

Highland Park ISD Progressive Discipline Guidelines

This document is intended to clarify and give consistency to the District's dealing with the consequences of prohibited conduct. The activities listed here are prohibited at school, within 300 feet of school property, and at any and all school activities. This list, though extensive, is not inclusive and may be adjusted for appropriateness for the age of the student or for the situation. The consequences follow the Discipline Management Plan for Highland Park ISD, the District's policies, and the laws of the State of Texas and the United States of America.

PROHIBITED CONDUCT AND CONSEQUENCES

ACADEMIC DISHONESTY – *Includes but is not limited to cheating on a test, changing grades, plagiarism, or unauthorized collaboration with another person in preparing written work.*

First: Notify parents, "0" for assignment.

Second: Notify parents, "0" for assignment, detention/3 days ISS.

Third: Notify parents, "0" for assignment, 5 days ISS.

AFFECTION, PUBLIC DISPLAY OF – *Lewd and obscene behavior, acts of kissing, embracing and /or sexual contact.*

First: Warning/ Conference.

Second: Notify parents, detention.

Third: Notify parent, 3 days ISS.

ALCOHOL – *Possession, use, transmission or attempt to possess, use, or being under the influence of alcohol on school premises during any school term or off school premises at a school-related activity, function or event.*

First: Parent conference, citation by law enforcement, 1 day suspension, 10 days DAEP.

Second: Parent conference, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Parent conference, citation by law enforcement, 3 days suspension, 30 days DAEP.

AUTOMOBILE MISUSE – *Driving on or around school grounds in a careless or reckless manner, illegal parking, or using an automobile for any purpose prohibited by District Policy or rules and regulations.*

First: Conference, notify parent.

Second: Notify parents, citation by law enforcement, 5 days loss of auto privileges at school and school functions.

Third: Notify parents, citation by law enforcement, 6 weeks loss of auto privileges at school and school functions.

ASSAULT – *Intentionally, knowingly or recklessly causes bodily injury to another, including the person's spouse; intentionally or knowingly threatening another with imminent bodily injury, including the person's spouse; intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive.*

First: Parent conference, citation by law enforcement, 1 day suspension, 10 days DAEP.

Second: Parent conference, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Parent conference, citation by law enforcement, 3 days suspension, 30 days DAEP

BULLYING—*Engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or vehicle operated by the District. It exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct, and interferes with a student's education or substantially disrupts the operation of a school.*

LEVEL 1:

First Offense: Notify parents, corporal punishment or detentions.

Second Offense: Parent conference, 3 days of ISS.

Third Offense: Parent conference, 5 days of ISS, Bullying Training.

LEVEL 2:

First Offense: Parent conference, 3 days of ISS, Bully Training.

Second Offense: Parent conference, 5 days of ISS, Additional Bullying Training/Counseling.

Third Offense: Parent conference, 3 days suspension, 10 days of ISS, Additional Bullying/Training.

LEVEL 3:

First Offense: Parent conference, 1 day suspension, 3 days of ISS, Bullying Training.

Second Offense: Parent conference, 3 days suspension, 5 days of ISS, Additional Bullying Training/Counseling.

Third Offense: Parent conference, 3 days suspension, 10 days of ISS, Additional Bullying Training

BURGLARY – *The unauthorized entry of any vehicle, school building, or other structure or portion thereof which belongs to the school, or onto any property portion thereof lawfully possessed or controlled by another person, with the intent to commit any felony, theft or other prohibited act.*

First: Parent conference, citation by law enforcement, 1 day suspension, 10 days DAEP.

Second: Parent conference, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Parent conference citation by law enforcement, 3 days suspension, 30 days DAEP.

BUS MISCONDUCT -- *Any violation of behavior and conduct codes occurring while the student is being transported in a school vehicle or under the authority of the driver of a school vehicle.*

First: Notify parents, conference with student, bus seat assignment, and corporal punishment or 3 day bus suspension

Second: Conference with parents, 5 day bus suspension.

Third: Conference with parents, 6 week bus suspension.

