

Arnold Magnet Academy



Student/Parent Handbook 2021-2022

High Standards! High Expectations! No Excuses!

Student Name

Homerom Teacher

Arnold Magnet Academy
2011 51st Street
Columbus, Ga 31904
Phone: (706)748-2436 Fax: (706)748-2435

Website: <http://sites.muscogee.k12.ga.us/arnold/>

Dear Arnold Students and Parents:

On behalf of the faculty and staff, it is my pleasure to extend you a warm and heartfelt welcome to Arnold Magnet Academy! As a mathematics, science, and technology magnet, AMA offers students a rich tradition of academic superiority. Here at Arnold, our faculty is dedicated to every student's intellectual development and emotional growth following the 3 P's: Passion, Perseverance; Positive Attitude. Students will discover new skills, new friends, and new interests as they explore the wide variety of academic and athletic activities, clubs, organizations, and teams. I encourage parents to become actively involved with our PTSA. Our PTSA has a long tradition of supporting Arnold's students and faculty. Let's have a great school year and remember...

Say It loud! Say It Proud! It's great to be an ARNOLD RAM!

Stacy S. Day, Passionate Principal

Administration Team

Mrs. Stacy Day, Principal
Mrs. Erika Gandy, Academic Dean
Ms. Sonja Parker, Guidance Director

Dr. Osie Huling, Assistant Principal
Mrs. Jennifer Stewart, Lead SPED

Mission Statements

The Muscogee County School District: To inspire and equip all students to reach their unlimited potential.

Arnold Magnet Academy: To prepare students for the workforce through quality STEM instruction.

SCHOOL DAY PROCEDURES

School hours for students are from 8:45 AM to 3:50 PM.

School office hours are from 8:00 AM to 4:30 PM.

NO student should arrive on campus before 8:20 AM as there is NO SUPERVISION to ensure their safety.

Doors open at 8:20 AM to admit students in a quiet, orderly manner to supervised designations until **8:42 AM** bell, which dismisses students to their homeroom.

Breakfast begins at 8:20 AM and ends at 8:40 AM.

Car Riders are dropped-off in the back of the school **ONLY**. For students' safety, drop off is prohibited in the bus loop and on the streets in front of the school.---Crossing Guard?

Bus Passes are available to students who live more than 1½ miles from the school and whose addresses are within Arnold's attendance zone. **Riding the bus is a privilege**; thus, the rules and regulations governing bus behaviors outlined in the Muscogee County School District Behavior Code and Discipline Policy are to be followed. – Assigned seats

Personal deliveries such as, but not limited to: flowers, balloons, gift bags, food and messages for students will be kept in the office until the end of the school day.

Food from outside vendors cannot be brought into school. No exceptions per the Nutrition Manager.

Before and after school activities require a teacher-generated pass. With signature, time, date

Tutorials and Detentions: Students participating report directly to those designated classrooms.

ATTENDANCE

Attendance affects student achievement. For those whose attendance exceeds 15 absences, regardless of whether these are excused or unexcused, retention for the following year will be considered. Parents will be notified by the principal to attend a Retention Committee meeting after 15 absences.

Excused absences are: personal illness, death in the immediate family; prior approval by the principal; state recognized religious holidays; mandate by government agencies; instances where attendance by the pupil would be hazardous; service as a page in the General Assembly of Georgia.

Within **3 days** of returning to school following an absence, the student must submit a written excuse to include the **date, parent signature, telephone number, and a statement of the nature of the absence**. Failure to submit a note within **3 days** will result in the absence being recorded as **unexcused**. Only eight parent notes per school year will be allowed to excuse absences. After eight absences, a doctor's note is required in order for absences to be excused.

Out of school (OSS) suspensions are considered unexcused absences.

Make Up Work: Students have 3 days to make up missed work. Any extensions to this deadline are at the discretion of the teacher. Students are allowed to contact teachers via CANVAS for missing assignments when absent from the instructional period to include time missed due to I.S.S. and/ or O.S.S.

Late Arrival to School:

Excessive Number- late arrivals to school are subject to consequences as part of the **Expectations for Student Behavior** in this Student/Parent Handbook.

