

**FAMILY CONTRACT 2011 - 2012**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Classroom/Homeroom Teacher \_\_\_\_\_

**I/we, the parent(s)/guardian(s) of the above-named student, in consideration of the enrollment of my/our child in the Triad Math and Science Academy do hereby agree to the following:**

- I will help the school to make learning a primary occupation for my child.
- I will send my child to school on time, healthy, clean and prepared to learn.
- I will ensure that my child is dressed and groomed according to the dress code.
- I will supervise my child's homework to ensure that all assignments are completed on schedule.
- I will keep the school informed of a phone number and address where I can be reached during daytime hours.
- I will encourage my child to participate in the school-organized volunteer community activities since these kinds of activities are an important part of the learning experience.
- I will meet with my child's teacher and/or the administration as requested.
- I will take responsibility for the behavior of my child in the school.
- I understand that the Board of Directors has the authority to suspend, expel or withdraw the student from the school if the student's behavior violates the Code of Conduct and/or the parent(s)/guardian(s) fails to take responsibility for the conduct of the student and/or fails to cooperate with the school to help in correcting the student's behavior.
- I understand that it is my responsibility to stay informed of official announcements made through the TMSA weekly newsletter and/or the TMSA website at [www.tmsacharter.org](http://www.tmsacharter.org).
- I understand that it is my responsibility to review my child's report cards issued by the school.
- I understand that this contract is an agreement with all other parents in the school to support the faculty, staff, and the volunteers as they work to help my child be a productive member of the community.

**PARENT(S)/GUARDIAN(S)**

I/We, the parent(s)/guardian(s) of the above-named student, have reviewed the Triad Math and Science Academy Student & Parent Handbook with my/our child. I/We have read and understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I/We agree to support the Triad Math and Science Academy by volunteering at the school to the degree possible, communicating regularly with my/our child's teacher(s), and promoting positive educational practices at home with my/our child by providing ongoing supervision and guidance with homework and school related projects

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT**

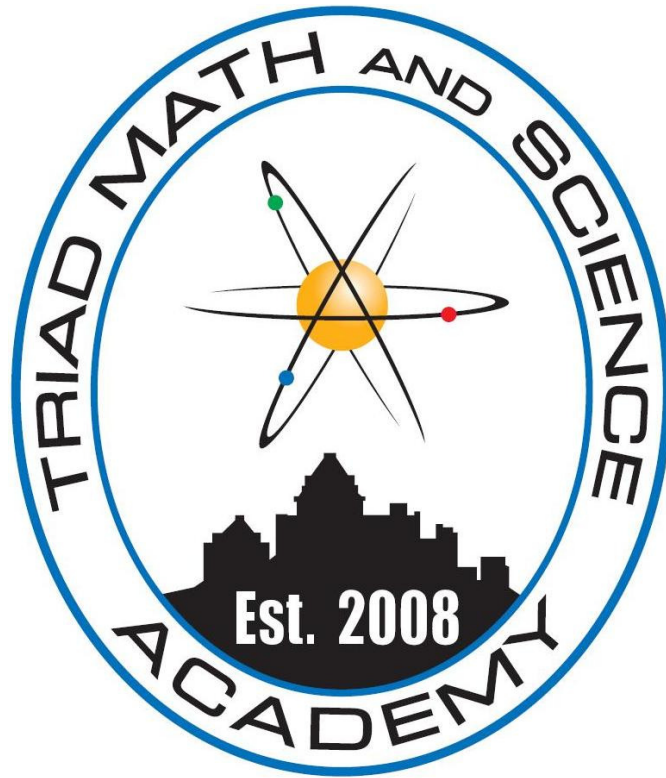
I have thoroughly reviewed and agree to abide by each of the policies, procedures and expectations outlined in the Triad Math and Science Academy Student & Parent Handbook. I have read and understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I understand that failure to do so may result in my expulsion.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Directions: Students are expected to read and discuss the Triad Math and Science Academy Student & Parent Handbook including the Code of Conduct, the Discipline Plan, and this document with their parents/guardians and indicate both understanding and acceptance of these by signing, dating, and returning this completed contract to the student's classroom/homeroom teacher by Friday August 19, 2011).**



# Triad Math and Science Academy



A North Carolina  
Charter School

2011 - 2012

Student & Parent  
Handbook

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**Notice:** It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at Triad Math and Science Academy. Therefore, because TMSA is a North Carolina Charter School, any situation not specifically referred to in this handbook will fall under the guidelines set forth by North Carolina Department of Public Instruction Policies and Procedures.

## FROM THE PRINCIPAL

Dear Parents and Students,

I would like to welcome all of you to the 2011-12 school year at the **Triad Math and Science Academy (TMSA)**! Every new school year means a new beginning, new learning opportunities, and new endeavors for all of us. The administrative team is very excited about welcoming you this coming school year! The staff at the Triad Math and Science Academy is a team of caring, competent, dedicated, and willing members and ready to take a learning journey together. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of **TMSA** is to create a partnership among the members of this triad. Each of us has a responsibility for doing our part to make our school a place where we can work and have fun together in harmony.

**TMSA** is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities with you. We encourage you to get to know your school, its programs, activities, and schedule. *Become an active participant in our school. Get involved through classes, clubs, and activities.*

We are the **TMSA** Family! We own a school. Success is our success altogether. **TMSA** is not just another charter school. We have very high expectations. Our goal is to be the best school. We have proven this with our high academic achievements and financial strength starting from our very first year. We are proud to be in our state-of-art new facility and we are planning to have a great grand opening soon.

**TMSA** is a college bound school now with grades K-10. High School will be our focus this year. We are planning to establish a strong High School program this year that will prepare our students for college.

One of our main goals for the 2011-2012 school year is the community outreach. We have a great school facility now. It is time to open our doors to reach our community. In order to accomplish this goal, parent support is very important. We expect all **TMSA** parents to be active members of the **TMSA Family**!

We ask our parents to volunteer at least 4 hours of their time every month for **TMSA**. Please contact our Parent Volunteer Organization (PVO) for a variety of volunteer opportunities. You can also contact your child's teachers as well as our staff. They will always appreciate any help!

This handbook offers an overview of our school's mission, guidelines, and services. It is an essential reference book describing what we expect and how we do things. Read it carefully; discuss it with your family; and let it act as a guide for your active and effective involvement in all parts of the school. It has been written to provide students and parents with the information that will make this year purposeful and rewarding in every aspect. When you are finished reviewing this handbook, please sign, date and return the Family Contract indicating your understanding and acceptance of its contents. Keep this handbook handy because you will use this information throughout the school year.

On behalf of the entire TMSA Family, welcome again and best wishes for a great 2011-2012 school year!