Fourth: Conference with parents, loss of bus privileges for rest of semester or 12 weeks whichever is longer.

CONTRABAND – *Possession of articles that are not allowed at school either as defined by the Student Code of Conduct, by policy and practice or by the direction of a school official.*

First: Notify parent, confiscation of article(s).

Second: Notify parent, confiscation of article(s), corporal punishment.

Third: Notify parent, confiscation of article(s), 3 days ISS.

Note: Felony amounts of contraband will result in immediate expulsion.

DEFIANCE—*Willful disobedience or defiance of authority of any District Policy, rule or regulation, or of any reasonable request by school personnel.*

First: Notify parents, corporal punishment.

Second: Notify parents, 3 days ISS.

Third: Conference with parents, 5 days ISS.

DISRESPECT –*To insult, call derogatory names, dishonor or in any other manner abuse any student or member of the District's staff verbally or in writing. This includes negatively imitating physical mannerisms of any person based on their race color, national origin, religion, sex or disability.*

First: Notify parents, corporal punishment.

Second: Notify parents, 3 days ISS.

Third: Conference with parents, 5 days ISS.

DISRUPTION OF CLASSROOM—*To incite, participate in, or perpetuate disruptions of the normal operation of the classrooms, or other parts of the school premises of school activities or on the school premises.*

First: Notify parents, corporal punishment.

Second: Notify parent, 3 days ISS.

Third: Conference with parent, 5 days ISS.

DISRUPTION OF SCHOOL –*To incite, participate in or perpetuate forms of civil disobedience such as sit-ins, walk-outs, boycotts or other disruptions of the normal operation of the classrooms or other parts of the premises or school activities.*

Under no circumstances should dissent interfere with the health, safety, or education opportunities of members of the school community. Students will not provoke or participate in disruptions at another school building or school site.

First: Parent conference, citation by law enforcement, 1 day suspension, 10 days DAEP.

Second: Parent conference, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Parent conference, citation by law enforcement, 3 days suspension, 30 days DAEP.

DRESS CODE VIOLATION – *Clothing styles and hair styles which are in violation of the dress code as listed in the Student Handbook and the District's Code of Conduct.*

First: Conference, change attire, detention.

Second: Notify parent, change attire, counted absent for time away, 2 detentions.

Third: Notify parent, 3 days ISS.

Shaving 1st: Purchase school issued razor and shave.

Shaving 2nd: Purchase school issued razor and shave.

Shaving 3rd: Purchase school issued razor, shave, detention.

Shaving 4th: Purchase school issued razor, shave, 2 detentions.

Shaving 5th: Purchase school issued razor, shave, 3 days ISS/ASD.

DRUGS – *Possession, use, transmission or attempt to possess, use, or being under the influence of drugs on school premises during any school term or off school premises at a school-related activity, function or event.*

First: Parent conference, citation by law enforcement, 1 day suspension, 10 days DAEP.

Second: Parent conference, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Parent conference, citation by law enforcement, 3 days suspension, 30 days DAEP.

Note: Felony amounts of drugs will result in mandatory expulsion.

ELECTRONIC EQUIPMENT – *The possession of and use of, i-pods, gaming systems, and any other such devices that would cause interruption of the normal school process.*

First: Conference, notify parents, temporary confiscation of device for the remainder of the day.

Second: Notify parents, confiscation of device until it is picked up by the parent, corporal punishment.

Third: Notify parents, confiscation of device until it is picked up by the parent, 3 days ISS.

EXPLOSIVES – *Possession and/or use of explosives, or other substances which have the potential to do damage to others, to school or personal property, or which cause interruption of the normal school process.*

First: Mandatory expulsion

EXTORTION – *Taking, or attempting to take, personal property or money from any other person by means of force or fear.*

First: Conference with parents, 1 day suspension, 3 days ISS.

Second: Conference with parents, 3 days suspension, 5 days ISS.

Third: Conference with parents, 3 days suspension, 10 days ISS.