Any student arriving at school after 9:00 AM, must report to the office to check in before being admitted to class and **MUST BE signed in by a parent/guardian**.

An excused tardy, in which documentation is required, results from events beyond a student's control, such as an accident, area power outage, late bus, or excuses determined by the principal and/ or assistant principal

Late Arrival to Class:

Arrival to class after the tardy bell denotes tardiness, and consequences for being tardy to class will be determined by the classroom teacher and/or team. Students will only be excused with a written pass from a teacher or the front office with the date, time, signature

Hall Passes that contain, student's name, teacher's name, date and time are required for a student to leave the instructional environment. Students are expected to remain in class for maximum learning opportunities; thus, restroom and water breaks should not interfere with instruction. Halls will be monitored during the school day.

Student Check-Out:

Student Check-out for appointments, or in case of illness, takes place in the front office by individuals listed by the parent on the Check-Out Authorization Form. Identification will be required of persons checking out a student. **Attendance is taken daily in every class, therefore, six missed classes calculates as a whole day absence.- Raptor Visitor Management System.**

In order to excuse an early dismissal, documentation is required. Records will be kept to document the number of days a student misses due to early checkouts. Excessive incidents of unexcused early checkouts will result in a mandatory conference with the school counselor, then, may be referred to the school social worker which will include the parent/ guardian of the student.

Check out officially ends at 3:20 pm. **As per MCSD policy, students will only be permitted to check out after 3:20 PM with a documented appointment notice.**

Consequences for failure to adhere to attendance policies:

The student will be referred to the school counselor and/ or social worker or support agencies outside the school system which may include the Department of Family and Children Services (DFCS), Juvenile Court, Family Connection and other agencies for:

- (1) Students arriving on campus before 8:20 AM.**
- (2) Students who are consistently late to school/ class**
- (3) Excessive student check-outs.**
- (4) Student who are picked up after 4:20 PM.**
- (5) Students who remain on campus 30 minutes after an extracurricular event.**

AFTERNOON DISMISSAL

Afternoon Dismissal from School takes place at **3:45 PM.**

Bus riders: Via the PA system, bus riders are dismissed as their bus arrives and will exit the building.

Walkers: Those walking home from school are dismissed at approximately 3:55 PM and must leave campus immediately. Loitering/socializing on campus is not permitted.

Car Riders: Students who ride home in private vehicles will be dismissed to the back of the building in the car pick up area at 3:50 p.m. Students who are not picked up by **4:20 PM** will report to the bus loop to be picked up.

Student pick up is in the bus loop, in the front of the school, in the parking lot, and pick up on the streets is strictly prohibited.

There is no supervision on campus after 4:20 PM except for specific clubs, organizations, and sports teams.

AFTER SCHOOL EVENTS

After-school events require parent permission. Students are **NOT** allowed to leave campus unless accompanied by an adult and to be picked up within 15 minutes of the conclusion of an event, or they will **not** be able to attend future extracurricular activities.

If transportation cannot be arranged, the student should not attend the function. Students are prohibited from walking off campus before events start.

Clubs/organizational meetings: Opportunities for students to participate in enrichment activities after school are supervised by an Arnold staff member. Information about these opportunities is communicated through our website, morning announcements, and ConnectEd correspondences.

Athletics: Students who participate in team sports practice or competition are under the supervision of a coach and are to report to designated locations when directed. For games, spectators and athletes are to be picked up in the parent pick up loop in the back of the school.

Dances: Arnold students only, who have maintained acceptable conduct, may attend school dances. If students are not picked up within 15 minutes of the designated end time, they may be prohibited from attending the next dance. The pick-up location is on the front bus loop. The school dress code and other school policies apply at dances.

FOOD:

The Arnold cafeteria provides nutritious, well-balanced meals each day for free. Parents may contact the School Nutrition Manager at the school with related issues. As a lunch option, students may bring lunch from home, but competitive/fast food is prohibited. If the student will not be eating lunch, documentation stating this, signed by parents, must be on file with the homeroom teacher. **All** extra foods must be purchased with cash.

Outside food and snacks such as: carbonated drinks, bottled water, chewing gum and candy, chips, etc are not to be brought to school. Items will be confiscated and discarded.

