

# **NORTH CLAY MIDDLE SCHOOL**

## **Student Handbook**

### **2023-2024**

#### **NORTH CLAY MIDDLE SCHOOL MISSION STATEMENT**

We believe at North Clay Middle School, together we will achieve our highest potential with passion, integrity and perseverance.

#### **NORTH CLAY MIDDLE SCHOOL VISION STATEMENT**

We aim to inspire and empower students to excel both academically and socially, while preparing them to be productive citizens and future leaders. North Clay Middle School strives to provide a nurturing and safe environment that fosters a rigorous academic and technological curriculum to prepare students to become lifelong learners.

**WE CARE, WE COUNT, WE CAN!**  
**WE ARE NORTH CLAY!**

Welcome to North Clay Middle School!

It is our desire that this school year be challenging, exciting and rewarding for you. Your success will depend upon the development of good study habits, listening skills, and the practice of regular attendance.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook and be knowledgeable of its contents. Please encourage your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

### **ATTENDANCE POLICY**

In order for each student to grow academically, it is necessary that attendance be the first priority of all students, parents, and school staff. North Clay Middle School provides a complete and well-balanced curriculum which meets the basic needs of all students. Attendance in all classes is essential if students are to benefit from the school offerings. If a student is absent for 15 or more minutes, at the beginning or end of a class period, the student will be marked absent for that class period. Attendance is based on class periods not by days or half days. Students must be in attendance for no less than the last half of the regular school day (must be present by noon) if he/she plans to participate in the extra-curricular activity.

North Clay Middle School students' absences are to be reported daily by phone directly to the school. A twenty-four (24) hour line is available for such calls. Parents calling the school do not need to send a written note. Any student who arrives after the school day begins must sign in at the office. If it is necessary for a student to be removed before the end of the school day, a note for early dismissal needs to be presented to the office for approval before the student is signed out. Upon return to school, the student must present valid documentation for their absence. The Student Attendance Policy is discussed in detail in the Clay Community Schools Secondary Schools Corporation Handbook.

Five absences of the school year will be excused with parent notification as long as they concur with state guidelines. After five parent notifications, the only excused absences will be for illness with physician's note, funeral, or other absences pre-approved by administration. All other absences will be considered unexcused. All absences, excused and unexcused, will be used when applying the attendance policy.

When a student has not been in attendance for 5 or more days the following actions will occur:

5 days- attendance letter sent home

10 days- attendance letter sent home, DCS will be notified after 10 unexcused absences

15 days- attendance letter sent home, DCS will be notified, personal notification will be delivered after 15 unexcused absences

20 days- attendance letter sent home, DCS will be notified, attendance packet will be completed and submitted to the county prosecutor or juvenile probation officer

## **ACTIVITIES ELIGIBILITY**

Eligibility for activities will be determined by grading period. This includes but is not limited to school activities such as dances and club/activity trips. . Criteria for any reward activity will be set by the administration.

## **ANNOUNCEMENTS**

School announcements will be made each morning. Some may be made at the end of the day and/or during lunch periods if necessary. It is important that students listen carefully.

## **ATHLETICS**

North Clay is proud of its athletic program which offers a wide variety of sports for boys and girls in grades six, seven, and eight. In order for a student to be eligible to participate, he or she must meet certain scholastic requirements. Students must be passing, six, classes to represent North Clay Middle School in any competition. Students who are not academically eligible may still try out and be selected for an activity but must meet the eligibility requirements mentioned to participate in contests. Cheerleaders and Cadet Corps must also meet eligibility requirements.

Eligibility at North Clay Middle School will be determined at the end of each nine-week grading period.

Students must also have on file in the athletic office, a current, completed athletic physical form and be registered online in Final Forms.

Students must be present during the last half of the day, defined as periods 5-8 in order to participate in practices or athletic contest/events for that day.

