

Your Guide To **High School at Plymouth Christian Academy**



Welcome!

Welcome to the Plymouth Christian Academy high school family!

We know that the decision of where to spend your high school years is significant, and we are grateful that you have chosen to make that journey with us.

We've created this guidebook as a resource to get you started on that journey.



**PLYMOUTH CHRISTIAN
ACADEMY**

MISSION

Plymouth Christian Academy, in partnership with parents, educates students from a biblical worldview and equips them for a lifetime of learning, leadership, and service as faithful followers of Christ.

Core Values - PCA C.A.R.E.S

**Christ-Centered, Academic-Minded, Relationally-Focused,
Excellence-Driven, Spiritually-Grounded**

The high school years at Plymouth Christian Academy can be filled with new adventures as students expand themselves academically, artistically, athletically and spiritually. We pray that our students use these years wisely since they pass so quickly. The 9th grade year brings new opportunities to get involved in clubs, plays, chapels, and more, but it also lays the groundwork for an academic profile that will lead to college. We encourage our students to use that time well and apply themselves from the start.

ACADEMICS

Plymouth Christian Academy offers a college preparatory curriculum in our high school. Our goal is to prepare students for the rigorous academic coursework they will encounter in college. To accomplish this goal, our requirements for graduation exceed the minimum standards required by the State of Michigan. Curricular offerings include AP and Dual Enrollment.

At PCA, students will experience:

- Challenging classes
- Standardized testing
- Demanding graduation requirements
- Dual enrollment opportunities with Concordia University in Ann Arbor and Schoolcraft College



**PLYMOUTH CHRISTIAN
ACADEMY**

Grading Scale

Percentage	Letter	Numerical
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

Graduation Requirements

Total Credits Necessary to Graduate		
Michigan Merit Credits (+)	PCA Core Curriculum Credits (+)	General Elective Credits
18	6	2 = 26 credits
1 semester (1/2 year) = 0.5 credit		2 semesters (1 year) = 1 credit

Bible (4) credits

- Old Testament Survey, 9th Grade (2 semesters)
- New Testament Survey, 10th grade (2 semesters)
- Christian Thought and Spirituality, 11th or 12th grade (2 semesters)
- Elective Options -11 th or 12th grade (2 semesters)

English (5) credits

- English Foundations - 9th grade (2 semesters)
- American Literature & Composition (2 semesters)
- Speech (1 semester)
- Debate (1 semester)
- Elective options
- *PCA requirement: (1) English during Senior year

Math (4) credits

- Algebra I (2 semesters)
- Geometry (2 semesters)
- Algebra II (2 semesters)
- Elective Options
- *State requirement: (1) Math during Senior year

Science (3) credits

- Biology (2 semesters)
- Elective Options

Social Studies (3) credits

- World History (2 semesters)
- U.S. History or AP U.S. History (2 semesters)
- U.S. Government (1 semester) or AP U.S. Government (2 semesters)
- Economics (1 semester)

Physical Education (0.5) credit

Health (0.5) credit

Fine & Performing Arts (1) credit

World Language, (2) credits of the same language

Business and Technology (1) credit

- Business Technology 1 (1 semester)
- Business Technology 2 (1 semester)

Elective Credits (2) credits

SAT - Taken at PCA in Spring of Junior Year

WORLD LANGUAGE

Helping Your Student Select a World Language

Our World Language Department at PCA is committed to helping our students gain not only the ability to understand and communicate in a second language, but also to broaden their view of God's world and deepen their hearts for His people in other countries and cultures.

What should NOT factor into the decision

"_____ is an easy/hard language." Any beginning-level language is designed for beginners. Mastering any language requires commitment on the part of a student to participate actively and do the work.

"_____ is practical, _____ is not." All languages are useful in building cognitive skills, deepening cultural literacy, and improving grammatical competence in your native language. There are many opportunities to practice both languages, and certain career areas in which one may be particularly useful.

"My friends are taking _____." Student interest and motivation are critical to success; PCA language classes are designed to provide lots of fun learning experiences and social connections.

Factors you should consider:

Where do your student's interests lie? Your student is more likely to learn a language well and use it if they are personally interested in it!

What is your family heritage? Personal connection contributes to success!

