershirts</p>	<p>Outerwear with brand name logos, stripes, designs or other wording</p> <p>No non-uniform or multi-color leggings/thigh length socks</p>

ACCESSORIES

- Sunglasses, hats, bandanas, etc. may not be worn during school hours, except during P.E. as permitted by P.E. teachers when activities are held outside.
- Jewelry must be appropriate and tasteful and may not be hanging out of pockets.
- Piercings or other jewelry should never be a distraction in the classroom or on campus.
- Heavy chains, leather collars, and/or spiked jewelry that could be considered a weapon are not permitted.

HAIR AND GROOMING

- Hair must be neatly groomed.
- Hair must not fall over the eyes.
- No shaved numbers, phrases or other designs into hair is permitted.
- No hairstyles, colors, or combinations thereof, which may cause a distraction are permitted.
- Make-up worn should be tasteful

Administration shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religion or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective, safe, secure and respectful learning environment. If a student's dress is not in compliance with the Dress Code Policy, Administration may require the student to change his or her dress. A second or repeated violation of this policy may result in disciplinary action and would be considered as defiance of public school authority.

200.03.1 Non-uniform dress

Prior approval by administration is required for a non-uniform day. A "Dress-Down" Day is a privilege earned by students. Any student who chooses not to follow the non-uniform dress rules will be asked to call home or will be provided a uniform from the clothes closet if one is available. Students may also lose the privilege to participate in future dress-down days and disciplinary action may be taken for not following the dress policy.

If a student forgets to dress-down and comes to school in regular uniform attire, their shirt must be tucked and they must wear a belt.

Shirts:

- Must have sleeves
- Does not have to be tucked in
- Must fully cover chest and stomach area
- May not be see-through
- May not be tied or cinched

Bottoms:

- No more than 3" above the knee even with leggings
- May not have writing across the backside of the pants/shorts/skirt
- Must be worn at natural waist-line (not below the hips)
- No knit or spandex bottoms

Belts:

- May or may not be worn
- May not have large spikes or attachments that could cause injury
- May not have LED screens that show, scroll, or flash messages

Shoes:

- Same as uniform dress day for safety purposes

*No clothing may have rips, holes, inappropriate pictures, words, logos, advertisements including but not limited to anything discriminatory, violent, and may not be suggestive of drug/alcohol/illegal substances.
*Any questionable clothing not delineated here is subject to administrative review.

200.04 Identification Badges

As required by Terrace Community Middle School, all students will be issued a school identification badge. Students shall carry the ID badges daily while on the TCMS campus and are required to produce the ID badge upon request made by any and all TCMS employees. All TCMS faculty, staff, and visitors are required to wear and display a TCMS ID badge AT ALL TIMES while on campus. ID Badges will be issued to students during the first month of school. **FAILURE TO BE IN POSSESSION OF AN ID BADGE WILL RESULT IN A \$5.00 REPLACEMENT FEE AND POSSIBLE DISCIPLINARY ACTION AS FAILURE TO BE IN POSSESSION OF AND/OR REFUSAL TO PRODUCE UPON REQUEST. THIS IS CONSIDERED BEING IN DEFIANCE OF PUBLIC SCHOOL AUTHORITY.** This ID badge is the property of Terrace Community Middle School; therefore students will treat the ID like school property. Defacing ID badges (coloring on, writing on, cutting, and tearing) will result in a \$5.00 replacement fee being assessed and possible disciplinary action.

Students who have purchased lunch from the school cafeteria must show their student ID in order to obtain their lunch.

Procedure for ID Badge:

Each morning before entering the school building, students are expected have in their immediate possession their student ID badges. Students should have their ID badges available while on campus, either in their school book bag, pocket, and purse or somewhere on their person. A student may opt to display the student ID badge by wearing it on a lanyard while on campus. This means that ID badges shall be on a student's person at all times.

Any student who does not have an ID badge or is unable and/or unwilling to produce his/her ID badge when requested will be noted and documented by the student's Homeroom teacher who will keep a record of ID badge violations. Failure to fully abide by this policy may result in an immediate referral as a level two violation of Defiance of Public School Policy and Personnel.

200.05 Sexual Harassment

TCMS does not tolerate sexual harassment by any of its students. Students who engage in such conduct shall be subject to a range of punishment which may include, but shall not be limited to, notification to parent or guardian, verbal or written reprimand, detention, out-of-school suspension, or dismissal from TCMS (sexual harassment occurring in cyberspace would result in appropriate punishment as well).

1. Examples of sexual harassment may include, but are not limited to, the following unwanted and unwelcome behavior:

- (a) verbal harassment or abuse of a sexual nature;
- (b) subtle pressure for sexual activity;
- (c) repeated remarks to a person with sexual or demeaning implication (for example, a person's body);
- (d) display of, being shown, given or left sexually suggestive objects, pictures, illustrations, messages or written materials;
- (e) sexual or suggestive comments, jokes or gestures;
- (f) being "sexually rated" by an individual, for example, on a scale from 1 to 10;
- (g) being pressured to go out with someone;
- (h) being the recipient of whistles, jeers, or catcalls;
- (i) being touched, grabbed, or brushed up against or pinched in a sexual way;

- (j) spreading sexual rumors about a person;
- (k) having clothing pulled/removed in a sexual manner;
- (l) being forced to view centerfolds, photographs, posters, or drawings of a sexual nature;
- (m) having one's way blocked in a sexual way;
- (n) placing messages or graffiti written about that person on a computer screen, restroom walls, in locker rooms, or any other public site;
- (o) being forced to kiss someone or do something sexual other than kissing;
- (p) being called a name that identifies one's sexual orientation: i.e., gay, lesbian, straight, hetero, homo, etc
- (q) being spied on or photographed while dressing or showering;
- (r) requesting sexual favors.

2. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

3. A student has the right at any time to raise the issue of sexual harassment with appropriate school and/or district personnel without fear of reprisal. Do not think that if you just ignore the problem, it will go away.

4. Allegations of sexual harassment shall be promptly investigated, giving due regard to the need for confidentiality.

5. Those being sexually harassed should take the following steps:

- (a) Clearly tell the harasser to stop.
- (b) Make a written record of the incident including date, time, witness or witnesses and parties involved in the incident.
- (c) Report the incident immediately to an adult at the school, such as a teacher, guidance counselor, or Chief Education Officer.
- (d) Report the incident immediately to your parents or guardian.
- (e) Avoid being alone with the person who has harassed you.

6. If harassment continues and you feel uncomfortable reporting this fact to adult personnel at the school, contact someone on the following list:

- (a) Hillsborough County Schools Guidance Services, 273-7505
- (b) Hillsborough County Schools Social Work, 273-7090

7. When a person is alleged to have engaged in any sexual harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate). Retaliation is defined as meaning "to pay back (an injury) in kind." TCMS does not tolerate retaliation. Some examples of retaliation include, but are not limited to, the following:

- (a) attempting to discuss the matter in any way while it is under investigation;
- (b) spreading rumors;
- (c) following the person;
- (d) becoming physical in any way;
- (e) destroying property;
- (f) using the telephone, computer or other electronic means to retaliate in any way.

8. To minimize the risk of being accused of sexual harassment:

DO:

- (a) Keep your hands to yourself.
- (b) Think before you speak.

DON'T:

- (a) Touch anyone in an inappropriate way.
 - (b) Keep asking a person to go out with you after he/she has said "No".
 - (c) Be in a room alone with a person with the door closed.
- (d) Make remarks that have sexual overtones or implications

200.06 Bullying and Harassment

Bullying is defined as: systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve, but is not limited to:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Physical violence;
6. Theft;
7. Sexual, religious or racial harassment;
8. Public humiliation; or
9. Destruction of property.

Harassment is defined as: any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying or harassment is prohibited:

- (a) During any education program or activity conducted by a public K-12 educational institution;
- (b) During any school-related or school-sponsored program or activity or on a school bus of a public K-12 educational institution;
- (c) Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 educational institution.

*This policy is aligned with Proposed Florida Law HB 669, Legislative Session 2008.

What can you (student) do if you are being bullied?

- Ignore the bully, tell him/her to stop and walk away whenever the bullying starts.
- Tell an adult you trust. This is not tattling; it is reporting. All students have the right to be safe and adults can take action to make certain bullying stops.
- If you feel you have solved the problem on your own, tell an adult anyway in the event it happens again.
- An adult you trust may be a teacher, the guidance counselor, the school's principal or assistant principal, a parent, a family member, or a friend's parent. If you find it difficult to talk about being bullied, you might find it easier to write down what has been happening and give it to an adult you trust.

200.07 Vandalism

TCMS is a publicly funded school run privately by the Back To Basics Charter School Foundation, Inc. on a charter from the School District of Hillsborough County. TCMS equipment, supplies, furniture and classroom instructional tools are indirectly owned by the state.

F.S. 1002.01 Vandalism and the defacing of school property is a serious offense. Students committing these infractions shall face severe disciplinary action, which may include suspension, restitution and/or dismissal and/or reporting to the appropriate law enforcement agency. This includes spray painting buildings, writing on walls or furniture and similar types of vandalism.

200.08 Search and Seizure

1. The Chief Education Officer, a teacher or any other school staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing or is about to commit a violation of Florida law or school rules and regulations.

2. In accordance with Florida Statutes, school authorities may search any area without notice if he or she has a reasonable suspicion that a prohibited or illegally possessed substance or object is contained in the other area.

300 Electronics

300.01 Computer Education

TCMS provides its students with many opportunities for computer and Internet usage. In order to participate in these opportunities, each student and family must fully understand and agree to the principles that guide this usage. Any student or family member that is not willing to accept these responsibilities will not be afforded computer or Internet access.

All TCMS student behavior is governed by this Handbook. The acceptable use of technology and Internet privileges is an extension of the Handbook. The Internet is a global database system providing access to information from around the world. Students will have limited and supervised access to the Internet. The following principles guide this usage:

- (a) **Personal Safety and Personal Property:** No personal contact information or pictures of self or other students, faculty or staff may be posted by students on an Internet site or other TCMS locations. Personal information includes a home address, telephone number, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Students will promptly disclose to a teacher or school employee any message received that is inappropriate or makes them feel uncomfortable. It is required and incumbent on the parent to counsel their child regarding inappropriate internet usage as defined. Should the parent elect for their child to not have access to the school's internet program, a notarized statement to that effect must be submitted to the school's Technology Director prior to the first day of school.
- (b) **Illegal Activities:** Students will not attempt to gain unauthorized access to any computer system, including the TCMS network, or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other illegal act. Such an act will result in immediate notification of the school Chief Education Officer for his/her action.
- (c) **Security System:** Students are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a student provide his/her password to another person. Students will immediately notify a teacher if they have identified a possible security problem. Students should not go looking for security problems, as this may be construed as an illegal attempt to gain access. Spread of computer viruses will also be avoided by following the TCMS virus protection procedures when downloading software.