## **BOOK RENTAL and DEVICE RENTAL**

Our school has a book and technology device rental program. Students enrolling should plan to pay for rental fees upon receipt, prior to the beginning of classes. Students are financially responsible for lost and/or damaged books and devices. Students who withdraw from school, leave the school in good standing, and return all books and devices in acceptable condition, will receive the amount of refund due. The refund calculation is figured per 9-weeks basis.

## **BUILDING HOURS**

The school building is open to students each day at 8:00 a.m. The school building closes to students each day at 3:25 p.m. The only students permitted to remain are those with their assigned sponsor or coach in the area designated for a scheduled meeting or practice.

## **CAFETERIA**

The school lunch and breakfast programs at North Clay are provided in accordance with the Federal School Lunch Program. The menu is posted monthly. A prepaid accounting program utilizing the student's ID card is used at North Clay. Each student will have his/her own account in which to deposit money for lunches, breakfast, extra milk and ala carte items. Students who receive free lunches will need to have account deposits to purchase ala carte or "extra" items. Students are not required to have their student I.D. to purchase breakfast or lunch. They should learn their I.D. number to enter as they pass through the line. No charges will be allowed. Students without money in their account will be offered something to eat which may be different from the regular breakfast or lunch. Deposits to the student's cafeteria account must be made between 8:00 a.m.- 8:15 a.m. in the cafeteria or via the online account portal. Parents may send any amount (daily, weekly, or monthly) for deposit prepaying the student's food account only. Be sure the student's name and ID number are listed on the check. Checks should be made payable to North Clay Middle School and should be for the exact amount to be deposited.

Students may also bring their lunches. Lunches brought from home must be eaten in the commons. Students are not allowed to have food delivered from commercial establishments.

It is everyone's responsibility to help keep our commons clean, neat, and orderly. Students observed throwing or intentionally littering the commons will be asked to clean the commons and/or receive other disciplinary measures.

## **CHANGE OF ADDRESS**

The office should be notified immediately of any change of address or phone number. During the school year many mailings are sent to the homes and an up-to-date roster is essential. It is also important that we have emergency phone numbers in case of an emergency involving a student.

## **CHEATING and/or PLAGIARISM POLICY**

CHEATING includes any attempt to defraud, deceive, or mislead for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so.

EXAMPLES of cheating include but are not limited to:

- 1) Copying from another student's work, computer generated material, or any material from which grades are taken.
- 2) Possessing cheat sheets during any form of testing.
- 3) Copying the work of other individuals in whole or part and submitting it as one's own.

PLAGIARISM, a form of cheating, is the act of presenting someone else's words or ideas as your own. EXAMPLES of plagiarism include but are not limited to:

- 1) Using a direct quotation without citing the source.
- 2) Paraphrasing the ideas, interpretation, or expressions of another without giving credit.
- 3) Failing to acknowledge or document sources and otherwise representing the thoughts of others as the student's own.

CONSEQUENCES of plagiarism and/or cheating, effective for the school year, are:

- 1) 0% will be issued on the assignment or any form of testing, and parents will be notified by the teacher.
- 2) The second offense in the same class will result in an F for the grading period, and an administrative conference with parents will be held.
- 3) A third offense in the same class will result in an F for the semester.

Acts of plagiarism and cheating will be documented and filed in the student's disciplinary folder for future reference.

## **CLUBS AND ORGANIZATIONS**

Our school offers opportunities for student participation in many clubs and organizations. For complete information about individual clubs, contact the club sponsor or the office. A student must sign-up prior to the first club meeting. An official list will be published and distributed to all teachers. This list will determine who reports to club meetings. Clubs and Organizations typically meet outside of the normal school day.

## **DELINQUENT BILLS, FEES, FINES**

Students are required to pay for outstanding school financial obligations. Parents will be notified of such obligations. School policy requires that overdue obligations will be submitted to a collection agency. Therefore, please keep all bills paid, thus enabling you to avoid the required legal process.

