

DISCIPLINE

Teachers are expected to maintain consistent discipline in the classroom and should practice effective disciplinary techniques. A PART OF EFFECTIVE DISCIPLINE **MUST INCLUDE** CONSULTATION WITH THE STUDENT'S PARENT/GUARDIAN AS WELL AS CONSULTATION WITH THE APPROPRIATE COUNSELOR. THE TEACHER MUST HAVE CONTACTED A PARENT/GUARDIAN **BEFORE** A REFERRAL IS SUBMITTED TO THE STUDENT'S PRINCIPAL. (An exception would be a serious/extreme behavior offense that arises unexpectedly.)

If persistent disciplinary problems exist, or if the nature of the offense is such that the student should be referred to the principal, the teacher should complete a Discipline Referral Report form and submit it to the student's principal. Information should be legible, factual, and complete, because copies are sent to the parent of the student involved. Editorial comments by the teacher and including the name(s) of any other students are not appropriate; write only the facts of the incident. The teacher submits all copies of the NCR form or an electronic version (found in Eduphoria), and a copy will be returned to the teacher after action is taken with the student.

Prior to turning in a referral a teacher is expected to follow the following steps:

1. Give the student a verbal warning.
2. Have a student/teacher conference to redirect the inappropriate behavior.
3. Contact a parent to discuss the concerns and solutions to the problem. **THIS IS MANDATORY.**
4. Have the student attend detention if appropriate.

If a severe disruptive behavior occurs which demands immediate administrative action, remove the student from class and send the student to the office. Contact an Assistant Principal or the Assistant Principals' Secretary ASAP with an explanation of why the student is being sent to the office and follow up with a referral. Severe disruptive behavior would include fighting, insubordination, and vulgar or disrespectful language. You may need to request a neighboring teacher to escort the student to the office or watch your class.

Principal's action may include one or more of the following options of disciplinary measures as outlined in the CSISD Student Code of Conduct book:

- Warning/conference
- Detention before/after school
- Thursday Evening Detention
- Emergency Removal for the day
- In-School Suspension (ISS) assignment
- Suspension from School—not to exceed 3 days at one time
- Alternative Educational Placement (Venture Center)—assigned by principal
- Expulsion

Fighting Between Students: College Station High School will hold a "Zero Tolerance" policy regarding fighting. Fighting on the school campus or at school-sponsored events is strictly forbidden. It is the teacher's responsibility to report to the Assistant Principals or other school

personnel any problems observed between students which may need administrative attention. The school reserves the right to file a disorderly conduct charge against the party or parties involved on campus or at any school-sponsored event.

Student IDs: All students must display their school ID at all times in the school building on school days. IDs must be worn on a school issued lanyard around the neck and be visible while on campus. If a student does not have an ID or if an ID is defaced, they must be sent to office. The student will be issued a temporary ID name tag, which is to be worn for that day.

Electronic Devices (Electronic Games/Equipment/Collectibles/Toys): The use of electronic devices such as Kindles, Nooks, iPads, laptops/notebooks, cell phones, cameras, and similar items may be allowed by an individual teacher for student use during instruction; however, that use will only be for an approved educational purpose and only with the permission of a teacher at appropriate times in the lesson.

However, electronic devices shall not be visible or activated on campus by students except by permission from the school administrator or classroom teacher. The school is not responsible for the replacement of any confiscated, lost or stolen items.

Penalties: Students who violate this policy shall be subject to established disciplinary measures as outlined in the Student Code of Conduct. PLASCO violations for electronic devices should not be administered by teachers.

Important Information:

- The teacher in the classroom has the final say on procedures in the classroom. If he or she asks the student not to use your device, then the student must follow those directions. Access is available but not guaranteed for each classroom situation.
- If a student violates a teacher's classroom policy a referral will be submitted to the Assistant Principal.
- If your child chooses to not bring their device, he/she will still be able participate in the classroom activities.
- Users of the CSISD wireless network have filtered internet access just as they would on a district-owned device.
- By connecting to the CSISD wireless network, users accept the terms of the CSISD Responsible Use Guidelines, located in the Student Handbook.
- Electronic devices will be allowed in the hallways during passing periods and at lunch. Audio from electronic devices should only be heard by the user through headphones. Students should abide by the *one earbud in, one earbud out rule* so that they can follow any directions and respond to staff members.

Responsibilities:

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Each student is responsible for his/her own device: setup, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any district staff

diagnose, repair, or work on a student's personal telecommunication device.

- Each student is responsible for bringing devices to school fully charged and in good working order.
- Students must keep devices in **silent mode or vibrate mode** while riding school buses and on school campuses, unless otherwise allowed by a teacher/staff member.