- (d) Inappropriate Language: Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass other students. If a student is told by another individual to stop sending messages, that student must stop. Students will not knowingly post false or defamatory information about a person or organization.
- (e) Respect for Privacy: Students will not repost a message that was sent to them privately. Students will notify teachers immediately should they receive a message via the network. Students will not post private information, including personal contact information, about another person.
- (f) Respecting Resource Limits: Students will use the system only for educational activities. Students will not download large files unless absolutely necessary. Students will not post chain letters or engage in "spamming." Students shall not check their personal email accounts utilizing TCMS hardware, software, and network. Such action shall be deemed a level one offense with an immediate suspension from TCMS.
- (g) Plagiarism: Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as one's own.
- (h) Copyright: Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright.
- (i) Inappropriate Access to Material: Students will not use TCMS computers to access material that is not related to educational pursuits, is designated for adults, is obscene or profane, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people. If a student mistakenly accesses inappropriate information, he/she should immediately tell a teacher or the Chief Education Officer. TCMS parents should instruct their children further, if there is additional material that they think would be inappropriate for their children to access. TCMS fully expects that students will follow their parents' instructions in this matter.
- (j) Disciplinary Actions: Any student who violates these principles will be disciplined by the Chief Education Officer in accordance with this Handbook. In addition to other consequences, future computer use may be fully or partially taken away from the student.

Students and Parents: Technology is a very powerful and effective learning tool. Abuse by any TCMS student in the utilization of technology while on campus or while off campus as it directly impacts TCMS will be considered a Level One Offense, with the offending student subject to immediate removal from TCMS by the Chief Education Officer.

300.02 Electronic Devices

No electronic devices (radios, CD players, iPods etc.) shall be allowed on campus, at any time, with the exception of cell phones, which must be turned off at all times and hidden. No text messaging or telephone calls will be permitted, unless in the event of an emergency. All electronic devices shall be confiscated the first time seen, unless these devices have been approved for educational purposes. The devices will only be released to a parent or guardian. The school shall not accept the responsibility for damaged personal property or cost of replacement.

300.03 Cell Phones and Usage

The school's governing board and administration have a very well defined policy on possession and use of cell phones while present any time on the schools campus and/or school sponsored events. Due to the changing challenges of communications and school safety, the TCMS Administration fully understands the necessity for students, faculty and staff to have on their person, during the school and work day, cellular phones. Because cellular phone usage disrupts the normal instructional day the administration shall require restraint from cellular phone usage.

Students may have in their possession a cell phone, but it must be kept in their backpack throughout the entire school day. **The cell phone shall not be visible.** The cell phone may not be activated. Usage of that cell phone is strictly prohibited during the school day, unless notified by TCMS personnel, in an emergency situation, that they may activate the phone. This includes no picture taking with camera phones or text messaging. Any student found with a cell phone visible and/or in use will have the cell phone confiscated and only a parent may claim the cell phone. Should a student need to utilize a phone for school related business, access to a TCMS phone will be provided in the main office by authorization of the school Chief Education Officer or designee. Students are strictly prohibited from using school phones located in classrooms or other TCMS areas outside of the main office. Employees are strictly prohibited from allowing student usage of their classroom or cell phone without authorization from the Chief Education Officer or designee.

Cell phones may be used by students **after** exiting the school buildings and following the 3:05 dismissal bell. Any cell phone usage inside the school facility or during the school day must be approved by TCMS staff.

Usage of the school's cell phone is strictly authorized by the Chief Education Officer and must be used for school business only.

400 Student Rights and Responsibilities

400.01 Patriotism

1. Students are encouraged to show respect for their country and allegiance to its flag.
2. Students have the right to recite and display their feeling of patriotism providing they do not interrupt the educational rights of others, and participate in or refrain from activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony.
3. Students have the responsibility not to interfere with the rights of other students to express or refrain from expressing patriotism.

400.02 Religion

1. Students at TCMS are free to study, examine, and discuss religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education.
2. Students have the right to:
 - (a) be released time from school to observe religious holidays (with written parental permission);
 - (b) practice their religion as long as their acts do not endanger the physical health or safety of themselves or others or disrupt the educational process.

- (c) decide for themselves whether they wish to participate in extracurricular activities that are religious in content but not sponsored and/or promoted by the board and/or administration (i.e., Praying at the Flagpole).
3. Students have the responsibility to:
- (a) develop tolerance and respect for the beliefs of others;
 - (b) inform school officials about any religious practices or beliefs that may be in conflict with school rules and regulations.

400.03 Assembly and Association

Students shall be free to join school organizations and lawfully assemble in such a manner, so as not to disrupt the orderly process of the school's programs and environment.

2. Students have the right to:
- (a) lawfully assemble;
 - (b) organize associations within the school and approved by the school administration for social, athletic, and other proper and lawful purposes, providing that no such group denies membership to any student because of race, sex, religion, or for any reasons other than those related to the purpose of the organization.
3. Students have the responsibility to:
- (a) exercise the right to assemble so that the assembly does not disrupt the school program or the orderly conduct of the school;
 - (b) know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
 - (c) conduct themselves in a manner that is representative of the school and the organization of which they are members.

400.04 Rights and Responsibilities

The total purpose of the school program and the personnel who support that program in any way is to provide for the maximum personal and educational development of each and every student who is in attendance and is affected by that program in a safe, secure and respectful environment. Therefore:

1. Students are entitled to the protection of themselves and their property. To enjoy a safe school environment, students must understand and respect people and the property of others.
2. Students have the right to:
- (a) be protected from threats, assaults, or physical injury;
 - (b) have their property protected from misuse, damage, or theft;
 - (c) be protected from conditions that may be harmful or injurious to their health, safety, or property;
 - (d) be informed of the established rules and regulations that govern their conduct and discipline;
 - (e) a meaningful curriculum that shall meet their immediate and future needs;
 - (f) voice their opinions in the development of their curriculum;
 - (g) pursue their education under competent instruction;
 - (h) take part in in-school (instructional) activities and to decide if they want to take part in after-school (co-curricular) activities.
3. Students have the responsibility to:

- (a) not threaten, assault, or cause physical injury to others;
- (b) not possess, handle, transmit, or use weapons, drugs, or other materials that may be harmful to themselves or others;
- (c) be informed and observe all the established rules and regulations that govern their conduct and discipline;
- (d) attend all classes regularly and on time;
- (e) contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
- (f) do all classroom assignments (except in the case of an unexcused absence) and meet all requirements of all classes;
- (g) respect the rights of others and to respect the views and backgrounds of those different from their own;
- (h) meet the approved criteria required for participation in instructional and co-curricular activities.

400.05 Grievances

1. A “grievance” is another name for a complaint. A student/parent grievance exists when a student/parent believes that he/she has been treated unfairly. Students/parents wishing to register a school level grievance must do so within ten school days from the time that they became aware of the alleged infraction. The grievance procedure is available only to enrolled TCMS students or parents of currently enrolled TCMS students. Students should involve their parents or guardians in resolving school grievances.
2. Ask the teacher or school staff person who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
3. If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with the guidance counselor or Chief Education Officer regarding the issue.
4. Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel. If efforts to resolve the grievance with school level administrators fail, the student may file a Level I Grievance Form with the Chief Education Officer. Forms for filing grievances are available in the school office and shall be provided upon request. The Chief Education Officer shall provide the grievant with a response and/or resolution to the issue within fifteen days.
5. A student wishing to appeal the Chief Education Officer’s Level I decision must file a Level II grievance with the TCMS Governance Committee no later than ten school days from the date of said decision. Forms for filing grievances are available in the school office and shall be provided upon request. A Level II grievance shall be forwarded to the Committee for review. Within thirty days of receiving the Level II grievance, the Committee shall meet to discuss the grievance. The grievant shall be invited to participate in the meeting and bring evidence in support of his or her complaint. The Committee shall render a resolution as to the grievance in writing.
6. If the grievant is not satisfied with the Level II decision, he/she may appeal for a Level III TCMS Board hearing. This appeal must be filed on a Level III form within ten school days from the time that said decision was rendered by the TCMS Personnel Committee.
7. On receiving a Level III appeal request, the President of the Board shall have thirty days in which to inform the Board of the request and schedule a meeting.
8. The Level III meeting shall not be a retrial of the grievance and no evidence shall be taken. The TCMS Board shall review the evidence and testimony presented at Level I and Level II. The TCMS Board shall render a final decision with respect to the grievance.

400.06 Records (see Appendix 1 “Public Notice on Student Records”)

1. Students have the right to be protected by legal provisions prohibiting the release of personal information to other than legally authorized persons without the consent of the parent, guardian, or student. TCMS will abide by Hillsborough County School Board Public Notice and policies governing student records.
2. Parents, guardians, or eligible students (eighteen years or older who are self-supporting) shall have access to their records. Information about grades, test scores, evaluations, promotions, and counseling services shall be provided. Records kept by the school shall contain useful information for setting educational goals, planning instructional programs, and evaluating pupil progress.
3. Parents, guardians, or eligible students have the right to inspect, review, and challenge the information contained in the records directly relating to the student.
4. Parents, guardians, or eligible students may appeal any disagreement of records to the Chief Education Officer.
5. Parents, guardians, or eligible students have the responsibility to provide the school with any information that could be useful in making appropriate educational decisions.
6. Parents, guardians, or eligible students have the responsibility to authorize the release of information to those individuals or agencies who are working for the benefit of the student.
7. Parents, guardians, or eligible students have the responsibility to follow TCMS policies for release of student information through the school.
8. Parents, guardians, or eligible students have the responsibility to make an appointment with the school when they wish to review a record.

400.07 Sales and Advertising

Students should be exposed to experiences that enhance competitive attitudes and improve their ability to succeed in a free enterprise system.

2. Students have the right to:
 - (a) advertise and sell items approved by proper school authorities that promote the cause of wholesome education;
 - (b) sell or advertise items at specified locations and designated times that are related to clubs, classes, and departments associated with the school.
3. Students have the responsibilities to:
 - (a) refrain from advertising and selling any items or products for outside agencies;
 - (b) refrain from advertising and selling any products that are obscene and/or disruptive to class procedures as well as those items that have not been approved by proper school authorities;
 - (c) get approval from the proper school authorities on the time and place for making all sales and advertisements and to adhere to school policy regarding sales and advertising.

400.08 Special Student Services

1. Students are entitled to consultations with special services personnel (social worker, guidance counselor, etc.) in the areas of vocational opportunities, personal and social development, and educational planning. Students have the responsibility to make use of the special services available to them and to offer assistance in the continuous improvement of those services.
2. Students have the right to be informed of all special student services available in the school.
3. Students, on an individual and/or group basis, have the right to consultation with special service personnel or other school staff members for personal and educational concerns.
4. Students have the right to be informed about the availability of community services to help them with their counseling needs.
5. Students have the responsibility to take advantage of the special student services offered in school on either a referred or self-referred basis.
6. Students have the responsibility to schedule appointments with the necessary school personnel in advance, unless the concern is one of an emergency nature.
7. Students or parents or guardians have the responsibility to inquire about additional counseling services available in the community to assist students with special needs

400.09 Textbooks

1. Students are expected to take good care of textbooks. Palm pilots, laptops and textbooks **may** be furnished by TCMS and all students must assume full responsibility for the care of items issued to them. Should a textbook/issued item be damaged, student and parent assume full responsibility for replacement and/or repair costs.
2. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or upon withdrawal from school. All textbooks must be covered with a paper or cloth (NEVER ADHESIVE) cover at all times during the course of the school year.
3. Responsibility for textbooks rests with the student to whom the textbook is issued.
4. Lost books are no excuse for not doing class assignments. It is the student's responsibility to get the needed information.
5. The full purchase price shall be collected for lost or damaged, or unnecessarily damaged textbooks.
6. Failure on the part of any student/parent to pay the full purchase price of a damaged or lost book may deprive the student of further issuance of free textbooks.
7. Loss of books due to theft or other circumstances shall not be accepted as an excuse for non-payment. If the book is found and returned, the school shall issue a refund to the student.
8. Textbooks or replacement textbooks will not be issued until all textbook indebtedness has been paid.

