

TSMS FAMILY CONTRACT 2025 – 2026

Student's Full Name _____ **Grade** _____ **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 TSMS, do hereby agree to the following:

I will:

- Help the school to make learning a primary occupation for my child.
- Send my child to school on time, healthy, clean, and prepared to learn.
- Ensure that my child is dressed and groomed according to the dress code of the TSMS.
- Supervise my child's homework to ensure that all assignments are completed on schedule.
- Keep TSMS informed of a phone number and address where I can be reached during daytime hours.
- Encouraging my child to participate in the school-organized volunteer community activities and similar kinds of activities are an important part of the learning experience.
- Meet with my child's teacher and/or the administration as requested.
- Be responsible for my students' daily attendance and prompt arrival, and I will provide excuse notes when my child is absent or late for school.
- **Be responsible for my child's actions and compensate for any damage caused to the institution or its property.**

I understand that:

- TSMS is governed by a Board of Directors.
- The earliest drop-off time is 7:30 am. TSMS takes no responsibility for students who are dropped off before 7:30 am.
- **The TSMS administration has the authority to suspend, withdraw, or to recommend expelling the student from TSMS 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 TSMS to help in correcting the student's behavior.**
- It is my responsibility to stay informed of official announcements made through the TSMS weekly newsletter and/or the TSMS website at www.schoolofmathandscience.org.
- It is my responsibility to review my child's report cards issued by the school.
- This contract is an agreement with all other parents in the school to support the faculty, staff, and 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 TSMS 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 TSMS 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. I/We have received the TSMS Contact Information Sheet that was supplied with my/our child's student agenda.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

STUDENT

I/We have thoroughly reviewed and agree to abide by each of the policies, procedures and expectations outlined in the TSMS 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 dismissal or expulsion.

Student's Signature _____ **Date** _____

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STUDENT INTERNET USE/ACCESS PERMISSION FORM

Please complete the following information and return it to your school. *Please Print!*

PERSONAL INFORMATION

Student's Full Name: _____ Date of Birth: _____
School: _____ Grade: _____

STUDENT/PARENT AGREEMENT

I understand that Internet access is designed solely for educational purposes, and that it is intended that these resources are used only for educational purposes. TSMS has taken reasonable precautions to supervise Internet usage by students.

I have read and understand the **TSMS Guidelines for Internet and Network Use**.

PARENTAL CONSENT *(Required if student is less than 18 years of age.)*

As a parent or guardian, I recognize that it is impossible for TSMS to control access by the students to all information or materials available on the Internet. It is likewise impossible to limit disclosure of information related to school Internet websites or publications by the larger Internet public. I will not hold the school responsible for materials acquired, contact made, or for any limit on the educational privacy of my child as a result of the disclosure of information on the Internet. I accept full responsibility for supervision of my child outside the school setting.

INTERNET ACCESS AGREEMENT

I have read, understand, and will abide by the TSMS Guidelines for Internet and Network Use when using computers and other electronic resources owned, leased, or operated by TSMS. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Student Full Name (please print): _____

Student signature

Date

I certify that the information contained in this application is true and correct to the best of my knowledge and belief.
(to be signed by parents of all student users under the age of eighteen)

Parent/Guardian Full Name (please print): _____

Parent/Guardian Work Phone: _____ Home Phone: _____

Parent/Guardian Signature: _____ Date: _____

FOR SCHOOL USE ONLY: Date Granted: _____ By Whom: _____

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Tallahassee School of Math and Science

**A Leon County Board of Education
Public Charter School**

2025 - 2026

Student & Parent Handbook

(Revised May 10, 2025)

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!


Printed on recyclable paper 

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Notice: It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at TSMS. Therefore, because TSMS is a Charter School within the Leon County School System, any situation not specifically referred to in this handbook will fall under the guidelines set forth by the Leon County Board of Education Policies and Procedures.

FROM THE PRINCIPAL'S DESK

Dear Parents and Students,

Welcome to the 2025-2026 academic year at the Tallahassee School of Math and Science (TSMS)! A new school year brings the promise of fresh opportunities, new goals, and continued growth for both our students and staff. At TSMS, we are committed to supporting each student with the care, attention, and resources they deserve. Our team is here to guide and assist you every step of the way, working hard to create a learning environment where everyone can thrive.

We believe that education is a shared journey. The success of our school depends on a strong partnership between students, parents, and staff. Each member of our community plays a vital role in building a school culture where respect, cooperation, and a love of learning are at the core of everything we do.

To help maintain a safe, respectful, and focused atmosphere for learning, we've developed a set of policies outlined in this handbook. These guidelines are designed to uphold the values and standards of our school while helping each student make the most of their time here. Our faculty and staff are eager to share their knowledge and support students through academic programs, extracurricular activities, and special events.

We encourage you to become actively involved in our school community. Whether through academic enrichment, clubs, or school-wide events, there are many ways to engage and grow. We hope you'll take full advantage of all the opportunities available at TSMS and approach the year with curiosity, enthusiasm, and responsibility.

This handbook provides an overview of our school's mission, policies, and services. It's an important resource that outlines what you can expect from TSMS and what we expect from our students and families in return. Please review it carefully with your family and refer to it throughout the year. Once you've finished reading, be sure to sign, date, and return the Family Contract to confirm you're understanding and agree. On behalf of the entire TSMS staff and community, we wish you a successful, enriching, and memorable 2025-2026 school year!

Sincerely,

Zekeriya Ozsahin

Principal

TSMS SCHOOL CALENDAR 2025-2026

1st Semester:

August 1, 2025	Teacher's Report/ Planning/In-service Days
August 11, 2025	Students Report/First Day of School
September 1, 2025	Labor Day Holiday
October 2, 2025	Fall Holiday
October 10, 2025	1st Quarter 4-1/2 Week Progress Report Issued
October 13, 2025	Teacher Planning/Inservice day
November 11, 2025	Veterans Day Holiday
November 24 – 28, 2025	Thanksgiving Holidays
December 17 – 19, 2025	Middle School Exams
December 19, 2025	End of 2nd Quarter/Report Cards Issued
December 22 – 31, 2025	Winter Holidays

2nd Semester:

January 1 – 2, 2026	Winter Holidays
January 5 – 6, 2026	Teacher Planning/Inservice day
January 7, 2026	Students Return
January 19, 2026	Martin Luther King Holiday
February 16, 2026	President's Day Holiday
March 13, 2026	End of 3rd Quarter/ Report Cards Issued
March 16 – 20, 2026	Spring Break (Students & Teachers Off)
March 23, 2026	Teacher Planning Day (Students off)
March 24, 2026	Students Return
April 3, 2026	Spring Holiday
May 20– 22, 2026	Middle School Exams/Early Release Days
May 22, 2026	Last Day of School for Students/ End of 4th Quarter
May 25, 2026	Memorial Day Holiday
May 26 – 27, 2026	Teacher Post Planning

MISSION STATEMENT

The mission of Tallahassee School of Math and Science (TSMS) is to provide students with a well-rounded elementary and middle school (K through 8) education with special emphasis on (STEM) Science, Technology, Engineering, Mathematics, and Reading in the light of research based, proven and innovative instructional methods in a stimulating environment. The purpose is to instill math and science education to TSMS students in a nurturing environment using inspiring learning opportunities.

RESPECT AND CIVILITY TO THE TSMS EMPLOYEE

TSMS believes that a staff member should be able to work in an environment free of threatening speech or actions. This policy promotes mutual respect, civility, and orderly conduct among school employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for staff members. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning physical well-being is strictly forbidden. Any parent, visitor, staff member, or volunteer who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities. Members of the school staff will treat parents and other members of the public with respect and expect the same in return. TSMS is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds. Staff will take the necessary actions to protect students and other employees' personal safety and a positive work environment. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on School property, will be directed to leave school or School property promptly by the site administrator or designee, or shall be escorted from the property with the assistance of other staff or a law enforcement officer. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will attempt to calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the TSMS employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on TSMS premises, the offending person will be directed to leave promptly.

Pursuant to this policy, when an individual is directed to leave the site administrator or designee shall inform the person that s/he may be subject to prosecution under Florida law. If an individual refuses to leave upon request or returns before the applicable period of time, the site administrator or designee may notify law enforcement officials. An incident report should be completed for the situation and submitted to the principal. TSMS shall require that a safety and/or crisis intervention techniques program is made available to all administrators in order to raise awareness on how to deal with disruptive or unsafe situations if and when they occur. When violence is directed against an employee or his/her property, the employee shall promptly report the occurrence to his/her principal or supervisor and an incident report shall be completed. Employees and supervisors should complete an incident report and report to law enforcement, any attack, assault, or threat made against them on school premises or at school-sponsored activities. Whenever an employee's person or property is injured or damaged by the willful misconduct of a student, TSMS shall notify the appropriate law enforcement authorities.

When it is determined by the staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

Disturbing school functions; penalty. —Any person not subject to the rules of a school who creates a disturbance on the property or grounds of any school, who commits any act that interrupts the orderly conduct of a school, or any activity thereof commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

DUE PROCESS AND STUDENT’S RESPONSIBILITIES & RIGHTS

All students at TSMS 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 be assigned immediate consequences.

These consequences range from notification of parents, mandatory participation in programs, warnings, referrals to support groups/professional interventions, isolation, lunch detention, in school suspension (ISS), out of school suspension (OSS) emergency removal from a school activity, expulsion, and criminal prosecution. In all instances, TSMS’s policies and procedures governing the due process for suspensions and expulsions will follow Florida School Law. All students at TSMS 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 school principal or designee will make a reasonable attempt to notify the parent or guardian before the minor student is removed from school, school transportation, or a school-sponsored activity to be taken to a Baker Act receiving facility for examination.