Tardy Policy: Students who are not in the classroom when the tardy bell rings are considered tardy. This includes returning from lunch. Most 4th period classes have the requirement and expectation to count tardies two different times because of the lunch passing period.

The passing period is 5 minutes. Music will be played for 4 minutes. When the music stops, students should move immediately to their classroom. If a student is late to class they must get a tardy pass from the office in order to enter the class. Students should abide by the *walk and talk rule* to prevent congestion in the hallways.

All students are expected to be in class. When out of class, the student should have a pass and a student ID. Teachers can pick up hall passes from the front office. Please do not send students to the office to get passes for your classroom, as we cannot release passes to students.

Student Dress Code Policy

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Students shall come to school clean and neat, wearing clothing and exhibiting grooming that will not be a health or safety hazard to themselves or others. School Board policy prohibits any clothing that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations (Board Policy **FNCA**).

The dress code for the high schools shall be as follows until altered by the appropriate authority designated by the Board:

- A. **ID cards are to be worn at all times.** ID cards should be worn above the waist in the front of the body.
- B. **Clothing should cover the body** and should fit in such a manner as to promote the modesty of individuals.
 1. Shoes should be worn at all times (**no house shoes or slippers**).
 2. Clothing with distracting holes or tears **will not** be permitted. Holes above the fingertip level are **not** permitted. If you can touch/see skin below the holes above the fingertips the clothing is not appropriate.
 3. Clothing shall be such length or design that the mid-section of the body (midriff or underwear) shall not be exposed.
 4. No sleeveless attire.
 5. Sheer or see-through clothing requires a camisole or tank top that covers the midriff underneath.
 6. Pants are not to sag inappropriately. **Pants must fit at the waist.**
 7. Hem lengths of dresses, skirts, shorts, and skorts must be below each individual's fingertips. Clothing should meet fingertip length at all times. **If a student wears tights or leggings, he or she must also wear clothing over them which meets the fingertip requirement for length. Leggings are not considered "pants."**

8. Clothing **shall not** be worn which displays:
 - Offensive, obscene, vulgar, or suggestive pictures or slogans.
 - Pictures, symbols, or slogans associated with gang activity, or subversive groups or activities which incite violence or are deemed inappropriate for a school setting.
 - Pictures or advertisement for alcohol, drugs, or tobacco products including but not limited to beer, wine, liquor slogans, or registered trademarks of such companies.
 - Membership in an exclusive group.
9. Sleepwear such as pajama pants **is not** allowed.
- C. Shoes with wheels, rollerblades, skateboards or scooters are prohibited.
- D. Hats, bandanas, stocking caps, caps, visors, hoods on jackets and sweatshirts, headbands (to include sport and sweat headbands), and non-prescription sunglasses should not be worn inside the building.
- E. Hairstyles should be simple, clean, and arranged not to cover the eyes and interfere with vision. Hairnets, picks, combs, or rollers/curlers are not allowed to be worn in a student's hair on campus.
- F. Pocket chains or spiked jewelry shall not be worn inside the building.
- G. Dress standards and grooming other than those outlined in this dress code may be requested, expected, and regulated by a teacher, sponsor, coach, and/or principal, dependent on the activity.
- H. Blankets should not be worn inside the building.

Teachers can send students who are out of dress code to the office at any time during the school day. If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem. The principal/designated person will fill out the dress code violation documentation and send the student back to class with a signed copy once the dress code violation has been corrected. A dress code violation will be recorded. The teacher will use the issued documentation as admittance into class. Students refusing to comply with principal request to conform to dress code will be sent to ISS for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

Cumulative Infractions

Cumulative Consequences for violations of tardies, IDs, electronic device, cell phones, loitering in hallway during transition times, unapproved food/drink in hallway, PDA, and dress code (cumulative by semester)

1 st -3 rd	warning
4 th	30-minute detention
5 th	warning
6 th	30-minute detention
7 th	warning
8 th	1-Hour Detention (Thursdays from 4:00-5:00 pm)
9 th	warning
10 th	3-Hour Extended Detention (Thursdays from 4:00-7:00 pm)

11 th	warning
12 th	1-day ISS
13 th	warning
14 th	3 days ISS
15 th	warning
16 th	5 days ISS
17 th	warning
18 th	Additional administrator action required

Students who refuse to serve detention, miss a detention or who arrive late to detention will receive an Extended D-Hall. Students who do not serve the Extended D-Hall will receive one day of In School Suspension. Tardies are not counted on a per class basis, but are inclusive of all classes. A student's everyday infraction count will start over at the semester break.