Sincerely,

Hakan Orak, Principal

**TRIAD MATH AND SCIENCE ACADEMY  
2011 – 2012 ACADEMIC CALENDAR**

<b>First Semester</b>	
August 9	New Teacher Orientation
August 10-12	Pre-Planning Week for Teachers
August 12	Orientation Day for Students & Parents
<b>August 15</b>	<b>First Day of School</b>
September 5	Labor Day Holiday
September 15	Progress Report 1
September 26	Teacher Work Day 1
October 12	Early Release Day 1
<b>October 19</b>	<b>End of 1st Quarter</b>
October 25	1st Quarter Report Cards
October 28	Parent-Teacher Conference Day
November 4	Teacher Work Day 2
November 11	Veterans Day Holiday
November 23-25	Thanksgiving Holiday
November 29	Progress Report 2
December 18-January 1	Winter Break
January 2	Teacher Workday 3
January 16	MLK Holiday
<b>January 17</b>	<b>End of 1st Semester</b>

<b>Second Semester</b>	
January 25	2nd Quarter Report Cards
January 27	Parent-Teacher Conference Day
February 22	Early Release Day 2
February 23	Progress Report 3
March 12	Teacher Workday 4
<b>March 23</b>	<b>End of 3rd Quarter</b>
March 30	3rd Quarter Report Cards
April 6	Optional Snow Make Up Day
April 9-13	Spring Break
May 8	Progress Report 4
May 28	Memorial Day
<b>June 6</b>	<b>Last Day of School</b>
June 7-8	Post-Planning for Teachers

## MISSION STATEMENT

TMSA provides improved math, science, and technology learning opportunities for students to develop the capacity to succeed in college and pursue challenging scientific careers, through research based proven teaching methods, performance based accountability measures and dedicated leadership. TMSA's educational program will provide opportunities for all students and close the gap for the disadvantaged students with the proven math and science programs that work for at-risk students, as well as academically gifted students.

## DUE PROCESS AND STUDENT'S RESPONSIBILITIES & RIGHTS

### STUDENTS' RESPONSIBILITIES

- To be caring and honest,
- To do his or her best to learn and master all he/she can,
- To respect school rules, regulations, and policies,
- To be sure that personal expressions do not interfere with the rights of others,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures.

### STUDENTS' RIGHTS

- To feel safe in the school environment,
- To take full advantage of the learning opportunities,
- To work in an environment free from disruptions,
- To express his or her opinions, ideas, thoughts, and concerns,
- To have a healthy environment that is smoke, alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities, AND
- To have the right to due process.

All students at TMSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student, who exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution. In all instances, TMSA's policies and procedures governing due process for suspensions and expulsions will follow North Carolina Education Law. All students at TMSA have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the

problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept completely confidential.

## **ATTENDANCE**

### **ABSENCES AND TARDINESS**

TMSA recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

#### **EXCUSED ABSENCES**

TMSA accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** The excuse shall be submitted to the school office and filed as part of the student's school record. An excuse for absence from school may be approved for one or more of the following reasons or conditions:

- **Personal Illness:** *Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused. Upon the student's return to school, appropriate medical documentation is required within three days of the absence(s).* Your parent or guardian should call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian or it will be an unexcused absence. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.
- **Serious Illness or Death in the Family:** *Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school.* Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor.
- **Court Order:** *Court order by a governmental agency mandating the student's absence from school is excused.* Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.
- **Special or Recognized Religious Holidays:** *Special or recognized religious holidays observed by the faith of the student.* Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Weather or Environmental Conditions:** *Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused.* Your parent or guardian must call the office to explain the situation and

estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.

- **Out of School Suspension:** *School days missed as a result of an out of school suspension shall be counted as excused.* Students who miss school due to an out of school suspension are allowed to make up any work missed (refer to the section **Make-up Work for Absences**).
- **Other:** *Other absences to be determined by, and at the discretion of, the Board of Directors may be excused.*

## UNEXCUSED ABSENCES

An unexcused absence is a part of a student's school record. Students will be marked for an unexcused absence for:

- **Failure to Attend School:** *Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.*

## SCHOOL TARDY

*A student is tardy when he/she arrives at school after the beginning of the official school day, or is not in the assigned class at the official beginning of the class period.*

- **Excused Tardy:** *Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with court order, etc. shall be excused.* Students who are late to school must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class. **If this procedure is not followed, the student(s) will receive an unexcused tardy.**
- **Unexcused Tardy:** *Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc., unless it is an excused tardy shall result in an unexcused tardy.* Being tardy to school – whether the result of oversleeping, car problems, baby-sitting, athletic workouts, or socializing – is unacceptable.
- **Habitual School Tardy:** *15 unexcused tardies result in referral to the social worker.* Students who repeatedly demonstrate their inability to arrive at school on time, and/or attain fifteen (15) unexcused tardies will be referred to the school social worker.

## CLASS TARDY

Students are considered late if they are not in their classroom when the bell starts to ring – not when it finishes. If you are late between classes less than 5 minutes, you will be permitted to enter the classroom and the teacher will mark you as tardy. Beyond 5 minutes, late students must report to the school office to receive a **TMSA Class Tardy** pass to class. If the student is tardy more than 10 minutes then the student will **NOT** be accepted to the class and this will be considered skipping class. Student must report to the In-School-Suspension (ISS) room. You are responsible for making up work you miss due to tardiness. These class tardies will not be noted

on a student's permanent transcript. However, students who receive more than five class tardies in one quarter may receive an **Office Referral Form** for excessive class tardiness.

## **MAKE-UP WORK FOR ABSENCES – EXCUSED OR UNEXCUSED**

An excused or unexcused absence from school, even for several days, does not remove any student from responsibilities in the classroom on the day they return to school. **Students who have been absent will be given the same number of days that they were absent to make up missed work.** For an absence to be excused, a note should be submitted to the school office no later than three days after returning to school.

Assignments are available on the TMSA-Connect website and are available 24 hours a day – should a student be absent for any reason, they should access this information via the Internet. **Parents should not call or e-mail teachers or the Front Office asking for assignments.** Assignments, documents issued in the classroom and work material needed for an assignment are readily available and may be accessed by the student on TMSA-Connect.

**On the day the student returns to school, it is the student's responsibility to find out what work is required and when the work needs to be completed – failure to do this will result in a zero for each of those assignments.**

For students who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher is not required to give the student the test.

## **EARLY CHECKOUTS**

***Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout.*** A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student.

- ***To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.***
- ***A parent or legal guardian must bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.***
- **Early checkouts are not permitted during the last 30 minutes of the school day.**

## **TRUANCY**

***Any child who is subject to the compulsory attendance law who has more than five days of unexcused absences during the calendar school year is considered truant.*** Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant, no credit will be recorded for work you missed as a result of truancy.

- **After 5 unexcused absences:** The parent/legal guardian will be contacted by the administration requesting a conference. After two reasonable attempts to notify the parent/guardian without response, the school shall send a notice to the parent/guardian by certified mail, return receipt requested.

- **After 7 unexcused absences:** The parent/legal guardian will be notified by the administration that the student has only three unexcused absences remaining prior to violating the state attendance requirements.
- **After 10 unexcused absences:** A letter will be sent from the administration to the parent/legal guardian regarding attendance. In addition, a referral shall be made to the school social worker by the administration.

Excessive excused absences also impact the educational program and may be handled as follows:

- **After 5 excused absences:** The parent/legal guardian will be contacted by the administration or his designee by telephone or parental conference regarding attendance when possible. If contact is unsuccessful, a letter will be sent by the administration.
- **After 7 excused absences:** A letter will be sent from the administration to the parent/legal guardian regarding attendance. In addition, the administration shall confer with the school social worker to determine whether a referral is warranted, at this time.
- **After 10 excused absences:** the school has the discretion to confer with the school social worker to determine whether any action should be taken to address the absences.

When administrative actions taken to correct truancy have proven ineffective, the school system may file proceedings in court and furnish evidence for the conviction of parents/legal guardian and/or child for non-compliance with state attendance laws.