What is your student's academic/career goals? Certain fields may recommend certain useful languages.

A Note Regarding Online Language Instruction

Remember that language is a living and communicative skill that must be acquired and practiced in a social and cultural context. While some online and software programs are useful for vocabulary building and the like, they are not an effective substitute for vital personal interaction and real cultural experience. Particularly for the high school learner, the classroom experience provides the personal attention and interaction key to students' success.

Three Factors to Consider:

1. Motivation (Do you want to learn it?)
2. Accessibility (Can you find opportunities to practice it?)
3. Linguistic Ease (Will I be reasonably able to communicate in the time I have to devote to learning it?)

World Languages Offered at PCA

German: German I, II, III, IV, German Club*, Delta Epsilon Phi**

Spanish: Spanish I, II, III, AP Spanish, Spanish Club*, Spanish National Honor Society***

In our classrooms and beyond, PCA's World Language Department strives to foster both communicative and cultural competence in our students. Not only do we want our students to excel in their ability to use a second language and understand and appreciate a new culture, but we also desire to see God use this opportunity to grow their hearts for His Kingdom work in His world. PCA's language programs incorporate into our instruction everything from "real life" roleplay activities and project-based assessments to target-language prayer, scripture memory and contact with missionaries in the target cultures.

*Mrs. Birgit Daniel (German), birgit.daniel@plymouthchristian.org
Mrs. Margaret Jarrell (Spanish), margaret.jarrell@plymouthchristian.org*

*German Club and Spanish Club offer cultural experiences outside the classroom and are optional for secondary students, whether or not they are enrolled in German or Spanish. Please contact Frau Daniel (German) or Señora. Jarrell (Spanish) for more information about who we are and what we do.

**Delta Epsilon Phi (National German Honor Society) is a national honors organization dedicated to academic excellence and cultural outreach in the study of German language and culture. Students become eligible for induction after 3 semesters of German. Eligible students have opportunities to apply for various study abroad experiences. Please inquire with Frau Daniel for more information.

***The Spanish Honor Society promotes the understanding and learning of the Spanish language and culture. Students who are asked to join are recognized for excellence in Spanish in the classroom. They must have a grade of 93 and continue with Spanish while at PCA. We hold activities and meetings throughout the year such as Hispanic cooking, celebrating Feliz Navidad, Cinco de Mayo and Hispanic heritage month, movie night, and others. For more information, please contact Mrs. Jarrell.

ARTS

Our mission is to discover and develop the God-given talent of student artists, reclaiming the arts as an expression of God's love to the world in which we live. To accomplish this task, students are encouraged to explore their talents and develop their skills in both group and independent settings.

The following are available to PCA high school students:

<ul style="list-style-type: none">• Advanced Drawing• Band• Choir• Music Theory• Ceramics• Art Foundations	<ul style="list-style-type: none">• Graphic Design• Painting• Photography• Cartooning• High School Theatre I & II
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In addition to our class offerings, PCA high school students have the opportunity to audition for the annual school play production which involves after-school practices for weeks leading up to the production. Students do not need to be enrolled in a theatre class to try out for this play.

The 2019-20 school year brought the production of *Beauty and the Beast* to life for thousands of spectators.

In 2021, *Phantom of the Opera* delighted audiences.



ATHLETICS

At Plymouth Christian Academy, our objective in athletics is to maintain excellence. We regard sports as an integral part of the comprehensive educational experience. PCA offers several sports programs with the purpose of promoting a healthy lifestyle and learning important life lessons such as teamwork, work ethic, commitment, self-discipline and Godly character. Plymouth Christian Academy is one of 13 members of the Michigan Independent Athletic Conference, which is one of the most competitive small-school conferences in the State of Michigan.

