

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 08/12/21
		Rescinds: 6.300	Issued: 02/13/20

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices
4 including teaching new behaviors, redirecting, problem solving skill development, community circles,
5 structured reflection breaks and calming stations. Exclusionary discipline shall only be used as a
6 measure of last resort.² The development of each code shall involve principals and staff members of
7 each level and shall be consistent with the relevant policies as adopted by the Board.³

8 The following levels of misbehavior and disciplinary procedures and options are standards designed to
9 protect all members of the educational community in the exercise of their rights and duties and to
10 maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These
11 misbehaviors apply to student conduct on school buses, on school property, and while students are on
12 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
13 manner that:⁵

- 14 1. Balances accountability with an understanding of traumatic behavior;
- 15
- 16 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
17 allowed at school;
- 18
- 19 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
20 behavioral intervention plans;
- 21
- 22 4. Creates consistent rules and consequences; and
- 23
- 24 5. Models respectful, non-violent relationships.

25 In order to ensure that these goals are accomplished, the school district shall utilize the following
26 trauma-informed discipline practices: such as Restorative practices, Response to Instruction and
27 Intervention for Behavior (RTI2B), systems of supports and behavior intervention plans. Intervention
28 strategies may be used prior to or in addition to any disciplinary response to student behavior.

29 MISBEHAVIORS: LEVEL I

30 This level includes minor misbehavior on the part of the student which impedes orderly classroom
31 guidelines or interferes with the orderly operation of the school but which can usually be handled by an
32 individual staff member.

33 *Examples (not an exclusive listing)*

- 1 • Classroom disturbances
- 2 • Classroom tardiness
- 3 • Cheating and lying
- 4 • Abusive language
- 5 • Failure to do assignments or carry out directions
- 6 • Wearing, while on the grounds of a public school during the regular school day,
- 7 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 8 learning environment⁶
- 9 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 10 cyber-bullying, and/or hazing)

11 *Disciplinary Procedures*

- 12 • The staff member intervenes immediately.
- 13 • The staff member determines what offense was committed and its severity.
- 14 • The staff member determines who committed the offense and if he/she understands the
- 15 nature of the offense.
- 16 • The staff member employs appropriate disciplinary options.
- 17 • The record of the offense and disciplinary action shall be maintained by the staff
- 18 member.

19 *Disciplinary Options*

- 20 • Verbal reprimand
- 21 • Special assignment
- 22 • Restricting activities
- 23 • Counseling
- 24 • Withdrawal of privileges
- 25 • Issuance of demerits
- 26 • Strict supervised study
- 27 • Detention
- 28 • In-school suspension
- 29 • Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe
- 30 Environment, Calming Exercises/Mindfulness, Restorative Practices, Conflict
- 31 Resolution, Student Support Groups, Counseling, Mentoring, Peer Mediation and
- 32 Behavior Intervention Plans

33 **MISBEHAVIORS: LEVEL II**

34 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
35 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
36 have educational consequences serious enough to require corrective action on the part of
37 administrative personnel.

38 *Examples (not an exclusive listing)*

- 1 • Continuation of unmodified Level I misbehaviors
- 2 • Using forged notes or excuses
- 3 • Disruptive classroom behavior

4 *Disciplinary Procedures*

- 5 • The student is referred to the principal for appropriate disciplinary action.
- 6 • The principal meets with the student and the staff member.
- 7 • The principal hears the accusation made by the staff member and allows the student the
- 8 opportunity to explain his/her conduct.
- 9 • The principal takes appropriate disciplinary action and notifies the staff member of the
- 10 action.
- 11 • The record of offense and disciplinary action shall be maintained by the principal.

12 *Disciplinary Options*

- 13 • Teacher/schedule change
- 14 • Peer counseling
- 15 • Referral to outside agency
- 16 • In-school suspension
- 17 • Transfer
- 18 • Detention
- 19 • Suspension from school-sponsored activities or from riding school bus
- 20 • Out-of-school suspension
- 21 • Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe
- 22 Environment, Calming Exercises/Mindfulness, Restorative Practices, Conflict
- 23 Resolution, Student Support Groups, Counseling, Mentoring, Functional Behavior
- 24 Assessments and Behavior Intervention Plans

25 **MISBEHAVIORS: LEVEL III**

26 This level includes acts directly against persons or property but whose consequences do not seriously
27 endanger the health or safety of others in the school.