#### **PERFECT ATTENDANCE**

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardies to school and zero absences and zero tardies to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

# **CODE of CONDUCT**

## **CONDUCT INFORMATION**

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of discipline problems, so that together we can find alternatives for students and they can experience success in relationships at home and school.

For this discipline program to be successful, the school will be teaching students all rules and procedures as well as good character traits. Students must make choices for themselves and **be responsible for their own behavior as well as for their academic performance.** Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

## **RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES**

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither TMSA, its employees, nor the Board of Directors, assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

TMSA has as its goal to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the TMSA administrators and teachers shall not allow inappropriate, distracting, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the Board of Directors for expulsion.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. TMSA takes its responsibility seriously to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students, who violate TMSA rules, or State laws related to these offenses, will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.

## CONDUCT VIOLATIONS

Conduct violations referred to the office for disciplinary action may warrant possible consequences as specified in this code of conduct. The principal or his designee will make the final determination of consequences. Most consequences for violations will be administrative lunch detention, in-school suspension or out-of-school suspension. Offenses include but are not limited to:

### Citations

Minor correctable misconduct reports issued to students in or outside of the classroom will be handled by the issuance of **Citations**. Any TMSA employee who observes a student engaged in inappropriate behavior outside of the classroom can issue a **Citation**. These **Citations** will not be noted on a student's permanent discipline transcript. However, they will be entered on TMSA-Connect for parental viewing, and students who receive multiple Citations in one quarter may receive an **Office Referral Form** for excessive misconduct/violations.

For citations that exceed one demerit point, students will be sent to the ISS Teacher for a teacher/student conference.

### Intervention Referrals

Students displaying disruptive conduct within the classroom shall be issued an **Intervention Referral Form** and sent to the ISS Teacher.

Students must bring the needed materials described in the course syllabus to class each day. Failure to do so will result in an immediate referral to the Intervention Room with an **Intervention Referral Form** describing the manner in which the student was not prepared for class.

These **Intervention Referral Forms** will not be noted on a student's permanent discipline transcript. However, they will be entered on TMSA-Connect for parental viewing and students who receive more than three **Intervention Referral Forms** in one quarter may receive an **Office Referral Form** for excessive classroom misbehavior/violations.

**Demerit point system:**

The demerit points system involves the allocation of penalty points (demerits) for a range of disrespectful behaviors. Students will have demerit points recorded on their records. The student begins with zero demerit points, and accumulates points for each disrespectful behavior that is shown in the list below. If a student accumulates 10 points in a quarter, after school detention will be assigned by the ISS Teacher and an office referral will be issued. After school detention will be Monday – Friday 3:10pm – 4:10pm.

<u>Violation</u>	<u>Form</u>	<u>Point</u>	<u>Violation</u>	<u>Form</u>	<u>Point</u>
Being unprepared for class (supplies)	Citation	1	Chewing gum/possession of gum	Citation	1
Not working on assigned tasks	Intervention form	2	Tapping	Citation	2
Excessive talking during class	Citation	2	Disturbing class	Intervention form	3
Failure to follow classroom instructions	Intervention form	3	Misbehavior outside of school, during clubs or tutoring	Citation	2
Passing notes in class	Citation	1	Horse-playing	Office Referral	3
Cosmetics outside of restroom	Citation	1	Throwing stuff in class/hallway/cafeteria	Citation	3
Out of seat	Citation	2	Dress code violation	Citation	1
Bringing beverage to class	Citation	1	Talking back to teacher	Office Referral	5
Improper Language/Profanity	Office Referral	7	Using personal electronics on school grounds	Office Referral	5
Running in hallway	Citation	1	Threatening - verbal or written	Office Referral	7
Lack of cooperation	Intervention form	3	Destruction of school property	Office Referral	7
Leaning back in chair	Citation	1	Littering on school grounds	Citation	3
Antagonistic behavior/Insubordination	Office Referral	5	Humming/Singing/making noises	Citation	3
Inappropriate hallway behavior	Citation	2	Leaving the classroom without permission	Office Referral	5

Inappropriate cafeteria behavior	Citation	2	Drawing/writing in textbooks	Citation	2
Eating/drinking outside designated area	Citation	2	Verbal exchanges/arguing	Intervention form	3

### Office Referral Forms

Once an **Office Referral Form** has been submitted, the administrator will determine the consequence of any unacceptable student behavior. The parent/guardian will receive notice of the student's discipline problem and the consequence administered for any infraction resulting in disciplinary action that will be filed on the student's discipline transcript. The consequence may be one of the following, according to the seriousness of the misbehavior, and not necessarily in this order:

- Withholding of Privileges
- Administrative Warning
- Referral to School Counselor
- Student / Administrator Conference
- Student / Teacher / Administrator Conference
- Student / Teacher / Parent / Administrator Conference
- Administrative Lunch Detention
- After School Detention
- In School Suspension
- Out of School Suspension
- Option to Withdraw
- Recommendation for Expulsion

Violations that may result in an Office Referral
1. Disruptive behavior
2. Interference with classroom activity
3. Defiance of authority or failure to follow direction
4. Not signing <i>discipline forms</i>
5. Truancy from school
6. Being in the hall without a pass
7. Leaving campus without permission
8. Leaving class or designated area without permission
9. Being Absent With-Out Permission (AWOL) – not reporting to class assigned
10. Failure to report to designated area – Intervention Room, Administrative Lunch Detention, etc.(this includes taking more than 5 minutes to report to the area without a legitimate pass)
11. Providing false information or lying
12. Academic Dishonesty - Cheating or Plagiarism
13. Failure to identify oneself immediately or giving false identification
14. Selling items on school property or while traveling to or from school without permission

15. Public displays of affection (PDA)
16. Inappropriate gestures or acts
17. Verbal abuse
18. Acts of bigotry or prejudice
19. Acts of sexual harassment
20. Name calling, taunting or teasing
21. Profanity, obscenity or offensive/bad language
22. Technology violations – IM'ing, e-mailing, visiting personal websites, playing games, watching videos/movies, listening to music, other unauthorized use
23. Use or possession of cameras, beepers, pagers, cell phones, headphones, headsets, radios, CD players, MP3 players, i-Pods, PSP's, electronic games, trading cards, water guns, skateboards, etc. (These items will be confiscated and kept by the appropriate Assistant Principal until they are picked up by the parent.)
24. Unauthorized audio or video recording or photography on school campus or at school sponsored event
25. Dress code violations, which result in exposure (skirts too short, or top of pants below buttocks, etc.)
26. Repeated acts of misbehavior and/or violations of school rules resulting in a multiple <b>Citations</b>
27. Repeated acts of disruptive classroom behavior resulting in multiple <b>Intervention Referrals</b>
28. Disrespectful behavior to a staff member, teacher and/or administrator
29. Misuse of school issued laptops will result in an office referral and laptop may be taken away

**SEVERELY DISRUPTIVE BEHAVIOR and/or EXTREME CONDUCT VIOLATIONS**

There are some behaviors which are extremely disruptive to the learning environment and must be immediately reported to an Administrator using an **Office Referral Form**. Such offenses are considered serious and therefore, **the consequences for such actions will result in immediate short-term out-of-school suspension or long-term out-of-school suspension pending a Board of Directors hearing for expulsion**. These behaviors are outlined below, but are not limited to:

<b>Violations that require an Office Referral and immediate Out-of-School Suspension (OSS) or Expulsion</b>
30. Repeated or chronic verbal abuse
31. Verbal/written threats or assault/battery upon another student
32. Verbal/written threats or physical assault of staff members or school employees
33. Destruction of school property, including writing on bathroom walls and/or stalls
34. Possession of a deadly weapon
35. Use of any weapon, mace or pepper spray
36. Unauthorized possession of dangerous instruments
37. Use of a dangerous weapon/instrument to intimidate or injure
38. Willful or dangerous acts (examples: firecrackers, stink or smoke bombs, and throwing objects such as bottles or rocks) with intent to do harm
39. Fighting (exchange of blows with intent to do bodily harm) or provoking a fight

40. Bullying (willful attempt or threat to inflict injury on another student or exhibit a display of force such as would give another reason to fear or expect immediate bodily harm)
41. Arson
42. Extortion
43. Trespassing
44. False fire alarm
45. Issuance of a bomb threat
46. Technology tampering
47. Sexually offensive behavior, inappropriate contact
48. Repeated, chronic or severe disruptions
49. Forgery of passes, excuses, or any other forms
50. Violation of state or federal laws or Board of Directors policy
51. Gambling (including flipping and matching coins)
52. Theft or attempted theft, or possession of stolen/lost property
53. Vandalism or substantial damage to personal or school property
54. Possession or use of drugs, alcohol, controlled substances or related products or paraphernalia
55. Smoking, dipping, or possession of tobacco-related products such as lighters, matches, or papers
56. Sale, attempted sale/distribution of alcohol, or controlled substances, and/or controlled paraphernalia
57. Possession of pornography in any form or the use of school computers to access inappropriate sites
58. Creating or organizing a conspiracy of any kind with regard to the school and/or its' employees

## CLASSROOM MANAGEMENT

TMSA uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systemic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

### The structure of the Classroom Management Plan consists of four main parts:

- **Rules** - the expected behaviors for all students.
- **Consequences** – what the student must accept if a rule is broken.
- **Rewards** - what the student receives for appropriate behavior.
- **Commendations** – what the student receives for exceptional behavior.

### School-wide Rules:

1. Respect yourself and others.
2. Follow directions the first time.
3. Be prepared for each class.
4. Keep yourself to yourself.
5. Transition quickly and quietly.

### Teacher Intervention Process for Classroom Misconduct

The teacher, in response to **minor** disciplinary problems in the classroom, will take the following steps when students fail to abide by the established behavioral expectations:

#### 1. Verbal Warning

Students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren't doing properly, and instructed how they need to correct the situation.

#### 2. Isolation in Classroom

Students who do not properly respond to the first step of a verbal warning will be placed in isolation within the classroom. The length of time to be served in isolation will be determined solely by the teacher and may differ for each situation.

**Note:** Should a student receive more than three (3) Isolations during one semester in any classroom, they may be given an Intervention Referral following the Verbal Warning.

3. **Citation** – If the student continues the behavior after a verbal warning and isolation, the student will receive a citation that will be entered in TMSA Connect. Once the student receives 10 points from citations in a quarter an Office Referral will be administered.

Note: Parents will be notified if their student receives a citation and/or Intervention Referral Form.

#### 4. Intervention Referral Forms

1. Should misbehavior continue after the first three steps, the teacher will complete an **Intervention Referral Form** and send the student to the In School Suspension

teacher. The student will remain in ISS for the rest of the period. **The Intervention Room is considered an extension of the classroom**, and during the student's visit, the ISS Teacher will counsel the student with regard to the cited offense. If the ISS teacher determines that additional counsel or parental contact is needed, he/she may contact the parent(s)/guardian(s).

These ***Intervention Referral Forms*** will not be noted on a student's permanent discipline transcript. However, they will be entered on TMSA-Connect for parental viewing and students who receive more than three ***Intervention Referral Forms*** in one semester will receive an ***Office Referral Form*** for excessive classroom misbehavior/violations.

## **DISCIPLINE PLAN**

### **GENERAL BEHAVIOR GUIDELINES OUTSIDE OF THE CLASSROOM**

#### **In the Cafeteria**

1. No loitering in the cafeteria.
2. Push chairs back after eating.
3. Keep tables, chairs, and floors clean.
4. Talk in a normal voice (classroom voice).
5. No backpacks, including string back packs or books allowed in the cafeteria.
6. Dispose of trays, trash and debris in trashcans.
7. Keep hands, feet, personal belongings and food to yourself.
8. Keep cafeteria lines orderly... no pushing, running, or cutting in line.
9. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.

#### **At Group Assemblies**

Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of, and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future. Students who receive an out-of-school suspension may not be able to participate in any assemblies for the rest of the school year.

#### **Regarding Student Laptops or Technology Equipment in Computer Labs or Media Center**

Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students are not allowed to Instant Message, E-mail, write BLOGs or visit personal websites on school computers. Students should not bring food items or beverages into the classroom setting.

#### **In the Halls, Bathrooms, Media Center**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and bathrooms are areas used by all members of TMSA. Because everyone uses these areas, there are rules of conduct that all students must follow:

1. Do not roughhouse, push, or wrestle.
2. You may not eat or drink in halls and bathrooms.
3. You may not run in the halls, lunchroom, and bathrooms.

4. Do not leave belongings on the floor outside your locker.
5. You must do your part to keep these areas clean and safe.
6. You may not use any profane or vulgar language while in these areas.
7. You may not loiter in the halls, lunchroom, bathrooms, or media center.
8. Make sure you clean up after yourself and appropriately dispose of all trash.
9. Report any leaks, spills, or other problems in the bathroom to a teacher or the office.
10. You may not yell, scream, hit lockers, or make excessive noise while in these areas.
11. Students who write and/or draw on the bathroom walls and/or stalls will be out-of-school suspended for destruction of school property.
12. No back packs or string back packs allowed.

### **During an Emergency**

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run, or push. A signal bell will be given for returning to class. A student that does not follow the safety rules will receive an office referral and appropriate disciplinary action will be taken.

### **OFFICE REFERRAL PROCEDURES**

Although there is not a required order to assignment of consequences, the following is considered a **recommended** model should a student repeatedly be referred to the office for exhibiting misbehavior which would **not** be considered as severe or extreme:

1. **First Office Referral** – Conference / Administrative Warning
2. **Second Office Referral** – Administrative Lunch Detention
3. **Third Office Referral** – After School Detention
4. **Fourth Office Referral** – One (1) day of In-School Suspension\*\*
5. **Fifth Office Referral** – Two (2) days of In-School Suspension
6. **Sixth Office Referral** – Three (3) days of In-School Suspension
7. **Seventh Office Referral** – One (1) day of Out-of-School Suspension
8. **Eighth Office Referral** – Three (3) days of Out-of-School Suspension
9. **Ninth Office Referral** – Five (5) days of Out-of-School Suspension
10. **Tenth Office Referral** – Option to Withdraw or Ten (10) days of Out-of-School Suspension pending a Tribunal Hearing with a Recommendation for Expulsion.

Each Office Referral will be noted on a student's **permanent** discipline transcript. Parent(s)/Guardian(s) will be notified in writing of the offense, the resultant consequence, and advised as to their student's current status within the disciplinary cycle.