Eating of meals anywhere besides the cafeteria (to include gum, candy, and snacks) is prohibited unless is recommended for Social Distancing purposes according to MCSD- CDC guidelines.

Classroom parties/celebrations are at the discretion of the classroom teacher/team and must be cleared with approval by administration prior to the activity.

Arnold Faculty and Staff are not be responsible for the lost or stolen personal items.

PE Requirements include participation and appropriate dress as designated by the PE instructor. Although there is no required uniform for any PE class, t-shirts, shorts, and sneakers are expected to be worn. Health classes will be scheduled intermittently and held in a classroom setting.

GRADES/ASSESSMENT:

Grading Scale is as follows: **A** (90-100: Excellent), **B** (80-89: Above Average), **C** (70-79: Below Average), and **F** (below 70: Failing).

Progress Reports are posted in Infinite Campus every 4 ½ weeks.

Report Cards are posted in Infinite Campus every 9 weeks. Grades entered on a Weekly basis and are available for review

The GA Milestones Test (GMAS) is one measure of academic achievement required by the State of Georgia to assess student mastery of content taught. The results are shared with parents and act as a guide in student placement for the next school year.

PARENT COMMUNICATION AND INVOLVEMENT:

Parent/Teacher Conferences are scheduled through our guidance clerk.

Parent Portal of Infinite Campus allows students' grades and academic progress to be accessed in real time. Access is passcode protected; passcode information is obtained in the school office.

Phone Numbers and Addresses should be current; please keep the office informed of any changes in case of an emergency.

Personal Student Logins may be used anywhere in the school where students use a computer. This login gives each student specific access to computer software and is not to be shared with any other student. Students are responsible for ALL activities submitted/completed under their student login. Consequences for misuse as identified by the instructor will result in a consequence from the instructor and/ or administration.

ConnectEd broadcasts and emails are sent during the school year to update stakeholders on Arnold news. Telephone numbers and emails are acquired from Infinite Campus, the Muscogee County School District student information system. If you do not receive this correspondence via phone or email, please update your contact information with our school office.

PTO encourages every student and parents to join. Membership dues are \$8.

Local School Council provides advice, recommendations, and assistance to principals and local boards of education.

Visitors and Volunteers – Raptor System-must check in through the office and be properly identified before visiting any area of campus. Visitors will be given a temporary pass, which must be worn at all times while visiting. If visiting a classroom, for confidentiality reasons, we ask that classroom visits not exceed 30 minutes. **No parent/ teacher conferences will be held at this time.**

Arnold Magnet Academy Website is an excellent source of information: <http://sites.muscogee.k12.ga.us/arnold/>

STUDENT WELLNESS:

Medication schedules, when possible, should be arranged so that parents can monitor dosage at home. If medicine must be taken at school, parents must contact the school clinic worker or guidance clerk. **Students are not to carry medication of any kind (even non-prescription) on their person during the school day.** If a student requires any medication/ device throughout the day, documentation must be on file with the clinic worker from a licensed physician.

The school does not provide medicine of any kind for students.

The clinic worker is on campus **Monday-Thursday 9:00 AM -12:45 PM;** and **Friday 9:00 AM -11:45 AM.**

Parents who bring meds must report to the office when entering the building.

Student Health- COVID- 19 Guidelines/ Procedures according to MCSD handbook

Guidance Services provides interventions for behavior, academic, or personal issues through (1) teacher/parent referral; (2) classroom guidance. Appointments are made by emailing the counselor, consulting with the counselor in person, or submitting a referral form. Administration reserves the right to make referrals to the Guidance Department in an effort to assist students with personal/ social, academic, behavior, careers or physical needs. As a result parent/ guardian may be contacted for assistance to address student needs.

Student Accident Insurance is offered to all students in the Muscogee County School District. This insurance is available for a nominal fee. If you are interested, please contact the school office. If you do not wish to take out Student Accident Insurance, your child's health insurance is your responsibility. The Muscogee County School District does not carry health coverage on students.

CELL PHONES/ELECTRONIC DEVICES:

Cell Phone Policy for 2021-22 School Year

We at Arnold Magnet Academy are aware of the need for parents and students to communicate before and after school to arrange transportation, pick-ups, drop-offs, and other necessary safety concerns. We are also aware that cellular devices create an unwanted distraction to the teaching and learning environment that we strive to maintain each and every day. With these two factors in mind, we are implementing a **“NO cell Use / Operation phone policy”** that we believe will address the concerns of all stakeholders.