400.10 Telephones

1. Telephones shall not be used by students except in emergency cases, such as a change in transportation plans, or an illness. **No student shall request permission to use the phone to ask a parent to bring his/her forgotten assignments, books, projects, or P.E. clothing.**
2. Only emergency messages shall be taken for students.
3. Students shall not be called from class to the telephone

400.11 Publications

1. Students should play an important part in providing for and participating in activities that express their views and should consider the rights and freedoms of those with differing views.
2. Students have the right to:
 - (a) express their opinions verbally and in writing;
 - (b) publish leaflets, newspapers, and other materials that are not offensive or disruptive to others with permission from the school administration.
3. Students have the responsibility to:
 - (a) express their opinions and ideas in such a manner so as not to offend or defame others;
 - (b) consider and respect the rights of all persons involved in the educational process when publicizing information;
 - (c) select periods for the distribution of petition materials that do not interfere or conflict with class procedures with the permission of the school administration.

Section 500 General Safety and Transportation

500.01 Student Safety and Security

The total purpose of the school program and the personnel who support that program in any way is to provide for the maximum personal and educational development of each and every student who is in attendance and is affected by that program in a safe, secure and respectful environment. Therefore:

1. Students are entitled to the protection of themselves and their property. To enjoy a safe school environment, students must understand and respect people and the property of others.
2. Students have the right to:
 - (a) be protected from threats, assaults, or physical injury;
 - (b) have their property protected from misuse, damage, or theft;
 - (c) be protected from conditions that may be harmful or injurious to their health, safety, or property;
 - (d) be informed of the established rules and regulations that govern their conduct and discipline;
 - (e) a meaningful curriculum that shall meet their immediate and future needs;
 - (f) voice their opinions in the development of their curriculum;
 - (g) pursue their education under competent instruction;
 - (i) take part in in-school (instructional) activities and to decide if they want to take

part in after-school (co-curricular) activities.

3. Students have the responsibility to:
 - (a) not threaten, assault, or cause physical injury to others;
 - (b) not possess, handle, transmit, or use weapons, drugs, or other materials that may be harmful to themselves or others;
 - (c) be informed and observe all the established rules and regulations that govern their conduct and discipline;
 - (d) attend all classes regularly and on time;
 - (e) contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
 - (f) do all classroom assignments (except in the case of an unexcused absence) and meet all requirements of all classes;
 - (g) respect the rights of others and to respect the views and backgrounds of those different from their own;
 - (h) meet the approved criteria required for participation in instructional and co-curricular activities.

500.02 Clinic, Health Issues, Medication

1. Students too ill to remain in class must request permission from their course teacher to report for admittance to the clinic. Parents or guardians shall be contacted and the determination made whether the students shall go home or return to class. Whenever possible, medication schedules should be arranged so all medication is given at home. Students bringing medicine to school must have on file a "Parental Authorization for Student to Self-Medicate," which applies only to inhalers. (See #9 below.)

2. **Prescription Medications** - If your child is on prescription medication it must be accompanied by a physician's order and be brought in the pharmacy-issued container by a parent or legal guardian. Medication shall not be transported between home and school on a daily or weekly basis. Under no circumstances will the medication be sent home with the student.

3. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis. If it is necessary for the medication to be brought home, the parent/guardian must come to the school and pick up the medication in person. Under no circumstances will the medication be sent home with the student.

4. The medication label must indicate the student's name, name of medication, physician's name, dosage (amount), and time (frequency).

5. If the medication requires equipment for administration (cup, spoon, or dropper), the parent/guardian is responsible for supplying the articles labeled with the student's name.

6. New parental authorization forms shall be requested periodically any time there is a change in medication or dosage, as well as at the beginning of the new school year.

7. When medication is discontinued or the end of the school year arrives, medication not taken home by the parent shall be destroyed.

8. Special arrangements must be made if a student is self-medicating (INHALERS ONLY). The school nurse has the authority to decide which students may carry their inhalers with them during school hours.

9. School Health Services Program conducts health-screening activities at various times during a student's school experience. Screening activities occur on a schedule, dependent on guidelines established by the Department of Children and Family Services and local school health personnel. Health screening may include the following activities: vision screening, hearing screening, measurement of

height and weight, dental screening, scoliosis screening, and screening for hypertension (high blood pressure). Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

10.. Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The student shall be readmitted with a written statement from a licensed physician and/or when in the Chief Education Officer's or designee's judgment the student meets the criteria for readmission set forth in the School Health Services Manual, Chapters IV and V.

11. Hillsborough County` has a "No Nit" policy. Nits are the white eggs that lice lay which adhere to the strands of hair. If a child is identified as having head lice, he/she shall be excluded from school and shall not be permitted to return to school until his/her head is free from lice and nits. Parents or guardians are responsible for providing the appropriate treatment to eliminate head lice and nits before the child returns to school. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.

12. **Students with a temperature of 100.0 F or greater may not attend school under any circumstance.** The student's parent/guardian is required to come to school to pick up the child.

13. Only ill or injured students may stay in the clinic. Well students are not allowed to come to the clinic unless they need to speak to the school nurse.

14. NO STUDENTS are allowed in the clinic without adult supervision.

15. A student may be exempted from the regular physical education program by a written request from the attending physician. A note from the school nurse, parent/guardian, or doctor may excuse a student from P.E. for a short time (i.e., one or two days).

500.03 Visitors to Campus

For the safety of our students, school personnel, parents, and visitors Terrace Community Middle School maintains a twenty-four hour (24hour) video surveillance. Any suspicious activity will be immediately investigated. Any unlawful activity will be reported to the proper authorities.

1. Visitors to the campus must sign and present a current valid picture I.D. A pass shall be issued to those persons who have legitimate business with the school. Persons on campus without permission from the school administrative staff may be arrested for trespassing.

2. TCMS students shall not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy shall be subject to school disciplinary action.

3. Visitors must have arranged a date and time with the teacher or teachers at least two days in advance and receive approval from the Chief Education Officer in order to observe classroom(s).

4. Visitors cannot stop or interrupt classroom activities or instruction, nor may they approach students in the breezeway (area between the two buildings) without first having signed in at the front desk.

5. Students cannot arrange for their friends or relatives from other schools to visit the school at any time.

6. Former TCMS students may visit the campus AFTER the school day has ended.

500.04 Background Screening of Volunteers

Search of registration information regarding sexual predators and sexual offenders required prior to appointment or employments.—Florida Statute 943.04351 requires a state agency or governmental subdivision, prior to making any decision to appoint or employ a person to work, whether for compensation or as a volunteer, at any park, playground day care center, or other place where children regularly congregate, must conduct a search of that person’s name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under s. 943.043. The agency or governmental subdivision may conduct the search using the Internet site maintained by the Department of Law Enforcement. This section does not apply to those positions or appointments within a state agency or governmental subdivision for which a state and national criminal history background check is conducted.

As a result of this statute, schools are required to screen all volunteers against the Florida Department of Law Enforcement Sexual Offender/Predator website before they begin working in a school.

- At the beginning of each school year, all parents or community members who wish to participate in school-related functions will be required to complete a form from SERVE, which authorizes the school to perform a background check for volunteers, daytime chaperones, overnight chaperones, tutors and mentors.
- If the parent has a different last name than the student child, there is a space available at the top of the form to provide your child’s name and grade level. **THE FORMS ARE FILED BY THE STUDENT’S LAST NAME, NOT THE PARENT’S NAME.** The member of the community should complete the form without adding the student’s name.
- A member of the administrative team will be responsible for checking on the Florida Department of Law Enforcement’s Sexual Predator and Offenders website.
- The administrative team member will forward the original forms to the SERVE Office, School Mail Route 6, and copies are kept in a locked, fireproof safe in order to safeguard personal information and guard against identify theft.
- All parents who chaperone on overnight trips must be fingerprinted and cleared through SERVE. Please check with the Trip Coordinator, who will give you instructions. This should be completed two weeks prior to the scheduled overnight event. Failure to comply may result in barring parent/guardian from chaperoning the event.
- This policy will also apply to anyone who enters the school in order to deliver goods. The Hillsborough County School District has an approved list of vendors who have undergone the background checks.

It is required by the SERVE office that, when completing their application, the parent or community member’s social security number and date of birth must be provided on the form. These are vital pieces of information for processing the background check. The form will be returned to the parent for completion.

A new form must be on file for each school year; if one is completed for the 2008-2009 school year, another one must be completed and processed each year until the student leaves TCMS.

500.05 Interview/Conference of a TCMS Student by a Non-TCMS Person(s) While Student is on Campus

Rationale: Safety and Security Protection of TCMS Student and Disruption to Student’s Right to a Peaceful, Safe and Productive Learning Environment as set by SBE Regulations.

Exclusive of child abuse allegations which, by statute require intervention by local and/or state law enforcement or other agencies, a TCMS student is not permitted to be interviewed and/or be in conference with any non-TCMS person(s) unless the following has been satisfied and then approved by Principal:

- Parent or guardian has given approval for such interview or conference in writing or verbally, with verification and logged by TCMS
- A TCMS counselor, teacher or administrator is present during the duration of the interview/conference,
- Interviewer, provides identification, purpose for interview in writing and has been cleared through FDLE check; and
- Final approval is given by the Principal.

500.06 Policy on Non-Motorized Transportation from School

It shall be the policy of Terrace Community Middle School that students are not allowed to walk or ride bicycles from home to school and from school to home. The exception(s) to this rule shall be as follows:

- a) The parent(s) or guardian has communicated the desire for the student to walk by email, or phone.
- b) The parent(s) or guardian has spoken personally with an administrator and not a designee.
- c) Student's parent(s) or guardian must send a letter to school administration releasing TCMS of any liability.
- d) The final destination of the student is no more than 1 mile (+ ¼) from the school
- e) The student does not have to navigate across thoroughfare where there is no crossing guard and flashing cross walk lights to slow speed, or an overhead enclosed pedestrian bridge that allows for safe passage across the thoroughfare.

500.07 Bus Transportation Fees

The Administration requires all field trips, and any and all other school related events and activities which require student transportation to be provided by district and commercial bus service to be self funded.

Students may not be charged more than \$25.00 (as stated in the employee handbook) for a trip unless otherwise waived by the CFO; and done for item specific reasons. Sponsor/teacher must provide in writing the rationale for charging students more than the \$25.00 maximum bus fee.