**\*\*A behavior contract will be prepared for the students who receive 4<sup>th</sup> office referral. This will be a contract between administration, student, and parent. After this contract, disciplinary consequences will be assigned by the Disciplinary Committee which includes Assistant Principal, Dean, ISS teacher, and a regular teacher.**

## DESCRIPTION OF DISCIPLINE OPTIONS

### Withholding of Privileges

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an administrator. These privileges include, but are not limited to clubs, teams, field trips, assemblies, lock-ins, camps and/or competitions.

### Administrative Lunch Detention

An administrator may assign administrative lunch detention to a student who fails to comply with school rules. Parents will be sent a notification when administrative lunch detention is assigned. All administrative lunch detentions are documented on the student's permanent discipline record.

### After School Detention

Students will stay with the ISS teacher during after school club time.

### In-School Suspension

In-School Suspension is a formal disciplinary action that can only be assigned by a TMSA administrator and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. **All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.**

### Out-of-School Suspension

Out-of-School Suspension is a formal disciplinary action that can only be assigned by a TMSA administrator and requires written correspondence to parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator is required prior to the return to TMSA of any student serving an out-of-school suspension.** All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus. **Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.**

### Option to Withdraw

A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides if, under the disciplinary policy of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local school system shall not be required to independently verify the nature or occurrence of the applicable conduct, or any evidence relating thereto.

## Expulsion

Expulsion is a formal disciplinary action that can only be approved by the TMSA Board of Directors after receiving a recommendation by the TMSA administrative team due to the student's involvement in a serious discipline offense or the student's involvement in repetitive discipline offenses. A written correspondence to the student's parents containing the date and time of the Board of Directors hearing will be mailed to the parents within ten days of the suspension.

## DISCIPLINARY REWARD SYSTEM

Students at TMSA are always expected to exhibit appropriate behavior. However, in an effort to encourage students to go beyond the expected behavior, students will be recognized for "doing good". Some examples are, but not limited to:

- Assisting someone in need.
- Volunteering to do an unwanted task.
- Cleaning up after others.
- Consistently having a cooperative spirit.
- Exceeding requirements on an assigned task or assignment.

## Citizenship Award

Individual rewards will be planned for the end of each semester for TMSA students. Those students who have not **received classroom isolations, administrative lunch detentions, Citations, Intervention Referrals, or Office Referrals** during each semester will receive a ***Citizenship Award*** for excellence in behavior.

## Commendations

A ***Commendation*** will be awarded to students who are observed exhibiting behavior "**above and beyond**" expected behavior. Any TMSA employee who observes a student engaged in this type of exceptional behavior can issue a ***Commendation***. These ***Commendations*** will not be noted on a student's permanent discipline transcript. However, they will be entered on TMSA-Connect for parental viewing.

## School – Wide Rewards

A system of rewards to students who reach a documented level of behavior has been put in place to recognize those students for their achievement. Eligibility for participating in each of these rewards differs for each reward – some are based on receiving ***Commendations***, others are based on good behavior. Some of the ***School-Wide Rewards*** will be, but are not limited to:

**Dress Down Days** – these will be scheduled for the 2<sup>nd</sup> Friday of each month. Eligibility for participating in these ***Dress Down Days*** is based on receiving no disciplinary events during the previous month AND having not received an in-school suspension (ISS) or

out-of-school suspension (OSS) during the school year. Students participating must follow the TMSA guidelines listed under the section **Dress Code**.

**Tiger of Character** – this title will be awarded to the student who receives the most commendations for each month in each grade level. The Tiger Character winners for more than three times during the semester will receive additional rewards.

**Special Drawings & Prizes** – Students who receive **Commendations** will be eligible for a **Special Drawing** which will be held randomly but at least once per month. At the time of the drawing, whoever has received a **Commendation** up to that point (since the last drawing); will have the opportunity to have their name drawn for a **Special Prize**. When the **Special Drawing** is held, there may be more than one name drawn as a winner. After the drawing all the names will be removed and the process will start over – with new **Commendations** being placed in the box for the next **Special Drawing**. Prizes will vary each time, and winning students will draw from a box of prizes to choose the prize they won.

**Wall of Character** – Tiger Character winners for each month will have their pictures placed on the **Wall of Character** with a brief description of why they received their **Commendations** and what character trait(s) they exhibited.

**Classroom awards** – in addition to the TMSA school wide awards, students may also receive individual classroom rewards for good behavior.

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism are deceptive choices made by students to misrepresent the student's true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

**All papers or projects submitted at TMSA are required to be in the student's own words** unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e. "cutting & pasting", etc.) is considered plagiarism. However, drawings and/or pictures may be taken from the Internet or other source as long as they are properly cited in the document.

## **CONFERENCES**

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. Parent/teacher conferences are scheduled at least once per semester – check the school calendar for the specific date. Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

## **TMSA-Connect**

Parents can see their children's academic improvement, daily homework and assignments, projects, discipline records and attendance records through TMSA-Connect. Parents will be provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit TMSA-Connect on a daily basis to stay informed of their student's progress.

## **HOMEWORK POLICY**

Homework is an essential part of your successful educational program at TMSA. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time – if it is not, a grade of zero (0) will be given. In case of conflict regarding homework assignments the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Teacher's e-mail is available and daily assignments are posted on TMSA-Connect at our web site: [www.tmsacharter.org](http://www.tmsacharter.org).

## **RETENTION POLICY**

At the end of the school year, the Student Academic Committee (Including Assistant Principal, Deans, Guidance Counselor, and one core subject teacher) will review each student's case and make a recommendation to the principal for final approval.

1. Any student failing 3 or more core classes for an academic year is automatically retained at that grade level.
2. Any student failing 2 core subjects in a given year may be:
  - a. If student failed math and language arts, then student is automatically retained.
  - b. If student also fails EOG's in two or more subjects, then student is automatically retained.
  - c. If student's GPA is less than 1.0, then student is automatically retained.
  - d. Retained at parental request.
  - e. put on academic probation (probation to last through the following school year)
3. Any probationary student that fails the same 2 core subjects in a subsequent year will automatically be retained (parent will already have signed paper in step #2 above that indicates understanding of this action).
4. The Principal may implement his authority to make the final decision based on the best interest of the student.

## **ACADEMIC PROBATION**

Students who are on academic probation are required to go to after school tutoring during the week and student will not be eligible to participate in after school clubs.

Students who are retained will be on academic probation for the full academic year.

Students who fail two subjects in a quarter will be placed on academic probation during the year and will continue to be on academic probation through the quarter and reviewed afterwards for their status.

Before a student is placed on academic probation, an administrator will meet with the parent and student to explain the situation and will sign "understanding academic probation document"

## **ATHLETIC AND ACADEMIC TEAM ELIGIBILITY REQUIREMENTS**

### **Academic Requirements**

Students at TMSA maintain their grades in order to participate in athletic or academic teams. Students in teams are required to hold a GPA of 2.5 or higher at all time to be eligible. Students who are on academic probation are not allowed to participate in any academic or athletic.

### **Attendance Requirement**

In order to be eligible for athletic or academic participation, students must have been in daily attendance 85% of the previous quarter. In regards to athletic or academic eligibility, daily absences cannot be made up under any circumstances.

### **Promotion Standards**

All students must meet TMSA promotion standards. For high school five units/credits must be earned every year in order to be promoted to the next grade level.