28 *Examples (not an exclusive listing)*

- 29 • Continuation of unmodified Level I and II misbehaviors
- 30 • Fighting
- 31 • Vandalism (minor)
- 32 • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 33 alcohol
- 34 • Use, possession, sale, or distribution of drug paraphernalia
- 35 • Use, sale, distribution, and/or being under the influence of drugs
- 36 • Stealing
- 37 • Threats to others

- 1 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
2 cyber-bullying, and/or hazing)

3 *Disciplinary Procedures*

- 4 • The student is referred to the principal for appropriate disciplinary action.
5 • The principal meets with the student and the staff member.
6 • The principal hears the accusation and allows the student the opportunity to explain
7 his/her conduct.
8 • The principal takes appropriate disciplinary action.
9 • The principal may refer the incident to the Director of Schools and make
10 recommendations for consequences.
11 • The record of offense and disciplinary action shall be maintained by the principal.

12 *Disciplinary Options*

- 13 • In-school suspension
14 • Detention
15 • Restitution from loss, damage, or stolen property
16 • Out-of-school suspension
17 • Social adjustment classes
18 • Transfer
19 • Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe
20 Environment, Calming Exercises/Mindfulness, restorative Practices, Conflict
21 Resolution, Student Support Groups, Counseling, Functional Behavior Assessments,
22 Behavior Intervention Plans, Referrals to outside organizations and social services,
23 Referral to outside health and mental health services

24 **MISBEHAVIORS: LEVEL IV**

25 This level of misbehavior includes acts which result in violence to another's person or property or
26 which pose a threat to the safety of others in the school. These acts are so serious that they usually
27 require administrative actions which result in the immediate removal of the student from the school,
28 the intervention of law enforcement authorities, and/or action by the Board.

29 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
30 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
31 death to another person.⁷

32 *Examples (not an exclusive listing)*

- 33 • Continuation of unmodified Level I, II, and III misbehaviors
34 • Death threat
35 • Extortion
36 • Bomb threat
37 • Possession, use, and/or transfer of dangerous weapons

- 1 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 2 employee of the school, or a school resource officer*
- 3 • Aggravated assault*
- 4 • Vandalism
- 5 • Theft, possession, and/or sale of stolen property
- 6 • Arson
- 7 • Possession of unauthorized substances (e.g. any controlled substance, controlled
- 8 substance analogue, or legend drug) *
- 9 • Use or transfer of unauthorized substances
- 10 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 11 cyber-bullying, and/or hazing)
- 12 • Electronic threat to cause bodily injury or death to another student or school employee

13 *Disciplinary Procedures*

- 14 • The principal confers with appropriate staff members and with the student.
- 15 • The principal hears the accusations and allows the student the opportunity to explain
- 16 his/her conduct.
- 17 • The parent(s)/guardian(s) are notified.
- 18 • Law enforcement officials are contacted.
- 19 • The incident is reported, and recommendations are made to the Director of Schools.
- 20 • If the student's placement is to be changed, adequate notice of the charges shall be
- 21 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 22 hearing.

23 *Disciplinary Options*

- 24 • Other hearing authority or Board action which results in appropriate placement
- 25 • Trauma-Informed Practices such as; Referrals to outside organization and social
- 26 services and Referral to outside health and mental health services

27 * Designates zero tolerance offenses.

28 **Bus Conduct Discipline Procedures**

29 All bus infractions are considered a safety violation. Since a school bus driver's first and primary duty
30 is the safe operation of the school bus, a safe and orderly environment is a necessity to accomplish this
31 goal. Therefore, any action that distracts the driver from this very important goal is considered a safety
32 violation. In order to keep our buses safe for everyone, students must exhibit self-responsibility to
33 enjoy the privilege of riding a JMCSS bus.