Any student who cannot financially support the requested fee will receive a scholarship provided the parent submits in writing or by email or by phone call a request for such.

Sponsors/teachers are strongly encouraged to seek alternative means for seeking funds to pay for buses, i.e. solicitation of donations from local businesses and individuals.

Section 600 Compulsory School Attendance

600.01 Attendance

1. Because TCMS is a **public school of choice** of the state of Florida, students may attend even if it is outside of their attendance area.
2. Students have the right to:
 - (a) receive information concerning attendance policies at the school;
 - (b) make up any work missed because of excused absences and/or an excused tardy within the appropriate amount of time.

3. Students have the responsibility to:
 - (a) attend classes daily and on time;
 - (b) request make-up work from their teachers within the appropriate amount of time.
 - (c) complete any work that was requested in advance upon return to school.
4. Parents have the responsibility to:
refrain from sending their child to school with a fever or within 24 hours of having a fever

600.02 To Report an Absence

(a) It shall be the responsibility of the student's parent or guardian to explain a student's absence to the school office in person or by telephone on the day of the absence. Parents or guardians are expected to call the school to report an absence when students are absent for all or any part of the day. These calls should be made to the school by 9:00 a.m. Parents or guardians should leave a message on voice mail if no one is available to take the call.

The parent/guardian who is unable to speak to someone in the office and leaves a voice mail, the message will constitute notification. However, the office may contact parent to ensure accuracy of date, time and reason for the request of an excused absence. Please keep a record of your call(s) in to the office for purposes of requesting that a student's absence be considered excused.

A student is considered absent from compulsory school attendance if student is not attending classes for more than 50% of the instructional day, as determined by the Chief Education Officer. The student must be in attendance for a minimum of 166 minutes of instructional time.

A student absence is considered an excused after the parent/guardian contacts the school's administration to verify said absence within 24 hours of the date of the absence. After that time period, the absence shall be considered unexcused. There are no exceptions made to this policy statement.

(b) If the parent or guardian does not call, school personnel will attempt to contact the parent or guardian at home or at work if necessary to verify the student's absence. If there is no answer or communication with the parent/guardian, the absence shall be considered unexcused.

Students and parents must provide school personnel with accurate telephone contact numbers (home, work and cell for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.

(c) If a student is going to be absent for any length of time (i.e. death in the family), or a scheduled event (such as "Take Your Child To Work Day"), the purpose of the trip as well as the dates that the student will be absent must be submitted in writing or via e-mail to the Chief Education Officer at least three days in advance of the planned absence. The Chief Education Officer may or may not issue an approval and the documentation will then be passed on to the teachers.

Please send the note directly to the main office. The front office personnel will make certain the Principal receives the note. Please do not e-mail the child's teacher with the information.

(d) A student who is absent six or more days in a nine-week grading period may be required to present medical evidence or have the parent visit the school to verify absences.

- (e) A student who is not in class at least one half which is equivalent to 28 instructional minutes of the class period shall be counted absent from that class. A student who is absent from class but is not listed on the absentee bulletin shall be reported by the teacher to the school office. A student who is absent more than three periods in a six period day is considered absent for the entire day.
- (f) On the 5th and 10th absence, student and parent will receive an electronically generated letter from the school Chief Education Officer as to the excessive absences and possible truancy consequences as in compliance with the state compulsory education policy

600.03 Excused Absences

- (a) Examples of excused absences are:
 - (1) an illness of the student or a medical or dental appointment that cannot be scheduled outside of school hours (a doctor's statement may be required by school officials);
 - (2) an accident resulting in injury to the student;
 - (3) a death in the immediate family of the student;
 - (4) an observance of an established religious holiday (documentation of the religious affiliation of the student may be required by school officials);
 - (5) a pre-planned absence for a personal reason that is acceptable to the Chief Education Officer or designee; in order for the absence to be excused, the Chief Education Officer or designee must be informed **three** days prior to the absence;
 - (6) a subpoena by a law enforcement agency or a required court appearance;
 - (7) an emergency for a reason acceptable to the Chief Education Officer or designee for an emergency such as severe weather conditions, a major personal or family problem, fire, flood, or other major damage to the home.
- (8) Under certain conditions, students may apply to be released for a maximum of one period per day for religious instruction at an off campus site. For further information, the parent should contact the Chief Education Officer

600.04 Unexcused Absences

- (a) Unexcused absences are absences that:
 - (1) are not accepted as excused;
 - (2) are caused by truancy of the student;
 - (3) are caused by a parent failing to report the absence.
 - (4) result from the student being suspended. Students may get missing work from the teachers upon their return to school and will have the number of days they were absent to make up the work.
- (b) A student whose absence is unexcused shall receive a grade of "zero" for tests and/or graded work missed (except in the case of suspension).

For any absence, a student may not participate in any extracurricular activity after school on the day of the absence.

600.05 Tardiness to School

Punctuality is paramount to success in school, career and life. TCMS fosters a learning and working environment that fully supports this belief.

1. A student is tardy when the student arrives after the beginning of the school day or when the student is not in the assigned seat or station when the tardy bell rings. Any student arriving to school after the session has begun must report to the school office. An admit slip shall be issued indicating excused or unexcused tardy or absence. For the student to receive an excused sign-in, a parent or guardian must do the following: accompany the student to the school office with an acceptable excuse, as stated below; send a note with the student explaining the reason the child is late, or a telephone call to the office with an explanation within 24 hours of the event. Failure to do so will result in an unexcused sign-in. **More than four sign-ins per nine-week period may require medical or other documentation.**

2. A student's tardiness shall be excused when the reason given is acceptable to the Chief Education Officer or designee. Examples of excused tardies include the following:

- (a) medical or dental appointments (doctor's statement may be required);
- (b) automobile accident;
- (c) death or funeral;
- (d) emergency situations acceptable to the Chief Education Officer or designee;
- (e) required court appearance (subpoena may be required);
- (f) established religious observance;
- (g) severe weather;
- (j) breakdown or delay of school bus.

3. Unexcused tardies include the following:

- (a) heavy traffic;
- (b) overslept;
- (c) returned for forgotten items (for example, books, lunch, money, homework, projects, P.E. clothing, and absentee notes).

600.06 Tardiness to Class

1. A student should make every effort to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action.
2. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action. At three tardies to class, parent contact should be made.
3. Teachers may deal with the first four tardies per nine weeks by:
 - Holding a student conference.
 - Holding lunch detention or after school detention
 - Notifying home, giving 24 hours notice for detention or whatever consequences the teams within the school have determined.

When the student reaches five (5) tardies to class, parents should be notified again, explaining that a sixth tardy will result in a referral to administration for defiance of public school policy on compulsory attendance.

Teachers are to handle the 6th tardy, which is considered excessive by writing a referral **for defiance of**

public school policy. Upon this sixth violation, this now becomes a referral directly to Administration. The referral must be written in such a manner as to clearly indicate the student is in Defiance of Public School Authority and/or Policy.

4. Entering tardy during testing - Students entering school beyond the start time of a session of state mandated testing will not be allowed to start that session of the test. The student will be allowed to enter a class at the start of the next session, or when testing is complete.

600.07 Release of Students

For safety and security TCMS has the following policy:

1. **A student will not be released between 3:00PM and the dismissal bell.**

During school hours, the Chief Education Officer or designee shall permit a child to leave school only in the custody of one of the following adults:

- (a) parent(s) or guardian(s) of the student;
 - (b) an individual with written, verified parent permission (must present a photo ID);
 - (c) a law enforcement officer;
 - (d) an authorized worker from the Department of Children and Families.
2. At the end of the school day, students are released at a specified time and place and are required to go directly home or attend the after school program for a fee. If there is a change in a student's mode of transportation, please call the school office prior to 12:30 pm so that the student can be notified in a timely manner. **ALL TCMS STUDENTS MUST BE OFF CAMPUS NO LATER THAN 3:35 PM OR IN A SUPERVISED TCMS 7th PERIOD CLASS, PARTICIPATING IN AN INTRA/EXTRAMURAL ACTIVITY, OR ATTENDING THE FEE-BASED TCMS AFTER SCHOOL PROGRAM.**
 3. Car riders shall be picked up immediately in the area designated by the school. Students will be required to walk to the vehicle. No cars will be allowed to leave the parking lot until the school bus (when it becomes available) leaves its designated area in the parking lot.
 4. If and when bus service becomes available, bus riders will be picked up and returned to a predetermined area. Students will be notified of the location of this area.

Bus riders will be the first group of students dismissed at the end of the school day. They are to proceed immediately to the designated bus area and board in an orderly fashion. Students are never to run to or from the bus.
 5. During "closed campus" times of the year (i.e., state mandated testing, semester exams testing days) students are not permitted to be released (unless it is an absolute emergency) during testing so as not to disturb the testing environment. Only the Chief Education officer or designee is permitted to approve the release of a student during testing.

600.08 Sign Out Procedures

PRE-ARRANGED DOCTOR'S APPOINTMENTS SHALL BE SUBMITTED IN WRITING TO THE TEACHER IN ORDER FOR THE STUDENT TO BE RELEASED FROM CLASS AT A SPECIFIC TIME. PARENT SHALL NOTIFY THE ATTENDANCE OFFICE BY 9 AM THE DAY OF THE EARLY RELEASE FOR SUCH TO OCCUR. THIS IS FOR YOUR CHILD'S PROTECTION AND SAFETY.

1. Once students arrive on campus, they may not leave without permission from the Chief Education Officer or designee. Students who must leave school during school hours shall be permitted to do so only upon the parent or guardian submitting a written request to the school office in order to obtain pre-approval.
2. Students who become ill during the day must contact their parent/guardian in order to receive permission to leave campus. When students become ill at school, every effort shall be made to notify parents, guardians, or an emergency contact person.
3. An Emergency Information Card must be on file in the school office. Students shall be released ONLY to persons listed on the Emergency Card unless otherwise notified by the parent.
PHOTO ID WILL BE REQUIRED FOR ANYONE REMOVING A STUDENT FROM SCHOOL DURING THE INSTRUCTIONAL DAY. OFFICE PERSONNEL MAY WAIVE THE REQUIREMENT IF THE ADULT IS A KNOWN FAMILY MEMBER AND LISTED ON THE EMERGENCY CARD.
4. IT IS IMPERATIVE THAT THE SCHOOL HAVE A CURRENT TELEPHONE NUMBER WHERE PARENTS/GUARDIANS MAY BE REACHED AT ANY TIME DURING THE DAY. THE SCHOOL SHOULD BE IMMEDIATELY NOTIFIED AS CHANGES OCCUR. AN EMERGENCY NUMBER MUST BE ON FILE IN THE SCHOOL OFFICE.
5. More than four sign-outs in a nine-week period shall require medical or other documentation and/or a parent must be present in order to be considered excused.
6. Excused sign-outs include the following:
 - (a) medical or dental appointments (doctor's statement may be required);
 - (b) death or funeral;
 - (c) emergency situations acceptable to the Chief Education Officer or designee;
 - (d) court appearance (subpoena may be required);
 - (e) illness;
 - (f) personal reasons acceptable to the Chief Education Officer or designee.
7. Unexcused sign-outs include the following:
 - (a) forgotten items (for instance, books, lunch, money, homework, projects, P.E. clothing, admits);
 - (b) violation of dress code (to obtain appropriate dress)

600.09 Make-up Work

A student who has **excused** absences is permitted to make up the work that was assigned during the absence(s). **It is the student's responsibility to inquire about and/or obtain missed assignments immediately upon return to school. Students will have 1 day for each day of excused absence to complete assignments.** *We ask that parents do not call or e-mail teachers to request homework to be picked up at the end of the day. Teachers may, if feasible, e-mail absent students to inform them of missed assignments. Students will make arrangements with teachers as to due dates for missing work when 3 or more consecutive days of absences have occurred. If a student arrives tardy to school it is the student's responsibility to turn in assignments due that day for all classes missed.*

SCHOOL BUSINESS:

1. Students on official school business shall be counted present and will be required to make up work missed.
2. Examples of official school business are:
 - (a) taking a day off from school to shadow at a public high school;

- (b) participating in an academic activity directly related to the instructional outcomes of one or more courses;
- (c) participating in a regularly scheduled, school-sponsored intra mural sports event;
- (d) a summons to one of the school offices;
- (e) other approved co-curricular activities such as Student Government, National Junior Honor Society, class meetings, or an event that is designated by the Chief Education Officer as being official school business.