### **SCHEDULE CHANGES**

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. **Modifications to the student's schedule can only be made if requested within the first two weeks of the beginning of the school year.** Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. The final decision will be made by the administration. Please check your student's schedule carefully during the first week of school to ensure the best placement for your student.

### **TEXTBOOKS**

Textbooks for pupils are furnished by TMSA. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials will be made available to a student. Students who owe money for lost or damaged texts or materials will be permitted to use a text during classroom instruction; however, they will not be permitted to take the text or materials home for homework purposes. Report cards may also be withheld until textbooks fees are collected.

## **DRESS CODE**

Students are expected to wear the TMSA uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other authorized school official shall determine whether any particular use of the school uniform is in violation of the spirit and/or the intent of this school uniform policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. Students are not permitted to change out of their uniforms during or after school unless participating in an after school activity that requires non-uniform clothing.

### **Guidelines for clarification are as follows:**

#### **1. Uniforms must be worn properly at all times while at TMSA:**

1. Students must be in complete uniform when they arrive at TMSA. All shirts must be tucked in. Belts must be worn. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
2. Students must remain in full uniform until after they leave TMSA. Shirts must remain tucked in – even after school, until they leave the school campus.
3. Student can only change out of their uniform if they participate in an athletic, dance, and/or other club that requires flexible clothing or athletic gear. If student changes clothes when not appropriate, disciplinary action will be taken.

#### **2. Shoes:**

1. Shoes must be closed toed dress shoes, only solid black, solid white, or solid brown in color, or athletic shoes in solid black or solid white only including any logos, trim, and shoe strings. Birkenstock Clogs (no covered heel) in a brown or black color are also acceptable. No special designs or patterns (checkered, plaid, camouflage, etc.) or wild colors are permitted. Shoes must be worn at all times.
2. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroed – nothing may dangle or drag from the shoe. Slippers or thin soled shoes, flip-flops, or open-toed shoes are not permitted.
3. Boots, Uggs, and high-heeled shoes are not permitted - Heels on shoes may not be higher than one (1) inch. Roller shoes, “wheelies” or shoes with wheels are not permitted.

### 3. Boys - Pants or Shorts:

1. Pants or shorts must be either medium dark khaki or navy blue in color. All pants and shorts must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Front pockets must be side seam pockets and back pockets must be sewn inside the pants or shorts – no outside pockets, patch pockets, or additional pockets are permitted. Pants or shorts may not have rivets or braids, split seams at the bottom of the legs, or flaps on the pockets. Students may not wear cargo pants or shorts. Material may **not** be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
2. Pants or shorts must be worn properly at the waist and not sag below the top of the hips. Pants or shorts may not be rolled up or folded up. Shorts must be at least fingertip length and not longer than the top of the knee when standing. Capri style pants are **not** acceptable. Pants or shorts must not fit too snugly. **Students may not wear the top of their pants or shorts below their buttocks. If student does not keep pants at waist level, disciplinary action will be taken.**
3. Athletic shorts are not permitted. Athletic type shorts, such as those used for biking, are not permitted. Shorts must align with the tip of your middle finger when your arms are at your side and cannot be longer than the top of your knee when standing – no “long shorts” are permitted.

### 4. Girls - Bermudas/Pants/Scooter:

1. Bermudas/Pants/Scooter/Capri: must be either medium dark khaki or navy blue in color. All Bermudas/Pants/Scooter must **not** be made of jean, suede or corduroy material. Front pockets must be side seam pockets and back pockets must be sewn inside the pants or shorts – no outside pockets, patch pockets, or additional pockets are permitted. Bermudas/Pants/Scooter may not have rivets or brads, unmanufactured split seams at the bottom of the legs, or flaps on the pockets. Material may **not** be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
2. Pants, jeans, pajama bottoms, leggings or other apparel may **not** be worn under the Bermudas/Pants/Scooter.
3. Bermudas/Pants/Scooter/Capri (add all) must be worn properly at the waist and not sag below the top of the hips. Bermudas/Pants/Scooter may not be rolled up or folded up. They must not fit too snugly. Students may not wear the top of their pants or shorts below their buttocks.
4. Skirts of any length are not allowed.

## 5. Top Options:

Embroidered TMSA school logo is required for all top options. The logo should only be embroidered on the left upper side of the top apparel.

1. Polo shirts must be a pique or jersey fabric in red, white, or navy blue and the embroidered school logo is required. These polo shirts can be either short sleeve or long sleeve. All polo shirts must be tucked in (able to see the belt/waistband) at all times. Students, who continually have to be reminded to tuck in their shirts, will receive disciplinary action.
2. Sweatshirts must be either red or navy blue and the embroidered school logo is required. These sweatshirts are an economical alternative when students need to have additional warmth. **When wearing a sweatshirt, the student must still be wearing another TMSA shirt underneath the sweatshirt – the sweatshirt cannot be worn alone. Sweatshirts may not be worn (tied) around the waist. Sweatshirts cannot have a hood.**
3. Vests & Sweaters must be navy blue or red in color and the embroidered school logo is required. The vest is a pullover type sweater, and the sweater has buttons down the front. Both the vest and sweater require that the student must still be wearing a TMSA shirt underneath – the vest and sweaters cannot be worn alone. Sweaters may not be worn (tied) around the waist.
4. Polo Fleece is a navy blue, half-zipper or full-zipper and the embroidered school logo is required. The fleece requires that the student must still be wearing a TMSA shirt underneath – the fleece cannot be worn alone. Fleeces may not be worn (tied) around the waist.
5. Jackets are navy blue, fleece-lined windbreakers **without a hood** - the embroidered school logo is required. Jackets may be worn to school, but they are not permitted to be worn in the school building during the day – once in the building the jacket must be taken off and placed in their locker.

## 6. Accessories:

1. Belts must be leather, braided leather, or fabric in the solid colors of black, brown or khaki. Grommets or excessive ornamentation on the belt is not permitted. Belts are required to be worn properly with all pants or shorts – this means that the belt must go through all the belt loops on the pants, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student’s pants, shorts or Bermudas/Pants/Scooter/Capri **from sagging below the hips.**
2. **Socks, stockings, tights or hose may only be in school solid school colors of red, navy blue, or white.** Clear or skin-colored hose are also acceptable. Fishnet or other patterned stockings or hose are not permitted. Stockings, tights, or hose must cover the full length of the

student's legs and feet – leg warmers are not permitted. Socks must match, and be in school colors of red, white and blue only.

## 7. Miscellaneous Guidelines:

1. Clothing should be neat and clean.
2. Clothing may not be worn inside out or backwards.
3. Undergarments must not be exposed.
4. Hair, face, and body paint are inappropriate for school and not permitted.
5. Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
6. Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
7. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk.
8. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention. Hair designs shaved into the hair line are not permitted.
9. Hats, caps, curlers, headscarves, bandanas, doo-rags, pics, combs, brushes, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers and coats are not to be worn during school hours. Headwraps for religious or cultural purposes may be permitted if approved in advance. If approved, headwraps must be solid school colors only; red, white or blue.
10. Clothing that is excessively revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. Sleeveless shirts are not allowed. (Mainly applies to non-uniform days at school)
11. All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for students - i.e., alcohol and tobacco products, etc. (Mainly applies to non-uniform days at school)
12. **“Henleys” or long sleeve shirts are not permitted to be worn under the school uniform at any time.** If the student needs the extra warmth, long-sleeve uniform shirts are available – wearing a short sleeve uniform shirt with a long sleeve item of clothing underneath is **not** acceptable.
13. All outside coats and jackets or hooded apparel may not be worn inside the school building – this includes windbreakers during the school day. All outside coats and jackets or hooded apparel must be put in the student's locker immediately upon entering the school building. The TMSA uniform includes an optional sweatshirt or zippered fleece for those students who need to have additional layers to remain warm.
14. Excessive multiple piercings are not allowed while in uniform so as not to attract undue attention or pose a safety risk.