## **DRESS CODE**

Pupils are expected to come to school looking clean and neat and dressed in a manner which is accepted as being in good taste. If the manner of dress, grooming, hair coloring, or appearance disrupts the normal education process, necessary steps will be taken to correct the situation. The Dress Code Policy is discussed in detail in the Clay Community Schools Student-Parent Handbook.

Types of school dress which are prohibited during school activities:

1. Students physical appearance must be deemed appropriate at all times by administration.
2. Head wear including, but not limited to hats, bandanas, and hoodies during the school day or any school activities unless approval has been given by the principal.
3. Clothing that advertises alcoholic beverages, tobacco, illegal drugs, and/or clothing with suggestive or obscene messages or that implies obscenities or vulgarity.
4. Revealing fashions such as extreme slit skirts, bare midriffs, tank tops, sleeveless, cut-out T-shirts/blouses, tube tops, see-through clothing, and tight-fitting clothes such as biker shorts, pants and miniskirts. Shorts

and skirts worn at school cannot be shorter than

arm length with fingers extended. Undergarments worn as outer wear.

5. Footwear not intended for out-of-home wear.

6. Jewelry, buttons, or other forms of ornamentation which are distracting, express obscenity, espouse violence, or call for an illegal act.

7. Sunglasses, unless approved for medical reasons.

8. Caps, insignia, emblems, shirts/blouses, chains, drawings, and other such trappings identified and/or associated with gangs.

9. Oversized apparel (including baggy pants worn low on the waist, overalls with unfastened straps).

10. Body-piercing jewelry must be limited to the ears. No jewelry should be worn in the eyebrow, nose, tongue, or other visible places.

Any other piercing should be covered by clothing.

11. All jewelry, including earrings, must be removed during PE Class.

### **DROP-OFF AND PICK-UP**

Students who do not ride the bus in the morning are to enter the building through the West doors (Door # 4). In the afternoon, students will exit the building through (Door #11) which is located on the North side of the building. All students are to be picked up at the curb or students must use the crosswalk as directed.

### **EMERGENCY DRILLS**

Emergency drills will be conducted throughout the school year. These drills are intended to prepare everyone in the building for an emergency should it arise. Drills are to be taken seriously and students are expected to remain quiet and participate fully in emergency drill activities. Students who misbehave will be punished in accordance to the Discipline Code.

### **FIELD TRIPS**

Students must have a signed written permission slip on file before being allowed to go on any field trip. Many of our field trips require a dress code as part of the learning experience. Because teachers have no administrative support when they are in the field, students with a history of poor behavior/discipline may be excluded from a field trip. Parents will be notified in writing prior to the field trip. Students who plan to leave the field trip with a parent or guardian must complete an early dismissal form PRIOR to leaving school the morning of the trip.

### **FUND-RAISING SALES**

The school does not permit the selling of any items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization. The school will designate approved fund raisers each year.

## **GENERAL CONDUCT**

Our purpose is to establish a climate where maximum learning may take place, and all students will be motivated. One vital element to that climate must be an orderly setting which promotes the health and safety of all students. In a large school setting we must establish rules which encourage order and enforce these rules so as to be fair and consistent to all students within the school. Students are expected to be respectful and responsible to parents, teachers, and other adults and to practice good citizenship habits at all times and show consideration for their fellow students. Teachers and/or teams will post classroom rules give a copy/discuss the classroom rules with the students. Every student has a right not to be bothered by other students. Students should respect each other and each other's property.