All of the above must be approved by the school Chief Education Officer.

Section 700 Registration, Immunization and Withdrawals

700.01 Registration and Immunization

Requirements for registration are listed below. A parent must accompany all students at registration and bring the proper documents.

1. If coming from a public school within Florida, the following items are required:
 - (a) report card or a copy of a transcript from the last school attended (TCMS shall send for the permanent record);
 - (b) immunization records showing proof of proper immunization, including MMR (See #6 below).
2. If coming from a public school outside of Florida or from ANY private school, the following items are required:
 - (a) physical examination by a private physician or the Hillsborough County Health Department, 1105 East Kennedy Boulevard;
 - (b) report card or transcript from the last school attended (TCMS shall send for the permanent record);
 - (c) birth certificate;
 - (d) immunization records showing proof of proper immunization, including MMR (See #6 below).
3. All students must reside with one parent or legal guardian. A photocopy of the court order appointing guardianship shall be acceptable as proof of guardianship.
4. Because TCMS is a public charter school (considered a “school of choice”), the school accepts students from all of Hillsborough and other outlying counties. A student who wishes to attend TCMS from a county other than Hillsborough must request an out-of-county transfer from his/her respective district. Special assignment forms are available in the school office.
5. Immunization requirements for school entry.
 - (a) Every child entitled to entrance to kindergarten or entitled to any other initial entrance to a Florida school (K-12) shall present a certification of a school entry health examination performed within one year prior to enrollment into a Florida school. A pupil shall be exempted from this requirement only upon written request of the parent or guardian stating objections on religious grounds.

- (c) Seventh and eighth grade students are required to have the following immunizations:
- (1) 5 doses DPT (diphtheria, pertussis, and tetanus);
 - (2) 4 doses OPV (oral polio vaccine);
 - (3) 2 doses MMR (measles, mumps, rubella);
 - (4) 3 doses Hepatitis B vaccine (HBV) given over a six-month period;
 - (5) 1 dose TD (tetanus, diphtheria).

THESE REQUIREMENTS MUST BE COMPLETED PRIOR TO THE FIRST DAY OF SCHOOL. STUDENTS NOT IN COMPLIANCE ARE NOT PERMITTED TO ATTEND SCHOOL UNTIL COMPLIANCE IS MET.

Parents of seventh grade students who have not met the requirements listed above will be notified by letter by the RN who is assigned to TCMS by the School District. A letter will be sent home with the child. If the shot requirements are not met by the date stated on the letter, another notice will be sent home. Any student who does not have his or her immunizations completed will not be allowed to return to school. A notice will be given to the student and the student is responsible for calling his/her parent from the office to advise the parent of the receipt of this letter. This procedure is in compliance with the policy of the SDHC and is a TCMS requirement.

700.02 Student Withdrawals

1. Any student who wishes to withdraw from the school must report to the school office with a parent or guardian and receive a clearance from that office. Any request for a withdrawal from TCMS must be made in writing by the parent/guardian at least 24 hours prior to the withdrawal.
2. The withdrawal form must be signed by all of his/her teachers and by the school's administrators.

These signatures indicate that the student is clear of obligations, including textbooks, library books, and any other school equipment that might have been in his/her possession. **If there is any outstanding debt, the student will not receive his/her report card.**

Section 800 Food Services

Terrace Community Middle School does not participate in the School District of Hillsborough County satellite food service. We offer our students limited menu choices from restaurants in the area. Currently those vendors are: Wendy's, Jason's Deli, Vocelli's Pizza, Chick Fil A and Taco Bell. Smoothie King is also available once a week as a PRA fundraiser. These vendors and the menu choices are subject to change if necessary.

Terrace Community Middle School does not participate in the Federal Free and Reduced lunch program; however, if your family qualifies under the federal guidelines, please contact the Café Manager.

Ordering from the menu

Menus are published in advance due to the time necessary to prepare the orders for each vendor. Payments are made directly to the school. Lunch forms will also be available in the café and school office for families who do not have access to the internet.

All lunches must be ordered and paid for on a monthly basis. Menus are posted online well in advance of the due date; **NO LATE ORDERS WILL BE ACCEPTED.** New menus will be posted online early morning and closed at midnight on the due date.

THERE ARE NO REFUNDS GIVEN FOR LUNCHESES ORDERED FROM THE CAFÉ MENU. The Café Manager makes every effort to note field trips on the lunch order message board and it is the

responsibility of the student and parent to make sure lunches are ordered correctly. If a student orders a lunch on a fieldtrip day he/she may pick it up in the café at the end of the school day.

Brown bag lunches

Microwaves are available for student use. Please try to send items that take 5 minutes or less to heat. There are a limited number of microwaves for a large number of students. If your student brings a lunch from home please provide all utensils needed for the meal. Forks, spoons and bowls are available for purchase in the school store.

Microwave popcorn is not allowed in the café as it is a fire hazard

Emergency lunches

Emergency lunches are available to students who forget their lunches or money to purchase a lunch at the school store. The charge for the emergency lunch will be added to your online account on a daily basis. Students will have a choice of macaroni and cheese or instant cup of chicken noodle soup, chips or cookies and a drink. The students who are purchasing an emergency lunch will sign for each meal received and parents will be billed \$1.50 per meal charged. Emergency lunches can be paid at any time in the care or during lunch order billing.

School Store

The school store is available during lunch hours. Items to purchase include easy lunch items, snacks and drinks. A limited selection of regular, diet and caffeine-free soda is also available. Please do not send bills larger than \$10.00

Vendors subject to change throughout the year.

You may order from the menus **OR** provide your child with a bagged lunch.

- **Microwaves are available for student use.**
- **All lunches must be ordered on a monthly basis...no exceptions!**
- **Please write one check for the full amount of the order**
- **The lunch order forms can be found on-line on the “Parents” section of the website. PLEASE BE AWARE OF THE DEADLINE FOR THE ORDERS TO BE RETURNED TO THE OFFICE. NO LATE ORDERS WILL BE ACCEPTED.**
- **If you do not have access to the internet, you may request an order form from the main office.**
- **Our Lunch Manager will be responsible for reviewing lunch orders, placing orders with vendors, coordinating student’s daily menu items to be distributed.**
- **NO REFUNDS FOR MISSED LUNCHES DUE TO ILLNESS OR OTHER ABSENCES, scheduled field trip days listed, holidays listed, lunches not picked up.**

Section 900 Finances

900.01 Check Policy

1. Checks written by parents of current students must have the most current information on

file at the school. Any non-parent will be required to produce a photo I.D. before acceptance of the check. **Any check that is returned for any reason will result in a fee of \$25.00 to be paid in cash to cover administrative costs of collection.** Any check returned for any reason will be re-deposited once as a courtesy. However, if the check is returned again, it will be deemed worthless and another \$25.00 fee, as well as the amount of the check, will be due in cash.

2. If any family has two (2) checks that are returned at any time during the time the student(s) is (are) enrolled at TCMS, checks will no longer be accepted from that family for any reason. Any fees or costs throughout the year for whatever reason will then have to be paid in cash or by money order only.

3. **Any outstanding debt not paid by the end of the school year may result in the student being prohibited from participating in end-of-the-year festivities. In addition, if any outstanding debt has not been resolved by the end of the year, the matter of attendance at TCMS will be reviewed by the administration. In addition, any student who has an outstanding debt at the end of the year will not receive his/her report card until said debt is resolved.**

900.02 Administrative Fee Policy

Should a student leave TCMS to attend a private or out of county school, the new school requires copies of the student's cumulative files. The actual files are the property of the School District of Hillsborough County and cannot be forwarded to the new school. Before the end of the school year, your student will receive his/her records.

TCMS will issue one copy of the records for delivery to the new school by the parents. If, during the course of the summer, a request for records is received by the child's new school, a phone call will be made to your home to inquire if the records had been delivered to the new school.

If another set of copies is required, an administrative fee of \$15 will be charged, which will cover the administrative costs associated with this second issuance.

900.03 Collection of Student Fees

All money for any activity, field trip, fundraising event, etc. is to be turned in by students during homeroom. No money will be accepted at the main office during the school day. This policy was created so that students will not have to carry money with them throughout the day. Teachers will not have money in and about their desks, nor will personnel in the front office.

900.04 Fees for Certain Elective and Core Area Classes

From time to time, an elective and/or core area class may require a small supply fee to be paid by the student. However, a notice of this required fee will be posted yearly in the course description as well as notification posted on the web site. For example, Art class, Spanish class, Music Class and Physical Education class may require a supply or uniform fee depending on the situation. A student who may be unable to pay the required fee may be eligible to receive a fee scholarship provided a request is made to the CEO/Principal, in advance, and certain financial guidelines are met. No student shall be denied access to a class based on an inability to pay a supply or uniform fee.

900.05 Field Trip Fees

Students may not be charged more than \$25.00 for a one day field trip unless otherwise waived by the CFO, and done for item specific reasons. Sponsor/teacher must provide in writing the rationale for charging students more than the \$25.00 maximum bus fee.

Any student who cannot financially support the requested fee will have the fee paid in his/her behalf, provided the parent submits in writing or by email or by phone call a request for such. This request for a scholarship of the field trip fee must be made to the Chief Education Officer/Principal.

Sponsors/teachers are strongly encouraged to seek alternative means for seeking funds to pay for buses (i.e. solicitation of donations from local businesses and individuals).

900.06 Fundraising

1. The Chief Education Officer must approve all fundraising, both internal and external.
2. All fundraising activities will be placed on the school calendar prior to the start of the school year.
3. No fundraising activity will be in direct competition with another.
4. An account of all internal and external fundraising will be filed with the Chief Education Officer at the end of the activity. Failure to comply will result in cancellation of any future fundraising events requested by the sponsor.