15. The bottom two or three buttons on the uniform shirt must be buttoned at all times.

### **UNIFORM SUPPLIER**

Unique Uniform and Apparel carries the TMSA uniforms. Their information is as follows:

Unique Uniforms and Apparel

4719C High Point Road

Greensboro, NC 27407

Phone: 336-856-8699 (between 10:00 am and 6:00 pm)

You can also find information on TMSA's uniforms by visiting their website at:

[www.unique-uniformsandapparel.com](http://www.unique-uniformsandapparel.com)

### **UNIFORMS NOT PURCHASED FROM UNIFORM SUPPLIER**

Although Unique Uniform & Apparel carries individual components of the TMSA uniform, it is not a requirement that the uniform be purchased from Unique Uniform & Apparel. **If parents choose not to purchase the uniform from Unique Uniform & Apparel, they may do so as long as the uniform clothing purchased matches identically the same style & color as what Unique Uniform & Apparel carries for TMSA.**

**All uniform tops must have the TMSA logo embroidered on the left upper side.**

Should a student's uniform not comply with the uniform dress code, they will be considered in violation. Students who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval.

**Special Note:** Parents who choose to purchase their child's uniform from another vendor other than Unique Uniform & Apparel, may still have Unique Uniform & Apparel apply the **TMSA logo** to the clothing purchased elsewhere for an additional cost.

**OFFICIAL TMSA UNIFORM STANDARDS**  
**(as purchased from Unique Uniform & Apparel)**

<b>GIRLS</b>	<b>ALL GRADES</b>
<b>BOTTOMS</b>	
BERMUDAS SCOOTER PANTS Capri	KHAKI or NAVY BLUE
<b>TOPS</b>	
POLO SHIRTS	RED, WHITE, or NAVY BLUE; Short or Long Sleeves, (embroidered school logo required)
SWEATSHIRTS	RED, WHITE, or NAVY BLUE (embroidered school logo required)
VEST	RED OR NAVY BLUE (embroidered with school logo)
<b>ACCESSORIES</b>	
SHOES	CLOSED TOE DRESS SHOES (Brown or Black or White) or ATHLETIC SHOES (Brown, Black or White only)
BELT	LEATHER, STRETCH or BRAIDED BELT in BLACK or KHAKI
JACKET	WINDBREAKER (FLEECE LINED) in NAVY BLUE (with embroidered school logo required)
POLO FLEECE	HALF ZIP or FULL ZIP in NAVY BLUE (with school logo required)

<b>BOYS</b>	<b>ALL GRADES</b>
<b>BOTTOMS</b>	
SHORTS	KHAKI or NAVY BLUE
PANTS	KHAKI or NAVY BLUE
<b>TOPS</b>	
POLO SHIRTS	RED, WHITE, or NAVY BLUE; Short or Long Sleeves, (embroidered school logo required)
SWEATSHIRTS	RED, WHITE, or NAVY BLUE (embroidered school logo required)
VEST	RED OR NAVY BLUE (embroidered with school logo required)
<b>ACCESSORIES</b>	
SHOES	CLOSED TOE DRESS SHOES (Brown or Black or White) or ATHLETIC SHOES (Brown Black or White only; no other colors on the shoe, just solid black or white; see pictures below)
BELT	LEATHER, STRETCH or BRAIDED BELT in BLACK or KHAKI
JACKET	WINDBREAKER (FLEECE LINED) in NAVY BLUE (embroidered school logo required)
POLO FLEECE	HALF ZIP or FULL ZIP in NAVY BLUE (embroidered school logo required)

**What is allowed?**

**What is not allowed?**



must fit properly, NO baggies, length below fingertips

**NO POCKETS**



must fit w/ belt, NO showing under garments, or cuffs extending onto ground

**NO POCKETS**

Boys shorts must be fingertip length and not longer than the top of the knee.

No Cargo Pants (Pockets on knees)

No shorts, No skirts

No Loose fitting waists (must not show under garments)

No Loose fitting boys shorts (baggies)

SHOES

What is allowed?





## SERVICES FOR STUDENTS

### AFTER SCHOOL ACTIVITIES

A number of extracurricular clubs and/or enrichment activities are offered for students as a privilege. A brochure describing these activities is available in the school office. Nominal fees may be charged for participation in order to cover the cost of materials and/or supplies. There is no better way for students to enrich their education than by taking part in clubs and after-school activities or through working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting.

In order to participate in any after school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. Students must be present that school day, to be able to go to clubs. Teachers will take attendance for clubs as well and this information will be available on TMSAConnect. Students staying for after school activities will be expected to follow the following rules or they may be banned from all after school activities:

- You may not stay after school to wait for another student.
- **Excessive tardiness and absence to a club may result in automatic withdrawal from club.**
- **You must be with a teacher or other staff member at all times.**
- You must abide by the TMSA Code of Conduct while participating in the activity.
- **Your school activity privileges will be cancelled if discipline becomes a problem.**
- You must clear the school building immediately following after school activities by using the front door.
- You must arrange for your own transportation to arrive promptly at the end of the activity –usually at 4:10 PM.

Signing up for after school activities is required for each semester in order to be eligible to participate.

### AFTER SCHOOL CARE PROGRAM

The After School Care Program is established to accommodate parents who cannot pick up their children by 4:30 PM. Students will be hosted under supervision of an adult and will be able to read, study, and do homework during this time until 6:00PM. Students will also be offered juice and snack. The charge for this service is \$10.00.

**TMSA offers free after-school clubs, tutoring, and team activities (except Wednesdays) between 3:10 PM and 4:10 PM. There is a late pickup fee in the amount of \$5.00 for the students who have not signed up for a club or tutoring and are not picked up by 3:15 PM (3:30 PM on Wednesdays).**

If the students are not picked up by 6:00 PM, there will be an additional \$10.00 charge for every 10 minutes afterwards.

### COMMUNICATIONS BETWEEN SCHOOL & HOME

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voice mail, written request, or by accessing the school's web page. A softcopy of the newsletter will be sent home weekly via e-mail announcing upcoming school activities and events. Hardcopy versions will be available at the end of each week in the front lobby of the school. TMSA also uses School Reach, an automated phone, sms, and email system, to notify parents with events or weather closures.

## FIELD TRIPS

Field Trips offer exciting ways to learn. TMSA students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students. **Students, who have received an out-of-school suspension (OSS) during the school year, will not be eligible to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.** In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the TMSA Code of Conduct and Discipline Plan while on the field trip.
- You must follow the TMSA Dress Code.
- You must bring to school the **Field Trip Permission Slip**, signed by your parents or guardian, by the specified date. No phone calls or e-mails will be accepted as permission.