FALSE REPORTS – *Falsely reporting incidents, or making false accusations or giving false statements to school personnel. All false reports are harmful and illegal. False reports include:*

1. *Improper release of a school fire alarm.*
2. *Tampering with or discharging a fire extinguisher or fire hose.*
3. *False 911 calls.*
4. *Any report which may cause interruption to the normal school day.*
5. *Any oral or written report containing a false statement of fact.*

First: Conference with parents, citation by law enforcement, 1 day suspension, 10 days DAEP.

Second: Conference with parents, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Conference with parents, citation by law enforcement, 3 days suspension, 30 days DAEP.

FIGHTING – *Students engaged in physically striking each other in an aggressive manner.*

First: Conference with parent, 1 day suspension, 3 days ISS.

Second: Conference with parent, 3 days suspension, 5 days ISS.

Third: Conference with parents, 3 days suspension, 10 days ISS.

FORGERY – *Falsely using in writing the name of another person or falsifying time, dates, grades, addresses, or other data.*

First: Notify parents, detention.

Second: Conference with parents, 3 days ISS.

Third: Conference with parents, 5 days ISS.

GANG ACTIVITY – *Any behavior which displays evidence of gang membership in or affiliation with a gang, including both verbal and non-verbal communication, as well as the wearing of gang jewelry, emblems, clothing or other adornments associated with gangs. Gang activity includes any effort to recruit for or further the interests of a gang or to intimidate any other student on behalf of a gang.*

First: Parent conference, 1 day suspension, 10 days DAEP.

Second: Parent conference, 3 days suspension, 15 days DAEP.

Third: Parent conference, 3 days suspension, 30 days DAEP.

HARASSMENT – *Any unwelcome personal attention which is offensive or coercive in nature including offensive language, disparaging remarks, derogatory humor, whether spoken or written.*

First: Notify parent, corporal punishment.

Second: Parent conference, 3 days ISS.

Third: Parent conference, 5 days ISS.

HAZING – *Any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace.*

First: Parent conference, 1 day suspension, 3 days ISS.

Second: Parent conference, 3 days suspension, 5 days ISS.

Third: Parent conference, 3 days suspension, 10 days ISS.

HOMEWORK – *Habitual failure to complete assignments given by teachers.*

First: Notify parents, detention, maximum grade 70.

Second: Conference with parents, corporal punishment, maximum grade 70.

Third: Conference with parents, 3 days ISS/, maximum grade 70.

HORSEPLAY – *Inappropriate student behavior which results in the disruption of normal activities in the hallways, on the grounds, or in the classroom.*

First: Warning / Conference.

Second: Notify parents, corporal punishment.

Third: Notify parents, 3 days ISS.

INSUBORDINATION – *Failure to obey a lawful rule, directive or policy.*

First: Notify parents, corporal punishment.

Second: Notify parents, 3 days ISS.

Third: Conference with parents, 5 days ISS.

LITTERING – *Willfully leaving trash on school property.*

First: 1 hour on-campus service

Second: Notify parents, 2 hours on-campus service

Third: Notify parents, 3 hours on-campus service

MALICIOUS MISCHIEF – *Willful marring of school property or the property of others.*

First: Notify parents, on-campus service, restitution.

Second: Notify parents, on-campus service, restitution, 3 days ISS.

Third: Notify parents, on-campus service, restitution, 5 days ISS.

MISSED DETENTION– *Any failure to appear at detention.*

First: Notify parents, two (2) detentions.

Second: Notify parents, (5) detentions.

Third: Notify parents, ISS/corporal punishment.

TUTORIAL ASSIGNMENT – *Any failure to appear at tutorials.*

First: Notify parents, detention.

Second: Notify parents, two (2) detentions.

Third: Notify parents, three (3) detentions

PROFANITY / OBSCENITY/SEXUALLY EXPLICIT MATERIAL – *Using language and/or gestures which are offensive or vulgar to students or school personnel in verbal or written form or in pictures or caricatures, as interpreted by school officials.*

First: Notify parents, corporal punishment/ISS.

Second: Notify parents, 3 days ISS.

Third: Parent conference, 5 days ISS.