Students are asked to refrain from bringing cell phones to school.

If a student chooses to bring a cell phone to school, Arnold Magnet Academy (AMA) will **not** be held responsible if the cell phone is lost, stolen, or damaged. To prevent possible violations of cell phone policies, all cell phone cells should not be physically visible to cause a distraction in the learning environment.

If a cell phone is a necessity before school and/ or after school, then, an authorized adult employed at Arnold Magnet Academy must authorize use of the cell phone. If the student is using a cell phone and or has a cell phone on without permission, then, the following will be reinforced:

- Cell phone confiscated and recorded for documentation
- Cell phone returned to the designated individual at the end of the school day (First Incident)- Parent Contact
- Cell phone confiscated and recorded for documentation
- Cell phone returned to the designated individual at the end of the school day (2nd Incident)- Parent Contact
- 3rd Incident- Administrative Consequence (At administrator's discretion) Parent Contact
- 4th Incident- Administrative Consequence (At administrator's discretion) Parent Contact

After the 4th incident- Administrative Team will make an executive decision in reference to the incident

This procedure will be renewed at the start of a new 9 weeks.

Other Electronic Devices

All other electronic devices are prohibited. Electronic devices include, but are not limited to: SmartWatches, MP3 players, personal gaming devices, AirPods, bluetooth headphones, bluetooth speakers, etc.

Please note per MCSD Handbook: Electronic Devices

MCSD personnel are not expected to search for items that students have lost after they elect to bring them to school and personnel will not be responsible for the value of a phone or other device in the event of an unintentional damage, loss or theft of the phone or device.

Students are prohibited from using any electronic device during the operation of a school bus, including, but not limited to, cellular phones, pagers, audible radios, audible tape or compact disc players, or laser light in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

Phone calls: If a student needs to make a phone call during the school day, they can do so by asking their teacher for a pass to the office to use the school's phone.

*****Cell Phone Procedures Will Be Strictly Enforced*****

First Offense:

Cell Phone will be turned into the Principal or designee.

- Parents may pick up their cell phone at the end of the school day between **3:45 p.m.** and **4:15 p.m.** or the following morning between **8:00 a.m.** and **8:30 a.m.**
- Parents may give an adult (21 yrs. old or older) who is on the student's registration sheet written permission to pick up a cell phone. **Note: Must show valid I.D.**
- Any student that knowingly violates the AMA Cell Phone Procedures and refuses to turn his or her phone in to the Principal, Assistant Principal, teacher or staff, will receive the following consequences:
 - a. Parent Contact
 - b. Disciplinary Action as it applies to Repeated Defiance

DRESS CODE:

Student Dress Code is designed to maintain a level of personal hygiene necessary to ensure a healthy school environment, to ensure safety, to refrain from any mode of dress which distracts from the learning environment, and to reflect self-pride and pride in our school. The dress code must be followed at all school functions on and off campus.

Students who participate will receive PBIS points from their homeroom teacher. Examples include: khaki/dress pants and collared shirts with ties for males and dresses or dress suits for females. In both instances, tennis shoes should not be worn.

The required standard of dress for students shall be as follows:

Students shall dress, groom, and wear clothing that does not distract others or disrupts/interferes with the operation of school. **No excessive oversized clothing is allowed.** Clothing or accessories displaying or advertising substances illegal for minors is prohibited. Suggestive phrases, designs, markings, profanities, or gang-related attire/items are also prohibited.

All Students: Reference MCSD Handbook

Head: Caps, hats, bandannas of any color, bonnets, or outer scarves are not to be worn in the school building during the school day unless there is a special activity during which they are deemed appropriate by administration.

Shoes: Must be worn at all times. However, crocs, flip-flops, thong sandals, shower shoes, slides, house slippers, or heels higher than two inches are prohibited.

No Crocs are allowed to be worn as shoes

Hoodies: Hoodies and hooded garments/shirts may **NOT** be worn inside the school building.

Items such as chains on a belt, wallet, etc. and items with spikes, or bandannas worn around the leg or arm are not allowed.

