

A.E. Phillips Middle School Disciplinary Policy

The following disciplinary actions are up to the discretion of the administration of AEP. The safety of students and personnel and the learning environment is of the utmost importance and will be protected. The age of the student, prior infractions of the students, student behavior in class, and prior interventions with the students, and the availability of ISS staff will be taken into consideration when consequences are earned.

Infractions

Students may be disciplined for the following infractions:

- 1) Skipping school/Skipping class/deviating from the route taken to class without permission
- 2) Possessing weapons
- 3) Striking a teacher or school personnel
- 4) Possessing or using any controlled substance or alcohol
- 5) Initiating any false alarms and/or bomb threats
- 6) Threatening a teacher or school personnel
- 7) Defacing, stealing, or destroying school property
- 8) Initiating, instigating, participating in a fight and/or striking/shoving a student
- 9) Bullying or hazing students
- 10) Threatening a student with serious bodily harm
- 11) Possessing or using fireworks
- 12) Possessing tobacco, lighters, or matches
- 13) Using tobacco
- 14) Unapproved possession of electronic devices
- 15) Inappropriate internet searches or use of electronic devices/internet
- 16) Loitering on any school campus, bus or school sponsored events while suspended
- 17) Participating in gambling
- 18) Disobeying or refusing to comply with any reasonable request
- 19) Possession of an imitation weapon
- 20) Committing an act of defiance in language or action
- 21) Using forged notes or forged official forms

- 22) Using profanity or obscene language towards school personnel
- 23) Using profanity or obscene language toward other students
- 24) Engaging in mutual displays of affection (kissing, etc.)
- 25) Committing immoral practices or acts
- 26) Making unfounded charges against school personnel
- 27) Cheating on assignments/Tests/Plagiarism
- 28) Disruption during assembly/drills- Safety Threat
- 29) Sexual Harrassment
- 30) Videoing, recording, photographing other Students or teachers without consent
- 31) Social Media threats to school or another student
- 32) Unauthorized use of a cell phone
- 33) Eating/Drinking in Restricted Areas
- 34) Misconduct on a Lincoln Parish School Bus
- 35) Failure to comply with Detention rules

Infraction Consequences

Minor Infraction

Intervention Strategies used by the classroom teacher include:

- 1) Verbal Warning
- 2) Teacher/student conference to encourage positive choices and reminder of rules
- 3) Reflection Writing completed during recess
- 4) Parent contact by the teacher. Student conference with school counselor to redirect positive choices. Follow-up phone call by school counselor.

Major Infraction

1) Lunch Detention

- a) Lunch Detention will be with during the student's lunch period.
- b) Students are expected to be on time. If he/she is late another lunch detention will be issued.

- c) Students will not be permitted to go to their lockers, or to see another teacher once the detention session has started. Students should take care of these matters before arriving at the detention room.
- d) There will be no whispering, talking, writing notes, or trying to communicate in any way with any other student.
- e) No sleeping.
- f) No cell phones, headphones, hats, or hoods.
- g) No student will be allowed to leave early.
- h) The teacher will dismiss the student when it is time to leave.
- i) If a student is absent/checks out during his/her assigned lunch detention, the student will serve lunch detention on their next present day of school.
- j) Follow up with the school counselor the following day.

2) Morning Detention

- a) Morning Detention will be from 7:00 until 7:45.
- b) Students are expected to be on time. If he/she is late another morning detention will be issued.
- c) Students will not be permitted to go to their lockers, or to see another teacher once the detention session has started. Students should take care of these matters before arriving at the detention room.
- d) Work will be provided by the teachers of that student.
- e) There will be no whispering, talking, writing notes, or trying to communicate in any way with any other student.
- f) No sleeping.
- g) No cell phones, headphones, hats, or hoods.
- h) No student will be allowed to leave early.
- i) The teacher will dismiss the student when it is time to leave.
- j) If a student needs to leave during his/her assigned morning detention, the student will serve morning detention on their next present day of school.
- k) Follow up with the school counselor that day.

3) In School Suspension (ISS)

- a) Students will report to school at his/her regular time and report to the office instead of going to his/her homeroom.
- b) Students will be dismissed at the close of school.
- c) Students will be placed in an isolated room and will be supplied with work from his/her teachers to complete.
- d) No sleeping will be allowed
- e) No cell phones will be allowed only a chrome book to work on assignments, if needed
- f) Lunch will also be conducted within the isolation room.
- g) If a student is absent/checkout, the student will be required to make-up the ISS day.
- h) Follow up with the school counselor the following day.

4) Saturday Seminar

- a) Students must be on time (7:50 am promptly)
- b) No tardies are allowed
- c) Students must remain at Saturday Seminar the full time (7:50 am until 11:30 am)
- d) No food or drinks are allowed in the building
- e) No sleeping will be allowed
- f) Students must attend in full uniform
- g) Cell phones may be brought but will be confiscated at the start of the seminar and given back at 11:30.
- h) Students should bring book bags and classwork materials. This will be a time to work on classwork and assignments that will be assigned by the students designated teacher.
- i) If a student is absent/checkout, the student will be required to make-up the seminar the following Saturday.
- j) Rides must be present to pick up students at approximately 11:20 am.
- k) Follow up with the school counselor the following Monday.

5) Out of School Suspension (OSS)

- a) A suspended student is not allowed on campus during his/her suspension for any reason including extra-curricular events.
- b) Graded assignments missed during suspension cannot be made up.
- c) Follow up with the school counselor upon student return to school .

Dress Code Infractions

A.E. Phillips considers appropriate dress a vital part of the learning process. Students are expected to keep themselves well groomed and neatly dressed at all times. In instances where this does not occur, the following provisions have been made.

First Offense

- 1) Student will be asked to tuck in shirt/call home if needing a change of clothes
- 2) Warning

Second Offense

- 1) Student will be asked to tuck in shirt/call home if need a change of clothes
- 2) Minor Infraction will be written

Third Offense

- 1) Student will be asked to correct dress code behavior/call home if needing a change of clothes
- 2) Lunch Detention will be served
- 3) Parents will be notified

Fourth Offense

- 1) Student will be asked to correct dress code behavior/call home if needing a change of clothes
- 2) Morning Detention will be served
- 3) Parents will be notified

Fifth Offense

- 1) Student will be asked to correct dress code behavior/call home if needing a change of clothes
- 2) Saturday Seminar
- 3) Parents will be notified

Sixth Offense

- 1) Student will be asked to correct dress code behavior/call home if needing a change of clothes
- 2) Conference with student/parent/administrator to discuss next steps