



JEAN MASSIEU ACADEMY

STUDENT CODE OF CONDUCT & BEHAVIOR RESOLUTION GUIDE

Our Mission

Jean Massieu Academy provides an inclusive, student-centered education where every learner is known, valued, and supported. Through innovative teaching, strong family partnerships, and a nurturing community, we empower students to discover their strengths, achieve academic excellence, and prepare for their future.

Our Code of Conduct supports this mission by establishing clear expectations for behavior, providing a consistent process for resolving behavior concerns, and maintaining a safe and productive learning environment. The purpose of discipline is to teach, support, and hold students accountable while protecting the rights and safety of every member of the JMA community.

Our School Culture

At Jean Massieu Academy, we believe students learn best in a community where they are known, valued, supported, and challenged to grow. We expect students to contribute to a positive, inclusive, safe, and respectful environment. Behavior expectations apply to students in classrooms, common areas, on school property, in school vehicles, at designated bus stops, and at school-sponsored, supervised, or sanctioned activities.

JMA SOAR

Safety: We make choices that protect the physical and emotional safety of ourselves and others.

Ownership: We take responsibility for our choices, our learning, our behavior, and the impact we have on others.

Achievement: We participate in learning, persevere through challenges, discover our strengths, and work toward academic and personal excellence.

Respect: We treat ourselves, others, our school, and our community with dignity, kindness, and consideration.

SOAR Expectations by Behavior Area

The following examples illustrate how common behavior expectations connect to SOAR. A behavior may relate to more than one SOAR value.



S — Safety

- Keep hands, feet, objects, and personal space safe.
- Follow safety directions and emergency procedures.
- Do not engage in fighting, threats, intimidation, dangerous conduct, or behavior that could cause injury.
- Do not possess prohibited weapons or dangerous instruments.
- Report bullying, harassment, threats, or unsafe situations to a trusted adult.

O — Ownership

- Take responsibility for choices and accept reasonable redirection.
- Arrive on time and prepared to learn.
- Follow established procedures and directions.
- Care for school and personal property.
- Be honest about behavior and academic work.
- Make reasonable efforts to repair harm caused by one's actions.

A — Achievement

- Participate in instruction and protect the learning environment.
- Complete assigned work and assessments honestly.
- Bring required materials and be prepared to learn.
- Persevere through challenges and seek appropriate help.
- Use technology and personal devices in ways that support learning.
- Recognize and develop individual strengths.

R — Respect

- Treat students, employees, families, visitors, and oneself with dignity.
- Use appropriate verbal, written, electronic, and nonverbal communication.
- Respect differences and individual needs.
- Do not engage in bullying, harassment, discrimination, or hateful conduct.
- Respect personal boundaries and property.
- Contribute to an inclusive and welcoming community.

Behavior Concerns and Administrative Responses

The following behaviors are examples and are not exhaustive. JMA may respond to conduct that substantially interferes with learning, safety, relationships, or the orderly operation of the school. Responses will be based on the nature and severity of the conduct and applicable school procedures.



Safety-Related Behaviors

Physical aggression and fighting: Physical contact, fighting, punching, wrestling, knocking another person down, or other physical aggression. Conduct that escalates or is not easily stopped may receive an immediate administrative response.

Threats and provocation: Words or actions intended to taunt, provoke, intimidate, threaten, or cause emotional or physical harm, including aggressive gestures or invasion of personal space.

Disorderly or dangerous conduct: Reckless behavior that could cause injury, including throwing objects or tampering with safety equipment such as fire alarms.

Weapons and dangerous instruments: Possession or use of firearms, weapons, dangerous instruments, or other devices capable of causing physical injury is prohibited. Law enforcement will be informed when required.

Bullying and harassment: Bullying, cyberbullying, harassment, discrimination, and sexual harassment are prohibited. JMA will investigate reports and take appropriate disciplinary or corrective action when warranted.

Ownership-Related Behaviors

Insubordination: Failure to comply with reasonable directions of teachers or other school personnel, including behavior that escalates and disrupts the larger community.

Academic dishonesty: Plagiarism, forgery, cheating, or other deceitful conduct related to academic work or assessments.

Theft and property damage: Taking, withholding, removing, damaging, or attempting to damage another person's or school property without consent.

Integrity concerns: Attempting to deceive or mislead school personnel regarding one's actions or circumstances.

Achievement-Related Behaviors

Disruptive behavior: Behavior that interferes with instruction or the learning of others, including disruptive outbursts, inappropriate noises or gestures, repeated talking over others, or throwing objects.

Attendance and preparedness: Tardiness, cutting class, leaving class without permission, or repeatedly failing to bring required materials.