Male Students:

Pants: Sweatpants, athletic shorts, and wind pants that are considered athletic clothing are only allowed during PE. Belts are required for pants that cannot be worn properly on or above the waist. No sagging. Pants with holes and/or ripped designs are **not permitted**. **No Pajama pants (flannel/ cotton/ silk, etc.) are allowed to be worn.**

Shirts: No sleeveless shirts or tank tops. No solid colored t-shirts. Undershirts may not be worn as an outer shirt. Shirts **must** be worn under jackets.

Female Students:

Pants/Skirts/Shorts: **NO leggings are to be worn as pants.** Shorts or skirts must fall no less than one inch above the knee. No tight fitting pants, shorts, or skirts. Pants with holes and/or ripped designs are **not permitted**. **No Pajama pants (flannel/ cotton/ silk, etc.) are allowed to be worn.**

Shirts: No crop tops, halter tops, undergarments, spaghetti straps, or see-through clothing is allowed. No sleeveless shirts or tank tops. No solid colored t-shirts. Undershirts may not be worn as an outer shirt. Shirts **must** be worn under jackets. Midriffs should not be seen.

Male and/ or Female Students

Holes in Pants:

The holes are only allowed below the knee and the skin/ flesh is not revealing above the knee area- ie: leggings underneath

BackPacks- Only Clear BackPacks (BookBags)- are allowed to be carried throughout the instructional day at Arnold Magnet Academy.

The school principal or assistant principal will make the final determination on whether a student's dress conflicts with these guidelines.

Expectations for Student Behavior:

Discipline Plan

The Arnold Magnet Academy staff is committed to providing a safe and orderly environment that ensures each student a place to learn and to express ideas that are free from mental and physical threat. Because parents play a vital role in influencing student behavior, your involvement is essential to the development of your child and the preservation of a safe and well-disciplined school. As a home/school team, we hope to foster the following within each student: self-control, respect for others, and principled decision-making.

PBIS = Positive Behavioral Interventions & Supports

Arnold is one of the first ten MCSD PBIS pilot schools. With this title, our staff will be providing positive behavior management strategies to monitor and encourage appropriate behavior for all students. These principles are taught, retaught, and modeled continuously throughout the year. The program enables all students to experience a safe, positive and proactive environment in which they can learn, grow and experience success.

AMA Rams are Respectful, Accountable, Well Mannered, and Safe

Arnold Rams	Hallway/Common Areas	Cafeteria	Bathroom
Be Respectful	Calm Voices Use kind words to and about orders	Calm Voices Use kind words to and about others	Wait your turn Flush the toilet
Be Accountable	Use locker time wisely Gather all needed class materials	Stand in a straight line facing forward Enjoy your own food	Place your trash in the trash can Have a teacher initialed pass
Be Well Mannered	Say excuse me and open doors for others Keep hands, feet, and objects to yourself	Say please and thank you to cafeteria staff Clean up after yourself	Honor the privacy of others Keep hands, feet, and objects to yourself

Be Safe	Travel on the right Walk at all times	Remain seated until dismissed Sit in your designated area	Wash hands with soap and water Maintain personal space
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Positive Behavior and Making Good Choices has its Rewards! Every student is able to earn PBIS Points each school day and in each of their classes. Teachers, Administration, and Staff use the PBIS App to reward students who are making positive behavioral choices. These points can be redeemed in their classes and at monthly celebrations as well as in the AMA PBIS store.

Consequences for Disruptive Behaviors

Out-of-School Suspension (OSS): Students who are suspended out-of-school are prohibited from attending or participating in any extra-curricular sports events, concerts, dances, field trips, clubs, etc. This includes practicing for such events. Penalties will include additional ISS or OSS days and possible criminal trespassing charges.

In-School-Suspension (ISS): Students are assigned to ISS by the school administration for Level I and II offenses and are to report to the cafeteria before homeroom. Students are supervised by the ISS technician while they work independently on class assignments. In order for students to return to class, they must: (1) fulfill the time in ISS and (2) complete all assignments. Students assigned to ISS are considered present and are given every opportunity to complete the same work that their peers are doing in class.