Boys High School Offerings	Girls High School Offerings
<ul style="list-style-type: none"> • Baseball • Co-op Football • Basketball • Cross Country • Golf (co-ed) • Soccer • Co-op Wrestling • Bowling • Tennis (co-ed) • Track and Field 	<ul style="list-style-type: none"> • Basketball • Competitive Cheerleading • Sideline Cheerleading • Cross Country • Golf • Soccer • Softball • Tennis • Track and Field • Bowling • Volleyball

Athletic Facilities

<ul style="list-style-type: none"> • 2 Gymnasiums • Softball Field • Weight Room 	<ul style="list-style-type: none"> • 2 Soccer Fields • Baseball Field • Practice Diamond 	<ul style="list-style-type: none"> • Indoor Batting Cage • Outdoor Batting Cage • Locker Rooms
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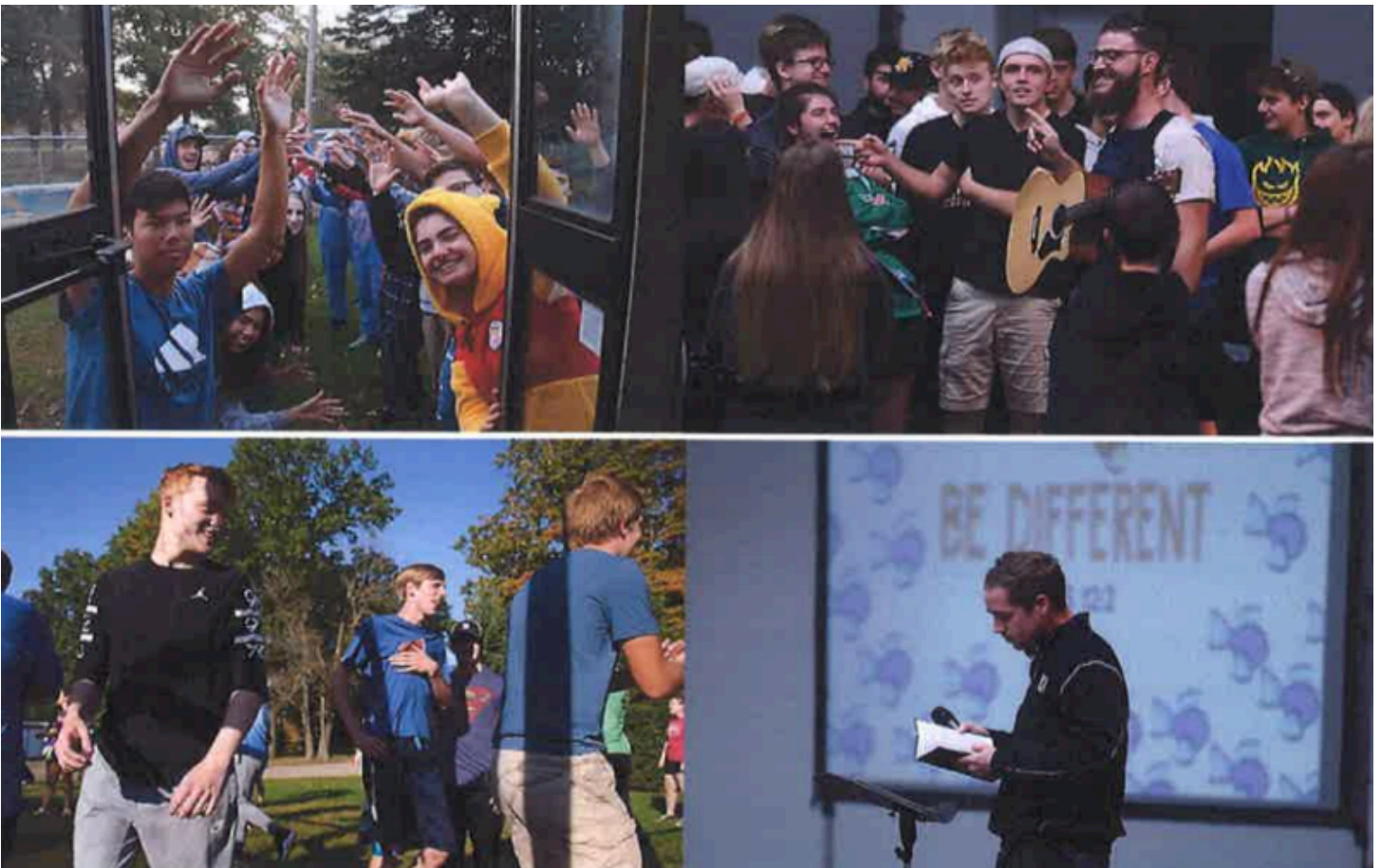
SPIRITUAL FORMATION

Plymouth Christian Academy aims to be a place where students can flourish spiritually, as well as academically and socially. PCA offers a multitude of opportunities for students to grow in their walk with Jesus Christ. Weekly chapels feature our student praise team and a variety of speakers from both inside and outside of the school. Bible classes offer our students a firm foundation in God's Word.