PUBLIC LEWDNESS – *Any sexual activity as defined by 21.07 of the Penal Code.*

First: Parent conference, citation by law enforcement, 1 day suspension, 10 days DAEP.

Second: Parent conference, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Parent conference, citation by law enforcement.

SEXUAL HARRASSMENT – *Any type of unwelcome personal attention which is coercive or offensive to another person including but not limited to; unwelcome touching, patting or pinching; sexually offensive language or postures; derogatory or sexually based humor; disparaging remarks to a person about his/her gender; suggestive references about a person's appearance; unwanted notes, calls or*

requests for dates or sexual favors. Students are to report any allegations of sexual harassment to a teacher, counselor or school administrator.

First: Parent conference, 1 day suspension, 3 days ISS.

Second: Parent conference, 3 days suspension, 5 days ISS.

Third: Parent conference, 3 days suspension, 10 days ISS.

TARDINESS – *Being late to school, to class, or to any other part of the student's schedule.*

Fourth Tardy: Discipline referral, detention

Fifth Tardy: Discipline referral, 2 detentions.

Sixth Tardy: Discipline referral, corporal punishment/ISS.

Every tardy after the 6th: corporal punishment/ISS

TELECOMMUNICATION DEVICES – *The possession of cellular phones and use of any such devices that would cause interruption of the normal school process.*

First: Conference, Notify parents, confiscation of device until it is picked up by the parent at the end of the school day. The parent may pick up the confiscated telecommunications device from the principal's office at the end of the day for a fee of \$15 or the parent pay pick up the device at the end of 3 school days after the device was confiscated.

Second: Notify parents, confiscation of device until it is picked up by the parent, Corporal Punishment. The parent may pick up the confiscated telecommunications device from the principal's office at the end of the day for a fee of \$15 or the parent pay pick up the device at the end of 3 school days after the device was confiscated.

Third: Notify parents, confiscation of device until it is picked up by the parent, ISS. The parent may pick up the confiscated telecommunications device from the principal's office at the end of the day for a fee of \$15 or the parent may pick up the device at the end of 3 school days after the device was confiscated.

TERRORISTIC THREATS – *When a person threatens to commit any offense involving violence to any person or property with intent to:*

1. *Cause a reaction of any type to his or her threat by an official or volunteer agency organized to deal with emergencies.*
2. *Place any person in fear of imminent serious bodily injury.*
3. *Prevent or interrupt the occupation or use of a building, room, place of employment or occupation, aircraft, automobile or other public place.*
4. *Cause impairment or interruption of public communications, public transportation, public water, gas or power supply or other public service.*

First: Parent conference, citation by law enforcement, 1 day suspension, 10 days DAEP.

Second: Parent conference, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Parent conference, citation by law enforcement, 3 days suspension, 30 days DAEP.

THEFT – *Theft of private, school and/or personal property of students or school personnel, and possession of stolen property or possession without the owner's permission.*

\$20.00 or more

First: Notify parents, restitution, 3 days ISS.

Second: Notify parents, 5 days ISS, citation by law enforcement, restitution.

Third: Parent conference, 10 days ISS, citation by law enforcement, restitution.

Less than \$20.00

First: Notify parents, restitution, corporal punishment.

Second: Notify parents, 3 days ISS, restitution.

Third: Parent conference, 5 days ISS, restitution.

THREATS – *To verbally or physically threaten another student.*

First: Warning /conference.

Second: Notify parents, corporal punishment.

Third: Parent conference, 3 days ISS.

THREATS TO STAFF MEMBERS – *To verbally or physically threaten a school staff member or volunteer, or a member of their family.*

First: Parent conference, citation by law enforcement, 1 day suspension, 10 days DAEP

Second: Parent conference, citation by law enforcement, 3 days suspension, 15 days DAEP.

Third: Parent conference, citation by law enforcement, 3 days suspension, 30 days DAEP.

TOBACCO PRODUCTS – *The possession, transmission, attempted transmission, and/or use of tobacco products.*

First: Notify parents, confiscate.

Second: Notify parents, confiscate, corporal punishment.