Section 1000 Property Insurance

1000.01 Personal Insurance for Property

1. TCMS does not provide any insurance coverage and assumes no liability for damage to or theft of students' property, for example, electronics, textbooks, etc.
2. Students have the responsibility of securing their personal property. Damage to or theft of students' property should be covered by personal insurance policies.

Section 1100 Extracurricular

1100.01 Athletics and Co-Curricular Activities

It is the policy of TCMS to conduct an interscholastic extracurricular and intramural sports program and co-curricular activities that provide fun and enjoyment, build self-esteem, and improve the development of skills. It is the school's goal that participation in competitive athletics and co-curricular activities be a positive experience for all. TCMS expects the highest standards of sportsmanship and respect for teammates, opponents, officials, coaches, advisors/moderators, and spectators and in line with middle school philosophy. Both intramural and extramural sports may be offered, depending on available resources.

1. Students are aware that the school's athletics and co-curricular activities, such as forensics, pep teams, and student government, have visible, built-in systems of recognition, reward, and championship, which may not be observable in other school areas. Because of this, students place a significant value on involvement in the school's athletics and co-curricular activities, and participation in those activities affect the learning climate of the school. Therefore, TCMS organizes athletics and co-curricular activities designed to complement other school areas in building social skills and social sensitivities. Furthermore, TCMS promotes the shaping of student athletics and student activities into instruments of student involvement.
2. The academic mission and calendar of the school takes precedence over athletics/co-curricular scheduling.

3. School behavioral issues and consequences such as suspension, detention, and other infractions prevail over any sports schedule and co-curricular activities participation.

4. Impartiality is the standard at TCMS. Equitable distribution of assets exists for male/female students in all athletics and co-curricular activities.

5. To be eligible to *continue participation* in an extracurricular club/sport, a student must maintain a cumulative grade point average of 2.5 (on an unweighted 4.0 scale) in all courses with no failing grades. Weekly academic checks (by Fridays) will be done by the club/sport sponsor to determine the next week's eligibility to participate. In addition, there can be no failing grades the previous quarter of entering the club/sport. A petition for participation based on academic improvement can be made. The petitioning student must have a passing average in the failed subject at the time of the petition.

Weekly conduct checks will be done by club/sport sponsors to determine if the student has maintained satisfactory conduct. A level 1 offense or suspension automatically disqualifies a student for membership in the extracurricular club/sport for no less than one quarter or indefinitely as determined by administration.

Academic exceptions may be made for ESE students. The students' teachers and club/sport sponsor will determine eligibility.

6. **A student who is absent from school may not participate in ANY extracurricular activities the day of the absence from school.** After school performances which are part of a student's grade are not considered extracurricular.

7. Information regarding these activities is available upon request. If additional information is needed or desired, after reading the requirements for membership, contact the Chief Education Officer.

8. All student athletes must provide the school with written permission of the student's parent or guardian and must pass a physical exam annually.

9. All students practicing or participating in any type of athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The student and/or the student's parent or guardian shall be responsible for providing proof, as evidenced by a copy of an insurance card of the student's insurance prior to practice or participation in athletics.

10. Pursuant to Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care of treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

11. All students have the responsibility to seek proper consent from school administrators before the organization of student associations. All students shall meet the approved criteria for membership in clubs, organizations, and activities of their choosing.

12. Students are expected to participate regularly in their respective organizations, conduct themselves in an appropriate manner, and operate according to the school rules and regulations. Students should select co-curricular activities that do not interfere with their academic progress.

13. **NOTIFICATION OF RISK.** All students should be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve many risks of injury. It is understood that the dangers and risks of playing or practicing in interscholastic sports may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular/skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body, and general health and well-being. Students should understand that the dangers and risks of playing or practicing interscholastic sports may result in serious injury. Because of the dangers of participating in interscholastic sports, it is important to follow and obey all instructions regarding playing techniques, training and team rules.

1100.02 Booster Clubs (A Policy of the Back to Basics Charter School Foundation, Inc.)

A. Purpose

1. It is a purpose of the Board of Directors ("Board") of the Back-to-Basics Charter School Foundation, Inc. d/b/a Terrace Community School ("TCMS") to support and encourage auxiliary or "booster" support of TCMS programs.
2. In support of this purpose, this policy provides guidance for booster clubs formed in support of the TCMS music or other programs.

B. General Principles

1. The TCMS principal and Board shall support and cooperate with TCMS booster clubs.
2. All TCMS booster clubs shall enter into transactions in the name of the TCMS booster club only. All TCMS booster clubs shall be prohibited from entering into contracts or otherwise incurring any liability or obligations on behalf of TCMS.
3. All fundraising activities shall not be conducted during students' instructional time, and shall have the prior approval of the TCMS principal.
4. All fundraising projects and other activities sponsored by TCMS booster clubs shall contribute to the educational and extracurricular experiences of the students and shall not be in conflict with the overall TCMS educational program.
5. Participation in TCMS booster clubs shall be voluntary, and no student or parent shall be compelled to make a purchase or contribution.
6. Door-to-door solicitation is strongly discouraged. Any form of gambling is prohibited.
7. TCMS booster clubs shall be organized and operated as separate and distinct legal entities from TCMS.
8. TCMS booster clubs shall indemnify and hold harmless TCMS against all reasonable expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and necessarily incurred by TCMS in connection with any threatened, pending or completed action, suit, proceeding or arbitration, resulting from or in connection with any act or omission made by or on behalf of a TCMS booster club.

C. Funds

1. TCMS booster clubs shall be encouraged to maintain accurate financial and activity records.
2. TCMS shall have no liability or responsibility in connection with the collection, custody and/or handling of TCMS booster club funds.
3. Funds raised by TCMS booster clubs shall be expended in such a way as to not discriminate on the basis of race, color, national or ethnic origin.
4. TCMS booster clubs shall provide TCMS with monthly bank statements reflecting all funds received and expended.

1200 Academic/Curriculum Information

1200.01 Placement and Course Offerings

The Board's Policy is clear on placement. All courses offered at TCMS shall have higher standards and be offered in heterogeneously grouped classes.

Placement which facilitates optimum learning for each student will be determined by established principles of growth and development, by the academic and career interests of the student, and by acquisition of subject area skills and competencies. Each student will be scheduled into specific courses according to each grade level:

6th Grade - Language arts, mathematics, science, social studies, art appreciation, introduction to foreign language (if available), band, physical education and keyboarding.

7th Grade – Language arts, pre-algebra, science, social studies, Spanish, band, art, technology, team sports and physical education

8th Grade - Language arts, algebra 1 honors for high school credit, PSH science for high school credit, social studies and/or electives in advanced band, art, technology, physical education or Spanish I for high school credit – (placement in Spanish 1 may only be assigned by teacher recommendation in compliance with district and school academic requirements).

Initial placement of a new student will be based upon the previous school's recommendation. Students seeking initial placement from a home education program or private school may be screened by TCMS to determine the most appropriate grade-level placement. Criteria to be considered may include age, maturity, standardized achievement test results, state assessments, records, and evidence from student's portfolio of work and achievement while in home schooling. In no instance shall placement be considered automatic or based solely on the recommendation of the private school or home educator. The placement decision is subject to review and revision, after school personnel have had the opportunity to observe the student's work.

1200.02 Grading/Progress Reports

Grading Scale

The following grading scale is used by TCMS to determine quality points earned.

A	90-100	Outstanding	4 Quality Points
B	80-89	Above Average	3 Quality Points
C	70-79	Average	2 Quality Points
D	60-69	Lowest Acceptable Progress	1 Quality Point
F	0-59	Failure	0 Quality Points
I	No Grade	Incomplete	0 Quality Points

Grading and progress reports fall under the supervision of the Assistant Principal.

Interim/Progress Reports

School wide progress reports are issued at the approximate midpoint of each nine-week period. These reports are to be completed by the appropriate teachers and sent home with students that day. The students must return the reports signed by themselves as well as a parent/guardian within the designated time. Additionally, teachers may send home individual or class progress reports periodically during the year, as they see fit. Teachers are strongly encouraged to communicate with parents when students appear to be struggling with the curriculum. Students and parents are encouraged to check grades online for continual updates.

Grading & Commentary

Feedback is vital to the learning process. Students must have significant response to their work from their teachers. Feedback must be given in two forms: grading and commentary. Semester grades will be given at the end of the second and fourth quarters for the courses that earn high school level credit.

Grading will take place four times per year given at the end of each quarter. Each quarter will last approximately nine weeks.

Grading:

- (a) Students shall be informed by the school of their academic progress and shall have periodic reviews of their instructional achievement by the school staff.
- (b) Students' academic marks in each class should represent fairly and impartially their academic progress in that class. They should have the opportunity to periodically review their marks with their teacher.
- (c) Students shall be graded on their progress and class work. Conduct, while not a part of a student's grade, may bear a relationship when a student is absent from a class and unable to make up work due to misbehavior.

The second type of feedback, commentary, is just as important. Students must receive frequent or periodic responses to their work, both positive and critical. Faculty must provide feedback, oral or written, on all assignments. Brief notes, a short meeting before or after class, or an e-mail will provide instant feedback to students regarding their work and progress.

Incomplete Grades

When a teacher gives an incomplete grade, the grade becomes an "F" if the work is not made up during the first three weeks of the next grading period, unless special arrangements are made. Incomplete grades are not given at the end of the second semester, unless special arrangements

1200.03 Homework

Homework is assigned for the purpose of reinforcing material covered during the day. Practicing concepts through work at home, being responsible for the completion of assignments, organizing materials, and working efficiently and independently are skills that are learned through the completion of homework assignments. Students will receive homework assignments nightly in all core classes. Homework assignments/projects will be commensurate with an advanced academic curricular program. Homework may be assigned on weekends as well, but teachers are encouraged to refrain from assigning major projects and research over long weekends and holiday breaks. Teachers will work with house colleagues to ensure that there is a balance of assigned homework and will try to avoid an overburden that may exceed an average of two hours per evening. This also applies to testing overloads.

In middle school a student shall learn to be fully responsible for their actions and work ethic. Homework and all projects assignments fall into this category. Therefore, the following is stipulated by this board policy:

- **At no time will a student's homework, which included assigned classroom and out of classroom projects be accepted late, unless pre-cleared by the classroom teacher and for emergency circumstances only.**
- **Under no condition may a family member bring a student's homework, projects, book bags, etc to school. These items will not be accepted by any TCMS employee.**

- **All TCMS teachers shall post this policy in their course expectations and communicate this information to the students and their parents.**

1200.04 Late Homework

In middle school a student shall learn to be fully responsible for their actions and work ethic. Homework and all project assignments fall into this category.

Therefore the following is stipulated by this board and administrative policy:

- At no time will a student's homework, which includes assigned classroom and out of classroom projects be accepted late, unless pre-cleared by the classroom teacher and for emergency circumstances only.
- Under no condition may a student's homework be brought to school by a family member.
 - A TCMS teacher shall post this policy in their yearly syllabus and communicate this information to the students and their parents.

1200.05 Heading Identification

At the direction of the Chief Education Officer, all TCMS faculty members are required to have the same format on each student's written, typed or created work. Therefore, each student must comply with the above requirement which is formatted below:

Student's Full Name

Date

Grade Level, Course/Subject

Teacher, Period

Grade Level House

This is to appear in the upper right-hand corner of the paper/item.