34 As a result, safety violations will result in a student losing the privilege of riding a JMCSS bus. See
35 the following chart of infractions and consequences. Please note, Special Education students are held
36 to the same safety standards as regular education students. However, for any disciplinary action that
37 involves a long-term suspension, 10 or more days, or multiple short-term suspensions, consultation
38 with the special education department will be necessary to ensure IEP's and all appropriate laws are

- 1 followed. All bus infractions should be documented on the appropriate forms and recorded
2 immediately at the school level.
- 3 Tier I infractions: (I.E. not sitting, standing in the seat, the use of profanity, and all other infractions
4 that interfere with the safe operation of a school bus that are non-violent)
- 5 K-12 All first-time non-violent safety violations will result in a verbal warning from the school
6 administrator and immediate contact with the parent explaining the need for bus safety and
7 future consequences for non-compliance.
- 8 K-2 Second non-violent safety violation; 1-day bus suspension
9 Third non-violent safety violation; 3-day bus suspension
10 Fourth non-violent safety violation, 20 – day bus suspension
11 Fifth non-violent safety violation, bus suspension for the remainder of the school year
- 12 3-5 Second non-violent safety violation; 3-day bus suspension
13 Third non-violent safety violation; 20-day bus suspension
14 Fourth non-violent safety violation, 40-day bus suspension
15 Fifth non-violent safety violation, bus suspension for the remainder of the school year
- 16 6-12 Second non-violent safety violation; 5 –day bus suspension
17 Third non-violent safety violation; 20-day bus suspension
18 Fourth non-violent safety violation, bus suspension for the remainder of the school year
- 19 Tier II infractions: (Any safety infraction that exhibits aggression toward an employee; or another
20 student; or may bring harm to bystanders; or directly interferes with the operation of a school bus; or
21 any type of vandalism of the bus. (I.E. fighting, threatening an employee (s) or other students,
22 throwing objects from or on the bus; direct interference with the driver as in hitting them with an
23 object or interfering with the steering wheel, gearshift or other critical instruments on the bus; cutting
24 seats, writing on seats or any other type of damage to the school bus.)
- 25 K-2 First violation for aggression/vandalism; 5-day bus suspension
26 Second violation for aggression/vandalism; 20-day bus suspension
27 Third violation for aggression/vandalism; 90-day bus suspension
28 Fourth violation for aggression/vandalism; bus suspension for the remainder of the school year
- 29 3-5 First violation for aggression/vandalism; 10-day bus suspension
30 Second violation for aggression/vandalism; 20-day bus suspension
31 Third violation for aggression/vandalism; 90-day bus suspension
32 Fourth violation for aggression/vandalism; bus suspension for the remainder of the school year
- 33 6-12 First violation for aggression/vandalism; 20-day suspension
34 Second violation for aggression/vandalism; 90-day bus suspension
35 Third violation for aggression/vandalism; bus suspension for the remainder of the school year
- 36 Tier III violations (I.E. weapons, drugs, sexual misconduct, or other serious actions that may involve
37 law enforcement and or possible criminal charges)

1 K-12 Consultation with the building Principal, District Level Leader of Student Services,
2 Transportation Administrator, and other relevant district office or school level staff for
3 appropriate discipline; long-term loss of riding privileges that may span multiple school years.
4 All Tier III violations are subject to a referral to the JMCSS Disciplinary Hearing Board.

5 *Once a student is suspended from a bus, they may not ride any JMCSS bus for any reason from that
6 point forward until the suspension is served. Also, if a student is discovered riding any bus while
7 suspended, will be considered trespassing. Furthermore, students will not be able to ride on the PM
8 route once they have been suspended.

9 *Any disciplinary consequence may be moved to a higher level based on the building level
10 investigation.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. Public Acts of 2021, Chapter No. 77
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Interference/Disruption of School Activities 6.306
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Corporal Punishment 6.314
Detention 6.315
Suspension 6.316
Safe Relocation of Students 6.4081