High school students begin each school year with Spiritual Life Retreat, a two-day retreat (three days for seniors) where students grow closer with God and each other through games, small groups, sermons, and worship services. This retreat ensures that the year starts off right, focused on glorifying God in all that we do.

PCA's commitment to spiritual growth goes beyond obvious spiritual opportunities like chapel and Bible class. PCA firmly believes in the integration of faith and learning, which means that PCA's faculty of committed Christian teachers intentionally teach every subject from a biblical perspective. Students are taught to see God in math, history, science, English- all subjects. Because God created each field of study, PCA strives for educational excellence in every subject.

Spiritual Life Retreat



EXTRACURRICULAR ACTIVITIES CLUBS & ORGANIZATIONS

There are a wide variety of clubs, organizations, and activities for students to engage in at Plymouth Christian Academy. Ranging from student government and class leadership opportunities to clubs where they broaden their knowledge and pursue their interests, there is something for every student at PCA!

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Student Council• Class Officers• National Honor Society• National Art Honor Society• German National Honor Society• Student Ambassadors | <ul style="list-style-type: none">• Spanish National Honor Society• German Club• Spanish Club• FIRST Robotics, Team 4405• Annual Musical Production |
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German Club



Team 4405, High School Robotics

HIGH SCHOOL ACTIVITIES

The months are filled with a variety of extracurricular activities for high school students at PCA. The following list will help you understand the year's basic outline.

- Welcome Week: takes place in August prior to the beginning of school
- All-School Family Picnic: takes place in August or early September on our school campus
- Eagles Games Day: This day of fun and class competitions takes place during the first week of school
- Spiritual Life Retreat: referenced above, this off-campus retreat is a time of spiritual challenge
- Fall Spirit Day/Under the Lights/PCA 5k: Early October
- High School Barn Dance: Hosted by PCA parents, this event takes place at a local barn, with a full-fledged square dance caller; Late September to Mid-October

- Spirit Week & Homecoming takes place in late January or early February during our basketball season. Spirit Week is full of tons of fun activities and competitions for classes. The Homecoming Court presentation and games take place on a Friday evening at PCA. The High School Homecoming Dance is parent-sponsored and takes place off-campus on Saturday of that week.
- ExPlore Week: March or April. During this week, 9th and 11th grade students have the opportunity to “explore” a variety of different class offerings and experiences, both on and off the PCA campus.
- Class Trips: During ExPlore Week, the sophomore class travels to Washington, D.C. The seniors take an adventure trip that includes a service opportunity.
- Junior/Senior Formal: Hosted by the junior class, this event is open to juniors and seniors and their dates. Takes place in late April or May of each year.



HIGH SCHOOL CLASSES

Each class has its own set of faculty class sponsors who guide the class through their four years of high school. These sponsors travel with the class on their class trips, they take part in spirit week activities, manage class meetings, and so much more.

The classes also have officers who are elected each year. These officers are president, vice president, secretary, treasurer, and chaplain. Each class also has a set number of representatives who serve on the PCA Student Council. Class meetings occur monthly and they are overseen by the sponsors, but run by the class officers.

Approved fundraisers allow students in each class to raise funds toward their senior trip. The more a student engages in these fundraisers, beginning in freshman year, the more money they will have to apply toward their senior trip.

The following are the annual class fundraisers:

- Freshman: Valentine's Day Sweets & Flowers
- Sophomore: Sweetest Day Sweets & Flowers, Athletic Game Concessions
- Junior: Bagel Sales
- Senior: Babysitting Night, and Fall Mum's Sale

EXPENSE PLANNING FOR HIGH SCHOOL

Raising a teenager can be rather costly, given all the activities and events offered to them. To help you plan ahead, this list includes estimated costs, but is not exhaustive!