1200.06 Research Papers

Prior to promotion and graduation from TCMS, a student will have experienced the process of completing a research paper that meets the standards as set by the Language Arts department. Using technology and other standard formats, each student must successfully demonstrate in the paper her/his ability to access knowledge, analyze and synthesize the information and demonstrate application through the process. Yearly, the Language Arts Department Subject Area Leader should meet with the other department Subject Area Leaders to ensure that a grade level research project is developed and monitored across the curricular and instructional programs so that every affected teacher has input and is responsible and accountable for the student's learning process.

1200.07 Tutoring

Any student who does not maintain a 2.0 GPA in an academic class due to difficulty with content (as determined by the teacher) shall be offered tutoring. Students with FCAT Levels 1 or 2 shall be offered tutoring in the subject of deficiency.

1200.08 Student Assistance

1. When students are experiencing learning or behavioral difficulties, the TCMS Child Study Team provides support and assistance to teachers in developing and implementing interventions.
2. Child Study Team members can consult without formal written referral and include such professionals as administrators, special education teachers/consultants, other regular education classroom teachers, social workers, school psychologists, guidance counselors, educational diagnosticians, and health professionals.
3. In the process of consultation, students may be observed and/or counseled for curriculum-based assessment.
4. The Child Study Team is the recommended first step in providing teachers and parents with assistance in dealing with a student's unique educational adjustment problems.

1200.09 Scheduling and Administration of Exams

Exams shall be administered at the end of every nine (9) week quarter in all subjects including electives. The methodology and composition of these exams should reflect the subject area, skills and knowledge being measured. A nine (9) week exam should measure the learning that has occurred during that period and should only encompass the curriculum covered during that time. A nine (9) week exam shall be no more than one class period in length as determined by subject area with approval of the Assistant Principal.

Sixth (6), seventh (7) and eighth (8) students are required to take nine (9) week exams. However, fall and spring semester exams in compliance with state statute governing such and in accordance with TCMS standards, for courses provided for high school credit, will be administered to 8th grade students.

Semester exams on the eighth (8) grade level that determine the granting of high school level credit shall be held in full compliance with sponsoring school district policy, procedure and timeline.

During the scheduled fall and spring exam weeks (schedule determined by Administration) TCMS is a "closed campus." There shall be no non-academic related school activities (this includes academic and non academic field trips) exclusive of semester exam after school or evening study groups which must have the approval of the Assistant Principal. Spring and fall exams may take more than one instructional period as determined by the course. The schedule for first (1st) and third (3rd) quarter exams may be created internally by each grade level with final approval by the Assistant Principal.

1200.10 Promotion

Promotion will occur when a student demonstrates that acceptable skills have been acquired in the subjects enrolled.

- (a) To be promoted from grade six to grade seven, a student must pass five or more annual subjects or their equivalent, including mathematics, language arts, science and social studies.
- (b) To be promoted from grade seven to grade eight, a student must pass five or more annual subjects or their equivalent, including mathematics, language arts, science and social studies
- (c) A student promoted from grade eight to grade nine will demonstrate acceptable progress toward mastery of grade eight skills as determined by the FCAT.

- (d) In addition, to be promoted from grade eight to grade nine, a student must pass five or more annual subjects or their equivalent, including mathematics, language arts, science and social studies. Promotion shall be effective on the date that final grades are submitted by the teachers at the end of the regular academic year.
- (e) **Promotion Requirement for Showing Mastery of an Annual Course:** A student will pass an annual course when four quality points are earned providing at least one quality point is earned in the last grading period. Special consideration for performance on semester exams will be given by the Special Placement Committee

1200.11 Retention

A student who has not acquired the state mandated number of quality points in the state mandated annual subjects and after being informed through the TCMS conference process elects not to receive remediation either through private or if qualified for, district summer remediation, (which is the responsibility of the student's parent/guardian to obtain) the student may not be promoted to the next grade level without intervention of the TCMS Special Placement Committee (SPC), a recommendation for promotion strictly based on the state's "Good Cause Clause" and with final approval by the Chief Education Officer.

Any student who is recommended by the Building Administrator/Assistant Principal and SPC for retention must meet, along with the student's parent/guardian with the Chief Education Officer for final disposition. Should the CEO uphold the recommendation for retention in 6th, 7th or 8th grade a student will have the option to withdraw and re-enroll at a school site which may better serve the student's academic needs. **The receiving site administration has the option to override the TCMS retention for the student and place the student in the next grade level, under the State of Florida's Good Cause Clause.**

If the student is to be retained and the parent/guardian and student request to remain at TCMS the SPC will meet with the Building Administrator/Assistant Principal to draft an Academic Improvement Plan that must be agreed to by the parent and student with specific and attainable goals, objective, a time frame and desired student learner outcomes. **The student must, at the parent's expense, receive summer tutoring and then take a placement test for the failed subjects. The plan shall be signed by all parties involved in the educational process with initial approval by the Building Administrator/Principal; and final approval granted by the Chief Education Officer/Principal. The CEO may elect to deny placement and remand the student to his/her home school for placement there.**

Should the tenets of the Academic Improvement Plan not be satisfactorily met the parent understands that the parent/guardian will immediately withdraw their child and re-enroll their child to the student's districted school, or in a school of their choice or in a special placement arranged through the district.

1200.12 High School Credit

- Students shall earn a minimum of a "C" average per semester to remain enrolled in the course. (Each quarter and semester exam are weighted equally at 1/3.)
- Semester final exams are mandatory for high school credit courses.
 - An exam score below the qualifying minimum score will result in a change of placement. However, 8th grade students who score below the qualifying minimum score and have earned at least five quality points for the corresponding semester may re-take the exam.
 - Students who earn the minimum qualifying score on re-take exams will be graded as satisfactory, but will earn zero quality points for the exam. The semester average will include the two grading periods for the semester and the exam.
 - Students who score below the qualifying minimum score on re-take exams will be graded as unsatisfactory and will be removed from the course.

Failure to earn the high school credit in the first semester (5 quality points in combination of the “C” semester average and qualifying minimum score on the semester exam) automatically removes the chance to receive it in the second semester. The first ½ credit is a prerequisite for the second ½ credit.

For Math:

Students who do not meet the requirements to receive Algebra I Honors and earn 4 quality points in a semester from two quarterly grades and the semester exam shall earn *regular* Algebra I high school credit. This option is only available during semester one.

Students who earn 3 quality points or less in a semester shall receive MJ3A Advanced 8th grade math on their transcripts and will retake Algebra I in 9th grade.

For Science:

Students who do not meet the requirements to receive Physical Science Honors high school credit and earn 4 quality points or less in a semester will receive MJ3A Advanced 8th grade science on their transcripts and will retake PSH in 9th grade.

1200.13 Principal’s 100% Club

Principal’s 100% Club...A Highly Coveted Scholarship Awards Program

Each quarter students who meet the following criteria are inducted into the Principal’s 100% Club:

1. 3.5 GPA or better in all subjects, including electives – OR –
2. 1 Point increase in GPA from previous quarter
3. No referrals during the quarter
4. No unexcused tardies or absences
5. No lunch detentions, other detentions or behavior interventions.

For students who have a 4.0 GPA in all six subjects during the quarter and are in compliance with items #3, #4, #5, and #6, a special Principal’s Gold Scholarship designation and award will be given. Those students with a 3.999 to 3.5 who are in compliance with items #3, #4, #5 and #6 will receive the Principal’s Honor designation

Administration reserves the right, from time to time, to digress from the stated criteria depending on the uniqueness of the situation.

All students who meet the criteria receive an invitation to the ceremony. The ceremony will be held anywhere from two to three weeks after the report cards are distributed. All induction ceremonies take place during the school day, unless otherwise stipulated. Parents are invited and encouraged to attend.

1200.14 End of Year Awards Policy

Traditionally, TCMS honors one student per grade level, with the John A. Romeo Award. This award honors the most improved student. Traditionally, TCMS honors three of the best Tornado of the Week Award winners as nominated by grade level house processes. Traditionally, TCMS honors one outstanding TCMS adult from the community who has contributed much to the overall improvement and success of the school. The William Cullen Award is the award presented by the school community for this honor.

The awards presentation are broadcast on WTCMS Channel 96 on the last Friday before the last week of school, unless that day falls on a final exam day, in which case, it will occur two weeks prior.

All Grade Level Houses are strongly encouraged to honor students at the end of the year with some type of certificate indicating some area of excellence the student has attained. This should be done before finals week.

Presidential Service Award

(This award can be given to parents and students.)

Terrace Community Middle School has a long standing tradition of volunteer service. TCMS has relied upon its volunteers to support the school and to build a strong sense of community. TCMS participates in the Presidential Service Award program to honor its volunteers.

The President's Council on Service and Civic Participation (the Council) was established in 2003 to recognize the valuable contributions volunteers are making in our communities and encourage more people to serve. The Council created the President's Volunteer Service Award program as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in volunteer service.

Recognizing and honoring volunteers sets a standard for service, ensuring a sustained commitment in civic participation, and inspires others to make service a central part of their lives. The President's Volunteer Service Awards recognizes individuals, families, and groups that have achieved a certain standard – measured by the number of hours of service over a 12-month period or cumulative hours earned over the course of a lifetime.

(from <http://www.presidentialserviceawards.gov/tg/pvsainfo/dspAboutAwards.cfm>)

The award criteria can be found at <http://www.presidentialserviceawards.gov/tg/pvsainfo/dspAboutAwards.cfm>.

1200.15 Field Trips

1. Field trips are an integral part of education at TCMS. It is the school's policy to use field trips to enhance the curriculum being taught to students throughout the year.
2. Field trips are considered **privileges** that must be earned by the students. That means that students whose grades are not what they should be or those who have not exhibited exemplary behavior, may not be allowed to go on field trips. The Chief Education Officer or designee has the authority to exclude a student from participating in school related activities if the student's conduct, at school or outside of school, is deemed unacceptable.
3. Parents may have to pay a fee in order for a student to participate in a field trip. Field trips shall not be of a prohibitive cost to a student. **Any money that is paid toward a field trip is non-refundable. This includes students who are suspended and/or not permitted to attend due to behavioral issues. There will be no exceptions.** Reservations for field trips are made based on a good faith estimate of the number of students going and costs are considered accordingly; therefore, additional costs due to cancellations will not be incurred by the remaining students going on the field trip or incurred by the school.
4. Parents or guardians shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, time of departure, time of return to the school and any costs. Any student making a trip shall present a note from his/her parent or guardian giving permission to make the trip. The field trip form is to be completed by the parent/guardian giving permission.
5. **Students who are ill the day of the field trip or who have not been free of a fever for at least 24 hours shall not attend the field trip. This is in the best interest of the student. If a student becomes ill during the field trip, the teacher will contact the parent so the parent can pick up the student.**

The Administration requires all field trips, and any and all other school related events and activities which require student transportation to be provided by district and commercial bus service to be self funded.

