

## **DISCIPLINARY TERMS AND DEFINITIONS**

**CONFISCATION:** Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to assigned office. These items may be returned to the student or parents at the Administrator's discretion. (Note: cell phones, etc. may be turned over to Knox County Security.)

**HAZING:** Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences.

**IN SCHOOL SUSPENSION (I.S.S.):** I.S.S. is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a designated classroom with an authorized staff member. Students are expected to complete regular academic assignments and follow the schedule and guidelines outlined by the staff member in charge.

**OUT OF SCHOOL SUSPENSION (O.S.S.):** This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. are subject to the following rules:

- The student is not allowed at any time on any Knox County School property.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.

**LONG TERM SUSPENSION:** Any out-of-school suspension that is longer than four consecutive days is considered "long term." A disciplinary hearing will be held before any long-term suspension has been given.

**INITIAL HEARING/ DISCIPLINARY HEARING:** When information is received by the Administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

**Hearing Notification** (Includes Administrator and Student + Parent/Guardian)

- To present information concerning the violation.
- To hear the student's statement or statements of others who may have information relative to the violation.

**IEP Team Meeting**

- To determine if violation is a manifestation of the Special Ed certification.
- To determine if placement/programming is needed.

**Disciplinary Hearing** (All regular Ed. & Special Ed: if not a manifestation)

- To determine guilt or innocence.
- To determine the appropriate consequences for the violation

**SEARCH AND SEIZURE:** According to Knox County Board Policy Handbook (JCAB), school lockers, backpacks, pocketbooks, etc. as well as vehicles parked on school grounds are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook.)

## **ZERO TOLERANCE POLICY**

According to Knox County Board Policy Handbook JCCC:

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

1 Any student who while on a school bus, on school property or while attending any school event or activity:

- a. unlawfully possesses a legend drug or any other controlled substance; Or
- b. knowingly possesses a firearm as defined in 18 U.S.C. § 921; or
- c. Commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol Knox County School property, or other employee of the school system

It is the Board's intent that the Superintendent exercise his power to modify and ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. The Superintendent shall consider each zero tolerance case for placement in the alternative school program.

## **RESTRICTED AREAS**

Students are not allowed in the following areas:

- Parking lots or vehicles during school hours without administrative permission.
- Rooms or areas designated "Staff Only."
- Instructional Areas during lunch periods.
- Any unsupervised area during classes w/o permission.
- In the building after 4:00 without staff supervision for a school activity. In the building before the designated time in the morning without staff supervision.

## **HARASSMENT, INTIMIDATION, AND BULLYING OR CYBER-BULLYING**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.<sup>1,2</sup> Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, and:

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or

If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

**Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable.**

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

**To view this policy (JCADA) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)**

## **BUS INFORMATION AND EXPECTATIONS**

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the School Counseling Office or the Knox County Transportation Office.

Discipline on our school buses is a priority in order to insure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with driver may result in removal of student riding privileges and/or suspension from the bus.

**BUS DISCIPLINE CODE**

**(Handled by Administration)**

| <b>Level 1</b>   | <b>Level 2</b>   | <b>Level 3</b>  |
|--|--|---|
| Eating or drinking on the bus<br>Failure to remain seated<br>Improper boarding/departing procedures<br>Refusing to obey driver<br>Loud, rude, or abusive behavior<br>Profane language/obscene gestures<br>Any behavior jeopardizing safety | Third violation of Level 1 behavior<br>Tampering with bus equipment<br>Fighting/pushing/tripping<br>Bringing articles aboard the bus of injurious or objectionable nature<br>Destruction of property<br><i>(Parent/guardian fiscally responsible for damages-student will remain off bus until damages are paid.)</i><br>Possession and/or use of tobacco products<br>Profane language/obscene gestures<br>Throwing objects in or out of bus<br>Hanging out bus window | Third violation of Level 2 behavior<br>Physical assault/verbal threat directed to bus driver<br>Attempting to set fire to seat, hair, clothing, etc.<br>Possession of weapon<br>Use of chemical substance with intent to do bodily harm. Possession and/or use of alcohol drugs or paraphernalia.<br>Misuse of emergency exit on bus. |
| <p align="center"><b>CONSEQUENCES</b></p> Written reprimand (maximum 1 warning)<br>Bus riding suspension (3 to 5 school days)<br>Out of school<br>Suspension   | <p align="center"><b>CONSEQUENCES</b></p> Bus riding suspension ( <i>minimum 5 school days</i> )<br>Repeat occurrence of Level 2 violation ( <i>minimum 15 school days bus riding suspension</i> )<br>Out of school suspension   | <p align="center"><b>CONSEQUENCES</b></p> Bus riding suspension ( <i>minimum 30-maximum 180 school days</i> )<br>Out of school suspension<br>Action by the Board of Education ( <i>up to and including expulsion</i> )<br>Appropriate legal   |

## GUIDELINES FOR MEDICATION

No medication of any kind shall be self-administered by students at school, even with the assistance from school nurses or other school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medications must comply with the following regulations:

*(K.C. Board Policy JGCB)*

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year.
- A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.
- School Nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.

**Failure to follow the medication policy may result in a student having a disciplinary hearing for a Zero Tolerance offense.**

## STUDENT DRESS CODE

Approved July 2000

By Knox County School Board

(Revised June 2009)

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

1. Pants must be worn at the waist. No sagging allowed.

2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts or shirts with no midriff visible. **Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.**
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry and notebooks must not display: (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy: such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses and shorts must be beyond **fingertip length**.
7. **Sleepwear, pajamas, and/or blankets cannot be worn in school.**
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes, and (4) skin-tight outer materials such as spandex.
  - The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.
  - The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.
  - Any student not attired in accordance with the foregoing policy shall be subject to the following consequences:
    1. Correct the violation or spend the remainder of the day in in-school suspension
    2. Repeat offenders shall be subject to additional measures that include parent conferences, in-school suspension and out-of-school suspensions as described in the county-wide discipline policy.

## **ATTENDANCE POLICIES**

**According to School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Knox County's policies for attendance are designed to encourage students to take personal responsibility for their class attendance and tardies, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record. (KC policy JB)**

1. Students with 5 unexcused absences from school will receive a letter from Juvenile Court warning of potential court action. At 10 unexcused absences, student and parent will be required to attend a Juvenile Court hearing. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. Excused absences for the following reasons do not count toward those reported to Juvenile Court. Documentation must be submitted within 5 days of absence(s).
  - a. Personal illness

- b. Illness in family temporarily requiring help from the child
  - c. Death in family
  - d. Recognized religious holidays regularly observed by persons of the student's faith
  - e. Verifiable family emergency
  - f. For students with a parent or guardian who is deployed as a member of the US Armed Forces, excused shall apply provided the student furnishes appropriate documentation of the service member's deployment- An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and an excused absence for up to 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.
2. All students are expected to attend classes as scheduled, regardless of their status related to absences or grades. (Students must go to class even if they are failing the course). Failure to attend classes for the above reasons will result in possible consequences for truancy and/or class cuts. **Dropping or adding classes is NOT an option.**
  3. Parent/guardian will be notified when a student is absent.
  4. Students who are TRUANT may be subject to disciplinary action.
  5. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school.
  6. **To apply for a drivers' license**, a student must submit a completed **Compulsory School Attendance Form** to the Drivers' License Bureau. This form is available in the school office. The top portion must be completed by the student and parent and then returned to the school secretary for attendance/grade verification and completion of the form.

**Note:** Five school days should be allowed for completion of this form by the school.

Tennessee State Law (Title 49, Ch. 6, Tennessee Code Annotated) contains requirements for compulsory school attendance. Another law (Ch. 819 of Public Acts of 1990) sets the requirements for driving privileges for children under the age of 18, tying these requirements to the compulsory school attendance law. This law states that a student will be denied a license or lose an issued license if the student has any of the following:

- Ten (10) or more consecutive unexcused days absent in a term.
- Fifteen (15) or more total unexcused days absent in a term.
- More than half of his/her subjects failed in a term.

For purposes of state guidelines, unexcused absences are those without a doctor's note, court appearance, or death of an immediate family member. If a license is denied or cancelled, a student must do the following to regain driving privileges:

- Attend school thirty (30) days in a row without an unexcused absence and/or
- Pass half or more of his/her classes the next term with D or better.

## **GUIDELINES FOR STUDENT MESSAGES, PACKAGES, FLOWERS, BALLOONS, ETC.**

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. On Valentine's Day, deliveries will not be accepted to ensure the educational process is not disrupted.

## **CAFETERIA RULES AND FOOD AND DRINK**

- **Visitors** are not permitted in the cafeteria during lunch periods without administrative approval.
- Each student is to use his/her personal cafeteria number only. **This number is not to be used by any other student**, with or without the permission of the owner.
- Students must present all food and drink items to a cashier for payment. **Food or drink not presented and paid for will be considered stolen**, and appropriate disciplinary actions will be assigned.
- All school behavior guidelines should be followed during lunch.
- **Students must remain in the cafeteria, or in designated outside areas during lunch periods. Students should not be in instructional or unsupervised areas.**
- No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.
- All food and drinks must be consumed in DESIGNATED AREAS only unless by special permission.
- Eating areas are to be left **clean and trash-free and trays properly returned to designed area.**

## **PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES**

Personal Communication Devices (PCD) and personal electronic devices including, but not limited to, cell phones, camera, recorder, CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carryalls. However, the use of the devices during class-time is forbidden unless approved for an academic activity by the principal or the principal's designee. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.



Students may possess PCDs while on school property. The devices may be used before and after school. At all other times the PCD must be in the off mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

**Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school sponsored events.**

**WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and or/federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

To view this policy (JCBEA) in its entirety visit: [www.knoxschools.org](http://www.knoxschools.org)

## GRADUATION REQUIREMENTS

A diploma shall be awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline.

| CORE SUBJECTS              | Number of Credits   |
|----------------------------|---|
| English                    | 4 (English I, II, III, IV)  |
| Mathematics                | 4 (Algebra I, Geometry, Algebra II, and one higher level math)  |
| Science                    | 3 (Biology, Chemistry or Physics, and one additional lab science)                                     |
| World History or Geography | 1   |
| US History                 | 1   |
| US Government              | ½   |
| Economics                  | ½   |
| Phys. Ed and Health        | 1.5 (Wellness and one additional ½ credit)*   |
| Personal Finance           | ½   |
| Elective Focus             | 3**   |
| University Admissions      | Students must complete two units of the same world language and one unit of fine/performing arts. *** |
| Total                      | 28  |

\* The additional ½ credit in Physical Ed. may be met by completing a Physical Education course (in addition to Wellness) or by substituting a

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documented and equivalent time (minimum 65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics and other areas pre-approved by the board of education.

\*\* The elective focus may be CTE (3 courses in the same CTE program area), science and math, humanities, fine arts, AP/IB, or other areas approved by the board of education.

\*\*\* Students not planning to attend a university may waive the units of world language and fine/performing arts to expand their elective focus. (Parents and student are required to meet with the counseling office at the school to document their request for a waiver. These students are required to have 2 elective focuses.

Note: Additional information on graduation requirements and types of diplomas can be found in the school counseling office.

## GRADING SCALE

| Grade | Percentage Range |
|-------|------------------|
| A     | 93-100           |
| B     | 85- 92           |
| C     | 75- 84           |
| D     | 70- 74           |
| F     | 0 - 69           |

- Weighting for Advanced Placement includes the addition of 5 percentage points to grades used to calculate the semester average.
- Weighting for Honors Courses includes the addition of 3 percentage points to grades used to calculate the semester average.

Assigning additional quality points above 4.0 for honors courses, AP courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

Grades will be distributed within 5 days of KCS grading period dates.

Note: All grade reports will be distributed in homerooms except for the end of term reports, which will be mailed.

**Note:** Students are responsible for ordering AP College Board tests through the school Counseling Office. Payment must accompany the order(s). AP exams are administered in May.

## END-OF-COURSE TESTS

Examination dates for the entire school year are published well in advance so that families may plan accordingly to avoid conflicts on examination testing dates. Our staff will not be asked by the administration to give examinations early except in very exceptional situations

EOC examinations will be given on English I, English II, English III, Algebra I, Geometry, Algebra II, US History, Biology and Chemistry. The results of these tests will be calculated as 25% of the final grade (in accordance with TCA 49-1-302(2)). KCS final exam results will also be calculated as 25% of the final grade. Students will not be required to pass any one examination, but instead must achieve a passing score for the final cumulative grade.

## EQUAL OPPORTUNITY NOTICE

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

Title VI Coordinator  
Tennessee Department of Education

**and/or**

The Office for Civil Rights  
U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, Georgia 30301-2048

## **UNSAFE SCHOOLS CHOICE NOTICE**

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

## **KNOX COUNTY SCHOOLS' STATEMENT OF COMPLIANCE**

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, age, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. The Knox County Schools will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants' if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students. The Knox county Schools (TN) continue to be committed in its support of all equity statues as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

## **KNOX COUNTY BOARD OF EDUCATION**

**Civility Code BK 4/11**

### **PHILOSOPHY OF PERSONAL CONDUCT**

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district

personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

#### **EXPECTATIONS**

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations;  
physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

#### **RESPONSE TO UNCIVIL BEHAVIOR**

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