STUDENTS’ RESPONSIBILITIES	STUDENTS RIGHTS
<ul style="list-style-type: none"> • To be caring and honest, 	<ul style="list-style-type: none"> • To feel safe in the school environment,
<ul style="list-style-type: none"> • To do his or her best to learn and master all he/she can, 	<ul style="list-style-type: none"> • To take full advantage of the learning opportunities,
<ul style="list-style-type: none"> • To respect school rules, regulations, and policies 	<ul style="list-style-type: none"> • To work in an environment free from disruptions,
<ul style="list-style-type: none"> • To be sure that personal expressions do not interfere with the rights of others, 	<ul style="list-style-type: none"> • To express his or her opinions, ideas, thoughts, and concerns,
<ul style="list-style-type: none"> • To follow state law and school policies concerning substance abuse, 	<ul style="list-style-type: none"> • To have a healthy environment that is smoke, alcohol, and drug-free,
<ul style="list-style-type: none"> • To respect and protect the personal and property rights of others and of the school, 	<ul style="list-style-type: none"> • To use school resources and facilities for self-betterment under appropriate supervision,
<ul style="list-style-type: none"> • To treat all members of the community with full respect, fairness, and courtesy, 	<ul style="list-style-type: none"> • To expect courtesy, fairness, and respect from all members of the community,
<ul style="list-style-type: none"> • To abide by all the expectations of the school and its community, 	<ul style="list-style-type: none"> • To be informed of all expectations and responsibilities,
<ul style="list-style-type: none"> • To follow the prescribed guidelines for participation in school activities, AND 	<ul style="list-style-type: none"> • To take part in a variety of school activities, AND
<ul style="list-style-type: none"> • To adhere to due process procedures. 	<ul style="list-style-type: none"> • To have the right to due process.

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.

TEACHERS’ AUTHORITY

Teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior thereby providing for the safety of all students.

- a. establish classroom rules of conduct;
- b. establish and implement consequences, designed to change behavior, for infractions of classroom rules.
- c. have violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention;
- d. assist in enforcing school rules on school property, on school-sponsored transportation, and during school-sponsored activities;
- e. request and receive information as to the disposition of any referrals to the administration for violation of classroom or school rules;
- f. request and receive immediate assistance in classroom management if a student becomes uncontrollable or in case of emergency;
- g. request and receive training and other assistance to improve skills in classroom management, violence prevention, conflict resolution, and related areas;
- h. press charges if a crime has been committed against the teacher or other instructional personnel on school property, on school-sponsored transportation, or during school-sponsored activities; and
- i. use reasonable force, according to standards recommended by the Education Standards Commission and the Education Practices Commission and adopted by the State Board of Education, to protect himself/herself or others from injury. When knowledgeable of the likely risk of physical violence in the schools, TSMS shall take reasonable steps so that teachers, other school staff, and students are not at undue risk of violence or harm.

ATTENDANCE

ABSENCES AND TARDINESS

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

EXCUSED ABSENCES

Parents or guardians must notify TSMS in the morning on any day their child is not attending school. The absence excuse(s) must be submitted to the school office using the online Student Absence Form which is accessed through the school website. TSMS will only accept and approve an excuse for absence from school 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 others is excused. Upon your return to school, appropriate medical documentation is required within three (3) days of the absence(s). Your parent or guardian should call the school each morning you are home ill. When you return to school, your parent or guardian must send an excuse note with you or upload it using the online Student Absence form to excuse the absence(s). 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 the 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 (3) 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.
- **Legal Requirements:** 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 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.
- **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 not be counted as unexcused for the purpose of determining truancy. TSMS allows students who miss school for an out of school suspension to make up any work missed (refer to the section Make-up Work for Excused Absences).
- **Financial or Other Conditions:** Other absences to be determined by, and at the discretion of, the principal may be excused.

UNEXCUSED ABSENCES

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. Pursuant to Florida Law, Statute 1003.24 chronic unexcused absenteeism could lead to a truancy petition being filed by LCS.

SCHOOL TARDY

A student is tardy when he/she arrives at school after the official start time (8:05am) of the school day **or** is not in their assigned class at the official start time (8:10am) of the class period. Students who are eligible for School Bus Transportation and ride the bus to school will not be considered tardy if the bus arrives late to school.

- **Excused Tardy:** Late arrival to school 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 a court order, shall be considered excused tardy if the sign-in procedure is followed. The school may excuse tardiness as long as they are not excessive. Students who arrive late to school by vehicles other than the School Buses 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.
- **Unexcused Tardy:** Arriving late to school with or without the knowledge of parent/guardian, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused. If the sign-in procedure is not followed the student(s) will be marked as unexcused tardy regardless of the reason for the tardiness.

- **Habitual School Tardy:** Students who accrue more than five (5) unexcused tardies in a calendar month or ten (10) unexcused tardies in a 90-calendar day period may be referred to the school dean of students.

CLASS TARDY

Students are given three minutes of passing time to get to each class during the course of the school day (with the ringing of a warning bell at the end of two minutes of passing time). Students are expected to be sitting in their assigned seats when the class start bell rings or else, they will be considered tardy. If a student has checked in late through the Front Office, the student should have an admit slip to class from the Front Office. Repetitive tardiness will result in the student receiving disciplinary consequences (refer to the Minor Violation Discipline Cycle). One conduct point is assigned for each tardy up to three tardies per week. Thereafter, each tardy will be assigned two points.

CLASS CUTS/SKIPPING

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or need to see a counselor or administrator during class time should first report to class and obtain permission and a written pass from the teacher to be excused. If a student is too ill to report to the office, he/she should have someone notify the office at once in order that appropriate attention may be given to the student.

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.

Assignments are available 24 hours a day at TSMS Connect which can be accessed through the TSMS website. 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. Any assignment not listed, or work material needed for an assignment, may be requested by the student when they return from their absence. 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 so may 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 after 2:15 PM.

TRUANCY

A habitual truant is defined as a student who accumulates either 5 unexcused absences or absences with unknown reasons within a calendar month, or 15 unexcused absences or absences with unknown reasons within a 90-calendar-day period. Truancy demonstrates a deliberate disregard for the educational program and is treated as a serious matter with immediate consequences. Students who are truant will not receive credit for missed work.

Upon reaching 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar-day period, the school administrator will send a letter to the parent/legal guardian regarding attendance and make a referral to the social worker. If administrative actions to address truancy are ineffective, the school system may pursue legal action under Florida Law, Statute 1003.24, regarding chronic unexcused absenteeism, which may result in court proceedings and provide evidence for conviction of parents/legal guardians and/or the child for non-compliance with state attendance laws.

PERFECT ATTENDANCE

Perfect attendance is considered as zero absences and zero tardiness to school and zero absences and zero tardiness to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration. Students who maintain perfect attendance may be recognized.

CODE OF CONDUCT

It is our belief that good discipline is one of the cornerstones of a good education and 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.

The procedures in our discipline program will be followed in a fair and consistent manner. All persons involved in committing, planning, participating, helping, advising, encouraging, or benefiting in the violation of a rule or code of conduct are parties to the violation.

RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. It is expected that every student will accept responsibility for his/her own actions, whether intentional or unintentional, 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.

Sometimes harm caused to other persons, or 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 student will be reported to parents. Neither TSMS employees nor the Governing Board assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

TSMS 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 TSMS 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 dismissed or recommended to the Leon County School Board 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. TSMS takes seriously its responsibility 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 TSMS rules, or State laws related to these offenses, will be suspended, or recommended to the Leon County School Board for expulsion 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.

REFERRAL DUE PROCESS

Procedures for Referrals and Investigation: This protocol is meant to guide the TSMS referral due process but depending on circumstances, the steps and order of the steps may vary.

- Incident reported by referring staff: At this stage, parents may be contacted immediately based on the severity of the information.
- Information Gathering: At the discretion of the principal or designee based on availability and the facts and circumstances of the incident, conduct interviews, and collect written statements from all involved parties (students and staff), interview and obtain written statements from witnesses as appropriate and determined by the principal or designee.
- Evaluation of the information gathered.
- Final disciplinary Determination
- Communication: The principal or designee will make reasonable efforts to communicate the final determination, verbally or in writing, to parents, students, and appropriate TSMS staff. Note: communication may be delayed pending completion of full investigative findings when necessary.
- Incident recorded in data management Focus/TSMS Connect
- Copy of finalized referral is emailed to parents through TSMS Connect

MINOR VIOLATIONS DISCIPLINE CYCLE

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff by help of a computerized Conduct Log system. Parents and students will have online access to the recorded information at TSMS Connect.

Teachers, in response to **minor** violations in the classroom, will take the appropriate steps when students fail to abide by the established behavioral expectations. Should misbehavior continue or interrupt the instructional environment, the teacher will complete an *Intervention Request Form* and send the student to the In-School Detention Room. **Conduct points** can be given anywhere in the school by any school employee. The Administration will review the recorded Conduct Log weekly and assign consequences as follows:

1-3 conduct points/week: No consequence assigned. However, points will be transferred to the following weeks until 4 or more conduct points are reached, and consequences assigned.

4-6 conduct points/week: Lunch Detention

7-9 conduct points/week: Administrative Detention (Lunch Detention, After-School Detention))

10-12 conduct points/week: Half Day of OFI

13-15 conduct points/week: Full Day of Opportunity for Improvement (OFI)

16 or more conduct points/week: **Disciplinary Referral Form** for not following school rules. (Additional consequences may apply).

Parents will be contacted with a letter sent home with the student or the U.S. Mail regarding the assigned consequence such as Administrative Detention, ISS, OSS or a Disciplinary Referral. All Disciplinary Referrals are reported to the LCSB.