Third: Conference with parents, citation by law, 5 days ISS.

TRUANCY OR UNAUTHORIZED ABSENCE FROM CLASS – *Absence from school without the prior knowledge and consent of parents, guardians and school personnel.*

First: Notify parents, 3 days of ISS.

Second: Conference with parents; 5 days of ISS.

Third: Conference with parents, 10 days of ISS, file with court.

UNWANTED CONTACT – *A student involved with striking another student in an aggressive manner without retaliation.*

First: Conference with parent, 1 day suspension, 3 days ISS.

Second: Conference with parent, 3 days suspension, 5 days ISS.

Third: Conference with parents, 3 days suspension, 10 days ISS.

VANDALISM – *Willful destruction of school property or property belonging to others.*

First: Conference with parents, citation by law enforcement, restitution, 3 days ISS.

Second: Conference with parents, citation by law enforcement, restitution, 5 days ISS.

Third: Conference with parents, citation by law enforcement, restitution, 10 days ISS.

WEAPONS – *To possess any object prohibited by law as a weapon at school, on school premises, or at any school-related activity. In addition to weapons prohibited by law, students shall not possess fireworks of any kind, razors, chains, or any other object used in a way that threatens or inflicts bodily injury to another person, or that the principal or designee determines presents a danger to any student, District employee, or District property by virtue of possession or use of the object.*

First: Mandatory expulsion

Rights and Responsibilities

It is the parents' right to:

1. Expect their children to be attentive and productive at school
2. Have their children attend school from age 6 to 21 or until graduation or until they are legally discontinued
3. Have District representatives recognize that their primary objective is the educational development of all children to their maximum potential
4. Have the District establish, publish and make available for review its policies, procedures, codes and regulations
5. Inquire into the facilities, environment, curriculum and qualifications of persons entrusted with the education of their children to the extent permitted by law
6. Offer constructive suggestions and or constructive criticism concerning existing and/or anticipated District policies, procedures, codes and regulations
7. Be advised of and to fully discuss their child's progress and/or learning difficulties
8. Be advised of and to fully discuss disciplinary difficulties encountered by their children and to have discipline fairly and consistently enforced in accordance with District policies and procedures
9. Expect that their children be provide with non-consumable and non-personal materials and facilities needed to complete the prescribed course of study

10. Expect school to be a safe place
11. Have access to student records in accordance with state / federal laws
12. Expect an environment that is conducive to learning and free from prejudice

It is the parents' responsibility to:

1. Promote readiness of learning by assuring their child adequate food, proper clothing, shelter and supervision
2. Promote and ensure regular attendance of their children
3. Support fully the District efforts in providing for a sound and successful educational program
4. Become informed and advise their children about District policies, procedures, regulations and codes
5. Become personally acquainted with those directly responsible for educating their children and attend parent/teacher conferences
6. Seek in a responsible manner changes in areas with which they are dissatisfied and work positively through existing channels
7. Respond in a positive and helpful manner when advised of their child's progress and/or learning difficulties
8. Promote respect for District and school personnel by responding in a positive and helpful manner when advised of disciplinary difficulties encountered by their children
9. See that reimbursement is made for loss and/or damage to public educational materials and personal property caused by their children
10. Actively support and participate in processes that provide a safe and secure educational environment
11. Support and adhere to all District procedures pertaining to any and all student record in accordance to state/federal laws
12. Respect rights of school personnel who are involved in the educational process to ensure a positive learning climate

It is the student's right to:

1. Have an opportunity to be provided an education consistent with the student's ability and/or potential
2. Be recognized as a unique individual and be an active participant in his/her own well being
3. Receive a free public education from age 6 until graduation or to age 21, whichever occurs **First**

4. Produce in an educational environment that is conducive to learning and free from prejudice
5. Provide input in making decisions affecting school life and activities
6. Be informed of learning or behavioral difficulties and be involved in the development of an improvement plan
7. Be provided with a review of charges relating to possible disciplinary action
8. Expect anonymity to the extent legally possible when circumstances require giving information to discipline cases involving others
9. Be provided with certain fundamental educational materials and facilities needed to complete a prescribed course of study
10. Expect school to be a safe place