As a general guideline, all students are to observe the following regulations:

1. No running.
2. No fighting.
3. No loud or abusive language.
4. No gum.
5. No smoking or possession of tobacco.
7. No Gambling.
8. No usage or possession of alcoholic beverages or drugs.
9. No inappropriate physical contact.
10. Consume all food and beverages in the cafeteria.
11. No fireworks, explosives, knives or weapons are permitted at school.
12. Observe and obey all bus drivers and bus regulations.
13. Obey all authorities' directives.
14. Help everyone keep school property clean and in good shape.
15. Display good habits and help in keeping restroom areas clean and orderly.
16. Do not take, borrow, or use other people's property without their permission.
17. All medication (prescription and non-prescription) MUST be kept in the office.
18. Students in OSS or COPE are not permitted to attend any activities during the suspension.
19. No permanent markers.
20. No inappropriate jewelry.
21. Cell phones and other personal electronic devices, including but not limited to ear buds, are to be turned off and in the student's locker during the school day.
22. Backpacks are to be left in the lockers and not taken to class.

## **GRADING SCALE**

Please refer to the corporation policy concerning grades in the Secondary Schools Corporation Handbook All high school classes taken for credit will count toward the student's high school GPA.

## **GUIDANCE SERVICES**

The North Clay counseling staff offers a variety of services to students, parents, and faculty members. These services include helping students to achieve academic success, assisting with educational planning, interpreting test results, exploring career and vocational school programs, assisting in scheduling, resolving individual personal problems, and helping students to accept themselves. Counselors will also assist parents in arranging conferences with teachers.

## **LOCKERS**

Each student will be issued a locker. Each student is to use only the locker assigned to him/her, and no one is to put anything in someone else's locker. Only use your assigned locker. To assure the safety of the locker contents, the combination should be revealed to no one. Any décor must be attached with magnets only.

## **LOST AND FOUND**

Articles that are found should be turned into the office. Anyone losing articles should inquire about them in the office. The school is not responsible for lost items.

## **MAKE-UP WORK**

It is the student's responsibility to make up work that has been missed due to an excused absence. Students and/or parents should call, email, or contact the teacher to determine the missed assignments.

Students who get assignments upon returning to school will have one day for each day's excused absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed, and specific dates will be established for the work to be completed.

## **MEDIA CENTER**

The school media center offers a wide range of materials for study, research, and pleasure reading. Students may use the media center before school, after school, or when special arrangements are made by a teacher. Students are financially responsible for lost or damaged library books.

## **SCHOOL DANCES**

North Clay Middle School may have dances throughout the year. The length of the dance will be announced prior to the dance. Dances are to be attended by North Clay students only. Students are encouraged to bring their student ID with them to the dance for identification purposes. Eligibility for attending the dances is listed in the School Activities Eligibility section of this



handbook. The school dress code is required for all dances unless the dance has a specific theme.

### **SURVEILLANCE SYSTEM**

North Clay Middle School is equipped with surveillance cameras. These cameras have been placed inside and outside the school for the protection of school and student property. The cameras also help to make North Clay a safer environment for our students.

### **TARDINESS**

All students arriving late to school must go through the main office to receive a pass to class. Students returning to school following an appointment should also go through the main office for a pass to class. Tardiness to individual classes will be handled by the individual teachers.

### **VALUABLES**

It is recommended that students do not bring valuables, large sums of money, etc. to school. If it is necessary to bring such items, make arrangements with the office for safekeeping. The school will not be responsible for items that are lost or stolen.

### **WITHDRAWING FROM SCHOOL**

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the office. On the day of withdrawal, the student will be given a form to be presented to the student's teachers, the librarian, and the bookstore manager. At the end of the day, the completed withdrawal form must be returned to a counselor. All financial obligations must be met prior to withdrawal.

## **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT (PBIS)**

### **A General Overview**

The main focus of School-wide Positive Behavioral Support (PBIS) is to provide a clear system for all expected behaviors at North Clay Middle School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

### **Proactive Approach to School-Wide Discipline**

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. **Behavioral Expectations are Defined.** A small number of clearly defined behavioral expectations are defined in positive, simple, rules. North Clay Middle School's overall expectations are:
  - Be Respectful
  - Be Responsible
  - Be Safe
2. **Behavioral Expectations are Taught.** The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:
  - Being respectful means raising your hand when you want to speak or get help.
  - Being respectful means using a person's name when you talk to him or her.
  - Being responsible means knowing and following classroom and school rules on a daily basis.
  - Being responsible means to be on time.
  - Being safe means keeping your hands, feet, and other objects to yourself.
  - Being safe means guarding our words so they are not hurtful to others.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed and positive examples (the right way) are described and rehearsed. Students are given an opportunity to practice the right way until they demonstrate fluent performance.

