

LEVEL 1 VIOLATIONS

The following guidelines are in place to provide staff with direction in classroom management PRIOR TO administrative intervention. These are the minimum requirements which must be enhanced by classroom consequences overseen by the individual teacher. A referral to the office, for these offenses, is to be made only after the classroom teacher has exhausted all avenues available to them, including documented parental contact and input. Shaded areas are MINIMUM actions to be taken by the teacher. These consequences along with the expected consequences based on class rules must be documented.

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
Excessive Talking/Disruption	Teacher/Student Conference Seating Change	Parent Phone Call Teacher/Student Conference	Parent Conference	Referral Lunch Detention	Referral One Day ISS
Failure to Comply with General Classroom Rules	Teacher/Student Conference Seating Change	Parent Phone Call Teacher/Student Conference	Parent Conference	Referral Lunch Detention	Referral One Day ISS
Unprepared for Class (Homework/Supplies, Etc...)	Teacher/Student Conference	Parent Phone Call Teacher/Student Conference	Parent Conference	Referral Lunch Detention	Referral One Day ISS
Cheating/Academic Misconduct	Teacher/Student Conference Parent Phone Call	Parent Phone Call	Referral Parent Contact One day of ISS	Referral Two Days ISS	Referral Three Days ISS
Public Display of Affection	Teacher/Student Conference Parent Contact	Parent Phone Call	Referral Lunch Detention	Referral One Day ISS	Referral Two Days ISS
Leaving Class/Lengthy Absence from Class Period	Teacher/Student Conference	Parent Phone Call	Parent Conference	Referral One Day ISS	Referral Two Days ISS
Tardy to Class*	Teacher/Student Conference	Parent Phone Call	Parent Conference Lunch Detention	Referral One Day ISS	Referral One Day ISS
Dress Code Violation	Referral Dress Code Clothing Parent Contact	Referral Dress Code Clothing Parent Contact	Referral Dress Code Clothing One day ISS	Referral Dress Code Clothing Two Days ISS	Referral Dress Code Clothing Three Days ISS
Caps/Hats Worn Indoors	Student removes Hat/Cap Teacher/Student Conference	Parent Phone Call Parent may pick up cap from teacher	Referral Parent may pick up cap from Principal	Referral Parent may pick up cap from Principal	Referral Parent may pick up cap from Principal
Cell Phones, IPODS, other electronic devices*	Teacher brings device to Principal. Parent may pick up device	Teacher brings device to Principal. Parent may pick up device. Four days of Lunch Detention.	Teacher brings device to Principal. Parent Contact. Parent may pick up Device. One Day ISS	Teacher brings device to Principal. Parent Contact. Parent may pick up Device. Two Days ISS	Teacher brings device to Principal. Parent Contact. Parent may pick up Device. Three Days ISS
Use of Profanity (Offensive Language)	Teacher/Student Conference Parent Contact Notify Principal of Occurrence	Referral Parent Contact One day of ISS	Referral Parent Conference One Day of OSS	Referral Parent Conference Three Days OSS	Referral Parent Conference Five Days OSS
Bus Violations (Non-Threatening)	Verbal warning from Driver	Referral to Principal Parent Phone Call	Referral Parent Conference Loss of bus privileges for one day.	Referral Parent Phone Call Loss of bus privileges for four days	Referral Parent Conference Loss of bus privileges for eight days.

LEVEL II VIOLATIONS

The following guidelines are in place to provide direction regarding those types of violations that lead to immediate referral and administrative intervention. These are the minimum consequences that may be issued to a student upon a referral when sent to the office for the indicated offenses. Upon referral, the teacher may be asked for follow-up information/documentation, within the school day or next school day. These are minimum consequences to be assigned by the administrator. Depending on severity, the administration reserves right to administer a harsher consequence than listed for a given offense. **These are minimums.**

INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE	5th OFFENSE
Failure to Serve Detention	Four Hours Community Service or Parent Contact	Eight Hours Community Service Parent Conference	Twelve His. Community Service Parent Conference	One Day ISS Parent Conference	One Day ISS Parent Conference
Leaving School without Permission "Ditching"	Community Service (minimum four hours or time missed, whichever is greater) or Parent Contact	Community Service (minimum eight hours or time missed, whichever is greater) Parent Conference	Community Service (minimum twelve his, or time missed, whichever is greater) Parent Conference	Referral to JPO for attendance/truancy issues	
Defiance (willful disobedience) towards staff	One Day ISS Parent Contact	One Day OSS Parent Conference	Four Days OSS Parent Conference	Ten Days OSS Parent Conference Possible Long-Term Suspension or Expulsion	Long-Term Suspension or Expulsion Hearing
Bullying/Harassment Intimidation	One Day OSS Parent Contact	Two Days OSS or Parent Conference	Four Days OSS Parent Conference	Six Days OSS Parent Conference	Ten Days OSS Parent Conference
Tobacco Possession or Use	One Day ISS Parent Contact	Two Days OSS or Parent Conference	Three Days OSS Parent Conference	Four Days OSS Parent Conference	Ten Days OSS Parent Conference Possible Long- Term Suspension or Expulsion
Fighting Causing a Fight	One Day OSS or Parent Conference	Two Days OSS or Parent Conference	Four Days OSS Parent Conference	Eight Days OSS Parent Conference Possible Long- Term Suspension or Expulsion	Long-Term Suspension or Expulsion Hearing
Verbal Abuse (Profane language) towards school official	Two Days OSS Parent Conference	Three Days OSS Parent Conference	Four Days OSS Parent Conference	Eight Days OSS Parent Conference Possible Long- Term Suspension or Expulsion	Long-Term Suspension or Expulsion
Damage to Property (Minor)	One Day ISS or Parent Contact Restitution or Suitable Arrangement for Payment	Two Days OSS Parent Conference Restitution or Suitable Arrangement for Payment	Four Days OSS Parent Conference Restitution or Suitable Arrangement for Payment	Eight Days OSS Parent Contact Restitution or Suitable Arrangement for Payment	Long-Term Suspension or Expulsion
Vandalism (Malicious Defacing/Damaging school or personal property)	Eight Days OSS Restitution or suitable payment arrangement Parent Conference Law Enforcement Notification	Eight Days OSS Restitution or suitable payment arrangement Parent Conference Law Enforcement Notification	Long-Term Suspension Or Expulsion Hearing		
Tampering with Security and Fire-Alarm Systems	One Day OSS or Parent Conference	Four Days OSS Parent Conference	Eight Days OSS Parent Conference Law Enforcement Notification	Long-Term Suspension Or Expulsion Hearing	
Reckless Behavior/Endangerment to Self and/or others	One Day ISS or Parent Conference	One Day OSS Parent Conference	Four Days OSS Parent Conference	Eight Days OSS Parent Conference	Eight Days OSS Possible Long-Term Suspension or Expulsion

LEVEL III VIOLATIONS

The following infractions result in immediate consideration for long-term suspension or expulsion from school. Students committing these offenses will be afforded a hearing opportunity if desired by the parent/guardian,

INFRACTION	1 st OFFENSE	2 nd OFFENSE 3 rd OFFENSE 4 th OFFENSE 5 th OFFENSE
Assault/Battery on a School Employee	Eight Days OSS Law Enforcement Notification Recommendation for Long-Term Suspension or Expulsion	If Student Receives Long-Term Suspension and returns during the same school year and commits an additional offense, automatic 8-day suspension and recommendation for expulsion will occur.
Possession/distribution/Under the Influence of Controlled Substance	Eight Days OSS Law Enforcement Notification Recommendation for Long-Term Suspension or Expulsion	If Student Receives Long-Term Suspension and returns during the same school year and commits an additional offense, automatic 8-day suspension and recommendation for expulsion will occur.
Possession/Distribution/Under the Influence of Illegal Substance	Eight Days OSS Law Enforcement Notification Recommendation for Long-Term Suspension or Expulsion	If Student Receives Long-Term Suspension and returns during the same school year and commits an additional offense, automatic 8-day suspension and recommendation for expulsion will occur.
Possession/Use of Firearm or Deadly Weapon	Eight Days OSS Law Enforcement Recommendation for Long-Term Suspension or Expulsion	If Student Receives Long-Term Suspension and returns during the same school year and commits an additional offense, automatic 8-day suspension and recommendation for expulsion will occur.

****DISCIPLINARY OPTIONS MAY BE ESCALATED BY THE ADMINISTRATION SHOULD CIRCUMSTANCES WARRANT. ****

EMS STUDENT SIGNATURE PAGE

A copy of the 2016-2017 EMS Student Handbook has been provided to me. I have read the EMS Student Handbook and agree to abide by the rules, policies, practices, and procedures contained within, and understand that I may ask questions concerning this handbook and its contents.

My signature below indicates my receipt of the Handbook and acceptance of the terms and conditions within.

Name: _____ Date: _____
(print)

Signature: _____

Parent Signature: _____