

## BEHAVIORAL EXPECTATIONS

TTCS STUDENTS FOLLOW THE HIGH 5 RULES:

BE RESPONSIBLE

BE RESPECTFUL

HANDS AND FEET TO SELF

FOLLOW DIRECTIONS

BE THERE, BE READY

In addition, TTCS students are expected to:

- Attend all scheduled classes
- Be on time to every scheduled class
- Wear appropriate school attire
- Be respectful in language and behavior to all adults
- Maintain appropriate classroom behavior, and not disrupt learning
- Use polite and respectful language at all times
- Use electronic devices when permitted for educational purposes and only at permitted times and in permitted areas.
- Follow computer and internet use policy
- Behave in an appropriate manner, without public display of affection or sexual behaviors.

### TTCS DRESS CODE

The purpose of the TTCS dress code is to enhance school safety, improve the learning environment, and promote good behavior. Children's attitudes toward schoolwork and behavior are related to the clothing that they wear. Therefore, we recommend clothing and footwear suitable for a working atmosphere and appropriate weather. In order to achieve this goal, the following guidelines are in place at Turquoise Trail Charter School:

Shirts, Coats

- Shirts with sleeves are recommended

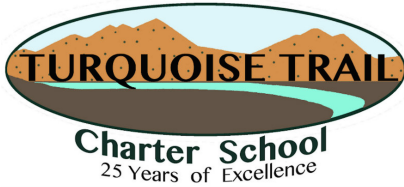
- Halter, tank, and thin-strapped tops are not permitted.
- Sleeveless athletic jerseys must be worn with a t-shirt underneath
- Jackets and coats (outerwear) may not be worn indoors during school day – children who get cold easily should bring a sweater or sweatshirt to wear inside.
- Pants, Shorts, Skirts
- Pants and shorts need to fit snugly at the waist
- Sagging clothing is not acceptable
- Extremely brief shorts and short skirts are not appropriate for school – mid-thigh length or longer is appropriate

Shoes

- Tennis shoes or sturdy, form-fitting shoes are recommended for the school day
- No backless or high-heeled shoes are permitted
- Flip flops are not permitted; sandals with back straps can be worn
- No shoes with wheels (can be worn if wheels are removed)

General

- Tops and bottoms must overlap at all times, including when arms are raised
- Hats, caps, hoods, and other headwear may not be worn during the school day in the buildings unless for school-sponsored activities



The following items are inappropriate for school and therefore not permitted.

- Visible body piercing other than in ears
- Clothing that is in disrepair, ripped, or contains holes
- Any article of clothing or accessory that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading
- Anything that may cause a distraction to the educational process or is deemed inappropriate or unsafe.
- This dress code does not regulate the exercise of an individual's sincerely held religious beliefs.
- TTCS Administration is the sole decision maker on what clothing is inappropriate.

### **SERIOUS OFFENSES**

TTCS considers the following actions, and any other offenses that are possibly punishable by law, to be serious and shall be thoroughly investigated by school officials and reported to law enforcement when appropriate. A formal long-term suspension/expulsion hearing may be conducted for the following serious offenses:

- Possession/use of weapons or facsimile weapons
- Possession/use/distribution of illegal drugs, alcohol, and/or tobacco, including e-cigarettes (see Substance Use/Abuse/Drugs. Alcohol, Tobacco for specifics)
- Abuse of glue, aerosol paint or chemicals (see Substance Use/Abuse/Drugs. Alcohol, Tobacco for specifics)
- Violence, assault, battery – including written, verbal graphic or physical threats
- Gang – related activity
- Harassment, stalking
- Bullying, including cyberbullying
- Hate crimes
- Hazing

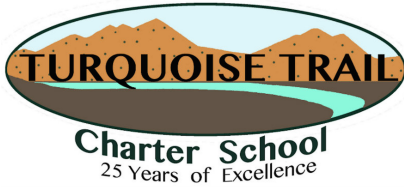
- Threats and/or retaliation against students, school personnel, and volunteers
- Willful disobedience
- Conduct punishable as a terroristic threat
- Stealing of any items, no matter the value (See Protection Of Property for specifics)
- Bringing dangerous items to school (e.g. lighters, matches, fireworks, sharp objects, etc.)
- Instigating or participating in fights
- Leaving the classroom or school campus without permission
- Using profane language
- Disturbing the school and habitually violating the rules (defined as three (3) or more similar violations during the school year)
- Defacing the school buildings (see Protection Of Property for specifics)
- Drawing obscene images at school or on the way to school
- Coercing another student
- Threatening or intimidating another student
- Public lewdness and indecent exposure
- Other incidents deemed "serious" by the Head Administrator

It is at the discretion of the Head Administrator to authorize a long-term suspension and/or expulsion hearing for students who commit any of these serious offenses. Grade-level lead teachers are authorized to assign in-school suspension or short-term (one day) home suspensions for infractions as they deem it necessary.

### **USE OF DRUGS, ALCOHOL, TOBACCO**

TTCS is dedicated to establishing and maintaining a drug, alcohol, and tobacco-free (including e-cigarettes) environment.