There may be additional costs for other extracurricular activities, clubs, athletic apparel or special field trips.

FRESHMAN

- Spirit Wear: Cost depends on item
- Parent Sponsored Homecoming Party: ~\$55
- Parent Sponsored Barn Dance: ~\$20

SOPHOMORE

- Class Ring (depends on your choice; average cost): \$100-300+
- Washington DC Trip: \$700-\$900
- Driver's Ed/license: approx. \$500 (some may start freshman year)
- Parent Sponsored Homecoming Party: ~\$55
- Parent Sponsored Barn Dance: ~\$20

JUNIOR

- ACT (\$85 with writing, \$60.00 without writing)
- Jr/Sr. Banquet (not including dress/suit): \$75
- AP Tests: \$95 for each AP class taken
- Senior Portraits (summer): This cost really varies - \$300
- Parent Sponsored Homecoming Party: ~\$55
- Parent Sponsored Barn Dance: ~\$20

SENIOR

- College Application fee: Depends on college. Average cost = \$45 (some fees waived for early application)
- Senior Trip- Class trip \$2,200. Amount varies depending on the number of students attending. (additional costs include luggage, passport, souvenirs, etc). Note: Fundraiser money earned from the time they begin as freshmen will be allotted to each student's senior trip according to the hours they work. Participation in these class fundraisers can significantly offset this cost!
- Parent Sponsored Homecoming Party: ~\$55
- Parent Sponsored Barn Dance: ~\$20
- Jr/Sr. Banquet (not including dress/suit): \$75
- Cap & Gown: \$40 +
- Graduation Announcements (depends on quantity and what you order) \$30 - \$250
- Graduation Party: Some families choose not to have one. If you choose to do so, it can cost up to \$1,000



PLANNING FOR YOUR FUTURE

FRESHMAN

- Meet with the counselor to go over your 4-year course schedule.
- Make a list of academic and personal goals. Review them at least once a year.
- Check out the websites of your “dream” colleges. What are their admissions requirements? Are you taking the right courses?
- Find fun and interesting ways to volunteer.
- Start a portfolio to keep track of your activities, volunteer, work, jobs and who the contact person is. Write down your impressions, especially what you do and do not like about each activity. Gradually, you may begin to see where your interests or potential college major may become.
- Talk to your parents about how much money may be available for your college education. Not a lot? No problem if you plan ahead.
- Join a sports club or student government. It is never too early to begin a resume or potential references/recommendations for college.
- Set short and long term goals for yourself.

JUNIOR

- Concentrate on your GPA.
- Juniors take the PSAT and SAT at PCA.
- Gather information from the colleges you are considering.
- Intensify your scholarship search. Keep track of deadlines and requirements.
- Attend career days, college fairs and financial aid workshops.
- Meet with your counselor. Be sure your classes are on the right track for the colleges you are considering and that you are meeting graduation requirements.
- Talk to your coach if you want to play for a college team or apply for an athletic scholarship.
- Take AP exams for any AP classes you have completed.
- Create a master calendar of deadlines. Include college applications, test registrations and test dates, scholarship applications, housing, and financial deadlines.
- Zero in on what teachers you want to ask for recommendations.
- Work on your resume.

SOPHOMORE

- Take the PSAT.
- Focus on your GPA.
- Start a list of colleges to consider. Be sure to go to any college fairs in your area.
- Start a scholarship search.
- Update your records of activities, volunteer work, programs, classes, and traveling. File information you receive on colleges, scholarships, and tests. Your interest may change as you get older and getting more experiences may help narrow your career focus. These activities are also great to list on resumes and college applications.
- Review and revise your goals.
- Think careers! Talk to people about their jobs.

SENIOR

FALL

- Last chance to take the ACT or SAT.
- Complete college applications, financial aid, and housing applications.
- Beginning October 1, complete the FAFSA (*Federal Student Aid Application*).
- Make sure your high school transcripts and records are correct and up to date.
- Attend college fairs and financial aid workshops.
- Ask for letters or recommendations from teachers, employers, and coaches.
- Finish essays for college applications and scholarships.
- Update your resume.