Minor violations (Class I Offenses)

The minor violations list below is not exhaustive and subject to change at any time at the discretion of the Administration. Different violations carry different conduct points ranging from 1 to 3.

	Shortcuts	Description	Max Point
1.01	Backpacks	Leaving backpacks unattended in common areas.	1
1.02	Chewing gum	Chewing gum.	1
1.03	Dress code	Violation of the Uniform Dress Code	1
1.04	Eating or drinking in unauthorized areas	Eating or drinking in unauthorized areas.	1
1.05	No Agenda book	Not having agenda book during school hours.	1
1.06	Refusing to participate in learning	Refusing to participate in learning (i.e. sleeping, not participating, etc.)	1
1.07	Unprepared for class	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day.	1
1.08	Body Art	Any body art on to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go the class until cleaned.	1
1.09	Behavior That Puts Safety at Risk	Behavior That Puts Safety at Risk	2
1.10	Cafeteria misconduct	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	2
1.11	Classroom Disruption	Any other minor act of misconduct which interferes with the orderly operation of the classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.	2
1.12	Failure to follow directions.	Failure to follow directions: Insubordination, refusal or failure to comply with a direction or an order from a school employee.	2
1.13	Hall disruptions	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on lockers, and/or running)	2
1.14	Horseplay	Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.	2
1.15	Tardiness	Tardiness: Repeated late arrival to school or class.	2
1.16	Disrespectful or rude behavior	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student.	3

1.17	Vulgar, unprofessional language	Profane, Obscene, or Abusive Language/ Materials: This may include, but is not limited to, the use of either oral, written or bodily language (including designations, abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.	3
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Repetitive minor violations recorded in the Conduct Log will result in students being classified as Habitual Conduct Code Violations. Appropriate support will be provided to resolve the behavior issues within the Student Support Team (SST) problem solving framework. However, the principal may refer the chronic disciplinary students to the School Board to be expelled from the school to protect the learning environment of other students at any time during the SST process.

MAJOR VIOLATIONS DISCIPLINE CYCLE

Major violations (Class II-IV) of the student code of conduct result in a **Disciplinary Referral Form**. The **Disciplinary Referral Forms** are investigated, and consequences are assigned by an administrator. Parents are notified of the consequences by either phone call, notice letter sent by student, TSMS email system, or US mail. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and violations may have higher consequences if committed at a higher cycle step. Consequences on the Major Violation Discipline Cycle cover most of the major violations. However, it cannot cover all possible examples for violating the listed offenses. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. Any item that is deemed unsafe, inappropriate, or hazardous to persons or property may be confiscated by school personnel. Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws in a manner consistent with the Charter Schools Act. At the discretion of the administration, heavier or lighter consequences may be assigned if warranted by individual circumstances.

Intermediate Violations (Class II Offenses)

Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Class I. Class II also includes repeated acts of misconduct from Class I and acts directed against people or property that do not seriously endanger the health or safety of others. The misconduct must be reported to the appropriate school administrator for disciplinary action.

Infractions		FD/SOS/LD/OFI	WD/Confiscation	Restitution	OFI (1 day)	OFI (2 days)	OFI (3 days) BC	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
2.01	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.02	Disrespect: Conduct or behavior toward school employee or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class I)	Step 1			Step 1	Step 2	Step 3 BC	Step 4	Step 5	Step 6	Step 7	Step 8
2.03	Fighting: Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self- defense and will be considered as fighting.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.04	Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.05	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.06	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

2.07	Intimidation/Threats: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.	Step 1				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.08	Stealing (under \$50): Taking the property of another person or school without permission.	Step 1		M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8
2.09	Unauthorized Assembly, Publications, etc.: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8
2.10	Bullying/Cyber Bullying/cyberstalking: Repeated unwanted aggressive, intimidating, insulting, dehumanizing, or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school's property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, name-calling with profanity, purposeful exclusion, slander, and verbal cruelty.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8
2.11	Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8
2.12	Physical Contact: Offensive, unwanted and/or inappropriate touch	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8
2.13	Dangerous/Unsafe Acts: Behave in such a way as could reasonably cause physical injury to any person or property without intent to do such harm.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8
2.14	Provoke/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8
2.15	Confrontation/Dispute: Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8

Infractions		D/SOS/LD/OFI	WD/Confiscation	Restitution	Step 1 OFI (1 day)	Step 2 OFI (2 days)	Step 3 OFI (3 days) BC	Step 4 OSS (1-3 days)	Step 5 OSS (3-5 days)	Step 6 OSS (5-8 days)	Step 7 OSS (8-10 days) /OW	Step 8 OSS (10 days) /EXP
2.16	Simple Battery: Any pushing or striking of another student against the will of the other student.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.17	Leaving class without permission or not reporting to the designated area on time.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.18	Skipping or cutting class or activity.: A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the administration to do so.	Step 1			Step 1	Step 2	Step 3 -8					
2.19	Use of - in employee's presence - opprobrious or abusive words, or obscene language, pictures, or gestures	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.20	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property or property of others on campus including but not limited to an act of defacing with graffiti keying or scratching a car or trashing a room resulting in temporary or permanent loss of use, damages, and/or expenses.	Step 1	Step 1	M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.21	Negligence/ Mistreatment / misuse of school, personal or others' properties. The improper handling of school property. (Accidental or intentional.) The willful or malicious act of misuse or mistreatment of property. This may include but is not limited to littering, wasteful use or unauthorized possession.	Step 1		M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.22	Providing False and/or Misleading Information: – Intentionally providing false information to a school employee including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, readmit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.23	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, toy-type replica of a firearm or empty shell,	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.24	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.25	Lewd, Indecent, or Offensive Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, “mooning” offensive touching, indecent exposure, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.26	Inciting or Participating in a Major Student Disorder - Leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.27	Public Display of Affection (PDA): Kissing, fondling, “dirty dancing” , sitting on laps, prolonged hugging, close contact, or any suggestive contact that are in poor taste and show disrespect for others as interpreted by school personnel. (Parent contact at each step)	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.28	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

	Infractions	D/SOS/LD/OFI	WD/Confiscation	Restitution	OFI (1 day)	OFI (2 days)	OFI (3 days) BC	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
2.29	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.30	Use or possession of Wireless Communication Devices: Wireless communication devices may be brought to school, but must be out of sight and kept in an “off” mode while on the school property during regular school hours. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk.)	Step 1 - Warning	M		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9

*M: Mandatory

Major Violations Class III Offenses

Class III infractions are major acts of misconduct. They include repeated misconduct acts from Class II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

	Infractions	D/SOS/LD/OFI	WD/Confiscation	Restitution	OFI (1 day)	OFI (2 days)	OFI (3 days) BC	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.01	AWOL: Leaving school grounds or the site of any school activity without permission.						Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
3.02	Attempt to cause fight. Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.						Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
3.03	Technology tempering: Any use of technology for personal gain, profit, or illegal conduct, such as fraud, copyright infringement, pornography, hacking, or distributing viruses that result in disruption.							Step 1	Step 2	Step 3	Step 4	Step 5
3.04	Battery: When one student physically attacks another student with the intent to do bodily harm.							Step 1	Step 2	Step 3	Step 4	Step 5
3.05	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property or the personal property of students and school personnel.			M				Step 1	Step 2	Step 3	Step 4	Step 5
3.06	Destruction of Property or vandalism More than \$50): The willful or malicious destruction, damage, or defacement of school property or property of others on campus including but not limited to an act of defacing with graffiti keying or scratching a car, damaging trees, trashing a room resulting in temporary or permanent loss of use, damages, and/or expenses.			M				Step 1	Step 2	Step 3	Step 4	Step 5
3.07	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration that goes beyond the bounds of acceptable student behavior. (More serious than Class II)							Step 1	Step 2	Step 3	Step 4	Step 5

Infractions		D/SOS/LD/OFI	WD/Confiscation	Restitution	OFI (1day)	OFI (2 days)	OFI (3 days)	OSS (1-3 days) BC	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.08	Extortion: The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.							Step 1	Step 2	Step 3	Step 4	Step 5
3.09	Fighting: Physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.							Step 1	Step 2	Step 3	Step 4	Step 5
3.10	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.							Step 1	Step 2	Step 3	Step 4	Step 5
3.11	Gross Insubordination/ Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as refusing to serve a disciplinary consequence.							Step 1	Step 2	Step 3	Step 4	Step 5
3.12	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.							Step 1	Step 2	Step 3	Step 4	Step 5
3.13	Possession of Contraband Material: Possession, use, and/or distribution of materials or items, including but not limited to: lighters, handcuffs, studded belts, bracelets, shoes, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable.							Step 1	Step 2	Step 3	Step 4	Step 5
3.14	Smoking and Other Use of Tobacco Products: The possession, use, distribution, or sale of tobacco products on school property, at a school function, or extracurricular/co-curricular activity.							Step 1	Step 2	Step 3	Step 4	Step 5
3.15	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.			M				Step 1	Step 2	Step 3	Step 4	Step 5
3.16	Trespassing: Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location.							Step 1	Step 2	Step 3	Step 4	Step 5
3.17	Bullying/Cyber Bullying/Harassment/cyberstalking – Any unwanted and repeated written, verbal, electronic, or physical behavior, including threatening, insulting, or dehumanizing acts, by a student that is severe and pervasive and that creates an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation. Severe and pervasive behavior will be determined by the principal. Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students or staff; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools’ educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive							Step 1	Step 2	Step 3	Step 4	Step 5