3. **Appropriate Behaviors are Acknowledged.** They are acknowledged on a regular basis.

4. **Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

**BEHAVIORAL EXPECTATIONS**  
**BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.**

➤ **Commons: Lunch Expectations**

Respectful	Responsible	Safe
Use indoor voice	Keep serving area clean	Walk
Be patient, polite, and courteous	Keep dining area clean	Hands and feet to self (KHFOOTY)
Listen to and follow directions	Wait your turn patiently	

➤ **Commons: Morning Arrival Expectations**

Respectful	Responsible	Safe
Use indoor voice	Retrieve/Place items in lockers	Walk
Listen to and follow directions	Eat breakfast or go to 1 <sup>st</sup> hour class	Hands and feet to self (KHFOOTY)
	Throw trash in the waste cans	Stay seated/Use chairs properly
		Push in chairs

➤ **Gym: Convocation Expectations**

Respectful	Responsible	Safe
Respect all speakers	Sit in assigned area	Walk and use bleacher stairs
Respond to speakers respectfully when appropriate to do so	Wait to be dismissed	Hands and feet to self (KHFOOTY)

➤ **Dismissal and Parent Pick Up Expectations**

Respectful	Responsible	Safe
Use indoor voice	Gather needed materials	Walk and stay on sidewalks
Listen to adult direction	Move to dismissal area	Hands and feet to self (KHFOOTY)
		Be mindful of moving vehicles

➤ **Library Expectations**

Respectful	Responsible	Safe
Use indoor voice	Return materials to proper areas	Enter with a pass or teacher
Be patient when getting materials	Return materials on time	Hands and feet to self (KHFOOTY)
Listen to and follow directions	Push in chairs before leaving	Use tables/chairs properly
Respect personal and school properties	Use computers for school related information and log off when done	

➤ **Commons and Hallway Expectations**

<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
Use indoor voice	Be early to class	Walk in hallways
Use appropriate language	Place trash in the waste cans	Hands and feet to self (KHFOOTY)
Listen to and follow directions	Be in the appropriate hall	Keep the flow of traffic moving
Respect personal and school properties	Use bathroom, get a drink, or go directly to class	Keep the middle of the hallways clear
Be patient and polite	Put trash in trash cans	Carefully remove/replace items
Open/Close doors gently	Keep your combination to yourself	Get in and get out
Stay in your own space	Keep track of your own materials	Be mindful of others
	Keep your locker clean	Use appropriate behavior

➤ **Bathroom Expectations**

<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
Get in and get out quickly	Put trash in containers	Walk
Respect others privacy	Report vandalism/unsafe behavior	wash/dry hands
	Report any issues	Keep water/soap in sinks
		Flush
		Hands and feet to self (KHFOOTY)

➤ **Stairwell Expectations**

<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
Use indoor voice	Stay to the right	Walk softly
Be patient	Handle materials properly	Use steps properly
		Hands and feet to self (KHFOOTY)

➤ **Classroom Expectations**

<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
Use indoor voice	Be prepared with proper materials	Follow Classroom Procedures
Follow directions quickly	Complete assignments with care	Use tables/chairs properly
Raise hand to speak	Keep the room clean	Hands and feet to self (KHFOOTY)
Raise hand to leave seat	Push in chairs before leaving	Make wise choices
Respect others' opinions		
Respect personal and school properties		

➤ **Outside Expectations**

<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
Follow directions quickly	Keep track of personal property	Stay in designated areas
Respect school property	Stay with the proper group	Be mindful of moving vehicles
Be respectful to what others are doing	Report unsafe behavior	Hands and feet to self (KHFOOTY)