SPRING

- Decide on a college and notify the admissions office by May 1st of your acceptance.
- Create a budget to determine your needs.
- Determine if you need a student loan. File your application.
- Take AP exams.
- Have your final transcript sent to you or your college

Test Name	Purpose	When	Who	Location	Cost
PSAT 8/9	Practice for the SAT	October	9th	PCA	Included in Tuition
PSAT	Practice for the SAT Screening for National Merit Scholarship Receive college information	October	10th-11th	PCA	Included in Tuition
SAT	Qualification for College Acceptance	March	11th	PCA	Included in Tuition
SAT Retake	Qualification for College Acceptance	Various National Dates	11th-12th	Register online collegeboard.org (PCA code: 230468)	\$60.00
ACT	Qualification for college acceptance	Various National Dates (PCA is a National Testing Center)	11th-12th	Register online actstudent.org (PCA code: 230468)	\$88.00 with writing portion \$63.00 without writing portion (additional fees for options)
AP Testing	College level exam can earn college credit depending on test score	May	10th-12th students taking the AP courses	PCA	\$95.00

6. Dress Code

6.1 Student Dress Code

As a school that seeks to exist for God's glory, it is important that we meet those standards in every aspect of our school culture. Our appearance should encourage concentrated study and in no way distract from the learning process. Therefore, our appearance code is defined by three specific standards: modesty, appropriateness, and neatness.

Modesty – First and foremost, a student's appearance should reflect his/her identity as a follower of Christ, created by God as male or female. Everything we do is an expression of our relationship with God. The Bible makes it clear that we are to be modest and treat our bodies with the utmost respect. It is important to note that what is "in style" is not always in accordance with the standards we seek to reflect. However, as Christians, we are called to be "different than the world". The following would not meet modesty standard:

1. Sleeveless shirts and tops
2. Visible undergarments
3. Tight fitting pants, shorts or tops – leggings can be worn under a dress code length item of clothing (see #4).
4. Short dresses, skirts or shorts – length (including slits) should be no higher than 2 inches above the knee
5. Tops that reveal cleavage, stomach, or back. Tops must cover the torso at all times and should be no lower than one hand-width below the collarbone.

Appropriateness – Appropriateness can be defined as presenting oneself in a manner that fits the occasion. An appropriate appearance is one that does not distract from the educational process or draw excess attention to oneself. The following would not meet the appropriate standard:

1. Faddish extremes
2. Jewelry and makeup not worn in moderation and good taste
3. Body piercing jewelry (including nose rings, lip, eyebrow, and anything other than earrings for girls).
4. Items that promote any message or images that are contrary to Christian values and principles
5. Athletic-style pants or shorts
6. Hats, hoods, sunglasses, or ear buds, in the school building
7. Visible tattoos
8. Hair dyes that are not of natural color
9. Clothing meant for sleeping and lounging at home including pajama pants and house shoes.

Neatness – Neatness can be defined as a look that is clean with clothes that are proper fitting and in good repair. The following would not meet the neatness standard:

1. Pants that drag on the floor
2. Clothing that has rips, tears, or holes
3. Hair that exceeds eyebrows and not neatly groomed
4. Facial hair that is not well groomed and neat.

Enforcement: Students who do not meet these standards will be referred to the Dean of Students or his/her designee for final evaluation. Students will be asked to call their parents and have the appropriate clothing brought from home (if they don't have clothing on site). Students will not be permitted back into class until the problem is corrected. Time out of class will be considered an absence.

Plymouth Christian Academy reserves the right to make a final judgment on all clothing. If a garment appears to conform to the dress code but nevertheless is found, by the administration, to be unsuitable, the student may no longer wear it.

6.2 Attire for After School Activities

During after school activities (whether on campus or at away games), students are still expected to dress in a manner that is modest, appropriate, and neat since they are representatives of God, their families, and Plymouth Christian Academy. All school dress code standards apply except for allowing students to wear athletic-style pants or shorts that are modest and not too tight fitting. Shorts must extend past mid-thigh. Additionally, leggings can be worn if their top extends past the buttocks. Students inappropriately dressed (as determined by the school administration using the current dress code as a guide) while in attendance at school sponsored activities, may be asked to change or leave the activity/school grounds and will be entered into their discipline record.