IDs: Every student must have a Student ID on at all times while on campus. IDs should be worn above the waist in the front of the body. In the event a student forgets his/her ID, the student may purchase a temporary ID prior to 8:20 am and will pay the temporary ID fee listed below without accumulating an everyday discipline infraction.

Students receiving ID violations after 8:20 am will receive the appropriate consequence for their everyday infraction as described above, and students will be charged the temporary ID fee.

Student ID violations are also cumulative throughout the day. Students must present IDs at school dances. In addition to the above consequences, a monetary consequence may be appropriate regarding IDs as shown below:

Replacement ID - \$5.00 Replacement lanyard - \$5.00 Temporary ID - \$1.00

Dress Code Violation Consequences per year: Student will conform to dress code policy before returning to class. If the student is given clothes by school personnel, the clothing must be returned at the end of the school day. A debt card will be issued if clothing is not returned. In addition to conforming to dress code regulations, the student will receive the following in the next level in the consequence continuum. Students in violation of the dress code will be allowed to phone home for parents to bring appropriate apparel or they may change into optional clothing provided in the principal's office. If student does not remedy the situation, the student will be sent to ISS for the remainder of the day.

ISS/OSS and UIL/ Extracurricular Participation Policy: Any student who is placed in ISS/OSS will be ineligible to participate in any UIL or extracurricular activity until his/her placement period is completed, though he/she will be allowed to rehearse or practice. The placement period is defined as the time between 8:20 am on the first day assigned until 8:20 am the day following the last day assigned. For example, a student is assigned a 3-day placement in ISS from Thursday, September 9 until Monday, September 13. The student is ineligible to participate in any UIL or extracurricular event from 8:20 am on Thursday, September 9 through Tuesday, September 14 at 8:20 am.

Principal Assignment to Alternative Education Assignment (Venture Center/ ISS): A student may be assigned to Venture Center only by the administrative staff. The teacher will be notified by a confidential statement of the student's offense/placement at Venture Center and the following requirements will apply:

- Student will work out of the teacher developed curriculum for classes (with the exception of Honors courses or some electives). Upon completion of the VC assignment, the student's grades on work assigned by the teacher will then be transferred back into the class when he/she returns to campus. For all classes, the teacher must send assignments using the Venture Center Lesson Plans and Materials form or via email to "AEPVenture@csisd.org" to provide assignments to the student within three days. Assignments will be due to our receptionist for mail pick-up to Venture Center.
- Students may NOT be denied assignments during an alternative education assignment under provision of Texas Law. Modifications to assignments for Special Education/504 students must be made as usual.

A student may be assigned to In-School Suspension (ISS) only by the administrative staff. The following requirements will also apply in addition to the above.

- Teachers will use the In-School Suspension Lesson Plans and materials form to provide assignments to the student. The ISS supervisor will provide the form in the teacher's mailbox when he/she is notified of the student's assignment.
- Teachers should try to find time to visit/check with their respective students in the ISS room during the teacher's conference period.
- Students will not be released from ISS for special instruction or assignment without written consent from the office. Work program students are not permitted to attend their jobs.
- Teachers should expect daily or regular return of completed assignments from the ISS teacher. If not, please notify the student's principal.
- No student should be allowed back into the regular classroom without an admit from the Attendance Office (will show "ISS assignment=excused absence").
- No student will be allowed back into the regular classroom until all teacher assignments sent to ISS have been completed.

Removal of Student by Teacher: A teacher may send a student to the principal's office to maintain effective discipline in the classroom. If sending a student to the office, the teacher must notify the administration before doing so. A principal shall respond by using effective discipline management techniques consistent with the Student Code of Conduct adopted by the District.

However, after documented attempts to correct a student's behavior through parental contact and with the principal's intervention, a teacher may remove from class a student:

- Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
 - Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the ability of the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
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- If a teacher removes a student from class, the principal may:

- Place the student into another appropriate classroom
- Place the student into in-school suspension for all day or a single period after the required teacher/parent conference.
- Place the student into an alternative education program.

The principal may not return the student to that teacher's class without the teacher's consent UNLESS the Placement Review Committee determines that such placement is the best or only alternative available. Terms of the removal may prohibit the student from attending or participating in school sponsored or school related activity.

In the case of serious/extreme misbehavior:

- A teacher shall remove a student from class and send the student to the principal for placement in an alternative education program or for expulsion, as appropriate, who engages in conduct as specified as Mandatory Removal or Expulsion Offenses as outlined in the CSISD Student Code of Conduct book. The principal will make the determination of appropriate discipline measures.

Terms for both of these instances of removal MUST prohibit the student from attending or participating in a school-sponsored or school-related activity. A principal may suspend a student who engages in conduct for which the student may be placed in an alternative education program as listed above; suspension may not exceed three (3) school days.