- No student will possess, use, distribute/sell, and/or be under the



influence of illegal drugs and other mood altering substances.

- No student will possess items used to measure, package, distribute or facilitate the use of illegal drugs, other mood altering substances and/or tobacco/nicotine products.
- No student will possess, or distribute/sell any medicines. The school nurse must administer all medications.
- No student will possess, use and/or distribute/sell and/or be under the influence of alcohol.
- No student will possess, use and/or distribute/sell tobacco/nicotine products or electronic cigarettes
- No student will sniff, ingest, or otherwise abuse glue, aerosol paint or other chemicals.

## WIRELESS DEVICES

Students are prohibited from using beepers, pagers, cellular telephones or having them turned on or visible during instructional time inside school buildings or outside school buildings during recess and lunch periods. Text messaging is specifically prohibited during instructional time. Students may only use a cell phones during school hours with direct and clear permission from a teacher. Failure to comply with rules for possession/use of a cellular phone or other electronic device at school will result in revocation of permission to have the device at school.

## EMERGENCIES

Use of cellular telephones during emergency drills is prohibited for reasons of safety and security. Text messaging during emergencies is also prohibited

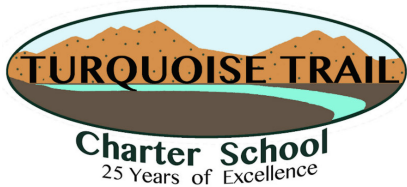
## PROHIBITED ACTIVITIES

Cell phones may not be used to threaten, intimidate, or in other way violate the security, safety and well being of others on school campuses. Cellphones will not be used to take pictures of students, faculty, or staff that are considered sexually offensive, provocative, disrespectful, or otherwise inappropriate. Recording of any employee without prior written permission is strictly forbidden. Cellphones used for such purposes will be confiscated and students will be banned from future use. It is possible, depending on the offense, that cell phones will be kept as evidence and not returned. Confiscated cellphones might be returned to students and/or their parents following the guidelines set forth in the Student Code of Conduct.

## PROTECTION OF PROPERTY

Students are expected to recognize the property rights of other students, staff members, and anyone else present on TTCS property by: 1) Using property for its intended purposes without damage to the property; 2) using property belonging to others only with permission of owner or person in charge of property; and, 3) reporting to school officials situations which may result in damage to, loss of, or misuse of property. Parents and guardians may be held responsible for replacement cost of damaged or missing items.

- No student will display or draw inappropriate images
- No student will write or draw on school property (graffiti)
- No student will write or draw on non-TTCS public or private property (graffiti) when participating in school activities
- All students will use school property only as instructed and allowed
- All students will use school property with care
- No students will damage school property



- No students will trespass in areas where they are not allowed to enter.
- No student will steal
- No student will sell or solicit any product without administrator permission
- No student will possess matches or lighters on school property
- No student will possess firecrackers or fireworks on school property
- No student will start or attempt to start fire(s) on any school property.

- No student will extort and/or coerce another student
- No student will gamble
- No student will kidnap another person
- No student will rob another student
- No student will harass another student
- No student will threaten or intimidate another student
- No student will bully another student
- No student will bully another student using a computer either on- or off-campus
- No student will haze another student
- No student will sexually harass another student
- No student will participate in gang-related activity
- Students will report someone who possesses a prohibited item (drugs, weapons, etc.)
- Students will report someone who has committed a serious incident.

### **PHYSICAL AND MENTAL SAFETY AND WELL-BEING OF SELF AND OTHERS**

Students are expected to create and maintain a respectful and positive school climate, and behave with respect for themselves and others. Conflicts should be resolved by discussion or through the use of other appropriate problem – solving techniques. Students are to seek assistance from staff members as needed. Students are expected to behave with respect for the educational climate by reporting acts of violence against others and to respect others by not committing acts of violence against others. Additional expectations for physical and/or mental well-being of self or others: No student will commit assault and/or battery with hands, feet or fist, knife or cutting object, firearm or destructive device or any other dangerous weapon. No student will be in possession of or use a knife, another dangerous weapon, handgun, rifle or shotgun, other firearms or device, multiple firearms, explosives, or facsimile weapon.

- All students will maintain a respectful distance from other students and will not horseplay or fight. This includes rough tag or tackling on the playground.
- No student will incite other to fight or bully other students
- No student will commit battery, assault, sexual battery or other abusive actions
- No student will stalk another student

### **CYBER-BULLYING**

“Cyber-bullying” is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyber-bullying includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messaged, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law.



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It is the responsibility of every student, parent and employee of the school district to recognize acts of bullying, cyber-bullying or retaliation should report it immediately to his or her teacher or principal.

### **POTENTIAL ADMINISTRATIVE ACTIONS FOR VIOLATIONS OF ANY PREVIOUSLY OUTLINED EXPECTATIONS**

- Official writing warning to student
- Conference between teacher(s) and student(s)
- Communication between staff and parent or guardian
- Contract with student
- Special assignment and/or restorative action (i.e. community service)
- School counseling intervention
- Referral to support services or other outside resources
- Response to Intervention (RtI) Process
- Functional Behavior Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Detention
- Loss of privileges
- Loss of participation in Field Trips and/or class activities
- Loss of grade on assignment
- Immediate removal from the situation
- Immediate removal from school
- Exclusion from extracurricular activities
- Suspension or removal from interscholastic or county or city private league sports teams (basketball, wrestling, swimming, cheerleading, etc.) that are in any way supported by or represent TTCS (use of gym, staff led, etc.)
- Exclusion from public school transportation
- In-school suspension
- Out-of-school Suspension up to ten (10) days

- Law Enforcement Referral/Report for illegal actions
- Teen Court (ages 11-18)
- Restorative justice programs
- Repeated events may also result in Due Process Hearing and possible Long Term Suspension/Expulsion
- Assignment to alternative placement

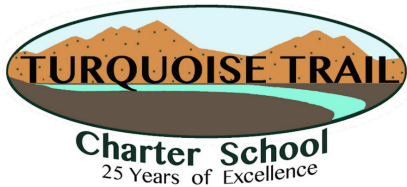
### **GENERAL RIGHTS, REPOSIBILITIES AND COMMITMENTS FOR STUDENTS**

#### **STUDENTS HAVE A RIGHT TO:**

- Receive a copy of the Turquoise Trail Charter School Behavioral Expectations for students
- Request assistance from the school site administrator and/or other adult in authority.
- Have access to conflict management resources
- Protection against discrimination regardless of gender, race, religion, color, national origin, linguistic and language differences, sexual orientation or socio-economic status
- Be informed of the TTCS complaint and appeal process

#### **STUDENTS HAVE A RESPONSIBILITY AND COMMITMENT TO:**

- Read, understand, and adhere to the Turquoise Trail Charter School Behavioral Expectations for Students
- Adhere to Turquoise Trail Charter School Governance Council Policies
- Adhere to school and classroom rules, regulations, and procedures
- Sign and return the Turquoise Trail Charter School Behavioral Expectations for Students acknowledgement.
- Attend school regularly, arrive on time, bring appropriate material, and be



prepare to participate in class and do homework

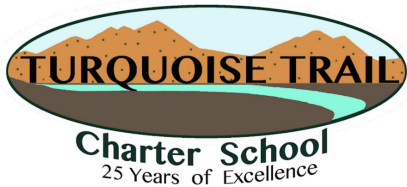
- Strive for academic growth
- Respect the rights, feelings and property of fellow students, parents, school staff, visitors, guests, the school and school neighbors
- Conduct themselves in accordance with Turquoise Trail Charter School Behavioral Expectations for Students on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of other students to learn.
- Seek peaceful solutions to conflict and encourage peers to do the same
- Seek assistance from an adult should a situation begin to get out of control.
- Not bring to school or to any school event a gun, knife, laser pointer or any other weapon or toy weapon, including any objects or items used in a threatening manner that look like or can be perceived as weapons
- Alert an adult if a gun, knife, or other weapon is seen on campus or at a school event
- Follow discipline guidelines adopted by the school
- Present written excuse when tardy or absent
- Identify self truthfully upon request from school personnel, and have identification badges visibly displayed on one's person at all times
- Report known school-related criminal activity to site administrator. Student option also includes contacting law enforcement agency/
- Not use, possess, give or sell any substance, be it narcotics, drugs (prescription/non-prescription), alcohol, mood-altering substance or tobacco while

at school, on a school bus or at a school-sponsored event.

- Dress in a manner appropriate for school as defined in the Dress Code
- Abide by the transportation guidelines set forth by the State of New Mexico while riding in a school bus or other school-owned vehicle
- Abide by the technology guidelines for using computers, software, and Internet access
- Abide by the TTCS policy for use of personal electronic and/or communication devices
- Report any suspected bullying to an adult or staff member for investigation
- Comply with rules and regulations prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV status, veteran status, marital status or any other basis protected by federal, state, or local law.

### **ABOUT THE BEHAVIORAL EXPECTATIONS**

At TTCS we expect excellent behavior. We believe in maintaining a culture of respect and responsibility. TTCS is a “school of choice”, rather than an assigned district school. By choosing to enroll your child in our school, you show that you understand and agree to abide by all expectations outlines in this handbook. Turquoise Trail Charter School (TTCS) has a discipline committee that works on revisions and improvements to policy, and helps set clear guidelines and expectations for student behavior. Our goal is to establish expectations for the behavior of TTCS students that supports access to learning for all and creates a strong community. School rules apply to students whenever students are: (1) present on TTCS or other



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school property, (2) present at any school – sponsored activity or event, regardless of location, or (3) off campus, including traveling directly to and from school.

I HAVE READ AND UNDERSTAND THE CODE OF CONDUCT AND TTCS BEHAVIORAL EXPECTATIONS I, the undersigned, agree to all aforementioned rights, responsibilities and commitments: Student's

Name & GRADE(print): \_\_\_\_\_

Parent's Name (print): \_\_\_\_\_

Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_