Infractions		D/SOS/LD/OFI	WD/Confiscation	Restitution	OFI (1day)	OFI (2 days)	OFI (3 days)	OSS (1-3 days) BC	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.18	Other Serious Misconduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation Services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; or the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.							Step 1	Step 2	Step 3	Step 4	Step 5
3.19	Possession of any instrument or object other than a firearm may be considered under this heading if there has been no threatening or intimidating display of the instrument or object.							Step 1	Step 2	Step 3	Step 4	Step 5
3.20	Other Major Infractions (Major infractions that do not fit within the other definitions): Mooning and sexual harassment which is any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment.							Step 1	Step 2	Step 3	Step 4	Step 5
3.21	Threat/Intimidation: Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death and creates fear of apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm along with the individual having the capability to actually carry out the threat.							Step 1	Step 2	Step 3	Step 4	Step 5
3.22	Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature then submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment (6A-19.008 SBE Rule). It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually- oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.							Step 1	Step 2	Step 3	Step 4	Step 5
3.23	Directing Obscene, Profane, Offensive or Abusive language or Gestures to a School Employee – Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.							Step 1	Step 2	Step 3	Step 4	Step 5
3.24	Possession of a controlled object without intent to harm or use for personal protection							Step 1	Step 2	Step 3	Step 4	Step 5
3.25	Entering in an unauthorized area without permission							Step 1	Step 2	Step 3	Step 4	Step 5
3.26	Violation of the OFI Rules/Procedures							Step 1	Step 2	Step 3	Step 4	Step 5

Infractions		FD/SOS// LD/OFI	WD/Confiscation	Restitution	OFI (1day)	OFI (2 days)	OFI (3 days)	OSS (1-3 days) BC	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.27	Creating or organizing a conspiracy of any kind with regard to the school and/or its' employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.							Step 1	Step 2	Step 3	Step 4	Step 5
3.28	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature, any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.								Step 1	Step 2	Step 3	Step 4
3.29	Making a false 911 emergency call from school or personal phones.								Step 1	Step 2	Step 3	Step 4
3.30	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.								Step 1	Step 2	Step 3	Step 4
3.31	False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.									Step 1	Step 2	Step 3
3.32	Drugs/Possession/Use: The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior or the possession or use of any substance represented to be of said nature.									Step 1	Step 2	Step 3
3.33	Inciting, Leading, or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function: The act of inciting, leading, or participating in any disruption, (including gang related activities or incidents with multiple participants) disturbance or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of employee.									Step 1	Step 2	Step 3
3.34	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession or constructive possession of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft from a machine or device which is operated or activated by the use of a coin or token and all other types.								Step 1	Step 2	Step 3	Step 4

ZERO TOLERANCE VIOLATIONS CLASS IV OFFENSES

Class IV acts of misconduct are the most serious. Students who have been found to have committed the following offenses on school grounds, a school bus, school sponsored transportation or at a school bus stop, or during a school- sponsored function or activity shall be recommended for expulsion by the school principal or designee. Class IV acts receive the most severe consequences and be referred to the appropriate law enforcement agency:

<u>Infractions</u>	
4.01	Homicide (murder or manslaughter)
4.02	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of or attempt to burn or destroy school system property, contents in or on the property, or personal property of others.
4.03	Threats to Employees, Volunteers or Students: Any direct threat, by word or act, to do violence or harm to a school employee, volunteer or student which creates a fear that the threat could be carried out.
4.04	Battery of Employees, Volunteers, or Students: An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual. In severe cases, the battery of a student may be the basis for expulsion.
4.05	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
4.06	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), sling shot, spear, sword, ice picks, other pointed instruments, nunchakas, brass knuckles, explosives, billy-clubs, teargas, guns, electrical/chemical weapons or devices, ammunitions, incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
4.07	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.
4.08	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.
4.09	Other: Any other intentional or unwanted act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include, hazing, hate crimes, bullying and harassment or the possession of drug paraphernalia.
4.10	Drugs/Distribution/Selling/Buying. The transmission or distribution, buying or selling of any drug or contraband. substance, or the selling or transmitting of any substance represented to be of said nature.

BULLYING, HARASSMENT/CYBERBULLYING/CYBERSTALKING POLICY

TSMS will not tolerate bullying and harassment of any type. It is the policy of TSMS--in accordance with Leon County Schools--that all its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Conduct that constitutes bullying and harassment is prohibited.

When a complaint of bullying is made or suspected, it is investigated immediately and dealt with according to the TSMS Code of Conduct and Minor/Major Discipline Cycles.

DEFINITIONS:

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing.
- B. threats.
- C. intimidation.
- D. stalking.
- E. cyberstalking.
- F. physical violence.
- G. theft.
- H. sexual, religious, or racial harassment.
- I. public or private humiliation; or
- J. destruction of property; and
- K. social exclusion.

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a web page or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property.
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Bullying" and **"harassment"** also encompass:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with the intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 1. incitement or coercion.
 2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or

3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Contraband is **any** items that disrupt or distract from the learning process, pose safety hazards, and or have not been approved, or authorized to be brought on campus. As well as any item or article which is altered from its original design or is being used for a purpose other than that for which it was designed or authorized. Any item or article that may be considered a weapon is contraband. In cases where an item is not listed, or confusion or conflict occurs on the nature of an item, the principal or designee will make the final determination on the status of the item.

The following list is not exhaustive.

- Aerosol cans or hair spray
- Beepers, pagers, or cell phones
- Cigarettes, lighters or matches.
- Alcohol, drugs, and drug paraphernalia
- Firecrackers, smoke bombs, or any flammable materials
- Firearms
- Gang related items
- Glass bottles and all open containers
- Pocket knives, bread knives, tools, or other sharp objects
- Pornographic materials or devices of a sexual nature
- Any illegal items

Reporting Procedures: All members of the school community--including students and parents--are encouraged to report any act that may be a violation of the bullying policy anonymously or in-person to the principal or the principal's designee, i.e. the Assistant Principal, who are responsible for receiving complaints alleging violations of this policy. The victim of bullying, anyone who witnessed the bullying, and/or anyone who has credible information that an act of bullying has taken place may also file a report of bullying.

What A Parent Should Look For in their Student:

- Excuses for not wanting to come to school
- Unexplained bruises, torn clothes
- Loss of appetite; excessive hunger after school
- Need for extra school supplies or money
- Sleep problems
- Secretive/ sullen/ temper outbursts
- Rushes to the bathroom when arriving home
- Frequent trips to the nurse

BUS CONDUCT

Conduct on the bus is expected to be the same as in the classroom. Any behavior that would not be permissible in the classroom is not permitted. Safety depends on the skill of the drivers and the ability to do the job without distractions. Students will be permitted to carry books and other items related to schoolwork that can be held in their laps. Sports equipment, animals, glass jars, and other objects that might distract the driver or jeopardize students' safety will not be transported.

Bus Expectations:

- No bullying
- No profanity
- No vandalism
- No throwing objects
- No physical violence
- No eating or drinking
- No unnecessary noise
- No out of seat behavior
- No disrespecting the bus driver
- No changing clothes on the bus
- No tampering with emergency doors

- No placing of body parts outside of windows
- No physical contact with others on the bus
- No music without earphones.
- Do follow any and all instructions of the driver.

Bus misconduct consequences

Students may be denied bus privileges when behavior is inappropriate. Riding the bus is a privilege. Students who wish to enjoy this privilege must abide by the above rules and regulations in order to ensure safe and orderly bus transportation. Students receiving four or more bus conduct reports or students who engage in severe bus misconduct may be suspended from the bus for 1 to 10 days, or may lose the bus privilege for the remainder of the school year. Parents will be notified of student bus violations. Any subsequent written referrals may be treated at the next higher level, regardless of the nature of the offense. Failure to abide by these safety procedures will result in the following sequence of events:

First Offense	one (1) to three (3) days bus suspension
Second Offense	four (4) to five (5) days bus suspension
Third Offense	six (6) to eight (8) days bus suspension
Fourth Offense	nine (9) to ten (10) days bus suspension, or for the remainder of the year depending on the severity of the infraction and will need to attend a bus safety course with a parent or guardian before bus privileges can be considered.
Fifth Offense	Students will be suspended from riding the bus for the remainder of the school year.

When students are suspended from the bus, they are not allowed to travel on any school bus during the suspension. This includes field trips, ball games, and the after-school activities buses in addition to the regular school bus. During bus suspensions, students are eligible to attend classes. Parent/guardian will be contacted via phone or mail for each bus referral. If necessary, appropriate law enforcement agencies will be contacted.

Because of the additional safety factors and for the protection of the driver and students on the bus, the principal or designee has the authority to impose immediate suspension from the school bus for serious offenses as well as minor violations. Parents will be called to be notified of the suspension.

SCHOOL-WIDE CLASSROOM MANAGEMENT PLAN

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

Teacher Intervention Process for Classroom Misconduct

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

1. Warning (Informing of the rule, non-verbal, verbal, and written warnings)
2. Private conference with pupil
3. Conduct point
4. Intervention Referral

Should misbehavior continue after the first two steps, the teacher will assign conduct points and send the student to OFI (Opportunity for Improvement) room with the Intervention Request Form. The student will remain in the OFI room for the rest of the period. The OFI room is considered an extension of the classroom, and during the student’s visit, the Intervention Specialist may counsel the student and notify the parent with regard to the cited offense. During his/her stay in OFI room, a student must follow the directions of the OFI instructor at all times and must follow the OFI procedures; if any student while in OFI fails to follow the directions or the procedures that are set forth may be held longer in OFI room. When the student becomes extremely disruptive and/or uncontrollable while in OFI, Administration can decide to contact the parents and ask them to come to school and check out the student for the day.

GENERAL BEHAVIOR GUIDELINES

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.

In the Cafeteria:

- No loitering in the cafeteria.
- Keep tables, chairs, and floors clean.
- Talk in a normal voice (classroom voice).
- Dispose of trays, trash, and debris in trash bins.
- Keep hands, feet, personal belongings, and food to yourself.
- Keep cafeteria lines orderly: no pushing, running, or cutting in line.
- No food or drink should be taken outside the cafeteria.