### ➤ Office Expectations

Respectful	Responsible	Safe
Use indoor voice	Visit only when necessary	Walk in quietly
Be patient	Wait to be assisted	Use the proper entry way
Follow Directions	State the reason for your visit	Keep the doorways clear
Listen to ALL adults		Hands and feet to self (KHFOOTY)

### ➤ Expectations when Finished with Lunch

Respectful	Responsible	Safe
Use indoor voice	Remain seated at a table in commons	Walk to lockers and in commons
Follow directions quickly	Stay in the gym/outside once you enter	Use tables/chairs properly
Listen to ALL adults	Get materials in a timely manner	Hands and feet to self (KHFOOTY)
Open/Close lockers gently	Push in chairs before leaving	Stay away from the stage area

## DISCIPLINE CODE

Students that misbehave or violate school guidelines, rules, procedures, and policies may be subject to a disciplinary consequence. Consequences may include Lunch Detention (LD), After School Detention (ASD), In School Suspension (ISS), Out of School Suspension (OSS), Court Ordered Placement for Education (COPE), and Expulsion (EXP).

LD is served during the student's lunch period. The student will retrieve their lunch from the cafeteria and then report to the assigned area for lunch detention.

ASD is scheduled on selected Tuesday and Thursday evenings from 3:30 p.m. to 5:00 p.m. Students are to bring enough study materials to keep them busy for the entire 90 minute session. Transportation is not provided, so the parents of a student in ASD should plan to pick up their child at 5:00 p.m.

ISS is served at NCMS. Students report to the ISS room at the beginning of the school day and are expected to study and complete various assignments that are sent to ISS from the student's various classroom teachers.

OSS is a period of time in which the suspended student is not allowed to participate in any school activities or even be present in the school building or on school grounds. Students receiving an Out-Of-School Suspension for a rule violation may receive a penalty called COURT ORDERED PLACEMENT FOR EDUCATION (C.O.P.E.). Indiana Code 20-33-8.5 states that Clay Community Schools and Clay County Juvenile Court can enter into an agreement for court assisted resolution of school suspension and expulsion cases, therefore students violating the infractions mentioned below will appear before a Judge in Clay Circuit Court. The Judge will order the student to attend supervised educational activities at Cumberland Academy and community service work crew projects. This program will serve all Clay County suspended youth who are in middle or high school that have been suspended out-of-school for a period of

(1) to (10) days. Students will receive credit for their work missed. Two assignments of a COPE penalty or a total of 10 days is all that is allowed. A third COPE penalty may result in a recommendation for expulsion from school. COPE may be used for all 7th and 8th Grade students, and will only be used for 6th Grade students at the request of the student's parents.

EXP is a disciplinary action whereby a student is separated from school attendance for a period in excess of 10 days. The length of the EXP can be as long as the remainder of the semester in which the expulsion was issued, the remainder of the school year in which the expulsion was issued, or even as much as one entire calendar year. The length of the EXP will be determined by the Principal or Principal designee based upon the severity of the offense and in accordance with Indiana Code. The Principal or Principal designee reserves the right to change the assignment of COPE to OSS if expulsion is filed with the Superintendent. For more information about EXP, refer to the CCS Secondary Schools Corporation Handbook.

Discipline violations and penalties are based upon the entire school year. The chart below does not encompass all potential violations of the Disciplinary Code. Some example infractions and normal penalties are shown, but the known facts of a violation may alter the final penalty assessment. **The school administration reserves the right to change/alter any discipline violations and penalties in a situation not involving state or federal statutes.** Law Enforcement Officials will be contacted on any instances deemed necessary.