1200.15.1 Student Field Trip Fees

Students may not be charged more than \$25.00 for a one day field trip unless otherwise waived by the CFO, and done for item specific reasons. Sponsor/teacher must provide in writing the rationale for charging students more than the \$25.00 maximum bus fee.

Any student who cannot financially support the requested fee will have the fee paid in his/her behalf, provided the parent submits in writing or by email or by phone call a request for such. This request for a scholarship of the field trip fee must be made to the Chief Education Officer/Principal.

Sponsors/teachers are strongly encouraged to seek alternative means for seeking funds to pay for buses (i.e. solicitation of donations from local businesses and individuals).

1200.16 TCMS Guidelines for Teaching Politics and Religion

Following are the TCMS guidelines regarding teaching religion.

- The TCMS approach to religion is academic, not devotional.
- TCMS strives for student awareness of religions, but will not press for student acceptance of any religion.
- TCMS may expose students to a diversity of religious views, but will not impose any particular view nor will it promote or denigrate any religion.
- TCMS informs students about various religious beliefs; it will not seek to conform students to any particular belief.

Following are the TCMS guidelines regarding teaching politics.

- The TCMS approach to politics is academic and non-partisan.
- TCMS strives for student awareness of diverse political processes.
- The school may expose students to a diversity of political viewpoints but will not impose any particular bias.
- TCMS will not seek to conform students to any particular belief.

GLOSSARY

Aggravated Battery: when a person intentionally or knowingly causes great bodily harm or permanent disfigurement, or uses a deadly weapon.

Alcohol: alcoholic beverages of any amount, including, but not limited to, beer, wine or wine coolers, and liquor.

Arson: setting a fire on or in school property.

Assault: intentional unlawful threat by word or act to do violence to the person of another, coupled with the apparent ability to do so, and doing some act which creates a well founded fear in such another person that such violence is imminent. (Quoted directly from FL State Statute)

Battery: an actual and intentional touching or striking of another person against his/her will or intentionally causing bodily harm to an individual.

Bomb/Explosive: any chemical compound, mixture, or device, with the primary purpose of function by explosion. The term “explosion” is defined as a rapid buildup of gases that overcome the structural or material resistance of its container and a blast.

Breaking/Entering: the unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft.

Bullying: systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve, but is not limited to: teasing, social exclusion, threat, intimidation, physical violence, theft, sexual, religious or racial harassment, public humiliation; or destruction of property.

Cheating: the act or the intent to fraudulently deceive.

Computer (Technology) Misuse: inappropriate use including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software, and entering or distributing inappropriate or unauthorized files (for example, pornographic files); vandalism of computer equipment.

Continuous Disruptive Behavior: behavior which disrupts a classroom or the school, continually engaging in behavior which jeopardizes the health, safety, and welfare of others on campus, or school-sponsored transportation.

Controlled Substance: any medication, drug, or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel using the TCMS Board procedures.

Copyright: exclusive rights that regulate the use of an idea or expression

Cyber bullying: the act of using information and communication technologies such as e-mail, cell phone, text messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, hostile behavior by an individual or group, that is intended to harm others.

Defiance: blatant refusal to follow school directive.

Detention: supervised before school, at lunch time, or after school

Dismissal: the removal of the right and obligation of a student to attend TCMS.

Disrespect: display of a lack of respect, regard, or esteem towards a school employee or student.

Disorderly Conduct: any act which substantially disrupts the orderly conduct of a school function, behavior substantially disrupting the orderly learning environment or posing a threat to the health, safety, and/or welfare of students and/or staff.

Drugs: drugs which require a physician's prescription, or the possession of which is prohibited by law, or those classified as "designer drugs" under Florida Statutes. Also prohibited is the sale or distribution of any substance represented by the student to be a controlled substance, the use of any legal substance to attain a mood-altering effect, and the possession of any equipment or device for preparing or taking drugs.

Electronic Devices: radios, mp3 players, tape players, digital recorders, beepers, laser pointers, electronic games, or any unnecessary devices deemed potentially disruptive shall not be allowed at school unless authorized by the teacher or school administrator. Students bringing any of these for a class project must make arrangements with the teacher or an administrator for safekeeping.

Firearms: operable or inoperable, loaded or unloaded firearms of any kind. Included in this list are pellet or BB guns and starter pistols. (See Weapons.)

Forgery: the making of a false or misleading written communication with the intent to deceive.

Gambling: any participation in games (or activities) of chance for money and/or other things of value.

Gang-related Activity: any activity or behavior that indicates involvement with a gang (for instance, hand signals, graffiti, gang attire, wearing of colors).

Harassment: any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

HCSB: Hillsborough County School Board.

Homicide: murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

Kidnapping: the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian(s).

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

Out-of School Suspension: the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities, except as authorized by the Chief Education Officer or designee for a period not to exceed ten school days.

Plagiarism: the unauthorized use or close imitation of another's thoughts, writings, or ideas without permission and representing them as one's own original work

PRA: Parent Resource Association.

Profanity: disrespectful language or gestures that are deemed vile, vulgar, or debasing.

Restitution: restoring or paying for damaged or stolen property.

Robbery/Extortion (using force): the taking or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or by threat of force or violence, and/or by putting the victim in fear.

Sexual Assault (includes attempted): any sexual act directed toward another person, forcibly and/or against the person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

Sexual Offenses: sexual behavior or conduct without force or threat of force and where the victim is capable of giving consent, includes, but is not limited to, consensual sexual acts, indecent exposure, obscenity, and the possession or distribution of pornographic materials.

Sexual Harassment: when a person offends another person using sexual words, pictures, gestures, or conduct. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive. It also consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical contact of a sexual nature, when such conduct creates a disruptive, intimidating, hostile, or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Skiping: unexcused absence(s) from class period(s) or unexcused absence(s) for school days.

Tardy: late for school or class.

Theft/Larceny (Personal or School Property): the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession, of another person, including, but not limited to, pocket-picking, purse or backpack-snatching, and theft of bicycles.

Threat/Intimidation: forcing another to do something or preventing another from doing something by threatening, bullying, or making him/her afraid.

Trespassing: to enter or remain on school property without proper authorization or invitation and with no lawful purpose for entry.

Vandalism: the willful and/or malicious destruction, damage, or defacement of public or private property without the consent of the owner or the person having custody or control of it, including, but not limited to, graffiti.

Weapons (other than firearms): any pointed, sharp, or blunt instrument which has no legitimate educational purpose for the student at school, and items that closely resemble weapons (look-a-likes) or operate similarly, such as pellet guns, BB guns, and starter pistols. Toy guns, water pistols, facsimiles, or gun look-alikes that are used in a threatening or disruptive manner shall be considered weapons. Also, any article or substance not normally considered to be a weapon, for instance, rocks, pens, pencils, scissors, laser pointers.

Willful Disobedience: deliberate failure to follow directions given by school personnel or follow established rules and regulations of the school.

Work Detail: supervised activities related to the upkeep and maintenance of school facilities as an alternative to other disciplinary responses.

Appendix 1 Public Notice on Student Records

PUBLIC NOTICE

Student Records Maintained by the Hillsborough County School System

Adopted by the School Board, April 18, 1978

Updated and Revised in Accordance with the Family Educational Rights and Privacy Act (FERPA)

Federal Register, November 21, 1996

WHAT ARE STUDENT RECORDS?

Education records are records maintained by the school and are directly related to a student. Education records of students are sometimes maintained at several locations. The Chief Education Officer has a list of all the types and locations of education records maintained by the school system and the titles and addresses of the school officials responsible for these records. Parents, guardians, and eligible students over the age of eighteen may inspect and review that list upon oral or written request.

WHY MAINTAIN STUDENT RECORDS?

Florida Statutes mandate that each Chief Education Officer maintains a permanent cumulative record for each student enrolled in a public school. Such record shall be maintained as prescribed by regulations of the State Board of Education. Student records are used for planning instructional programs, for guidance of students, for preparation of State and Federal reports, and for research.

WHAT INFORMATION IS IN A STUDENT'S RECORD?

Education records are maintained in accordance with policies of the School Board of Hillsborough County and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff. The Chief Education Officer may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s), record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed.

WHO HAS ACCESS TO STUDENT RECORDS?

The following persons can access a student's records: parent, eligible student over the age of eighteen, school officials, a party with the written permission of the parent or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party.

Note: Court may order nondisclosure of a subpoena or information provided in response to a subpoena.

Footnote: A release of information without parent or student (over the age of eighteen) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional responsibility. A school official is a person employed by TCMS, such as an administrator, teacher or support staff (including health and medical staff), a person serving on the TCMS Board, a person or company with whom the school has contracted to perform a certain task (such as an attorney, auditor, consultant, or therapist), or a parent or student on an official committee, such as disciplinary or grievance committee, or another school official performing his/her professional responsibility.

WHAT ARE THE RIGHTS OF A PARENT?

Parents or eligible students over the age of eighteen have the right to inspect and review all education records. A parent's or eligible student's request to inspect and review a student's education records must be in writing. The request shall be granted within a reasonable period of time, not to exceed thirty days. The inspection and review of records shall be held in the presence of an official of the school system. A parent or eligible student has the right to a response to reasonable requests for explanations and interpretations of the records. A parent or eligible student has the right to obtain copies of the education

records of a student. The schedule of fees for copies is on file with the Chief Education Officer. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his/her right to inspect and review the records.

A parent or eligible student who believes that information contained in the education records of a student is inaccurate, misleading, or violating the privacy or the rights of the student, may request in writing an informal conference with the Chief Education Officer for the purpose of amending the records. The Chief Education Officer shall decide whether to amend the education records within a reasonable period of time. If the Chief Education Officer refuses to amend the records, he or she shall inform the parent or eligible student of that refusal, and advise the parent or eligible student of the right to file a grievance (refer to Grievance Procedure).

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the school to comply with the requirements of FERPA. (see address below.) Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of post-secondary education. (Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.

WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION?

Copies of a student record may be sent to a school outside the Hillsborough County Public School System upon receipt of a written official school request. Parents or eligible students are to be notified of such transfers. Requests for records from all other sources require *written* permission of the parent or eligible student. Schools reserve the right to release "directory information" without prior permission of the parent or eligible student for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. Parents objecting to this use of directory information must notify the Chief Education Officer no later than ten days after receipt of this Handbook.

Schools shall furnish data to state agencies when an agreement between the said agency and the school existed prior to November 19, 1974. Such information may include "directory information" plus address, telephone number, date and place of birth, dates of attendance, and former schools attended.

In the preparation of cases for prosecution under the Compulsory School Attendance: Child Welfare Law, the school is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Office of Youth Services, and to the Circuit Court, Juvenile Division, without parent consent. It is not necessary for parents and students (over the age of eighteen) to be notified if information from the student record is requested by subpoena from a federal grand jury. In addition, if a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent or student before compliance with the subpoena.

In cases of child abuse, school officials are authorized and mandated by Florida Statute to report the same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

WHERE CAN COPIES OF POLICY BE OBTAINED?

Parents of students or eligible students may obtain copies of Hillsborough County School Board policies at any public school location.

ADDRESS:

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue
Washington, D.C. 20202-4605*

NOTES: