



# James Madison Preparatory High School

## 2017-2018 Student Handbook

176 NW Crane Avenue Madison, FL 32340

Main Office: 850.253.2173

E-Mail: [school@jmphs.org](mailto:school@jmphs.org)

Website: [www.JMPHS.org](http://www.JMPHS.org)

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## **School Contact Information**

**Front Office:** 850-253-2173

**Fax:** 1-800-584-2003

**School E-mail Address:** School@jmphs.org

**School Web Address:** [www.JMPHS.org](http://www.JMPHS.org)

### **Administration**

Principal: Scot Bunch - [sbunch@jmphs.org](mailto:sbunch@jmphs.org)

Dean of Academic Affairs: James Johnson - [jjohnson@jmphs.org](mailto:jjohnson@jmphs.org)

Dean of Student Affairs: Lynsei Love [llove@jmphs.org](mailto:llove@jmphs.org)

Office Manager: Denise Mattair - [dmattair@jmphs.org](mailto:dmattair@jmphs.org)

Lead Teacher / History: Patrick White - [pwhite@jmphs.org](mailto:pwhite@jmphs.org)

Records Coordinator: Tracey Williams - [twilliams@jmphs.org](mailto:twilliams@jmphs.org)

### **Faculty**

Math / Testing: Alan Androski - [aandroski@jmphs.org](mailto:aandroski@jmphs.org)

Engineering / Agri-Science: Rickey Walker - [rwalker@jmphs.org](mailto:rwalker@jmphs.org)

Science: Donna Law - [dlaw@jmphs.org](mailto:dlaw@jmphs.org)

English / Journalism / Reading Coach: Kaitlyn Ortega - [kortega@jmphs.org](mailto:kortega@jmphs.org)

Drama / Art / Chorus / Band: James Johnson - [jjohnson@jmphs.org](mailto:jjohnson@jmphs.org)

HOPE / PE: Della Carroll - [dcarroll@jmphs.org](mailto:dcarroll@jmphs.org)

Spanish: Erica Robinson - [erobinson@jmphs.org](mailto:erobinson@jmphs.org)

Engineering / Early Childhood: Heather Johnson - [hjohnson@jmphs.org](mailto:hjohnson@jmphs.org)

English / Writing: Jedidiah Smith - [jsmith@jmphs.org](mailto:jsmith@jmphs.org)

Math / Personal Finance: Jillian Treglown - [jtreglown@jmphs.org](mailto:jtreglown@jmphs.org)

ESE Coordinator: Dela Carroll - [dcarroll@jmphs.org](mailto:dcarroll@jmphs.org)

Art/World History/Leadership: Michael Tolar - [mtolar@jmphs.org](mailto:mtolar@jmphs.org)

### **School Hours**

The JMPHS school day begins at 8:10am and ends at 3:15pm. Supervision will be provided from 7:45am until 4:30pm. On Early Release Days, students will be released at 11:00am.

## **Principal's Welcome**

Dear JMPHS Parents and Students,

Welcome back to another year with us at JMPHS! We are looking forward to students returning to campus after a successful 2016-17. Although we finally grew to have Grades 9 – 12, we know our work is far from complete in providing the quality education our students deserve. This year we look to improve upon our gains from last year to offer more opportunities for our students to grow both personally and academically.

In 2016-17, we experienced two milestones in our growth: our first graduating class with a 96% graduation rate and our approval for AdvancED accreditation through the Southern Association of Colleges and Schools. Both of these milestones are the result of years of hard work and dedication on the part of our Board of Directors, administration, faculty, staff, parents, and students. We also experienced significant improvement in student performance in all areas on state assessments as evidenced by our school grade rising to within one percentage point of a B based on the eight out of ten components for high schools on which we were assessed. Students also earned twenty-eight industry certifications through our STEM program and 28% of our 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders participated in dual enrollment courses at North Florida Community College, including 48% of our seniors.

Moreover, we expanded both our music and art programs and offered students internship opportunities with local area businesses and organizations. Finally, our student organizations continued to be active including participation by our Technology Student Association students in the Florida TSA State Conference competitions and our Future Farmers of America students in the North Florida Livestock Show.

For 2017-18, we plan to build upon these successes with a goal of becoming an “A” school again. To achieve this goal, we will continue to use all of the information available to us to provide the most effective learning environment for every student. This approach will allow us to expand our multiple learning pathways beyond challenging classroom environments and access to postsecondary education to provide more opportunities to expand our academic programs and to engage local business and community leaders in them.

As you and your child(ren) finish preparing for the school year to begin, please let us know if you have any questions or concerns. Our goal is to ensure that your child(ren) are placed in the environment and programs that are best suited to their needs and interests. Please call the school at (850) 253-2173 or email us at [school@jmphs.org](mailto:school@jmphs.org).

It remains our privilege to partner with you and your child(ren) to provide a high quality education to prepare them for future success and to be a part of the Madison County public education community.

Warm Regards,

*Scot B. Bunch*  
*Executive Director*

# **James Madison Preparatory High School**

## **Mission and Vision**

The mission of James Madison Preparatory High School is to provide a rigorous college preparatory high school that promotes student ownership of learning through a content-rich liberal arts curriculum emphasizing science, technology, engineering, and mathematics (STEM). The school's vision, based on the motto "Libertas per Doctrina (Freedom through Learning), "is to empower students toward a brighter future."

### **JMPHS Board of Directors**

James B. "Justin" Davis IV  
President

Annette Johnson  
Vice President

James Durst

Shelly Renfroe  
Treasurer

Sonical L. Mitchell

Julia Waldrep

Cary A. "Bo" Hardee III

# **Bell Schedule 2017-2018**

## **Monday - Thursday**

**8:10am-9:45am~1st / 2nd Period**

**9:50am-11:25am~ 3rd / 4th Period**

**11:25am-12:00pm~ Lunch**

**12:05pm-1:35pm~ 5th / 6th Period**

**1:40pm-3:15pm~ 7th / 8th Period**

## **Fridays**

**8:10am-8:55am~1st Period**

**9:00am-9:45am~ 2nd Period**

**9:50am-10:35pm~ 3rd Period**

**10:45am-11:25pm~ 4th Period**

**11:25am-11:55pm~ Lunch**

**12:00pm-12:45pm~ 5th Period**

**12:50pm-1:35pm~ 6th Period**

**1:40pm-2:25pm~ 7th Period**

**2:30pm-3:15am~ 8th Period**

## **Student Schedule 1st Semester**

Course/Room/Teacher

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

3rd: \_\_\_\_\_

4th: \_\_\_\_\_

5th: \_\_\_\_\_

6th: \_\_\_\_\_

7th: \_\_\_\_\_

8th: \_\_\_\_\_

Career Focus: \_\_\_\_\_

Post-Secondary Goal: \_\_\_\_\_

Focus Log-in: \_\_\_\_\_

# **James Madison Preparatory High School**

## **Code of Student Conduct**

### **Academic Integrity**

It is considered cheating when a student

- Plagiarizes from a published or recognized work
- Copies another student's work and takes credit for it as his or her own
- Receives help on a project, exam, test, quiz, or any other evaluated activity, where such help has not been explicitly approved.

**Consequences:** Zero on assignment and parent contacted: policy explained.

### **Attendance**

Please see Attendance Policy on Page 10.

### **Cell Phones, Electronic Toys, Games, Audio or Video Players and/or Personal Digital Assistants**

The display or use of these items is potentially disruptive and are restricted during class time. Refusal to turn over any of these devices to a teacher or administrator is considered a disciplinary offense. The school is NOT responsible for lost or stolen cell phones or other electronic devices. If students bring these items to school, they should keep them secure during the school day.

### **Discipline**

James Madison Preparatory High School follows the Madison County School District Code of Student Conduct. The administration, faculty, and staff wish to establish a safe, comfortable learning atmosphere, which will ensure that each student can learn and grow as an individual. Each student is expected to treat other individuals with respect and use patience and understanding in frustrating situations. Please see Discipline Policy on Pages 7 - 8.

### **Dress Code**

Please see Dress Code Policy on Pages 13 - 14.

### **Focus**

Students and parents can view progress in their course through Madison County School District Focus Portal.



### Internet Usage

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Each individual who receives an electronic account must have a signed Student Internet Use form on file. These forms are available on the JMPHS website or at the JMPHS main office. The use of all electronic accounts must be in support of education and research and be consistent with the educational goals and policies of James Madison Preparatory High School.

### Leaving Campus

Once students arrive on campus, they must remain on campus until the end of the school day. Students may leave campus only if they have a driving privilege for lunch or if they are signed out from a parent or guardian. This policy can be overridden with permission from the school principal.

### Lunch

JMPHS has a coordinated meal plan with local vendors to provide lunch options for students each week. Students may purchase lunches or bring their own lunches. JMPHS offers free lunch for qualified students based on the federal guidelines. Parents are required to provide verification of income in order to qualify for free lunch. Basic necessities and vending machines are also available on campus. Students are able to leave campus for lunch if they have met with the administration to review their academic records and receive permission from both a parent/guardian and the principal.

### Medication

As per district policy, students are not permitted to carry any prescribed or over-the-counter medications. All medications must be kept in the Main Office and distributed by an administrator. Parents must complete a medication form before medications can be distributed. In special cases where a doctor requires a student to carry medication on their person, an additional form must be completed.

### Progress Reports

All students will receive an interim (progress) report during the 4th week of each 9-week grading period. (Please see school calendar.) A copy is also kept on file in the Main Office. It is the student's responsibility to give the progress report to his or her parents or guardian.

### Parent-Teacher Conference

Parents may request a parent-teacher conference through the Main Office. As a courtesy to teachers, please make conference requests at least 24 hours in advance.

### Report Cards

Report cards are distributed after every 9-week grading period. (Please see school calendar.) Please contact the Main Office for questions or concerns about report cards.

### School Grounds

Students are expected to respect school grounds by using the appropriate benches and walkways and placing their trash in the provided trash receptacles.

### Student Activities

A list of student activities is maintained on the school's website. Get involved!

### Surveillance Cameras

Video cameras are located throughout the school to ensure the safety of the students, faculty, and staff.

### Teacher's Authority

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

- Establish classroom rules of conduct and implement consequences designed to change behavior for infractions of the classroom rules.
- Remove disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students temporarily.
- Assist in enforcing school rules on school property, on school-sponsored transportation, and during school-sponsored activities.

### Textbook Policy

Students are provided with textbooks for most of their courses. If a student loses a book or damages it, he/she is responsible for paying for the replacement at the purchase price. A record is kept of all student textbook obligations.

### Visitors on Campus

All visitors are required to sign in at the Main Office and have a photo ID available. Each visitor is required to wear a visitor's pass while on campus. Prior students are NOT allowed to visit teachers during the school day. Exceptions to these procedures must be approved by the school administration.

## **Bullying Policy**

James Madison Preparatory High School has a ZERO tolerance towards bullying and treats such conduct as a serious breach of the Code of Student Conduct. Students who engage in such conduct shall be subject to a range of consequences, including verbal or written reprimand, in-school restriction, out-of-school suspension, and/or expulsion.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or passive 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. Bullying may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of personal property.

It is the policy of James Madison Preparatory High School that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. JMPHS will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

James Madison Preparatory High School upholds that bullying or harassment of any student or school employee is strictly prohibited:

- During any educational program or activity conducted by a public K-12 educational institution,
- During any school-related or school-sponsored program or activity,
- On a schoolbus or schoolbus stop of a public K-12 educational institution,
- Through the use of computers, cell phones or any other electronic means.

Any student found to have committed an act of bullying or harassment may be disciplined up to and including suspensions or expulsion. If you or your parent/guardian believes you have been the victim of bullying or harassment, immediately report the situation to your teacher, school counselor, school principal, or other school staff.

# **ATTENDANCE POLICY**

Students are required by law to attend all classes unless excused by school officials. For each absence, it is the responsibility of the parent/guardian to provide written documentation to the Main Office. JMPHS follows the attendance policy set by the Madison County School District:

## Verification of Absences

- All absences must be verified in writing from the parent or guardian within (3) days in order to become an excused absence.
- All absences for which no written verification is received will be considered unexcused.
- Absences are marked on the student's record as either excused or unexcused.

## Excused Absences

- Personal illness and/or medical care
- Death in the family
- Religious holidays
- Legal reasons
- Pre-arranged absences

**Note:** Other reasons may be requested in writing by the parent/guardian but must be approved by the administration. The principal reserves the right to approve or deny any absence.

## Tardy/Late Policy

A student is tardy if he/she arrives unexcused up to 10 minutes after the start time of class. Students arriving after the first 10 minutes of class are considered absent for that class. Students who are tardy to a class must report to the office to get a tardy slip prior to reporting to the classroom. Please see the discipline grid below for consequences of each tardy accrued by a student.

## Arriving Late to School

Students arriving late to school are to report directly to the Main Office to sign in.

### Early Dismissal

Students will not be released from school early without prior approval from the parent or guardian. Students may be released only to immediate family members or others on record.

### Signing Out

No person not on file at JMPHS will not be permitted to sign the student out of school. A valid photo ID will be required of the person signing the student out of school.

### Make up Work

- Students with an excused absence shall be provided the opportunity to receive assignments missed during the absence and to make up the work for the full grade upon their return. This work must be submitted for grading within 3 school days of returning to class.
- Students with an unexcused absence shall not be provided the opportunity to make up missed and will receive a 0/F for the assignment until the absence is excused.

### Penalties

- Students who receive more than five (5) unexcused absences in a 9-weeks grading period will receive a failing grade for the class for that 9-weeks.
- Students 14-18 years of age who drop out of school or who have 15 (or more) unexcused absences within 90 calendar days and have a driver's license or driver's permit will have their driving privileges suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license or permit if they apply for one.
- Students have 3 days from the date of the unexcused absence or tardy to provide an excuse otherwise the absence becomes inexcusable.
- A student can only be given an excuse for an absence or non-school related tardy for up to 3 absences or tardies. After the third absence or tardy a medical note must be provided in order to excuse the absence or tardy.
- Unexcused tardies will follow the discipline grid approved by the district on pages 17 - 50.

## **Dress Code**

The goal of the JMPHS culture is to help students become successful in a professional environment. It is with this goal in mind that JMPHS expects students to dress in a manner becoming a professional workplace. JMPHS follows the Madison County School District Dress Code Policy.

### **Student Appearance and Dress Code:**

Responsibility for the dress and appearance of students enrolled in the Madison County District Schools primarily rests with the parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following minimal guidelines for the appearance and dress of students (Florida Statutes 1001.43(1)(b)).

The standards of appearance for students shall ensure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment. It is the responsibility of the principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or is hazardous to self, others, or school property, whether or not the specific case is covered by the information below. The principal or his/her designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

### **Student Rights:**

Students have the right to dress comfortably in clothing that is appropriate for school, is not dangerous to the health and safety of themselves and others, and does not create a substantial material disruption to school.

### **Student Responsibilities:**

#### **1. Head**

No sunglasses, hats, caps, visors, hoods, bandanas, or other headgear may be worn on campus except with administrative permission. All hoodies must remain off while inside the buildings.

#### **2. Upper Garments**

- a. Garments must be of a length and fit that are suitable to the build and stature of the student.
- b. Clothing exposing the torso or midriff, either front, back, or sides, shall not be worn. The following items are prohibited: halter tops, tube tops, backless

dresses/tops, spaghetti tops, tank tops, one-strap/one-shoulder tops, and strapless tops.

- c. Necklines of all upper garments must be modest. Low cut necklines are prohibited, and the cut of the garments must not expose undergarments or cleavage.
- d. Shirts must touch, at a minimum, the top portion of lower garments at all times.
- e. Garments that are distracting or inappropriate are prohibited, including (but not limited to) those with see-through materials, skin-tight items, pajamas, trench coats, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities.

### **3. Lower Garments**

- a. Undergarments and the buttocks **MUST** remain entirely covered even while seated.
- b. Dresses, skirts, and shorts must be mid-to-knee length. Rips/tears above the mid-thigh are not permitted if skin is visible.
- c. The waistband of pants, shorts, or skirts must be worn and secured between the hips and the waist.
- d. Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, bike shorts, and spandex material bottoms are prohibited.

### **4. Footwear**

- a. All students shall wear shoes/footwear and they must remain attached to their feet. Student must wear shoes that are safe and appropriate for the learning environment.
- b. Cleats, slippers, and shoes with wheels are not permitted to be worn on campus. Cleats may be worn for appropriate extracurricular activities such as sports and PE in proper areas.

### **5. Accessories**

- a. Clothing, jewelry, and accessories shall not convey messages that are crude, vulgar/profane, violent/death-oriented, gang related, sexually aggressive, promote alcohol, drugs, or tobacco.
- b. Jewelry or accessories that pose a safety concern for the student or others are prohibited. This includes (but is not limited to) dog collars, wallet chains, combs, large hair picks or chains that connect one part of the body at another are prohibited.

**Note:** the principal or the principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to dress code. Failure to follow the dress code will result in the consequences noted in the district discipline grid below.

# **DISCIPLINE POLICY**

James Madison Preparatory High School practices a school-wide discipline plan, which is based on communicating clear behavioral expectations to students and following up with defined consequences. The result is a proactive, student-centered behavioral management plan that creates a safe and caring environment for the students and staff.

James Madison Preparatory school-wide discipline plan is intended to protect the rights of our students and allows our teachers to focus on learning. Anytime a student has violated and/or threatened the rights of others, he/she will be disciplined.

Students are responsible for their own actions in the classroom. When students choose behaviors that are not consistent with a positive learning environment, they are subject to disciplinary consequences. The following proactive system has been established to provide an opportunity for students to make adjustments in behaviors that will prevent administrative intervention.

## **INFRACTION WARNING EXPLANATION**

- **1st Disruption:** First warning for inappropriate behavior
- **2nd Disruption:** Second and final warning
- **3rd Disruption:** Administrative Intervention Teacher will call Discipline Office for administrative assistance.

Disruption may result in removal by the administrator. Severe infractions will be immediately referred to administrator for immediate disciplinary action.

## **SCHOOL-WIDE EXPECTATIONS**

- Respect every student's right to learn and every teacher's right to teach!
- Follow directions and respond to a request.
- Be on time and be prepared to learn.
- Be in your designated area.
- Be respectful and demonstrate kindness.

## **STANDARD OF CLASSROOM BEHAVIOR**

- Be in class on time prepared to work.
- Bring the needed materials to complete work in the classroom.
- Respect everyone's right to learn and the teacher's right to instruct.
- Respect all rights and property of others.



### STUDENT EXPECTATIONS

- Students will refrain from disrupting class to discuss why the warning has been issued.
- Students who want to discuss the warning will wait until after class and ask the teacher to discuss the matter privately.
- Students will not challenge or confront the teacher about a warning. An administrator will be alerted and the student will be removed if the student challenges or confronts the teacher about a warning.
- Students who receive a third warning will remain in the classroom until the administrator arrives. The administrator will assess the situation and then determine if the student should be removed.

### TEACHER EXPECTATIONS

- Teachers will develop and communicate a set of clear, specific, classroom rules and procedures.
- Teachers will issue warnings for disruptive classroom behavior. Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior. Students must not be sent to ISD. Administrators will take students to ISD if needed.
- Teachers will give students an opportunity to comply and behave appropriately after issuing a warning.
- Teachers will issue warnings in a positive non-disruptive manner. Teachers will not lecture, argue, fuss, or give undue attention to disruptive students.
- Teachers will be fair and consistent when issuing warnings. Teachers will not ignore behaviors. All students will be treated the same way.
- Teachers will call the discipline office when a student needs to be removed.
- Teachers will contact a parent/guardian each time a student has to be removed from the classroom for disruptive behavior.
- Teachers will alert administrators immediately for severe violations.

### CONSEQUENCES FOR RECEIVING DISRUPTIONS REFERRALS

Students who have been removed from a classroom for disruptions will be escorted to the Main Office by an administrator and will stay for the remainder of the class period. Administrators will document and monitor frequency of disruption referrals per semester. Additional administrative consequences will be issued for repeated removals due to disruptive behavior.

## 2017 - 18 Discipline Grid Grades 9-12

<b>LEVEL 1</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
<b>1</b>	<b>ASM</b> Disruption of a school function (assembly disruption during school hours, etc.)	Removal from all future assembly and ISS 3 days; Sit in ISS during future assemblies			;
<b>2</b>	<b>CAF</b> Cafeteria misconduct (skipping in lunch line; eating beyond the cafeteria or patio Leaving trays/ trash on cafeteria or tables.	Lunch Detail 4 days	3 days Lunch Detention; Lunch Detail 8 days	Lunch Detention 5 Days; ISS 1 day	ISS 5 days (Continued actions may be considered Defiance
<b>3</b>	<b>CHE</b> Cheating on test	Contact parents and Zero on test	Zero on test and ISS 3 days; Parent Conference	Zero on test and OSS 1 day	Expulsion/ Alt. Placement;
<b>4</b>	<b>CLS/HSP/ Disorderly Conduct/THR/RUD/D isrespect (gestures and name-calling to other students)</b> (classroom or hallway disruption, throwing in classroom, hallway or cafeteria, running, horseplay etc. Making or displaying (ex. Book bags)	LD 4 days or ISS 1 day	Contact parents ISS 3 days; Referral to SIT	Mandatory Parent Conference Referral to SIT and ISS 5days;	OSS 1 days (Continued actions may be considered Defiance)

	derogatory ethnic, racial, or religious remarks to other students)				
5	<b>DRS</b> Dress Code/shoe violation, including signs and symbols	Sign in at office; Contact parents and change clothes/shoes (unexcused tardy or absence); Unable to change, student must report to ISS for remainder of the day	Contact parents and change clothes; ISS 1 day	Mandatory Parent Conference change clothes and ISS 1 days	3 days ISS (Continued actions may be considered as Defiance)
6	<b>DRS</b> according to Florida Statute 1006.07 ( <b>Sagging Pants Law</b> )	Verbal Warning and Contact Parents	Unable to participate in Extracurricular Activities up to 5 days and mandatory parent conference	1 days ISS. No Extracurricular activities up to 30 days. Parent contact and written letter detailing ISS and ineligibility to participate.	3 days ISS (Continued actions may be considered as Defiance)
7	<b>EAT/GUM</b> Food/drinks in halls, classrooms and other	Dispose of goods, verbal warning	Dispose of goods and LD 4 days	Dispose of goods and ISS 3 days	Dispose of goods and ISS 5 days

	inappropriate areas at inappropriate times. Chewing gum without staff permission				(Continued actions may be considered as Defiance)
8	<b>LAC</b> Lack of cooperation with faculty and staff. Student does not want to complete assignments or complete class work during class. Includes sleeping in class, frequently not bringing materials to class	Detention for 1 day or until work is completed	Detention for 4 days or until work is completed	Parent Conference ISS for 1 day	ISS for 3 days (Continued actions may be considered Defiance)
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
9	<b>PDA/KIS</b> Public Display of Affection in a manner which is inappropriate in a school setting in the judgment and discretion of the principal.	LD 4 Days	3 Days ISS	Mandatory Parent Conference and 5 Days ISS	3 Days OSS (continued actions may be considered Defiance)
10	<b>PLI</b> Driving or parking without sticker, parking in an unauthorized area	Contact Parents Fine assessed by school; Unpaid fines will result in driving privileges	Uniform fine assessed and 1 day ISS.  Vehicle will be towed at	Revoke driving privileges for 9 weeks.  Vehicle will be towed at owner's	

		suspended for 9 weeks; Fine must be paid within 10 days to regain any driving privileges (Uniform fine assessed; Cost of parking)	owner's expense.	expense	
11	<b>PLI</b> Improper or careless driving on campus	Contact Parents Off campus driving privileges suspended for 9 week period. Referral to SRO	Driving privileges suspended for the remainder of the year; and/or Referral to SRO	OSS 5 days (tow vehicle at owner's expense); and/or Referral to SRO Defiance	OSS 10 days Expulsion/Alt. Placement;
12	<b>TAR</b> Tardy to class (semester to semester).	(1) First tardy, report to Tardy Hall No referral, Document as class intervention	(2) Second tardy, Report to Tardy Hall.	(3) Third tardy, report to tardy Hall; 4 Days LD; ISS for the remainder of the Period. Mandatory Parent conference	(4) Remain in ISS for the period (5) 1 Days ISS (6) 3 Days ISS (7) 5 Days ISS

13	<b>TOY</b> Usage during unauthorized times Inappropriate Items (toys, PSP, Video games, IPOD, MP3, Cameras, etc.)	Contact parent or guardian. Confiscate Item for 24 hours unless picked up by parent then 4 days Lunch Detention	Confiscate for 72 hours or 1 Days ISS	Confiscate and 3 Days ISS	Confiscate and 1 Days OSS
14	<b>UCP</b> Use of cell Phone. <b>Cell phones should be in off mode and not visible during instructional time.</b> Cell phones may be used and visible before / after school, during change of class and during lunch only. <b>If your phone is seen or goes off during instructional time it will be confiscated. During instructional time it should be in off mode not vibrate.</b>	Contact parent or guardian. Confiscate Item for 24 hours unless picked up by parent then 1 day Lunch Detention	Confiscate for 72 hours or 3 Days ISS	Confiscate and 5 Days ISS	Confiscate and 3 Days OSS

<b>Level 2</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
15	<p><b>ALT</b> Pushing or shoving on bus or school; attempting to fight;</p> <p><b>ALT</b> Verbal only without pushing, Making no attempt to fight, but disturbing class, hallway, Cafeteria or otherwise normal function of school</p>	<p>Contact Parents OSS 1 days; and/or Referral to SRO; Subject to arrest; Anger management counseling</p> <p>3 Days ISS</p>	<p>Mandatory Parent Conference and OSS 3 days and Subject to arrest; SIT</p> <p>5 Days ISS Anger management counseling</p>	<p>OSS 5 days and /or Expulsion*; Subject to arrest; Anger management Counseling</p> <p>3 Days OSS</p>	<p>Expulsion/Alt. Placement; Subject to Arrest</p> <p>5 Days OSS Continued actions of this kind will result in longer suspension or recommendation for expulsion/Alt. Placement;</p>
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
16	<b>CLS</b> Field Trip misconduct	ISS 3 days; Can be excluded from future field trips for the remainder of year	ISS 5 days; Will be excluded from future field trips for the remainder of year		
17	<b>FTC</b> Failure to report	ISS for 1 day	ISS 3 days	OSS 3 days	OSS for 5

	to ISS, or LD; WD;				days (Continued actions may be considered Defiance)
18	<b>FTC</b> Failure to comply with ISS, LD WD rules	Add another day or OSS 1 days	OSS 3 days; Referral to SIT	OSS 5 days; Referral to SIT	OSS 10 days Expulsion/Alt. Placement;
19	<b>GAM/SAL</b> Gambling or Unauthorized sales	Contact Parents ISS 3 days and/or Referral to SRO	ISS 5 days; an/or Referral to SRO	OSS 3 days; and/or Referral to SRO	10 days OSS Expulsion/Alt. Placement;
20	<b>HAZ</b> Hazing	Contact Parents 5 Days ISS; and/or Referral to SRO; Refer to SIT	Mandatory Parent Conference and 3 Days OSS	10 Days OSS and or Expulsion/Alt. Placement;	
21	<b>INF</b> Inciting a fight (including instigating and the use of social media/ text messaging, etc.), failure to leave the area when requested by an adult	OSS 1 day; Mandatory Parent conference; Anger management counseling; and/or Referral to SRO & SIT	OSS 3 days; Anger management counseling and Referral to SIT	OSS 5 days and/or Expulsion/Alt. Placement;	OSS 10 days and expulsion or Alternative Placement
	<b>Behavior</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Repeated</b>



		<b>Offense</b>	<b>Offense</b>	<b>Offense</b>	
22	<b>DIS Disobedient</b> non-compliant, refusal to follow the directions of school staff, school rules, classroom rules, or behavior contracts.	Contact parents 1 Days ISS;	3 Days ISS Counseling	Mandatory Parent Conference and 3 Days OSS	OSS 5 days; continued behavior may result in Expulsion or Alt. Placement;
23	<b>LOT</b> Loitering on Campus at the end of the school day;	ISS 1 days; and Referral to SRO	ISS 3 days; and Referral to SRO	Parent Conference OSS 1 days; and Referral to SRO	Contact parents OSS 5 days; and Referral to SRO
24	<b>LVG</b> Leaving class without permission	Contact parents ISS 3 days; Referral to guidance	Mandatory Parent Conference Referral to SIT and ISS 5 days;	Contact parents OSS 3 days;	Contact parents OSS 5 days;
25	<b>LVG</b> Leaving campus without permission, sitting in parking lot, improper parking on campus, failure to sign in or out of school	Contact Parents Driver: Driving privileges suspended for 9 weeks and ISS 3 days	Mandatory Parent Conference Driver: Driving privileges suspended for 18 weeks or 1 semester and ISS 5 days	Driving privileges suspended for remainder of year and 3 days OSS	Passenger:

		Passenger: ISS 3 days if not a driver; If a valid driver, same as driver	Passenger: ISS 5 days if not a driver; If a valid driver same as Driver	Passenger: OSS 3 days	OSS up to 5 days and/or Expulsion/Alt. Placement;
26	<b>LYG</b> Giving false information (lying, cheating, forging passes or notes)  <b>Forging of official document</b> (Doctors notes, etc)	Contact Parents OSS 1 days  Contact Parents 3 days OSS; and/or Referral to SRO	OSS 3 days  5 Day OSS and Mandatory Parent Conference and/or Referral to SRO	OSS 5 days  10 Days OSS: and/or Referral to SRO	OSS 10 days and Expulsion/Alt. Placement;  Expulsion/Alt. Placement;
27	<b>PLI</b> Driver unauthorized to drive on campus	Contact Parents ISS 3 days; (tow vehicle or parent remove vehicle)	Contact Parents; ISS 5 (tow vehicle at owner's expense)	OSS 1 day Future driving privileges suspended (tow vehicle at owner's expense)	OSS 5 Days. (tow vehicle at owner's expense) Considered Defiance
	<b>Behavior</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Repeated</b>

		<b>Offense</b>	<b>Offense</b>	<b>Offense</b>	
28	<b>PRO</b> Use of profane or obscene language ; Vulgar comments including written notes (student to student)	ISS 1 days	ISS 3 days	Mandatory Parent Conference; ISS 5 day	OSS 3 days Referral to SIT
29	<b>PRP</b> Tampering with emergency equipment i.e. cameras, fire extinguishers, emergency phones, smoke detectors or sensors	Contact Parents 1 days OSS; and/or Referral to SRO	3 Day OSS and Mandatory Parent Conference and/or Referral to SRO	5 Days OSS: and/or Referral to SRO	OSS 10 days and Expulsion/Alt. Placement;
30	<b>SKP</b> 1 Skipping class, in hall without permission	Zeroes in class skipped; Parent contact; ISS 1 day	Zeroes in class skipped; ISS 3 days	Zeroes in class skipped; ISS 5 days Mandatory parent conference	Zeroes in class skipped; OSS 3 days
31	<b>SKP</b> 2 Skipping more than one class	Zeroes in class skipped; ISS 3 days	Zeroes in class skipped; ISS 5 days	Zeroes in class skipped; OSS 3 days Mandatory parent conference	Zeroes in class skipped (Continued actions may be considered as Defiance) OSS 5 days
32	<b>SCS</b> Electronic Device	Contact	Mandatory	OSS 10 days	Expulsion/Alt

	Misuse (Cell phone, IPAD, Electronic Devices/ Tablets etc)	Parents OSS 3 days; Counseling Referral to SIT and/or Referral to SRO; Subject to arrest	Parent Conference and OSS 5 days and Referral to SRO; Subject to arrest	and Referral to SRO; Subject to arrest	t. Placement; Referral to SRO; Subject to arrest
32	<b>TBC</b> Possession of tobacco Products, Matches, Lighters, Electronic/ synthetic smoking products	Contact Parents ISS 5 days; and/or Referral to SRO/ ASPIRE Tobacco Cessation program	OSS 3 days; Confiscation; Referral to Guidance	OSS 5 days and/or Expulsion/Alt. Placement; Confiscation ; Referral to Guidance	OSS 10 days Expulsion/Alt. Placement;
33	<b>TRU</b> Habitual Truancy	Contact Parents 10 days truant; Loss of driving privileges; Referral to SIT	15 days truant; and/or Referral to SRO & Truancy Officer; Report to DMV	25 days truant; And/or Referral to Superintendent, SRO & DMV	
34	<b>UNA</b> Being in an unauthorized area of school or campus (parking lots, buildings athletic fields, etc), No Hall pass and/or computer use	ISS 1 days; if Unauthorized Internet use-access privileges on a probationary	ISS 3 days; if Unauthorized Internet use- access privileges on a probationary	OSS 3 days; if Unauthorized Internet use- access privileges are suspended	Parent Contact and OSS 5 days

		period of <b>30</b> days in addition to 1 Days ISS. Use only for assignments	y period of <b>90</b> days in addition to <b>3 Days ISS</b> . Use only for assignments	for the remainder of the school year in addition to <b>3 Days OSS</b>	
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
35	<b>USG</b> Possession/use of unauthorized medication, over the counter without parent permit on file	Contact Parents 3 Days ISS; Referral to Guidance; and/or Referral to SRO	5 Days ISS; Mandatory Parent Conference; Referral to SIT; Guidance; and/or Referral to SRO	3 Days OSS; Referral to Guidance; and/or Referral to SRO	10 Days OSS; Referral to Guidance; and/or Referral to SRO
<b>Level 3</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
36	<b>AGG</b> Hitting, Kicking, Tripping, Pushing or Attempt to hit on bus or school. Attempting to hit with or throw an object at another student.	Contact Parents 3 Days OSS; Referral to guidance; Anger management counseling	5 Days OSS; Mandatory Parent Conference; Referral to SIT/guidance; Anger management counseling	OSS 10 days Expulsion/A lt. Placement	

37	<b>ALC</b> possessing, using, or being under the influence of alcohol	Mandatory Parent Conference and 5 Days OSS; Referral to SIT/guidance ; Alcohol counseling; and/or Referral to SRO	10 Days OSS; Referral to SIT/guidance; Alcohol counseling and Referral to SRO	10 Days OSS and Expulsion/Alt. Placement;	
38	<b>BUL</b> Bullying	Contact Parents Counseling and 3 days OSS; Refer to SIT	Mandatory Parent Conference 5 days OSS	10 days OSS and expulsion/Alt. Placement;	
39	<b>BOM</b> Pulling fire alarm	Mandatory Parent Conference and 5 days OSS; Referral to SIT/guidance ; and referral to SRO	Mandatory Parent Conference and 10 Days OSS; Referral to SRO	10 Days OSS and Expulsion/Alt. Placement; and/or referral to SRO	
40	<b>CAI</b> Careless act causing Injury	Contact Parents 3 Days OSS	Mandatory parent Conference and 5 Days OSS	Contact Parents and 5 Days OSS; Referral to SRO	10 Days OSS and Expulsion/Alt. Placement ;Subject to arrest;
41	<b>CAM</b> Threatening to disrupt School and/or	Mandatory Parent	10 Days OSS and/or	10 Days OSS and	

	fight. Riotous behavior.	Conference and 5 Days OSS; and/or Referral to SRO	Expulsion/Alt. Placement; and/or Referral to SRO	Expulsion/Alt. Placement;	
42	<b>DEF</b> Defiance of authority. Willful and open disobedience in a bold and challenging manner after being asked more than once.	Mandatory Parent Conference and 5 days OSS; Referral to guidance/SIT	Contact Parents 10 days OSS and/or Expulsion/Alt. Placement	Contact Parents and 10 days OSS and Expulsion/Alt. Placement	
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
43	<b>DIS</b> Disrespect of Staff	Contact Parents 3 Days ISS;	Mandatory Parent Conference and 5 Days ISS; Refer to SIT	Contact Parents and 3 Days OSS	Contact Parents and 10 Days OSS
44	<b>DIS Gross disrespect/misbehavior</b> or Profanity or obscenity directed towards a school staff or public service personnel	Mandatory Parent Conference and 5 Days OSS Anger Management counseling Refer to SIT	Contact Parents 10 Days OSS	Contact Parents and Expulsion/Alt. Placement;	

45	<b>DRS</b> Open display of gang related material, activity, signs, symbols: written or facsimile	Contact Parents OSS 3 days; and/or Referral to SRO	Mandatory Parent Conference and OSS 5 days; Refer to SIT and/or Referral to SRO	Contact Parents and OSS 10 days Expulsion/Alt. Placement;	
46	<b>DRU/USG</b> Possession, use or under the influence of drugs, and or controlled substances, synthetics,* <b>(note: Lookalikes and paraphernalia)</b>	Contact Parents 10 days OSS. Subject to Expulsion/Alt Placement; Referral to SRO Subject to arrest; and Referral to Guidance for treatment	10 Days OSS and Expulsion/Alt. Placement; Referral to SRO Subject to arrest;		
47	<b>DSR</b> Disruption of school sponsored activity after school hours	Mandatory Parent conference and OSS 5 days and/or Expulsion/Alt. Placement; Subject to arrest; Loss of privileges	OSS 10 days and Expulsion/Alt. Placement; Subject to arrest		
48	<b>FIT</b> Fighting with or without injury on <b>school grounds or School Bus.</b>	Contact Parents 5 Days OSS; Referral to SRO;	10 Days OSS and Mandatory Parent Conference	10 Days OSS and/or Expulsion/Alt. Placement ;Subject to	10 Days OSS and Expulsion/Alt. Placement ;Subject to



	<p><b><u>Note: Self Defense</u></b> – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not <b><u>say</u></b> or do anything for the purpose of provoking another student, and that the student used <b><u>reasonable force</u></b> and restraint in protecting him/herself.</p> <p><b><u>Retaliation is not self-defense.</u></b></p>	Subject to arrest; Anger management counseling	Subject to arrest; Anger management Counseling	arrest;	arrest;
49	<b>FWK</b> Possessing or use of fireworks, firearm cartridges	Mandatory Parent Conference; Confiscate and 5 Days OSS; referral to SRO	Contact Parents Confiscate; 10 Days OSS; referral to SRO	Contact Parents Confiscate ;OSS 10 days Expulsion/Alt. Placement;	
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
50	<b>INT/TRE/HA (Students to Student)</b>	Contact Parents	Mandatory parent	Contact Parents 5	Contact Parents 10

	Intimidating; Threatening; Harassment; including threats made by Written note, Electronic text or internet Social Media (MySpace, Face Book, Twitter, Instagram, etc.)	Counseling and/or 5 days ISS;	conference 3 Days OSS; refer to SIT or Guidance	Days OSS; Referral to SRO	Days OSS and/or expulsion/Alt . Placement; Referral to SRO
51	<b>LYG</b> Intentionally making false accusations that jeopardize the reputation, employment or professional certification of a teacher or other school staff	Mandatory Parent Conference and 5 days OSS; Refer to SIT; Referral to SRO	Contact Parents 10 Days OSS; Referral to SRO	Contact Parents 10 Days OSS and expulsion/Alt . Placement; Referral to SRO	
52	<b>MIS</b> Excessive mischief/referrals (8 or more Referrals)	First review; Mandatory Parent Conference; Referral to SIT & Counseling; Possible Expulsion/Alt . Placement	Second review; Contact Parents Expulsion/ Alt. Placement;		
53	<b>SXH</b> Sexual Harassment	Mandatory Parent Conference; Counseling and 1 days OSS	Contact Parents and 3 Days OSS; refer to SIT or Guidance	Contact Parents 5 Days OSS; Referral to SRO	Contact Parents 10 Days OSS and/or expulsion/Alt . Placement; Referral to

					SRO
54	<b>SXM</b> (Minor)Sexual Misconduct indecent proposition or contact or touching, pornographic materials or devices on campus, indecent exposure	Mandatory Parent Conference 5 Days and OSS; Referral to guidance	Contact Parents 10 Days OSS and Expulsion/Alt. Placement;		
55	<b>TBC</b> Use Of Tobacco Products, Matches, Lighters, Electronic/ synthetic smoking products	Contact Parents 3 Days OSS; referral SRO/ SIT/Guidance	Mandatory parent conference 5 and Days OSS referral SRO/ SIT/Guidance	Contact Parents 10 days OSS; Expulsion/Alt. Placement; referral SRO/ SIT/Guidance	
56	<b>TKG</b> Stealing or accessory (less than \$300) <b>possession of stolen property</b>	Contact Parents 3 Days OSS; Restitution and/or referral to SRO	Mandatory Parent Conference and 5 Days OSS Restitution and/or referral to SRO	Contact Parents and 10 Days OSS: Restitution and/or Expulsion/Alt. Placement;	Contact Parents, Restitution and Expulsion/Alt. Placement;
58	<b>TRS</b> Entering and or remaining in a building and/or school property other than assigned school grounds without permission during or after school hours	Contact Parents; 3 days OSS; and/or Referral to SRO	Mandatory Parent Conference and 5 days OSS; and /or Referral to	Contact Parents and 10 days OSS and/or Expulsion; /Alt. Placement;	

			SRO; Subject to arrest	and/or Referral to SRO	
59	<b>UEC (Teacher or Administration Computer)</b> Improper computer use, Unauthorized entry into any computer system, altering, deleting system files, downloading inappropriate materials	Contact Parents 3 days OSS and no use of computer for the remainder of the year Referral to SIT/guidance	Contact Parents and 5 days OSS and No use of computer for remainder of the year	Contact Parents and OSS 10 days Expulsion/Alt. Placement;	
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
60	<b>VAN</b> Vandalism/defacing/destroying school property (under \$250 value)	Contact Parents Restitution; 1 Day OSS; Referral to SRO	Mandatory Parent Conference Restitution; 3 Days OSS; Referral to SRO	Contact Parents Restitution; 5 Days OSS and/or Expulsion/Alt. Placement;	Contact Parents OSS 10 days Expulsion/Alt. Placement;
61	<b>VAN</b> Vandalism/defacing/destroying school property (over \$250 value)	Mandatory Parent Conference Restitution; 5 Days OSS; and Referral to SRO	Contact Parents Restitution; 10 Days OSS; Expulsion/Alt. Placement;		
62	<b>WPO</b> Possession of a pocketknife with less than 2 ½ inch blade. If	Contact Parents and 3 days OSS	Mandatory Parent Conference	Contact Parents 10 days OSS	

	the person has not revealed the knife to anyone or brandished the knife openly. If during investigation or search, the knife is found. If the knife is revealed or brandished it becomes a level 4 Zero Tolerance violation	and Referral to SRO	and 5 days OSS; and Referral to SRO	and Expulsion/Alt. Placement; and Referral to SRO	
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### Severe Infractions of the Code of Student Conduct

#### Level 4

	Behavior	First Offense	Second Offense	Third Offense	Repeated
63	<b>ALC</b> sale or distribution of alcohol,	Contact Parents 10 days OSS and/or Expulsion; and/or Referral to SRO Subject to arrest; and Referral to Guidance for treatment	10 Days OSS and Expulsion/Alt. Placement; and/or Referral to SRO Subject to arrest;		
64	<b>ARS</b> Arson	Contact Parents 10 Days OSS and expulsion/Alt. Placement; and/or Referral to			

		SRO			
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
65	<b>BAT</b> when one student physically attacks another student with the intent to do bodily harm.	Contact Parents 10 Days OSS and expulsion/Alt . Placement; and/or Referral to SRO			
66	<b>BAT</b> Assault or battery (Aggressive Actions) on a school staff or public service personnel*	Contact Parents 10 Days OSS and expulsion/Alt . Placement; and/or Referral to SRO			
67	<b>BOM</b> Bomb Threat	10 Days OSS and expulsion/Alt . Placement; and/or Referral to SRO			
68	<b>BRK</b> Breaking and entering/Burglary into a school property	Contact Parents 10 days OSS and/or, Expulsion/Alt . Placement;			

		and/or Referral to SRO; Subject to arrest			
69	<b>DOC</b> Serious campus disruption	Contact Parents 10 Days OSS and expulsion/Alt . Placement; and/or Referral to SRO; Subject to arrest			
70	<b>DRD</b> sale or distribution of drugs, and or controlled substances* This includes counterfeit drugs. This offense also includes delivery or sale of drug paraphernalia. <b>(note: Lookalikes)</b>	Contact Parents 10 Days OSS and expulsion/Alt . Placement; and/or Referral to SRO			
71	<b>EXT</b> Extortion/Coercion/Black mail	Mandatory Parent and Conference 10 Days OSS Referral to SIT/guidance	Contact Parents 10 Days OSS and/or Expulsion/ Alt. Placement;	Contact Parents 10 Days OSS and Expulsion/A lt. Placement; Referral to SRO	

72	<b>HOM/KID/OMC</b> Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention	Contact Parents 10 days OSS and Expulsion/Alt. Placement; and/or Referral to SRO; Subject to arrest			
73	<b>INT/TRE/HA (Teachers or staff including Bus Drivers)</b> Intimidating; Threatening; Harassment; including threats made by Written note, Electronic Text or Internet Social Media (MySpace, Face Book etc.)	Mandatory Parent Conference and 10 Days OSS. And/or expulsion/Alt. . Placement. And/or Referral to SRO	Contact Parents 10 Days OSS and Expulsion/ Alt. Placement; Referral to SRO		
74	<b>RIO</b> Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner leading to a potential for violence	Contact Parents 10 Days OSS. And/or expulsion/Alt. . Placement. And/or Referral to SRO; Subject to arrest	Contact Parents 10 Days OSS and Expulsion/ Alt. Placement; Referral to SRO		
75	<b>ROB</b> Robbery	Contact			



		Parents 10 days OSS. And/or expulsion/Alt . Placement. And/or Referral to SRO; Subject to arrest			
76	<b>STL</b> Stealing or accessory to stealing, buying and/or selling stolen property (over \$300), including vehicle and/or equipment . Possession of stolen property	Contact Parents 10 Days OSS and Expulsion/Alt . Placement; Restitution and Referral to SRO; Subject to arrest			
77	<b>SXM (Major)</b> sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner	Contact Parents 10 Days OSS and expulsion/Alt . Placement and Referral to SRO; Subject to arrest			
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
78	<b>SXO/SXB</b> Sexual Offense, Sexual Battery,	Contact Parents 10			

	Indecent exposure	Days OSS and expulsion/Alt . Placement and Referral to SRO; Subject to arrest			
79	<b>TRE</b> Threatening to bring or use weapon	Mandatory Parent Conference and 10 Days OSS.And/or expulsion/Alt . Placement and Referral to SRO	Contact Parents 10 Days OSS and expulsion/A lt. Placement and Referral to SRO; Subject to arrest		
80	<b>WPO</b> Possession or discharge of explosive devices*	Contact Parents 10 Days OSS and expulsion/Alt . Placement; And/or Referral to SRO			
81	<b>WPO</b> Fl. St. 790.115 Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives or pocketknives with over 2 ½ inch blades	Contact Parents 10 Days OSS and expulsion/Alt . Placement and Referral to SRO			

	are included) Brandishing a knife with a blade smaller than 2 ½ inches				
<p><b>Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact Parent or guardian will be made during the referral process.</b></p> <p><b>Discipline for students with disabilities will be handled on an individual basis. The decision belongs to the principal or his designee in this and all situations as afforded by law.</b></p> <p><b>Unexcused Absences Grades 9-12 – All absences, which have not been specifically identified as excused, are unexcused absences. A student’s absences due to suspension from school for a disciplinary problem will be considered unexcused absences.</b></p> <p><b>Parents may view video evidence of inappropriate behavior(s), provided such video is available, and such video has not been entered into evidence with Law Enforcement Agencies and, due to privacy and confidentiality no other students are visible in such video.</b></p>					

<b>Pre-K – 12 BUS DISCIPLINE GRID</b>					
<b>UNACCEPTABLE BEHAVIORS ON A SCHOOL BUS</b>					
<b>Level 1</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
1	<b>EAT</b> Eating or drinking	Verbal or written	Parent Conference	3-day suspension	5-day suspension

		reprimand		from school bus transportation	from school bus transportation
2	<b>INS</b> Failing to sit in the seat assigned by the bus operator	Verbal or written reprimand	Parent Conference	3-day suspension from school bus transportation	5-day suspension from school bus transportation
3	<b>PRO</b> Use of profanity.	Verbal or written reprimand	1-3 Day Bus Suspension	3-5 day suspension from school bus transportation	5-day suspension from school bus transportation
<b>Level 2</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
4	<b>FTF</b> Failing to utilize required safety equipment on the bus	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
5	<b>FTF</b> Disrupting, distracting, or disobeying a bus operator	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year

6	<b>FTF</b> Getting out of the seat while the bus is in motion	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation .	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
7	<b>FTF</b> Loud talking, Talking at Rail Road, inappropriate remarks, or spitting out of the bus window at other students, pedestrians, or motorists.	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation .	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
<b>Level 3</b>					
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
8	<b>HSP</b> Horse playing	Verbal or written reprimand	3-day to 5-days suspension from school bus transportation .	5 day to 10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of the school year
9	<b>DIS</b> Gross disrespect of the driver or assistant	5-days suspension from school bus transportation and/or school	10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
10	<b>FTF</b> Placing head,	3-day to	5-10-days	Possible	

	arms, or legs outside the window of the bus.	5-days suspension from school bus transportation and/or school	suspension from school bus transportation and/or school	suspension from the bus for the remainder of the school year	
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
11	<b>FTF</b> Opening a school bus emergency door and/or exiting the bus when the bus is stopped, unless directed by the school bus operator in an emergency or during an evacuation drill.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
12	<b>FTF</b> Opening a school bus emergency exit door while the bus is in motion.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
13	<b>THR</b> Throwing objects on the bus or out of the window of the bus, which may or may not cause injury to persons	3-day to 5-days suspension from school bus	5-10-days suspension from school bus transportation	Possible suspension from the bus for the remainder of	

	or physical damage.	transportation and/or school	and/or school	the school year	
14	<b>THR</b> Throwing objects at a bus after leaving the bus, which may or may not cause injury to persons or physical damage.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
15	<b>VAN</b> Vandalism of seats or other bus equipment	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	
16	<b>INS</b> Boarding or attempting to board a bus route other than the student's assigned bus route or attempting to leave the school bus at other than the student's assigned bus stop without permission of the school principal or designee.	3-day to 5-days suspension from school bus transportation and/or school	5-10-days suspension from school bus transportation and/or school	Possible suspension from the bus for the remainder of the school year	

17	<b>AGG/ FIT</b> Hitting, Kicking, Tripping, Pushing or Attempt to hit on bus or school. Attempting to hit with or throw an object at another student.	3-5 OSS; Referral to SRO; Subject to arrest; Anger management counseling	5-10 Days OSS Subject to arrest; Anger management Counseling	10 Days OSS and/or Expulsion/Alt. Placement ;Subject to arrest;	
18	<b>TBC</b> Use Of Tobacco Products, Matches, Lighters	Contact Parents 3 Days OSS; referral to SIT/Guidance	Contact Parents 5-10 Days OSS	Contact Parents 10 days OSS; Expulsion/Alt. Placement	
19	<b>ALC</b> possessing, using, or being under the influence of alcohol	Contact Parents 5 Days OSS; Referral to guidance; Alcohol counseling Referral to SRO	10 Days OSS; Referral to SIT/guidance; Alcohol counseling; Referral to SRO	Expulsion/Alt. Placement	
	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Repeated</b>
20	<b>ALC</b> sale or distribution of alcohol,	Contact Parents 10 days OSS and/or Expulsion; Referral to SRO Subject to arrest; and	10 Days OSS and Expulsion/Alt. Placement; Referral to SRO Subject to arrest;		



		Referral to Guidance for treatment			
21	<b>DRD/USG</b> Possession, use or under the influence of drugs, and or controlled substances* <b>(note: Lookalikes)</b>	Contact Parents 10 days OSS and/or Expulsion; Referral to SRO Subject to arrest; and Referral to Guidance for treatment	10 Days OSS and Expulsion/Alt . Placement; Referral to SRO Subject to arrest;		
22	<b>DRD</b> sale or distribution of drugs, and or controlled substances* This includes counterfeit drugs. This offense also includes delivery or sale of drug paraphernalia. <b>(note: Lookalikes)</b>	Contact Parents 10 Days OSS and expulsion/Alt. Placement;; Referral to SRO			

**Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident.**

**A good faith effort to contact Parent or guardian will be made during the referral process. Discipline for students with disabilities will be handled on an individual basis.**

**The disciplinary decisions belong to the principal or his designee to affect all situations as afforded by law afforded by law.**

**Parents may only view video evidence of inappropriate behavior(s), provided such video is available, such video has not been entered into evidence with Law Enforcement Agencies and, due to privacy and confidentiality no other students are visible in such video.**

### Grading Scale

JMPHS uses the grading scale set by the Madison County School District that is also used by many other secondary schools. Not only does this grading scale help students transfer grades from other secondary schools when necessary but it also prepares their mindset for post-secondary courses. The grading scale for all courses is:

A	90-100%
B+	87-89%
B	80-86%
C+	77-79%
C	70-76%
D	60-69%
F	Below 60%

In the event that a student makes a grade that is higher than 100% (due to extra credit being awarded by a system created by an instructor that is equitable to all of their students in that course) the highest grade that can be reported in the FOCUS school software system is a 100/A. Teachers are encouraged to bank those extra points and use them in the next grading period if this situation arises.

If a student transfers from a school that award grades based on a different grading scale the grades will be adjusted in whichever manner is in the best interest of the student. JMPHS feels that students should not be penalized for transferring from another institution. When the situation arises where JMPHS must make a judgment call as to what course grade best goes with the course the administration will consult with their own staff as well as any outside references as needed to provide the incoming student the best possible outcome for their learning experience.