<b>VIOLATION</b>	<b>1<sup>st</sup> REPORT</b>	<b>2<sup>nd</sup> REPORT</b>	<b>3<sup>rd</sup> REPORT</b>
<b>Mid-Level Offenses</b>			
Violation of Dress Code Policy	Warning/Change Clothes	1 day ASD Change Clothes	2ASD Change Clothes
Inappropriate display of affection	1 day ASD	2ASD Parents contacted	1 day ISS
Cell phone violation	Cell phone confiscated Student pick-up	Cell phone confiscated 1 ASD	Cell Phone confiscated 1 day ISS
Unauthorized electronic device	Device confiscated Student pick-up	Device confiscated 1 ASD	Device confiscated 1 day ISS
Violation of computer policy	Loss of computer privileges to 3 days ISS depending on the severity of the violation		
Cheating and/or Plagiarism	0% on the assignment or test. Parents contacted	Grade of F for grading period & Parent conf.	Grade of F for the semester.
Horseplay	Student Conference to 1 day ASD	1-2 days ASD	1-2 days ISS
Inappropriate language	1 day ASD	2 days ASD	1-2 days ISS
Classroom talking or misbehavior	Student Conference to 1 day ASD	1-2 days ASD	1-2 days ISS
Disruptive in hallways, office, or on school grounds	Lunch Detention to 1 day ASD	1-2days ASD	1-2 days ISS
Improper conduct in the Commons	Lunch Detention to 1 day ASD	1-2 days ASD	1-2 days ISS
Uncooperative with school personnel	1 ASD	2 ASD	1 day ISS
Excessive ASD	2 days ISS instead of the 6 <sup>th</sup> ASD	2 days ISS to 3 days COPE instead of the 7 <sup>th</sup> ASD	2 days ISS-5 days of COPE instead of the 8 <sup>th</sup> ASD
Bus infraction	Discipline will be determined by severity of act		

Leaving class without permission	1 day ASD	2 days ASD	1-3 days ISS
Excessive tardies (per 9 weeks)	<b>Tardy 1:</b> Warning to student by teacher <b>Tardy 2:</b> Warning to student by teacher / Warning letter from office sent home with student	3 <sup>rd</sup> tardy to same teacher/class = 2 LD 4 <sup>th</sup> tardy to same teacher/class = 1 ASD 5 <sup>th</sup> tardy to same teacher/class = 2 ASD 6 <sup>th</sup> tardy to same teacher/class = 1 day ISS and parent conference	
Cutting Class or Out of assigned area	2 days ASD	3 days ISS	3-5 days COPE
Truancy	1 day ISS & may rec. attendance probation	2 ISS, attend. probation, juvenile truancy charge	3 days ISS to 10 days OSS and rec. for expulsion
Failure to serve ASD	1 <sup>st</sup> report: 1 additional day ASD	2 <sup>nd</sup> report: 1 additional day ISS	3 <sup>rd</sup> report 2 additional days ISS to COPE
<b>Major Offenses</b>			
Conduct or Language directed at a student	<b>1<sup>st</sup> report: 1 day ASD – 1-3 days ISS</b> <b>2<sup>nd</sup> report: 2 days ASD – 1-3 days OSS / COPE</b> <b>3<sup>rd</sup> report: ISS/OSS return only with behavioral contract</b>		
Conduct or Language directed at a staff member	1-3 ISS to <b>2-10 days of COPE</b> may rec. expulsion		
Rude/Insubordinate/Defiance to school personnel	1 ASD - <b>2 days COPE</b>	2 ASD to <b>3 days COPE</b>	<b>3-10 days of COPE</b> to Rec. for expulsion
Bullying any student, teacher, other school employee, or visitor	1-3 ASD to 2-10 days COPE May rec. expulsion	2-10 days of COPE May rec. expulsion	5-10 days of COPE May rec. for expulsion
	Parent notification will be attempted within 1 business day of substantiation of allegations.		
	Offender will serve penalties above, and in addition, will complete bullying education counseling with school Guidance Department. Following completion of school-offered counseling, a follow-up appointment will be made with Guidance Department to gauge progress and monitor any further developments.		
Threats/harassment to students	1-3 ISS to <b>2-10 days of COPE / OSS</b> May rec. expulsion	<b>2-10 days of COPE / OSS</b> May rec. expulsion	<b>5-10 days of COPE / OSS</b> and rec. for expulsion
Threats/harassment to school personnel	<b>3-10 days of COPE</b> May rec. expulsion	<b>10 days of COPE/OSS</b> and rec. for expulsion	
Physical attack on a student	<b>3-5 10 days of COPE</b> May rec. expulsion	<b>10 days OSS and rec. for Expulsion</b>	
Physical attack on Staff member	<b>10 days of COPE / OSS</b> and rec. for expulsion		
Fighting	<b>2-4 days ASD to 3-5 days of COPE</b>	<b>5-7-10 days COPE</b> May rec. expulsion	10 days OSS and May rec. expulsion
<b>Weapon Offenses</b>			
Poss./Use/Sale/Threat with deadly weapon other than a firearm.	<b>3-10 days of COPE</b> May rec. expulsion	<b>Balance of COPE</b> May rec. expulsion	
Poss./Use/Sale/Threat with a firearm.	<b>10 days of COPE / OSS</b> and rec. for expulsion		
Poss./Use/Sale/Threat with Firecrackers/other Explosives & Pepper Spray types	<b>2-10 days COPE</b> May rec. expulsion	<b>Balance of COPE</b> May rec. expulsion	