Unauthorized technology use: Use of mobile phones, headphones, or other personal electronics when not authorized for instructional purposes.

Respect-Related Behaviors

Disrespectful or inappropriate communication: Spoken, written, electronic, or nonverbal communication that is offensive, abusive, inflammatory, or directed toward another person in a demeaning or threatening manner.

Bullying, harassment, and discrimination: Conduct based on protected characteristics or other prohibited harassment that creates an intimidating, hostile, threatening, or offensive educational environment or interferes with participation in school.

Gambling: Betting or wagering for money, favors, or other consideration is prohibited.



Inappropriate sexual conduct: Sexual harassment and sexual misconduct are prohibited and may result in serious disciplinary action and notification of law enforcement when required.

Substance Abuse Policy

Drug, alcohol, and other substance abuse can prevent students from achieving their full potential. When substance abuse is known or suspected, JMA may provide appropriate referrals to parents/guardians for counseling and support services and/or referrals to local law enforcement agencies when necessary.

Possession, use, sale, storage, production, or purchase of illegal or prohibited substances on school grounds or at school-sponsored events is prohibited. On-campus substance abuse is a serious violation and may result in suspension, a disciplinary hearing, and possible expulsion.

Students may not possess or use tobacco products, e-cigarettes, or related tobacco products or paraphernalia on school property or at school-sponsored events. Appropriate disciplinary action will be taken.

Search Policy

JMA may search student bags and clothing when there is reasonable cause or suspicion, or when a report indicates the presence of suspicious, illegal, or prohibited items. When school authorities have reasonable suspicion that a student or bag contains materials that pose a threat to the health, welfare, or safety of students, searches may occur without prior warning.

At least two staff members will be present when searching a student's bag. Person searches are limited to shoes, outerwear, pockets, and other permitted procedures. Pat-downs will be performed by an assigned and trained SRO or other contracted law-enforcement personnel when reasonable cause is determined.

JMA assumes no responsibility for loss of student personal property. Illegal or prohibited materials discovered during a search may be used as evidence in a school disciplinary proceeding.

Bullying, Harassment, and Reporting

Jean Massieu Academy believes students learn best in an environment free from harassment and discrimination. Students are expected to treat other students and campus employees with courtesy and respect and to stop behavior when directed to do so.

Prohibited harassment includes conduct that is severe, persistent, or pervasive and that affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with academic performance.

Examples may include offensive or derogatory language, threatening or intimidating conduct, offensive jokes, name-calling, slurs, rumors, physical aggression, assault, graffiti, printed material promoting negative stereotypes, theft, property damage, and other aggressive conduct.



Students or parents/guardians who believe bullying or harassment has occurred should report the concern immediately to a teacher, administrator, principal, or other campus employee. Reports may be written or submitted through JMA's online reporting process.

JMA will investigate reports as promptly as possible while respecting student privacy to the extent possible. Limited disclosures may be necessary to conduct a thorough investigation and comply with applicable requirements. Retaliation against a person who makes a good-faith report is prohibited. False claims or refusal to cooperate with an investigation may result in appropriate discipline.

Cell Phone Policy

Texas House Bill 1481 requires public schools to prohibit student use of personal communication devices during the school day. This policy is adopted to comply with state law, reduce distractions, and ensure a safe, focused learning environment for all students.

Definitions

- **Personal Communication Device:** Any electronic device capable of digital communication or telecommunication, including cell phones, smartwatches, tablets, and wearable technology.
- **School-Issued Device:** A laptop or tablet provided by Jean Massieu Academy for instructional use. Students may only use school-issued devices for academic purposes.
- **School Day:** Defined as the time beginning when a student enters the school building and ending when the student leaves the building at dismissal. The prohibition does not apply while riding a school bus to or from school.
- **School Property:** All areas within the school building and on the school campus where instruction and school activities occur.

Policy Statement

- Students may not possess personal communication devices (including cell phones and smartwatches) during the school day.
- All personal communication devices must be turned off and surrendered to the school security office upon entering the building.
- Devices will be stored in a secured location and returned to students at the end of the school day.
- Students may only access their device during the day under the direct supervision of a campus administrator.



Disciplinary Consequences

Violation of this policy will result in the following progressive consequences:

1. First Offense: Device confiscated; parent/guardian must pick up the device.
2. Second Offense: Device confiscated; parent/guardian must pick up; written warning issued to student and parent/guardian.
3. Third & Subsequent Offenses: Device confiscated; parent/guardian must pick up; student assigned In-School Suspension (ISS).

Exceptions

Exceptions to this policy will be considered only in rare circumstances (such as medical directives or documented IEP/504 needs) and must be approved by the Superintendent.