## LUNCH/NUTRITION PROGRAM

Students may purchase a nutritional lunch in the school cafeteria or may bring their lunch from home. The cost for student lunch is announced at the beginning of school and can be **paid on a monthly basis ONLY**. Students may purchase milk at school. Students needing free or reduced lunch should contact the administration. Please inform administrator, with physicians note, about any allergies or special requirements

## MEDIA CENTER

The Media Center is a resource center for all print and non-print materials. Media Center services offered to students include assistance with research assignments and book selections. Students must comply with all Media Center rules, including but not limited to, no games on the computers and computers need to be used for research assignments only.

## SPECIAL EDUCATION SERVICES

TMSA employs a certified Special Education Resource Teacher to provide consultation services to classroom teachers who serve special education students, as needed. TMSA shall comply with federal and state law to ensure that all students with disabilities will be provided with a free appropriate education (FAPE).

## SCHOOL PICTURES

A contracted photographer will photograph students in the school during the fall and spring semesters. Parents may purchase the entire package of photos or a partial packet.

**TRANSPORTATION TO AND FROM SCHOOL** Students should be dropped off in the designated area in front of the school. K-5 should use the elementary entrance and 6-12 should use secondary entrance. When picking a student up at dismissal time, please use the driveway at the front of the building.

## HEALTH AND SAFETY

### OVER-THE-COUNTER MEDICATIONS

Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school. Should you wish for your child to have access to these medications, you must sign a waiver and leave a supply with the school secretary.

### MEDICATION POLICY

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office **or** brought to school by the student's parent/guardian. The school must receive a **Medication Administration Directions Form** signed by the student's physician and parent/guardian.

The following information must be printed clearly on the medication container:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the clinic.

### SELF-ADMINISTRATION OF MEDICATION

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication **if both of the following conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- A **Medication Self-Administration Form** is on file in the office signed by the student's parent, the physician, and the principal.

## **GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Official announcements are provided on our website – [www.tmsacharter.org](http://www.tmsacharter.org) -, by phone calls using School Reach, and in our weekly newsletter. As a common practice, announcements made by the administration, which affect the school community, are made through these two communication devices. TMSA encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Board of Directors, Administration, Teachers and Staff at TMSA are dedicated to keeping our community informed.

### **BOOKBAGS, PENCIL BAGS, ROLLER BAGS and PURSES**

Students may use book bags to transport only school materials to and from school. During the school day, however, TMSA requires that all book bags remain in students' lockers. **Roller bags are NOT ALLOWED to be used in the building.** All book bags must be small enough to fit easily inside the locker.

Only handheld pencil bags are permitted – pencil bags worn on the back (or any bag worn on the back) must remain in students' lockers.

Only **handheld purses** are permitted – purses worn on the back must remain in student's lockers.

### **CELL PHONES**

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building. **The cell phone must be turned off before entering the school building and immediately placed in the student's locker.** The student may not carry the phone with them during school hours. Students not complying with these requirements will have their cell phone confiscated - the cell phone will only be returned directly to the parent/guardian. Should there be additional offense(s), the student also will be given an **Office Referral Form** for repeated violations of school rules.

### **CLASSROOM OBSERVATIONS**

TMSA values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. To minimize disruption of the classroom environment, **all classroom observations are limited to one per semester and must be scheduled in advance with the Dean,** and teacher. Parents should arrive to observation at the scheduled time, be considerate to classroom, and turn off all electronic devices.

### **CORRECTIONS AND/OR MODIFICATIONS TO THIS HANDBOOK**

TMSA reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the weekly newsletter. The latest version will always be available on our website at [www.tmsacharter.org](http://www.tmsacharter.org).

### **EMERGENCY DRILLS**

Regular emergency preparedness drills will be held throughout the school year so that students will be trained to act properly in an emergency. These drills will include fire, tornado, and other crisis emergency drills. A comprehensive emergency preparedness plan is on file in the office.

## **LOST and FOUND**

Personal items that are found should be turned in at the front office. Students should check with the front office secretary for lost articles. Unclaimed items will be donated to charity every month after students are informed about the deadlines to check lost and found items.

## **MISSING ITEMS**

When an item is missing, students should report the missing item to the front office administrative assistant. If the item to be returned to the owner should it be found or located. Should the owner find the item themselves or it be returned directly to them, they should notify the front office as soon as the item has been located.

## **PARENT PARTICIPATION**

We encourage parents to take part in their child's education. There are a number of opportunities at TMSA for which a parent can volunteer. Among these are jobs as after school club supervisors or assistants, library assistants, cafeteria aides, clinic volunteers, room representatives, and instructional partners. Contact the office for more information.

## **PARENTS' RIGHT TO KNOW**

In compliance with the requirements of the *No Child Left Behind* statute, schools inform parents that you may request information about the professional qualifications of your child's teacher(s). The following information may be requested:

- whether the teacher has met the North Carolina Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which North Carolina qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

## **FEES AND PAYMENT**

Parents may take care of monetary obligations by cash or check. Checks should be made payable to TMSA. There will be a **\$35** charge for any check returned to the school by the bank.

All students are required to pay a materials fee of \$20 at the beginning of the year. The fee is due on August 19<sup>th</sup>. This fee includes consumable workbook, agenda, locker maintenance, and student I.D. cards.

## **STUDENT AGENDA**

**Students must bring their agenda to school daily, and carry it with them to all of their classes.** All students in the hall while classes are in session must carry their agenda with them. There is a section for hall passes at the bottom of each page. Teachers will issue hall passes to students who have justifiable reasons for leaving the room. Regardless of the reason issued, hall passes are only valid for a maximum time of five (5) minutes out of the room.

**An agenda will be issued to each child and the cost will be included in the materials fee.**

It is the student's responsibility to maintain their Student Agenda in the original condition as it was issued:

1. **The front and back cover must not be altered or removed** - The front cover and back cover must remain attached, and must not be altered, cut, or damaged in any way.
2. **Dated pages may not be removed** - Dated pages must remain in the Agenda for student, parent, and administrative reference to past assignments, phone permissions given, and/or hall passes issued.

Should a Student Agenda fail to meet these requirements, it will be confiscated and the student will be required to purchase another Student Agenda. A replacement cost of \$10 will be required for lost or damaged agendas.

### **STUDENT I.D. CARDS**

Student I.D. cards are issued to all students for security and identification purposes. Should the safety and security of our students be compromised in any way, a "LOCK DOWN" scenario would occur where outside law enforcement authorities may be required to enter and secure the building – all TMSA staff and students must be able to show proper identification. **All students must have their Student I.D. Card with them at all times and present it immediately when requested by school personnel or law enforcement authorities.** Additionally, students need to present their Student I.D. Card in the Media Center in order to check out books or other reference materials. **The Student I.D. Card will be issued at the beginning of the school year to each child and the cost will be included in the materials fee.** Students are not permitted to deface or alter their Student I.D. Card in any manner – should this happen, the I.D. card will be confiscated and the student will be required to purchase a new I.D. card. A replacement cost of \$5 will be required for lost or damaged cards. It is recommended that all students maintain their Student I.D. Card in their wallet, purse, or attached to a lanyard.

### **TELEPHONE CALLS**

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. **Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at any time.** The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to an administrator for approval. **Students must have written permission from an administrator stating a reason in order to use the office phones between 7:30am and 4:30pm.** We ask that all students please come to school in the morning clearly knowing whether their parents will be picking them up or be picked up by another family member or friend in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.