6.3 Attire for Class Trips / Field Trips

The dress code for field trips and class trips will be the same as the school dress code, unless the sponsoring teacher(s) request otherwise. Any special rules that the sponsor(s) establish for the trip must first be approved by the Dean of Students or Secondary Principal and then the sponsors will act in his/her stead in the enforcement. One-piece swimsuits for girls are required for all swimming events.

6.4 Physical Education Uniforms

Students in grades 7-12 are required to wear the designated PE uniform. All PE students must wear athletic shoes with socks. Students' names must be prominently displayed in the designated area and according to the established protocol. Uniforms may be purchased from the school.

6.5 Spirit Day Guidelines

On designated days (as a fundraiser for various classes and clubs), the PCA students and staff will be allowed to enjoy a Spirit Day only if a PCA top is worn. Students may wear athletic-style pants or shorts that are modest and not too tight fitting. Shorts must extend past mid-thigh.

6.6 Attire for Special Activities, Banquets, Ceremonies

While at school-sponsored activities, the principles of our clothing being God-honoring and modest remains the guiding standards for attire at these special events. This expectation includes selecting a dress that is appropriate in length. Length must be no higher than 2 inches above the knee (including slits), as well as providing appropriate coverage. Tops must not be lower than one hand-width below the collarbone, sides must be covered, and the back cannot be lower than the bra line. In addition, any dress inserts intended to accomplish the standard of modesty must be opaque. Boys should wear modest dress slacks, a dress shirt, and a tie. A banded collar shirt worn with a sport coat or sweater is also appropriate. Suit or sport coats are optional when a tie is worn.

All dresses for the Junior/Senior Banquet must be pre-approved. If students arrive at an activity inappropriately dressed, they may not be allowed to participate.

7th-12th GRADE MISCONDUCT RUBRIC

Midconduct		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Classroom Offenses Classroom Procedures Disruptive Behavior		Teacher/Staff Behavior Management Plan Verbal warning	Teacher/Staff Behavior Management Plan Seat Relocation Possible	FACTS input Conference with student	FACTS input Discipline notice to parents Possible detention	FACTS input Discipline notice to parents Detention Subsequent Violations- Meet with Dean of Students Possible Suspension for repeated violations
Classroom Offenses Handbook violations, i.e., gum chewing, hallway infractions, etc. Chapel/Assembly infractions, Other Handbook violations		Verbal warning	FACTS input Conference with student	FACTS input Discipline notice to parents	FACTS input Discipline notice to parents Detention	<i>FACTS input</i> Discipline notice to parents Detention Subsequent Violations- Meet with Dean of Students Possible Suspension
Tardy <i>*per semester</i>	1st Hour	1st-5th tardies FACTS input Discipline notice to parents	6th-7th tardies FACTS input Discipline notice to parents Conference with parents	8th tardy FACTS input Discipline notice to parents Detention	Subsequent tardies FACTS input Discipline notice to parents Conference with parents Detention	
	2nd-8th Hours	1st-5th tardies FACTS input Discipline notice to parents	4th and 5th tardies FACTS input Discipline notice to parents Conference with parents	6th tardy FACTS input Discipline notice to parents Detention	Subsequent tardies FACTS input Discipline notice to parents Conference with parents Detention	
Dress Code		FACTS input Student changes clothes Discipline notice to parents	FACTS input Student changes clothes Discipline notice to parents Conference with student	FACTS input Student changes clothes Discipline notice to parents Detention	FACTS input Student changes clothes Discipline notice to parents Detention	FACTS input Student changes clothes Discipline notice to parents 1-Day Suspension Subsequent Violations- Meet with Dean of Students
Electronics <i>*per semester</i> Cell phone misuse Violating technology use policy		FACTS input Student conference Discipline notice to parents Phone confiscated - pick-up at the end of the day	FACTS input Student conference Discipline notice to parents Detention Phone confiscated - pick-up at the end of the day	FACTS input Student conference Discipline notice to parents Detention Phone confiscated - Parent pick-up	FACTS input Student conference Discipline notice to parents Detention Phone confiscated - pick-Parent pick-up	FACTS input Subsequent Violations- Meet with Dean of Students Cell phone turned into the Dean of Students at the start of each day Possible Suspension for repeated violations
Major Offenses Stealing, Cheating, Lying, Plagiarism Deliberate misuse of any school property/equipment Disrespect to staff or students Other Handbook violations		FACTS input Parent Conference Possible Detention/ Suspension Academic consequences	FACTS input Parent Conference Detention/Probable Suspension	FACTS input Parent Conference Up to 3 Day Suspension	FACTS input Parent Conference 5-10 Day Suspension	Recommendation for Expulsion