It is the student's responsibility to:

1. Continually strive to advance to the highest degrees possible by attending all classes and by meeting all academic requirements and standards
2. Support wellness aimed at improving the general welfare of the student, family unit, staff and community
3. Be on time and attend all classes daily from 6 years of age, completing the school year in which the student turns 18 or until the student graduates, whichever comes **First**
4. Respect the rights of all District personnel and all other students who are involved in the educational process to ensure a positive learning climate
5. Utilize appropriate channels for expressing ideas and/or opinions
6. Make a conscientious effort to follow an improvement plan
7. Be aware of all rules and regulations for students' behavior and consequences for misbehavior, and conduct himself/herself in accordance with standards for behavior
8. Volunteer information regarding serious disciplinary cases and cooperate with school staff
9. Provide reasonable care for educational materials and facilities
10. Assist school staff in maintaining a safe school

It is the Principal's right to:

1. Expect full support and compliance of the staff, students and other personnel with all District guidelines, rules and regulations
2. Expect a positive learning environment that helps facilitate self-discipline and encourages academic success

3. Establish, with the assistance of teachers, students and other personnel, campus policies, rules and regulations
4. Impose necessary disciplinary measures
5. Expect the staff to use appropriate disciplinary measures
6. Assess and collect from students or their parents money for restitution of damage to school property in the manner and to the extent allowed by law
7. Expect parents to respond in a positive, helpful manner when informed of learning or behavioral difficulties encountered by the student
8. Administer the school in an atmosphere free from threats, intimidation, harassment or prejudice
9. Expect maximum educational benefits for all students

It is the Principal's responsibility to:

1. Administer the school according to the statute and the policies of the Board of Trustees and make a Student Hand book available to all staff, parents and students
2. Create and maintain a positive school atmosphere with the aid of students, staff and parents
3. Communicate, implement and enforce the established policies, rules and regulations
4. Support the staff in the reasonable enforcement of the policies, rules and regulations, and ensure that due process is afforded all students
5. Assist the staff in identifying appropriate disciplinary measures
6. Ensure that Board policy and administrative procedures are followed and enforce
7. Advise and discuss in a professional manner with parents the learning difficulties encountered by their student
8. Support an atmosphere free from intimidation, harassment and prejudice
9. Administer the school's resources in order to offer maximum educational benefits to all students

It is the teacher's right to:

1. Expect his/her students to come to class every day prepared and ready to learn
2. Teach in a positive atmosphere free from threats, intimidation, harassment or prejudice
3. Expect student due process procedures to be in effect at all times

4. Receive the support of the Board of Trustees, District personnel and administration in establishing a positive learning environment
5. Assist in the formulation in and compliance with guidelines, rules and regulations with the full support of administrative personnel
6. Impose disciplinary measures consistent with the guidelines, rules and regulations adopted to enforce the District and campus policies and procedures
7. Have access to all adopted policies and administrative procedures
8. Expect school to be a safe place
9. Expect students/parents to respond in a positive manner when informed of learning or behavioral difficulties encountered by the student

It is the teacher's responsibility to:

1. Be prepared to teach every class every day
2. Be current through staff development in the latest proven methods for instruction and use of technology in the classroom
3. Support an atmosphere free from threats, intimidation, harassment or prejudices
4. Support and utilize guidelines, rules and regulations that pertain to individual rights and due process
5. Develop and adhere to guidelines, rules and regulations which have been developed by the staff to enforce the District and campus policies
6. Establish classroom disciplinary measures consistent with the guidelines, rules and regulations adopted by the staff to enforce the District and campus policies
7. Assist school staff in maintaining a safe school
8. Advise and discuss, in a professional manner with students/parents, learning or behavioral difficulties

HIGHLAND PARK ISD

PROGRESSIVE DISCIPLINE GUIDELINES

**HIGHLAND PARK HIGH SCHOOL
HIGHLAND PARK MIDDLE
SCHOOL
HIGHLAND PARK ELEMENTARY**