Liability

While the school will take reasonable steps to safeguard collected devices, Jean Massieu Academy is not responsible for lost, stolen, or damaged personal communication devices while in school possession.

Additional Notes

- Only school-issued devices may be used for instruction.
- Personal laptops, tablets, or communication-capable devices may not be used on school property during the school day.

Behavior Resolution Philosophy

JMA views behavior as an opportunity for instruction, reflection, accountability, and growth. When a student does not meet a SOAR expectation, staff will use developmentally appropriate interventions designed to help the student understand the expectation, make a better choice, and return successfully to learning.

The behavior resolution process is progressive, but staff may adjust the response based on the seriousness of the behavior, the circumstances of the incident, the impact on others, the student's age and developmental needs, and applicable school requirements. Significant behaviors that could result in bodily harm to the student or others will result in an immediate office referral.



PK–1st Grade Behavior Resolution Procedure

Documentation begins after verbal warnings and teacher redirections. The following sequence is the standard progression for behavior concerns that do not require an immediate office referral. The steps guide the school's response, but administration may modify the response based on the behavior, circumstances, student age/development, safety, disciplinary history, disability-related considerations, and applicable law.

Step	Initiated By	Parent Contact	Action
1. Student Conference	Teacher	Yes	Student conference and parent/guardian contact.
2. School Day Refocus	Teacher	Yes	Cool down*/removal from area within the classroom and parent/guardian contact.
3. School Day Refocus	Teacher	Yes	Detention (lunch/recess depending on age) and parent/guardian conference.
4. First Office Referral	Administrator	Yes	Meeting with administrator, teacher, and parent/guardian. Teacher completes referral to counselor. Consequences may include ISS or another response determined by the administrator.
5. Second Office Referral	Administrator	Yes	Behavior Plan created with Student Support Team, administrator, counselor, teacher, and parent/guardian. Consequences may include ISS, or another response determined by the administrator. OSS may be considered where applicable by law.
6. Third Office Referral	Administrator	Yes	Meeting with administrator, counselor, teacher, and parent/guardian to discuss student expulsion from JMA, or another outcome determined by administration.

*A cool down is a teacher-directed, short-term, supervised opportunity for a student to regulate in a safe setting.

Safety exception: Significant behaviors that could result in bodily harm to the student or others will result in an immediate office referral.

2nd–12th Grade Behavior Resolution Procedure

Documentation begins after verbal warnings and teacher redirections. The following sequence is the standard progression for behavior concerns that do not require an immediate office referral. The steps guide the school's response, but administration may modify the response based on the behavior, circumstances, student age/development, safety, disciplinary history, disability-related considerations, and applicable law.

Step	Initiated By	Parent Contact	Action
1. Student Conference	Teacher	Yes	Student conference and parent/guardian contact.
2. School Day Refocus	Teacher	Yes	Detention (lunch/recess depending on age) and parent/guardian conference.
3. First Office Referral	Administrator	Yes	Meeting with administrator, teacher, and



			parent/guardian. Teacher completes referral to counselor. Consequences may include ISS or another response determined by the administrator.
4. Second Office Referral	Administrator	Yes	Behavior Plan created with Student Support Team, administrator, counselor, teacher, and parent/guardian. Consequences may include ISS, OSS (3 rd -12 th grade), or another response determined by the administrator.
5. Third Office Referral	Administrator	Yes	Meeting with administrator, counselor, teacher, and parent/guardian to discuss student expulsion from JMA, or another outcome determined by administration.

Safety exception: Significant behaviors that could result in bodily harm to the student or others will result in an immediate office referral.

Disciplinary Action Meetings and Due Process

Disciplinary action meetings are designed to bring forward relevant information regarding a student's disciplinary plan. Meetings may include the student, when appropriate, parent/guardian, teachers, counselors, administrators, and other school officials. The purpose is to understand the behavior, determine appropriate interventions, and identify strategies that may prevent future violations.

Possible outcomes may include return to the community without additional intervention; return with mandatory or voluntary disciplinary and/or academic intervention; in-school suspension; out-of-school suspension; a behavior plan; or recommendation for an expulsion hearing when warranted.

In-School Suspension (ISS)

Students may be assigned ISS as a result of disciplinary action. The student will be informed of the reason for the ISS and given an opportunity to respond before it becomes effective. Parents/guardians will be informed. When ISS exceeds 3 consecutive school days, a disciplinary hearing with the Assistant Principal and/or Superintendent/Principal will be offered to the student and parent/guardian before the eleventh school day.