7th-12th GRADE BEHAVIOR RUBRIC

Level	Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Level One	Horseplay: “Goofing around” or “playing” that may include pushing, shoving, grabbing, jumping on, mean or rude gestures, name calling, “just kidding” and “no offense, but” mean remarks.	15 Second Intervention FACTS input	15 Second Intervention FACTS input Discipline Notice to parents Detention	15 Second Intervention FACTS input Discipline Notice to parents 2 Detentions	15 Second Intervention FACTS input Discipline Notice to parents 2 Detentions Possible Suspension
Level Two	Taunting/Teasing: Name calling, taunting, ridiculing, insulting remarks, spreading rumors, profanity, mean tricks, or any other behavior written or spoken that would hurt others’ feelings	15 Second Intervention FACTS input Discipline Notice to parents Detention	15 Second Intervention FACTS input Discipline Notice to parents 2 Detentions	15 Second Intervention FACTS input Discipline Notice to parents Suspension Parent conference	15 Second Intervention FACTS input Discipline Notice to parents Suspension Parent Conference
Level Three	Moderate Physical Contact: Pushing, shoving, tripping, poking, pinching, grabbing, hair pulling, etc. Moderate Intimidation: Shunning, planned exclusion, silent treatment, social alienation, emotional blackmail.	15 Second Intervention FACTS input Discipline Notice to parents Detention Restitution when appropriate	15 Second Intervention FACTS input Discipline Notice to parents 2 Detentions Parent conference Restitution when appropriate	15 Second Intervention FACTS input Discipline Notice to parents 1-day suspension Parent Conference Restitution when appropriate	15 Second Intervention FACTS input Discipline Notice to parents Up to 3-day suspension Parent Conference Restitution when appropriate
	Property Damage: Stealing, damaging property, graffiti, vandalism, or threatening the same, false reports, retaliation for reports	15 Second Intervention FACTS input Discipline Notice to parents 1-day suspension Parent conference Restitution when appropriate Possible police notification	15 Second Intervention FACTS input Discipline Notice to parents Up to 3-day suspension Parent Conference Restitution when appropriate Probable police notification	15 Second Intervention FACTS input Discipline Notice to parents 5-10 day suspension Parent Conference Restitution when appropriate Possible Expulsion	Recommendation for expulsion
Level Four	Severe Physical Contact/Intimidation/Harassment: Punching, slapping, kicking, fighting, spitting, threats of emotional or physical violence, hurtful texting or cyberbullying, racial/ethnic/sexual/religious or other forms of severe harassment, pictures on camera phone or device, intimidation, stalking, or extortion, inappropriate language or sexual references	Email /Call/Radio FACTS input Sent to Dean of Students Discipline Notice to parents Parent Conference Probable Police Notification Up to 3-day suspension	Email /Call/Radio FACTS input Sent to Dean of Students Discipline Notice to parents Parent Conference Probable Police Notification Up to 5-day suspension	Email /Call/Radio Sent to Dean of Students Discipline Notice to parents Parent Conference Probable Police Notification Up to 10-day suspension Possible referral for expulsion	Recommendation for Expulsion
Level Five	Possession of dangerous items including: Weapons, weapons look alike, fireworks, explosives, gang activity, bomb threats or arson, illegal substances	Email /Call/Radio FACTS input Sent to Dean of Students Police Notification Recommendation for expulsion	Note: At the discretion of the Administrator, consequences assigned may be more severe in any category above based on the seriousness of the action, severity of the result of the infraction or prior offenses in other categories. While specifics of each plan may vary from person to person, the expectations for behavior would be consistent with the standards for all students. After the 4th time a student repeats an aggressive behavior, an Individual Behavior Action Plan will be developed.		