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 and to those 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 will not be able to participate in any assemblies for the rest of the school year.

Regarding Technology Equipment in Computer Labs

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 from 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, Lavatories, Library

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 lavatories are areas used by all members of TSMS. There are rules of conduct that all students must follow:

1. Students should not roughhouse, push, or wrestle.
2. Students should not eat or drink in halls and lavatories.
3. Students should not run in the halls, lunchroom, and lavatories.
4. Students should not leave belongings on the floor outside the locker.
5. Students must do their part to keep these areas clean and safe.
6. Students should not use any profane or vulgar language while in these areas.
7. Students should not loiter in the halls, lunchroom, lavatories, or media center.
8. Students should make sure to clean up after themselves and appropriately dispose of all trash.
9. Students should report any leaks, spills, or other problems in the lavatory to a teacher or the office.
10. Students should not yell, scream, hit lockers or make excessive noise while in these areas.
11. Students should not cause the hallways to be blocked by any means.

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 or the appropriate direction by an administrator will be given for returning to class.

DEFINITION OF DISCIPLINE AND REWARD TERMS

Referral to Other Services (RTOS):

The school may refer to the school's social worker, school psychologist, wellness specialist, and or an available age-appropriate program.

Withholding of Privileges (WP):

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an administrator.

Lunch Detention (LD):

An administrator may assign administrative lunch detention to a student who fails to comply with school rules. Parents will be notified when administrative lunch detention is assigned.

Work Detail (WD):

The student is assigned a task to be completed within a given time frame or until the objective of the task has been met. Examples might include picking up trash or cleaning an assigned area.

After-School Detention (ASD):

An administrator may assign administrative after-school detention to a student who fails to comply with school rules. Parents will be notified when administrative after-school detention is assigned.

Opportunity for Improvement: (OFI):

Opportunity for Improvement is a formal disciplinary action that can only be assigned by a TSMS administrator and requires written correspondence with 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. While in OFI, students are expected to work academically and complete all regular classwork, including any OFI work or essay, assigned by the OFI teacher, whether for a grade or not. Students in OFI may also be assigned to work details.” 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. In-school suspension consequences will be notated on the student’s permanent discipline transcript.

Out-of-School Suspension (OSS):

Out-of-School Suspension is a formal disciplinary action that can only be assigned by a TSMS administrator and requires written correspondence with 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 may be required prior to the return to TSMS 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 to the school campus. Students who receive an out-of-school suspension will not be able to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be notated on the student’s permanent discipline transcript.

Option to Withdraw (OW):

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 may be asked to withdraw by the administration if the student’s behavior violates the Code of Conduct. A student who is suspended 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.

Academic/ Attendance and/or Behavioral Contract (BC): Is an additional agreement in which the parent and the student agree to adhere to the policies and procedure of the TSMS Student Handbook and failure to do so may result in consequences stated on the contract. A behavior contract can be assigned at any step of the code of conduct step system. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.

Expulsion from TSMS (EXP):

Expulsion from TSMS is a formal disciplinary action that can only be approved by the Leon County School Board after receiving a recommendation by the TSMS administrative team due to the student’s involvement in a serious disciplinary offense or the student’s involvement in repetitive disciplinary offenses. A written correspondence containing the recommendation documents will be mailed to the students’ parents within ten (10) days of suspension.

Dismissal Procedures:

Upon TSMS’s decision to implement dismissal, TSMS shall refer the student to Leon County School District for appropriate placement with Leon County School District. Dismissal procedures shall be clearly defined in writing and included in any Parent Contract, shared with students and parents annually and provided to the Leon County School District no later than two weeks prior to the opening of school each year. In each instance where dismissal is initiated, the parents will receive written notice of the dismissal including the reasons for dismissal and a summary of the actions taken to assist the student prior to dismissal. Leon County School District shall be provided a copy of the dismissal notice on the same day as the parent. TSMS shall work in conjunction with the parent(s) and the receiving school to assure that, to the greatest extent possible, such dismissals occur at logical transition points in the school year (e.g. grading periods or semester breaks) that minimize impact on the student grades and academic achievement.

TSMS may withdraw a student involuntarily for failure to maintain eligibility, such as District residency requirements, or for material violation of TSMS’s Student Conduct Code, which must also be compliant with IDEA, Section 504 of the Rehabilitation Act, and the American with Disabilities Act (ADA) for student with disabilities. TSMS may not withdraw a student involuntarily for poor academic performance or for a minor infraction of the School’s Code of Conduct. TSMS will ensure that no pressure, coercion, negotiation or other inappropriate inducement may be used to attempt to have parents or guardians withdraw students from TSMS.

REWARD SYSTEM

Students at TSMS 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 TSMS students. Those students who have not received conduct points, lunch detentions, Behavior Documentation Forms, or Disciplinary 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 TSMS 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 TSMS Connect for parental viewing.

School-Wide Rewards

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

- **Dress Down Days** – Students eligible for a *Dress Down Day* will be announced by the administration based on individual disciplinary records or for other reasons, such as A/B Honor Roll, as determined by the administration. Participating students must follow the TSMS guidelines listed under the section *Dress Code*.
- **TSMS of Character** – this title will be awarded to the student who receives the most *Commendations* for each month in each grade level. The *TSMS of Character* winners for more than three times during a semester would receive additional rewards (to be determined – specific to the student).
- **Special Drawings & Prizes** – Students who receive *Commendations* will be eligible for a *Special Drawing* which will be held randomly. 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*. Whenever 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** – The *TSMS of Character* winners for each month would have their pictures placed on this *Wall of Character* with a brief description of why they received their *Commendations* and what character trait(s) they exhibited.

INSTRUCTIONAL PROGRAM

The instructional program is designed to provide an excellent K-8 education as outlined in our mission statement. We strive to enhance the basic Leon County Schools curriculum wherever possible. You will find an overview of Math and Science areas below. If you have a specific question, please contact the Assistant Principal. You can also learn more about curriculum information on our website: www.schoolofmathandscience.org, under the 'Academics' link.

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 to their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

All papers or projects submitted at TSMS are required to be the student's own words unless stated in writing by the teacher otherwise. Therefore, any copying of information, including drawings and/or pictures taken (i.e. "cutting & pasting", etc.) from the Internet or any other source without being properly cited in the document is considered plagiarism.

Students who cheat or plagiarize will immediately be given a zero (0) on the assignment/project and referred to the administration using a **Disciplinary Referral Form** for disciplinary consequences.

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 generally scheduled at least once per semester. Please check the school calendar for specific dates. 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 teacher via his/her email or voicemail.

TSMS CONNECT

Parents can see their children's academic improvement, daily homework and assignments, projects, minor discipline conduct log, and tardy log through TSMS Connect which can be accessed through our website. At the beginning of each school year, parents will be provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit TSMS Connect on a daily basis to stay informed of their student's progress.

GRADING SCALE

B = 80—90%	3 points	Above average
C = 70—80%	2 points	Average
D = 60—70%	1 point	Lowest acceptable
F = 59 % or lower	0 points	Failing to make progress
I = Incomplete		Course not completed
W = Withdrawal		Student withdrawn

GRADING SYSTEM & REPORTING

Students receive progress reports every 5th week of each 9-week grading period and report cards every 9th week. Final grades for core academic courses are received at the end of each 9-week period. Parents should contact their child's teacher if there are any questions concerning grades recorded or information contained on the child's report card. The TSMS Governing Board, in compliance with State Standards, approves the grading scale. Grades are reported numerically on all progress reports and report cards except the end-of-year report card. Letter grades are reported on end-of-year report cards. Any grade below 60 is failing and does not earn any credit.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at TSMS. 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) may be given at the discretion of the teacher. 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. The teacher's e-mail is available and daily assignments are posted on TSMS Connect.

PREPAREDNESS FOR CLASS

Students must bring the needed materials described in the course syllabus to class each day. Failure to do so will result in getting conduct points. Students who repeatedly receive conduct points for unpreparedness for the class will be given appropriate consequences within the discipline cycle and may receive a **Disciplinary Referral Form** for failure to follow school rules.

Note: Students who have lost their textbook will be permitted to use a text during classroom instruction; however, they will not be permitted to take the text home for homework purposes (refer to the **TEXTBOOKS** section).

PROMOTION

At the end of each academic year, students who have made satisfactory progress in academic subjects are promoted to the

next grade level. TSMS will follow Leon County Student Progression Plan (Policy 4.15) for Elementary and Middle Schools.

RECOGNITION

Students are recognized on a regular basis and rewarded for accomplishments. Outstanding student achievement will be recognized each semester in three distinct categories:

- Principal's Honor Roll - students achieving a weighted academic average of 95 or above in all subjects.
- Honor Roll - students achieving a weighted academic average of 90 to 94.9 in all subjects.
- Achievement Roll - students achieving a weighted academic average of 85 to 89.9 in all subjects.

Calculations are carried out up to one decimal point, and standard rounding rules are applied. Connection classes and core classes have different weights.

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 through the guidance counselor or Assistant Principal. Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. Written permission from the parent is required for the change. 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 TSMS. 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 and FCAT scorecards may also be withheld until textbook fees are collected.

Students who report to class without their textbook (or workbook) as required will be given a Conduct Point for each day they do not bring their book to class. Should the book be determined as lost, parents are expected to pay for the lost textbook/workbook the next day to avoid additional Conduct Points being assigned.

CHROMEBOOKS

As with textbooks, athletic equipment, musical equipment, and other school property; parents, and guardians are responsible for fees associated with lost or damaged Chromebooks and/or power adaptors. Fees are listed in the TSMS Chromebook Agreement form. These fees can vary and are subject to change.

DRESS CODE

The Tallahassee School of Math and Science dress code is a standard student attire policy that aligns with the “Students Attired for Education (SAFE) Act.”

PURPOSE: The purpose of a standard student attire policy is to provide a safe environment for students which fosters learning and improves school safety and discipline by:

- a) Encouraging students to express their individuality through personality and academic achievements, rather than outward appearance.
- b) Enabling students to focus on academics, rather than fashion, because they are able to convey a neat, serious, and studious image.
- c) Minimizing disciplinary problems because students are not distracted by clothing.
- d) Reducing the time needed to correct dress code violations through a readily available inventory of compliant attire.
- e) Minimizing visible differences between students and eliminating social pressures to wear brand-name clothing or colors to show gang affiliation, thereby easing financial pressures on parents and enhancing school safety.
- f) Creating a sense of school pride and belonging.

TSMS shall implement a standard attire policy that:

- a) Applies to all students in kindergarten through grade 8 in the school regardless of individual school grade configurations.
- b) Prohibits certain types or styles of clothing and requires solid-colored clothing and fabrics for pants, skirts, shorts, or similar clothing and short- or long-sleeved shirts with collars.
- c) Allows reasonable accommodations based on a student’s religion, disability, or medical condition.

Students are expected to wear the TSMS 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 duly authorized school officials shall determine whether any particular mode of dress, grooming, and accessories is in violation of the spirit and/or the intent of the school’s dress code 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 P.E. or an after-school activity that requires non-uniform clothing.

Inappropriate attire, which includes failure to comply with the uniform dress code, jeopardizes the instructional climate and will not be tolerated. Students who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. If no change of clothing is obtained, the violation will be treated as insubordination, resulting in the student's removal from the classroom. Parents will be notified of the violation, and the student may be isolated in the Intervention Room until a compliant uniform is brought to school by the parent/guardian, accruing conduct points for the violation.

Purchasing the school uniforms

All uniform pieces require the school logo or initials and must be purchased through the apparel vendor approved by TSMS. Currently, the approved apparel vendor is Ibiley Uniforms. Additional apparel vendor options approved options include [French Toast](#) and [Lands’ End](#).

Guidelines for clarification are as follows:

1. Uniforms

Uniforms must be always worn properly while at the TSMS campus. All parents are responsible for assuring that as the student grows through the year, the uniform fits appropriately. For uniform purchasing information, see [the uniform purchasing section](#).

- a. Students must be in complete uniform when they arrive at TSMS. All shirts must be tucked into shorts, pants, or skirts. Belts must be worn with all pants and shorts. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
- b. Students must remain in full uniform until after they leave TSMS. Shirts must remain tucked in – even after school until they leave the school campus.
- c. Students who ride the bus must be in complete uniform when they get on the bus at the bus stop. Since students must be in complete uniform when they arrive, and they are not allowed to change clothes on the bus, they must already be in complete uniform as they get on the bus.

2. Shoes

Shoes must be worn at all times. The emphasis regarding shoes is safety. For that reason, all shoelaces must be tied properly, all buckles fastened, and all straps must be secured or velcroed nothing may dangle or drag from the shoe.

- a. Shoes must be closed-toed dress shoes, only solid black or solid brown in color, or plain athletic shoes such as black, brown, gray, white, or navy.

- b. Birkenstock Clogs (no covered heel) in the brown or black color are not acceptable. Special designs or patterns (checkered plaid, camouflage, etc.) or wild colors (red, yellow, pink, etc.) are not permitted.
 - c. Slippers or thin-soled shoes, thin plastic shoes, flip-flops, or open-toed shoes are not permitted.
 - d. Boots, Uggs, and high-heeled shoes are not permitted. Heels on shoes may not be higher than one (1) inch.
 - e. Roller shoes, “wheelies” or shoes with wheels are not permitted.
3. Pants or Shorts
 Pants or shorts must be either khaki or navy blue in color with the TSMS logo embroidered. 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 pant or shorts. No outside pockets, patch pockets, or additional pockets are permitted. Pants or shorts may not have rivets or brads, 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.
- a. 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. Calf-length, Capri-style or Knee-Knocker pants are **not** acceptable. Leggings may not be worn as pants. Skintight and close-fitting clothing (pants, shorts) are not permitted. Students wearing the top of their pants or shorts below their buttocks will be given a **Disciplinary Referral Form** for improper exposure (see 2.25)
 - b. 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. Skirts or Skorts
 Skirts or skorts must be either khaki, navy blue, or plaid in color with the TSMS logo embroidered. Skirts and skorts must not be made of jeans, suede, or corduroy material. No splits are permitted in the skirt at all. Skirts must be no shorter than 2 inches above the knee. Skirts and skorts must not be rolled or folded at the waistband. Students wearing their skirts or skorts too short will be given and **Disciplinary Referral Form** for improper exposure (see 2.25).
- a. Pants, jeans, pajama bottoms, or other apparel must not be worn under the skirt or skort. For modesty purposes, shorts may be worn under skirts or skorts.
5. Tops
- a. Dress shirts and blouses must be oxford cloth in white or light blue with button-down collars. Dress shirts and blouses may either be short sleeve or long sleeve and requires TSMS school initials/logo on the pocket. All shirts and blouses must be tucked in (able to see the belt/waistband) at all times to the shorts, pants, skirt, or skort the student is wearing.
 - b. Polo shirts must be pique fabric in red, white, or navy blue featuring the TSMS school logo. 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 to the shorts, pants, skirt, or skort the student is wearing.
 - c. Sweatshirts must be navy blue with featuring TSMS school logo. The sweatshirt is an economical alternative when students need to have additional warmth. When wearing a sweatshirt, the student must still be wearing another TSMS shirt underneath the sweatshirt. The sweatshirt cannot be worn alone. A sweatshirt may not be worn (tied) around the waist. No long sleeve undershirts are allowed to show beneath another uniform top.
 - d. Jackets must be a navy blue, fleece-lined school approved brand jacket featuring the TSMS school logo. **These jackets may be worn to school, but they are not permitted to be worn in the school building once in the building the jacket must be taken off and placed in their backpack.** All outside coats and jackets or hooded apparel may not be worn on campus. All outside coats and jackets or hooded apparel must be put in the student’s backpack immediately upon entering the school building. The TSMS uniform includes an optional sweatshirt or zippered fleece for those students who need to have additional layers to remain warm.
6. Accessories
 Belts must be leather, braided leather, or fabric in the solid colors of black or brown. Grommets, brads, or excessive ornamentation on the belt is not permitted. Belts are required to be worn properly with all pants or shorts meaning pass through all the belt loops on the pants, be properly fastened or buckled, any excess end

of the belt must also go through the loops and not be allowed to hang down. The belt must also be tightened enough to prohibit the student's pants or shorts from sagging below the hips.

Socks, stockings, tights, or hoses may only be in solid school colors. Clear or skin-colored hose are also acceptable. Fishnet or other patterned stockings or hoses are not permitted. Stockings, tights, or hoses must cover the full length of the student's legs and feet. Leg warmers/leggings are not permitted.

7. Miscellaneous Guidelines

- a. Clothing should be neat and clean.
- b. Clothing may not be worn inside out or backward.
- c. Undergarments must not be exposed.
- d. Hair, face, body paint, stickers, and tattoos are inappropriate for school and not permitted.
- e. Athletic outfits are not permitted in the school building, except in P. E. classes and Dress Down Days
- f. Cosmetics and/or make-up should be age-appropriate, appropriate for school, and not attract undue attention.
- g. Clothing with rips, tears, holes, or frayed edges is considered inappropriate for school.
- h. Jewelry and accessories including but not limited to necklaces, chokers, bracelets, rings, earrings, etc. should be appropriate for school, not excessive, and should not attract undue attention or pose a safety risk. Earrings must not pose any safety risk. The principal or designee will make the final decision on the appropriateness of the accessories and jewelry, particularly those that may be considered a potential danger to the student, such as large hoop earrings or jewelry excessively long in length.
- i. Piercings other than earrings are prohibited.
- j. Extreme hairstyles (i.e. Mohawk haircuts, designs, words, or names cut into the hair) and hair colors such as blue, purple, pink, green, red, burgundy, etc. are not permitted. Hair coloring other than standard frosting or natural highlighting is not permitted. Hair should not attract undue attention. The principal or designee will make the final decision on any hairstyle in question.
- k. The only hair accessories authorized for use for students at TSMS are plain, solid in color navy, red, or white hairbands, 3 inches or less in width. Accessories not permitted include: hats, caps, curlers, headscarves, bandanas, doo-rags, pick combs, combs, brushes, sweatbands, flower crowns, embellished hairbands, knitted hairbands, bowknot hairbands, turban hairbands, ear hairbands, Alice hairbands, polka dots hairbands, glittered hairbands, scarfs hairbands, ponytail hairbands, floral hairbands, chains, sunglasses, tennis skirts, gloves, arm warmers, and coats are not to be worn during school hours. Students may be allowed to wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, such as when students are at recess. The principal or designee will make the final decision on any hair accessories in question.
- l. Reasonable accommodations will be in place based on a student's religion, disability, or medical condition.
- m. Clothing that is 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 at any time, including non-uniform days at school. Shirts must be worn buttoned up to second from the top.
- n. On non-uniform days, any T-shirts worn should refrain from featuring suggestive wording or illustrations, glorification of death or violence, camouflage patterns, or any offensive content. Additionally, they should not serve as advertisements for items that are illegal for elementary and middle school students, such as alcohol and tobacco products. Administration approved school spirit t-shirts may be worn in lieu of a school uniform polo shirt.
- o. Silly Bandz, Crazy Bandz, rubber bands, colorful bracelets, and Jelly bracelets are not permitted.
- p. Gold/silver mouthpieces or "Grillz" are not permitted.
- q. Unnatural colored contact lenses are not permitted unless medically prescribed.

