

Appendix A: JHCS Discipline Policy

Please Note: For all discipline policies, JHCS reserves right to skip any steps when student behavior warrants immediate attention.

Drugs/Alcohol Policy

1. First offense
 - a. Contact police, if necessary
 - b. Student removed from class and put in administration office or safe area
 - c. Parents contacted to meet with Head of School as soon as possible
 - d. Within 24 hours, if possible, suspension discussion with student and parents
 - e. Mandatory Counseling and chemical assessment by professional in the appropriate field.
 - f. Attendance in school approved drug and alcohol program
 - g. Minimum suspension 5 days/maximum 10 days (This may be waived if the student shows proof of attendance in a drug/alcohol counseling program.)
 - h. Permission from parents to release chemical assessment and information from counseling provider to the School.
 - i. Possible recommendation to School Board for expulsion
2. Second Offense (Follow steps of First Offense plus...)
 - a. 10 day suspension (Part of this may be waived if student is enrolled in school approved drug/alcohol counseling program)
 - b. Possible recommendation for expulsion
3. Third Offense (follow steps of First Offense plus...)
 - a. Mandatory recommendation for expulsion

Late Policy

1. First Offense: Handled by individual teacher
2. Second Offense: Handled by individual teacher
3. Third Offense:
 - a. Meeting with Head of School
 - b. Advisor Notified
 - c. Extra work around the school (min 1/2 hour; max 1 hour)
4. Fourth Offense:
 - a. Meeting with Head of School
 - b. Advisor notified
 - c. Extra work around the school (min 1 hour; max 1.5 hours)
 - d. Behavior notification form to be signed by parents
5. Fifth Offense:
 - a. Meeting with Head of School
 - b. Advisor notified
 - c. Extra work around the school (min 1 hour; max 1.5 hours)

- d. Parent/Teacher conference
 - e. Behavior modification contract created and signed by student
 - f. Possible suspension (maximum 10 days)
6. Sixth Offense:
- a. Meeting with Head of School
 - b. Advisor notified
 - c. Extra work around the school (min 1 hour; max 1.5 hours)
 - d. Parent/Teacher conference
 - e. New Behavior modification contract created and signed by student
 - f. Possible suspension
 - g. Possible recommendation for expulsion

Major Infractions Policy

(Includes, but not limited to: Verbal or Physical Threat to others; Fighting; Bullying; Bomb Threat; Cheating; Breaking of the computer contract)

1. First offense
 - a. Contact police, if necessary
 - b. Student removed from class and put in administration office or safe area
 - c. Contact parents: pick-up student as soon as possible and meet with Head of School
 - d. Within 24 hours, if possible, suspension discussion with student and parents
 - e. Counseling, if recommended
 - f. Behavior modification contract created and signed by student and parent
 - g. Minimum suspension 5 days/maximum 10 days (This may be reduced if student enrolls in School approved counseling program.)
 - h. Possible recommendation to School Board for expulsion
2. Second Offense (Follow steps of First Offense plus...)
 - a. Mandatory 10 day suspension (This may be reduced if student enrolls in School approved counseling program)
 - b. Mandatory counseling
 - c. Possible recommendation for expulsion
3. Third Offense (follow steps of First Offense plus...)
 - a. Mandatory counseling
 - b. Mandatory recommendation for expulsion

Minor Infractions Policy

(Including, but not limited to: class disruptions; chewing gum/eating in class; online when not authorized; breaking of computer contract; cheating; general horseplay)

1. First Offense
 - a. Meeting and discussion with Head of School
 - b. Advisor notified
 - c. Extra work around the school (min 1/2 hour; max 1 hour)
2. Second Offense
 - a. Meeting with Head of School

- b. Advisor notified
- c. Extra work around the school (min 1 hour; max 1.5 hours)
- d. Behavior notification form to be signed by parents
- 3. Third Offense
 - a. Meeting with Head of School
 - b. Advisor notified
 - c. Extra work around the school (min 1 hour; max 1.5 hours)
 - d. Parent/Teacher conference
 - e. Behavior modification contract created and signed by student and parent
 - f. Possible suspension
- 4. Fourth Offense
 - a. Meeting with Head of School
 - b. Advisor Notified
 - c. Extra work around the school (min 1 hour; max 1.5 hours)
 - d. Parent/Teacher conference
 - e. New Behavior modification contract created and signed by student
 - f. Possible suspension
 - g. Possible expulsion

Tobacco Policy

As stated in the JHCS Parent/Student Handbook, any use or possession of tobacco is strictly forbidden on campus and at all school-sponsored events. Any students in violation of this regulation will be subject to the following actions:

- 1. First Offense
 - a. Meeting with Head of School
 - b. Advisor notified
 - c. Behavior notification form to be signed by parents
 - d. Five hours of work with the Tobacco Coalition
- 2. Second Offense
 - a. Meeting with Head of School
 - b. Advisor notified
 - c. Parent/teacher conference
 - d. Behavior modification contract created and signed by student and parent
 - e. Ten hours of work with the Tobacco Coalition
 - f. Possible Suspension
- 3. Third Offense
 - a. Meeting with Head of School
 - b. Advisor notified
 - c. Parent/teacher conference
 - d. New behavior modification contract created and signed by student and parent
 - e. Ten hours of work with the Tobacco Coalition
 - f. Possible Suspension
 - g. Possible recommendation for expulsion

Unexcused Absences Policy

(Over 20 minutes late to class is considered an unexcused absence)

(Skipping whole day is the equivalent of Third offense)

1. First Offense
 - a. Meeting with Head of School
 - b. Advisor Notified
 - c. Extra work around the school (min 1/2 hour; max 1 hour)
2. Second Offense
 - a. Meeting with Head of School
 - b. Advisor notified
 - c. Extra work around the school (min 1 hour; max 1.5 hours)
 - d. Behavior notification form to be signed by parents
3. Third Offense
 - a. Meeting with Head of School
 - b. Advisor notified
 - c. Extra work around the school (min 1 hour; max 1.5 hours)
 - d. Parent/Teacher conference
 - e. Behavior modification contract created and signed by student and parent
 - f. Possible suspension (maximum 10 days)
4. Fourth Offense
 - a. Meeting with Head of School
 - b. Advisor Notified
 - c. Extra work around the school (min 1 hour; max 1.5 hours)
 - d. Parent/Teacher conference
 - e. New Behavior modification contract created and signed by student and parent
 - f. Possible suspension
 - g. Possible recommendation for expulsion

Weapons Policy

Weapons include, but are not limited to: guns; knives; poisons; and any device that is used to try to inflict serious harm on another person.

1. First offense
 - a. Mandatory expulsion for a period of at least one year.
 - b. Police contacted
 - c. Student removed from class and put in an administration office or safe area
 - d. Parents contacted to pick-up student and meet with Head of School
 - e. Within 24 hours, if possible, expulsion discussion with student and parents
 - f. Mandatory Counseling