Administrative Lunch Detention: This consequence is assigned by the school administration and is held in the ISS room. Lunch Detention students stand in the front of their classes' lunch line, receive a 'carry out' lunch, and report to ISS for lunch.

Administrative After-School Detention: This consequence is assigned by Administration and will be held on a **designated Tuesday and/ or Thursday** from **4 pm** to **5 pm** in the Cafeteria. Pick up will be in front of the building. All students must be picked up by 5:15 p.m. or it may result in further consequences to include another assigned day for Administrative Detention with a parent/ guardian and the student.

Teacher Detention: Teachers/teams may have a morning or afternoon detention plan for their classes. Parents are to be notified and given a 48 hour notice of the detention In Writing

Mandatory – Requested Parent/ Guardian Visitation for Classroom Observation

Parent/ Guardian/ Student Session after school – Tuesday and/ or Thursday 4 – 5 pm.

Because students are learning to assume responsibility for their actions, it becomes the duty of the school to discipline the student when inappropriate behaviors occur. The following infractions and consequences are referenced from the contents of the Muscogee County School District Behavior Code and Discipline Policy Book, which is distributed to students. However, each school reserves the right to develop a student handbook that is based on their student's demographics and needs. A parent and the student must sign that they have received the MCSD handbook. School administrators will take into account frequency, severity, grade level, and prior disciplinary problems when overseeing student

discipline. This list is not intended to be exclusive, but exemplifies behaviors that will be addressed.

Level III Offenses: Personal and Property Safety	
<ul style="list-style-type: none"> ●Fighting ●Tobacco Use/Possession (including possessing lighters and matches) ●Vape Use/Possession ●Indecent Exposure (including extreme dress code violations) ●Sexual Misconduct ●Severe AUP Violations ●Gang-related Activity ●Threats 	<p>1st Offense: 3 days OSS / Parent Conference with Admin 2nd Offense: 5 days OSS / Parent Conference with Admin 3rd Offense: 7 days OSS / Parent Conference with Admin</p> <p>Fights of an extremely violent nature may result in 3-10 day suspension, tribunal, police charges, or any combination of the three.</p> <p>Gang-related activities will be referred to MCSD Discipline Tribunal & a police report will be filed.</p>
<ul style="list-style-type: none"> ●Attempting to Fight/Play Fighting/Horseplaying/ Slap Boxing * Instigating a Fight 	<p>1st Offense: 1 day ISS 2nd Offense: 2 days ISS 3rd Offense: 2 days OSS 4th Offense: 3 days OSS</p>
<p>Recording or posting fights or any disturbance during or after school, to include on the bus or at the bus stop.</p>	<p>Administrative discretion</p>
<ul style="list-style-type: none"> ●Major Vandalism 	<p>1st Offense: 1 day OSS & restitution 2nd Offenses: 2 days OSS & restitution 3rd Offense: 3 days OSS; refer to MCSD Discipline Tribunal, restitution & file a police report</p>
<ul style="list-style-type: none"> ●Weapons (as noted in the MCSD Behavior Code and Discipline Policy Handbook, to include pellet/toy guns) ●Assault of School Employee ●False Fire Alarm ●Bombs/Terroristic Threats ●Arson ●Drugs/Alcohol Use/Possession 	<p>1st Offense: 10 days OSS; refer to MCSD Discipline Tribunal & file a police report</p>

<ul style="list-style-type: none"> ●Bullying (written/verbal/cyber) ●Threat/Intimidation 	<p>1st Offense: Counseling Referral/ Parent Conference with Administration prior to returning to class.</p> <p>2nd Offense 1 day OSS; Parent Conference with Administration</p> <p>3rd Offense: 3 days OSS; refer to MCSD Discipline Tribunal</p>
<ul style="list-style-type: none"> ●Sexual Harassment (written/verbal) 	<p>1st Offense: Counseling Referral/ Parent Conference with Administration prior to returning to class.</p> <p>2nd Offense 1 day OSS; Parent Conference with Administration</p> <p>3rd Offense: 3-10 days OSS; refer to MCSD Discipline Tribunal</p>