Other Major Offenses			
Possession or Use of Tobacco or any part/device used for Vaping	2 ASD and INDEPTH Program or law enforcement contacted	5 days COPE and law enforcement contacted	10 days COPE, Referral to Substance Abuse Program, Form 16, law enforcement contacted; may rec expulsion
Drug or Alcohol Use or Under the Influence	5-10 days COPE, Referral to Substance Abuse Program and Form 16; may rec expulsion	10 days COPE, Referral to Substance Abuse Program; may rec expulsion	
Drug or Alcohol Possession	10 days COPE, Referral to Substance Abuse Program, Form 16, and law enforcement contacted; may rec expulsion		
Drug, Alcohol, Tobacco/Vape Sale or Distribution	10 days COPE/OSS, law enforcement contacted; may rec expulsion		
Possession or Sale of Paraphernalia	5-10 days COPE, law enforcement contacted; may rec expulsion		
Vandalism (neglect)	Restitution & 1 day ASD to 2 days ISS	Restitution & 1 day ASD to 3 days ISS	Restitution & 1 day ISS to 1 day OSS
Vandalism (intentional)	Restitution and <b>3-10 days of COPE</b>	Restitution and <b>10 days of COPE</b> May rec. expulsion	
Theft	Restitution and/or/to <b>3-10 of COPE</b>	Restitution and/or/to <b>10 days of COPE</b> May rec. expulsion	
Failure to complete ISS	1 additional day ISS to <b>2 days of COPE</b>	1 additional day OSS to <b>2-5 days of COPE</b>	<b>Balance of COPE</b> May rec. expulsion
Excessive ISS (5)	<b>3-5 days COPE</b> instead of 6 <sup>th</sup> issuance of ISS	<b>5-10 days COPE</b>	<b>Balance of COPE</b> May rec. expulsion
Misbehaving during emergency drills	1 day ASD to <b>2 days of COPE</b>	2 days ISS to <b>2-5 days of COPE</b>	<b>Balance of COPE</b> May rec. expulsion
Inappropriate use of Cell Phone in Restroom or Locker (taking pictures or video)	1 day ISS to <b>2 days of COPE</b>	1-3 days ISS to <b>2-5 days of COPE</b>	<b>Balance of COPE</b> May rec. expulsion
Possession/use of Lighter	1 day ISS to <b>2 days of COPE</b>	1-3 days ISS to <b>2-5 days of COPE</b>	<b>Balance of COPE</b> May rec. expulsion
<b>Three assignments to COPE or more than 10 days of COPE may result in a recommendation for expulsion.</b>			