Out-of-School Suspension (OSS)

Students may be assigned OSS for a period of 1 to not more than 3 consecutive school days. OSS may be assigned by the Assistant Principal, Principal, and/or Superintendent/Principal. Students have the opportunity and responsibility to make up exams and work missed while suspended and shall be permitted to complete assignments within determined guidelines.

A student may not be suspended until informed of the reasons for the suspension and given an opportunity to respond, except when prior notice is not required because the health, safety, or welfare of the school community is clearly threatened. The parent/guardian shall be notified immediately in writing.



When a suspension exceeds three school days, the student and parent/guardian shall be given an opportunity for an informal disciplinary hearing consistent with Texas law. The school shall offer to hold the hearing within the first five days of the suspension.

Expulsion

Expulsion is the removal of a student from Jean Massieu Academy for conduct authorized for expulsion under applicable Texas or federal law or identified in this Code of Conduct as conduct that may result in expulsion.

Because Jean Massieu Academy is an open-enrollment charter school, expulsion shall be administered in accordance with Texas Education Code (TEC) §12.131, applicable provisions of Chapter 37, applicable federal law, and this Code of Conduct.

Conduct That May Result in Expulsion

JMA may expel a student only for conduct that:

1. is authorized for expulsion under TEC §37.007;
2. is authorized under TEC §37.0052;
3. is specifically identified in this Code of Conduct as conduct that may result in expulsion; or
4. is otherwise authorized by applicable law.

The Code of Conduct identifies whether particular offenses may or must result in expulsion. A violation of the Code of Conduct does not automatically result in expulsion unless expulsion is required by law or the applicable provision of this Code identifies expulsion as a possible consequence.

Recommendation for Expulsion

When an administrator determines that a student's conduct may warrant expulsion, the Superintendent will review the circumstances of the incident and determine whether to recommend expulsion to the JMA Board of Trustees.

Before making a recommendation for expulsion, the Superintendent will ensure that the student and parent or guardian have been provided the due process required by this Code of Conduct and applicable law.

The Superintendent may recommend a lesser disciplinary consequence when expulsion is not warranted or when another consequence is authorized and appropriate.



Expulsion Due Process

Before an expulsion decision is made, JMA will provide the student and parent or guardian with written notice of the alleged violation and the proposed expulsion proceeding.

The notice will identify:

- the conduct alleged to have occurred;
- the provision of the Code of Conduct or applicable law alleged to have been violated;
- the proposed disciplinary consequence; and
- the date, time, and location of the expulsion hearing.

The student and parent or guardian will have an opportunity to participate in a formal expulsion hearing.

At the hearing, the student and parent or guardian will have an opportunity to:

- hear the allegations supporting the proposed expulsion;
- respond to the allegations;
- present relevant information and evidence;
- present witnesses in accordance with the hearing procedures;
- be accompanied or represented by legal counsel at the parent's or guardian's expense; and
- provide information relevant to the proposed disciplinary action.

The Superintendent or a hearing officer designated by the Superintendent may conduct the hearing and prepare the record and recommendation for consideration by the Board of Trustees.

Board Decision

Following the expulsion hearing and consideration of the Superintendent's recommendation, the Jean Massieu Academy Board of Trustees will determine whether expulsion is appropriate.

The Board may:

- determine that expulsion is not warranted;
- impose a lesser disciplinary consequence authorized by this Code of Conduct;
- approve expulsion when authorized by law and this Code of Conduct; or
- take another action authorized by applicable law.

The Board's decision will be provided to the student and parent or guardian in writing.

The decision of the JMA Board of Trustees is final and may not be appealed under TEC §12.131.



Students With Disabilities

Disciplinary action involving a student receiving special education services, or a student suspected of having a disability, will comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state requirements.

Before implementing an expulsion or other disciplinary removal when required by law, JMA will provide all applicable procedural safeguards and determine whether a manifestation determination review or continued educational services are required.

Nothing in this Code of Conduct limits a student's rights under IDEA, Section 504, or other applicable federal law.

Student and Family Partnership

JMA recognizes that strong family partnerships support student success. When behavior concerns become persistent or significant, JMA may involve parents/guardians, teachers, counselors, administrators, and the Student Support Team to identify strategies that support the student's academic, behavioral, and social success.

Behavior plans may identify specific expectations, supports, interventions, progress-monitoring procedures, and responsibilities for the student, school, and family. The goal is to help the student successfully participate in the JMA community.



Student Commitment to SOAR

As a member of the Jean Massieu Academy community, I understand that my choices affect my learning and the people around me. I will strive to SOAR by making safe choices, taking ownership of my actions and learning, working toward achievement, and treating myself and others with respect.

I understand that when I do not meet these expectations, I may be asked to participate in the JMA Behavior Resolution Procedure and may receive additional disciplinary consequences when appropriate.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____