Level II Offenses: Misrepresentation	
<ul style="list-style-type: none"> ●Misconduct (severe class disruption that interferes with the educational process) ●Blatant Verbal Defiance/ Disrespect 	<p>1st Offense: 1 day ISS</p> <p>2nd Offense: 2 days ISS</p> <p>3rd Offense: Reverse Suspension</p> <p>4th Offense: 1 day OSS</p> <p>5th Offense: 3 days OSS</p> <p>*** Continuous Misconduct may result in tribunal referral for Chronic Disciplinary Problem Student (3-10 days OSS)</p> <p>*** Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>
<ul style="list-style-type: none"> ●Profanity towards Faculty/Staff 	<p>1st Offense: 1 day OSS</p> <p>2nd Offense: 2 days OSS</p> <p>3rd Offense: 3 days OSS</p>
<ul style="list-style-type: none"> ●Profanity towards Peer 	<p>1st Offense: 1 day ISS</p> <p>2nd Offense: 2 days ISS</p> <p>3rd Offense: 2 days OSS</p>
<ul style="list-style-type: none"> ●Dress Code Violation ●Gum/Candy- Teacher administer consequences 	<p>Violations that cannot be corrected by Teacher consequence will become an office referral:</p> <p>1st Offense: Parent Contact</p> <p>2nd Offense: Lunch Detention / Mandatory Parent Conference (Behavior Contract)</p> <p>3rd Offense: 1 day ISS / Parent Contact</p> <p>4th Offense: 2 days ISS / Parent Contact</p>
<ul style="list-style-type: none"> ●Stealing 	<p>1st Offense: 2 days OSS & restitution</p> <p>2nd Offenses: 3 days OSS & restitution</p> <p>3rd Offense: 5 days OSS & restitution</p> <p>*** Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>

<ul style="list-style-type: none"> ●Forgery 	<p>1st Offense: Counseling Referral/ Parent Contact 2nd Offense: 1 day ISS 3rd Offense: 3 days ISS 4th Offense: 3 days OSS *** Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>
<ul style="list-style-type: none"> ●Skipping School/Class ●Leaving Class/Campus 	<p>1st Offense: Mandatory Parent Conference (Safety Issue)- 1 day ISS. 2nd Offense: 2 days ISS- Parent Contact 3rd Offense: 3 days ISS 4th Offense: Mandatory Reverse Suspension *** Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>
<ul style="list-style-type: none"> ●Selling of Items <p>***Per MCSD Discipline Handbook. Some Selling of Items (Drugs, Alcohol, etc.) may result in a Tribunal Referral for further disciplinary action by MCSD.</p>	<p>1st Offense: 1 day ISS 2nd Offense: 2 days ISS 3rd Offense: 3 days ISS 4th Offense: 3 days OSS Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>
<ul style="list-style-type: none"> ●Misbehavior in ISS 	<p>Any Misbehavior in ISS will result in additional days in ISS or OSS depending on the severity.</p>
<ul style="list-style-type: none"> ●Bus Referral 	<p>All students will adhere to the Bus Contract which was signed during Student Verification Day 1st Offense: Warning and Parent Contact 2nd Offenses: 1 day suspension from the bus 3rd Offense: 3 day suspension from the bus Major violations such as fighting and severe disrespect are at the discretion of admin.</p>
<ul style="list-style-type: none"> ●Tardiness / Absences to School 	<p>3rd Tardy-Parent called by school personnel and a referral to the school social worker 4th Tardy-Mandatory Parent Conference with Administration 5th Tardy- Administrative Detention 6th Tardy- 2 days ISS 7th Tardy- 3 days ISS 8th Tardy- Mandatory meeting with Social Worker/ Parent/ Admin (Legal Action may be Pending) Students with excused absences must present written documentation to the Attendance Clerk. Refer to page 4 for more information.</p>

<p>●Electronic Device Violations (cell phones, SmartWatches, MP3 players, PS2 players, etc.)</p> <p>IF the electronic device belongs to another person, the owner also receives a penalty.</p>	<p>**Refer to cell phone/electronic policy on pages 8-10 for more information**</p>
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<p style="text-align: center;">Level I Offenses: Disruptions</p>	
<p>Any behavior that takes away from the integrity of instruction and learning</p>	<p>1st – thru 3rd offenses = classroom consequences</p> <p>Continual interruptions = Level II Offense</p>