SERVICES FOR STUDENTS

EXTRACURRICULAR CLUBS AND ENRICHMENT ACTIVITIES

A number of extra-curricular clubs and/or enrichment activities are offered for students. Check the TSMS website for the current list of activities available. Nominal fees may be charged for participation in order to cover the cost of materials and/or supplies. Students can enrich their education by taking part in clubs and after-school activities or by working with a teacher. These opportunities will allow them to explore things they already enjoy and to try other areas that sound interesting.

Students serving in-school suspension may not participate in after-school activities on the day(s) the suspension(s) is served.

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

As a participant in any after-school extracurricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day.

Students staying for after-school activities:

- may not stay after school to wait for another student.
- must be with a teacher or other staff member at all times.
- must abide by the TSMS Code of Conduct while participating in the activity.
- school activity privileges will be canceled if discipline becomes a problem.
- must clear the school building immediately following after-school activities by using the front door.
- must arrange for your own transportation to arrive promptly at the end of the activity.
- need permission for use of TSMS's facilities.
- are not allowed on campus after 3:50 p.m. unless supervised by a school employee.

Students staying for after-school activities will be expected to follow these rules or they may be banned from all after-school activities.

THE EXTENDED DAY PROGRAM (EDP)

The Extended Day Program is established to accommodate parents who cannot pick up their students by 2:50 PM. In the extended day program, students will be hosted under the supervision of an adult and will be able to read, study, and do homework during this time. Fees will be charged for students who are not picked up by 3:00 pm. The charge for this service is announced during the orientation day before the school year starts. Monthly registration for a discounted price will be available.

EDP is available until 5:45 pm from Monday to Friday. After this time, neither TSMS nor the supervising adult will assume responsibility for the welfare of the student. In any situation occurring after 5:45 pm, local authorities may be contacted to take custody of a student on campus.

BEFORE-SCHOOL PROGRAM

The before-school program is established to accommodate parents who need to drop off their students before 7:30 am. The operation hours of the before-school program begin at **6:45 am** and end at **7:30 am**. In the before-school program, students will be supervised by an adult and be allowed to read, study, and do homework during. Fees will be charged for students who are not part of the program and are dropped off before 7:30 am. The charge for this service is announced during the orientation day before the start of the school year. Monthly registration for a discounted price will be available.

FIELD TRIPS

Field Trips offer exciting ways to learn. TSMS 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. For any student who has demonstrated the inability to follow rules, the administration will determine if they are prohibited from participating.

Students who have received an out-of-school suspension (OSS) during the school year will not be eligible to participate in any field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.

For all field trips, students will be expected to:

- abide by the TSMS Code of Conduct and Discipline Plan while on the field trip.
- follow the TSMS Dress Code, wearing the "Navy and Khaki" uniform unless otherwise specified.
- 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

TSMS is a sponsor of the National School Lunch Program (NSLP) and participates in the Community Eligibility Provision (CEP), which means ALL students are eligible for breakfast and lunch at NO charge. Students have the option to bring their lunch if they so desire.

Meals at TSMS are prepared and served by our food service provider, SLA Management, LLC. Breakfast and Lunch SLA Menus are available on the [Nutrislice](#) site which can be found on the TSMS website under the “Services,” menu tab on the “Food Service” page. This all-in-one tool gives parents and students easy access to school menus, nutrition, allergy information, and more.

Food Delivery Guidelines

TSMS does not allow students to order food from food delivery services such as GrubHub, Uber Eats, Door Dash, or similar and individual restaurant delivery (pizza, Chinese food, etc.). Furthermore, we do not allow food to be delivered to students during the school day from such services.

This policy helps us keep our campus much more secure as it limits interruptions, students being out of their assigned area, and visits to campus from random delivery drivers.

Parents or guardians may drop off food for their child.

When dropping off food, please note the following:

- Only an individual lunch (purchased or homemade) may be delivered.
- Students will not be called out of class.
- Parents may not drop off food for their child’s friends.

HOME VISITS

Research shows that home visits help with both academic and behavioral performance. The overall goal of home visiting is to help strengthen relationships between parents and teachers. Home visiting programs are an effective way for teachers to get parents involved in their child’s education and to let parents and children know how much they care. Therefore, TSMS encourages teachers to visit their students at their homes.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

A Multi-Tiered System of Supports (MTSS) is a term used to describe an evidence-based model of schooling that uses data-based problem solving to integrate academic and behavioral instruction and interventions. The integrated instruction and interventions are delivered to students in varying intensities (multiple tiers) based on student need.

TSMS provides high quality interventions matched to student needs and uses learning rate and level of performance to inform instructional decisions, including decisions regarding promotion, acceleration, retention, and remediation. Within an MTSS, TSMS will monitor student progress and work to ensure that all students receive effective instruction and provide more targeted or individualized support when needed.

EXCEPTIONAL STUDENT EDUCATION (ESE)

TSMS is committed to providing exceptional student education (ESE) that aligns with the principles of the Free Appropriate Public Education (FAPE) Act, Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act. We ensure that all students with disabilities, regardless of their individual needs, receive a comprehensive and individualized education through the development and implementation of Individualized Education Programs (IEPs) and Section 504 Plans. These plans are tailored to address each student's unique strengths, challenges, and learning requirements, enabling them to access the curriculum, participate fully in school activities, and achieve academic success. Our dedicated ESE department, educators, specialists, and support staff work collaboratively with students, parents, and relevant stakeholders to uphold the rights and meet the diverse needs of every exceptional learner in our school community.

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

School Buses

Bus transportation is provided on a first-come-first-served basis for students living outside the 2-mile zone. The 2-mile zone is determined by drawing a radius line from the entrance of the school to the student’s home or entrance of their subdivision. We use primarily “Area Stops” where parents will need to drive their students and wait for the bus to arrive. Parents are required to formally request bus transportation by submitting a Bus Transportation Request form and be approved by the Transportation Coordinator before their student(s) may board a TSMS bus.

Students residing within the 2-mile zone are not eligible for bus transportation.

The 2-mile No Transportation Zone Map can be found on the TSMS website under the “Services,” tab on the “Transportation Policy” page.

TSMS contracts with Tomahawk Transportation to operate two bus routes, designated as Red and Blue. During the AM or PM Runs, if you have a problem or emergency, please call the Tomahawk Dispatcher at (850) 815-2626 as he has direct radio contact with the Driver.

Car Riders

Students who are transported in cars should be dropped off in the designated area in front of the school. The earliest drop-off time is **7:30 am**. TSMS takes no responsibility for students who are dropped off before 7:30 am. The before-school program hours are 6:45-7:30 am. Fees will be charged for students who are not part of the program and are dropped off before 7:30 am. Automobiles must not drive through or park in the bus loading areas. When picking up a student at dismissal time, please use the indicated routes and follow the directions of TSMS staff and Safe School Officer. Your cooperation with direction is expected in order to make arrival/dismissal as safe and efficient as possible. Parents **must install** the TSMS DashPass App on their cell phone. If DashPass is not available, parents will be asked to pick their child up from the front office using photo identification. Photo ID ensures that the adult picking the child up is on the TSMS-approved pick-up list. In the event that the Dashpass system is not working, parents can report the issue by calling the front office or by email at: Info@tsmas.org

Walkers

TSMS takes no responsibility for student walkers. Due to limited sidewalks and high-volume traffic in the immediate area, walking is strongly discouraged. Parents/Guardians who desire for their child to walk to or from school must submit a written request to the TSMS administration for consideration.

Skateboards, Rollerblades, and Scooters

Skateboards, rollerblades, and/or scooters, are not permitted on school property.

HEALTH AND SAFETY

ILLNESS AND INJURY

TSMS may have a first aid-trained professional available to discuss or assist with medical problems or concerns. If the clinic personnel are not available, students should report to the school secretary. If students do not inform the office and simply miss class, it is an unexcused absence.

MEDICATION POLICY

Aspirin, Tylenol, and other over-the-counter drugs are not available through the 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 clinician or office.

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

WELLNESS POLICY

In accordance with federal guidelines for schools providing the Federal Free & Reduced Lunch Program, TSMS has established a Wellness Policy which is designed to promote daily awareness regarding good nutrition and physical health. School employees, parents and students are required to comply with this policy when considering special events, parties, field trips and other activities involving students and refreshments. The Wellness Policy is available for review on the TSMS website under the "Services," menu tab on the "Wellness Policy" page.

GENERAL INFORMATION

STUDENT AGENDA BOOK / HALL PASSES

Students must bring their agenda to school daily and carry it with them to all their classes or any location on campus. It is the student's responsibility to maintain their Student Agenda Book in the original condition as it was issued.

An agenda will be issued to each child for a fee.

Students must ensure that the:

- front and back cover of the student agenda book is not be altered, removed, or damaged in any way.
- Student & Parent Handbook remains intact as a part of the agenda book so that students and parents may reference the school information and rules at any time.
- dated pages remain in the agenda book for student, parent, and administrative reference to past assignments, permissions given, and/or hall passes issued.

Should a student fail to follow these requirements, their agenda book will be confiscated, and the student will be required to purchase another Student Agenda Book.

Hall Pass

The student agenda book has 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 specified location, time, and date.

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 "LOCKDOWN" scenario would occur where outside law enforcement authorities may be required to enter and secure the building – all TSMS 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 library 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 for a fee.** A replacement cost 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 emergency situations. 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 the 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 should 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 the principal or assistant principal for approval. Students must have written permission from an administrator stating a reason in order to use the office phones between 8:40am and 3:50pm. We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus or be picked up by car in the afternoon. We also ask that parents please know whether their child is planning to stay for an after-school activity.

VIDEO OR AUDIO SURVEILLANCE

TSMS may use video or audio surveillance to monitor halls, classrooms, and common areas, to ensure student and faculty safety. Additionally, this video or audio surveillance may be used to initiate or support disciplinary actions, as well as remote viewing or monitoring of various school activities, school entrances, and school parking areas. Parents may request a viewing if any recording is used as evidence in a discipline case. Viewing requests by parents may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No other request of viewing may be honored. Approved viewings must be done in the presence of the principal or designee.

BOOKBAGS, BACKPACKS, PENCIL BAGS, ROLLER BAGS, AND PURSES

Students may use book bags to transport school materials to and from school and store items such as books, binders, jackets etc. Students may carry their bookbags in the school building, and it is the student's responsibility to supervise his/her own items that are stored in the bookbag. TSMS does not assume responsibility for a lost or stolen bookbag or the items stored in the bookbag when the bookbag is not supervised by the student. Roller bags and camouflage or military style bags are **not** allowed to be used in the building.

CELL PHONES/ELECTRONIC DEVICES

Students who are found in possession of a cell phone or electronic device can have the item confiscated by any TSMS employee. Confiscated cell phones and other electronic devices will **only** be returned directly to the parent/guardian and

should be picked up as soon as possible. If a parent/guardian cannot pick them up, items may also be shipped to a home address provided that the shipping charges are prepaid by the parent. This policy applies but is not limited to other electronic devices such as smartwatches, laser pens, digital cameras, PDA's, tablets, blackberry devices, Mp3/Mp4 players, iPods, iPads, and radios. At no time shall TSMS be responsible for the theft, loss, or damage to cell phones or other electronic devices brought onto its property. The school does not have to take any action if such a case occurs.

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it must be powered off before entering the school building and immediately placed in the student's bookbag. Students may not carry cell phones with them during school hours.

Student shall **not** display cell phones openly or use them during the regular school hours (7:30 am to 5:00 pm) to:

- make voice calls
- record audio/video
- take photographs
- send or receive text messages

If a student is scheduled for an after-school activity, including but not limited to clubs and tutoring, the cell phone should be kept powered off until such activity is over.

Headphones

Headphones outside the classroom are subject to the electronic device policy and may be confiscated. Headphones may not be used to listen to anything other than laptop or desktop computers at the instructed times with permission from the classroom teachers. Earbuds may be brought to school for instructional purposes. No headphones or earbuds are allowed in the hallways. Students may not have them on even if they are not connected to a player.

RECORDING DEVICES – AUDIO OR VIDEO

TSMS prohibits the use of audio or video recording equipment by anyone other than TSMS staff or personnel on the TSMS campus, within the school building, or at school-sponsored events (on or off campus) without express written permission from the TSMS Administration. Students found in violation will have their recording device confiscated and be given a **Disciplinary Referral Form** for unauthorized recording. Parents or non-TSMS personnel found in violation will immediately be required to leave. If uncooperative, appropriate law enforcement authorities will be contacted to have them removed from the premises.

HALLWAYS DURING TRANSITIONS

Students are expected to move through the hallways during transitions in an orderly and courteous manner. Students who engage in horseplay, shout, yell, bang on lockers, touch other students unnecessarily and/or run in the hallways during transitions may be sent to the OFI Room and assigned immediate Conduct Points

RESTROOM POLICY

Students are expected to utilize the student restrooms for their intended purposes. Excessive congregation, horseplay, or engaging in other inappropriate activities in the restrooms may result in a modification or withdrawal of restroom privileges, particularly during transition periods, as determined by the administration. Additionally, students are not permitted to use the staff restrooms unless specific permission is granted by the administration. The TSMS restroom policy is implemented to comply with the requirements of Rule 6A-10.086, Florida Administrative Code, Section 553.865, Florida Statutes, and other relevant laws.

LOST AND FOUND

Personal items that are found should be turned in the designated 'Lost and Found' box at the front office. Students should check the box for lost articles. Unclaimed items will be donated to charity after students are informed about the deadlines to check lost and found items.

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, severe weather, and other crisis emergency drills.

MATERIALS DISTRIBUTION

TSMS has a "closed forum" relative to the distribution of materials or posting such materials on school grounds or property. It is for this reason that flyers, brochures and/or other materials may not be handed out on campus prior to, during or following the school day. Unless it is approved by the administration. Distribution, selling, ordering, and consuming external food items or goods are prohibited, and will be confiscated.

METAL DETECTORS & SCANS

In accordance with TSMS procedure, periodic scans with a metal detector may be conducted throughout the school. A plan will be established prior to the scanning to ensure randomness. A report of the scanning process may be documented and submitted to the principal.

USE OF MICROWAVE APPLIANCES

The use of microwave appliances will not be provided to students for the purpose of warming up food or lunches brought to school.

COMMUNICATIONS

The Governing Board, Administration, Teachers and Staff at TSMS are dedicated to keeping our community informed. Official announcements made by the administration and teachers which affect the school community are provided on the TSMS website found at: www.schoolofmathandscience.org, in a monthly newsletter, and using the ClassDojo app. TSMS encourages parent(s)/guardian(s) to check postings on the ClassDojo app and the school website on a daily basis.

TSMS will make every effort 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 requests, or by accessing the school's website. An electronic copy of the newsletter will be sent home monthly via e-mail announcing upcoming school activities and events. If requested, a hardcopy version will be available in the front lobby of the school.

CLASSROOM OBSERVATIONS

TSMS 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 any disruption to the classroom environment, all classroom observations are limited to one per semester and must be scheduled in advance with the Assistant Principal.

VISITORS TO THE BUILDING

All visitors and parents **must** first report to, present photo ID, and sign in at, the main office. All visitors must wear a visitor's badge before going to other parts of the school. Any person who is not an employee of TSMS or LCSB must be accompanied by a TSMS employee to any area where students are present.

PARENT PARTICIPATION

There are several opportunities at TSMS which a parent can volunteer. Among these are jobs as library assistants, cafeteria aides, room representatives, and instructional partners. Contact the office for more information.

PAYMENTS

Parents have the option to fulfill monetary obligations through electronic means or by cash or check. Electronic payments can be made via the TSMS website, accessible under the 'School Life' tab on the 'School Pay' page. If paying by check, please make it payable to TSMS. Please note that a \$30 fee will be charged for any checks returned to the school by the bank.

STUDENT HANDBOOK DISCLAIMER

DEFINITIONS AND/OR INTERPRETATIONS USED IN THIS HANDBOOK

For purposes of clarity, many terms and situations have been defined or explained in an effort to explicitly determine the exact meaning or context. The TSMS administration will determine and apply specific definitions and interpretations where necessary to provide maximum security, safety and educational opportunities for TSMS students. No other definition or interpretation, nor any other source may be used or applied to terms or situations described within this handbook.

CORRECTIONS AND/OR MODIFICATIONS TO THIS HANDBOOK

TSMS reserves the right to make changes or modifications to this handbook throughout the school year in order to correct errors, omissions, inconsistencies or changes required by regulatory, accrediting, and/or other governing bodies as needed. Changes or modifications made during the school year will be announced in the monthly newsletter and using the ClassDojo app. The latest version of the handbook will always be available on the TSMS website at: www.schoolofmathandscience.org

GUIDELINES FOR INTERNET AND NETWORK USE

Internet Activities must support education and school operations consistent with the educational goals and policies of TSMS.

The use of the internet is not a right, but a privilege and inappropriate use will result in the cancellation of that privilege. School administrators will decide what is inappropriate use based on guidelines, standards, policies, and prudent judgment.

Persons Using TSMS Internet or Network Must be Properly Authorized.

The signed Student Internet Use form is to be completed as part of the initial registration of students. The signed forms must be maintained on file at the school. User accounts shall be assigned or closed at the direction of an IT tech or administrator. It is the school's responsibility to have a signed access use form on file for all users at the site prior to access authorization. Parents are responsible for contacting TSMS regarding updates or changes.

Proper Use and Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Refrain from behavior or activity that damages or disrupts network performance.
- b. Maintain the security of the network by keeping information, especially passwords and account numbers, private.
- c. Use the network for approved legal activities which have educational relevance.
- d. Honor all rules of copyright and personal property.
- e. Avoid the knowing or inadvertent spread of computer viruses.
- f. Use only acceptable appropriate language. Avoid offensive or inflammatory speech.

Inappropriate Use

Inappropriate use includes, but is not limited to, those that violate the law that is specifically named as violations in this document or that violates the rules of network etiquette or that hamper the integrity or security of this, or any network(s) connected to the Internet.

Violation of Law

Transmission of any material in violation of any international, U.S., or state law is prohibited. This includes but is not limited to: copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law while using a TSMS School internet account or while connected to the internet address may result in litigation against the offender by the proper authorities. If such an event should occur, TSMS will fully comply with the authorities to provide any information necessary for the litigation process.

Commercial Use

Use for commercial, income-generating, or for-profit activities or product advertisements is prohibited.

Vandalism/Mischief

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any networks that are connected to the internet. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Sending unsolicited junk mail or chain letters is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

User ID Violations

Once a user ID is issued, the user is responsible for all actions taken while using that user ID. Sharing of a user ID with another person is prohibited.

File/Data Violations

Deletion, examination, copying, or modification of files and/or data belonging to other users is prohibited.

Consequences of Policy Violation

An attempt to violate the provisions of this policy may result in revocation of the user's Internet access privileges and/or account.

Additional Consequences

District and/or school disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you suspect or can identify a security problem on the internet, you must notify an administrator. Do not demonstrate the problem to other users. Do not use another individual's account at any time. Attempts to log on to the internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.