

STUDENT CONDUCT **DISCIPLINE**

One of the most important lessons education should teach is discipline. Without proper discipline, schools cannot discharge their primary functions of education and guidance, nor students realize their greatest opportunities for growth and development. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency.

In order to form the basis of mutual understanding and enhance good behavior, the following principles and policies are as follows:

1. **Self-Discipline** is the best kind of discipline. Students should strive toward self-discipline by recognizing their responsibilities and using discretion.
2. ***Counseling by Teacher or Administrative Personnel***
3. **Parent/Guardian Conference**
4. **Withdrawal of Privileges (Including Extra-Curricular)**
5. **Written Behavioral Contract**
6. **Detention Hall and B.I.C. Lunch – See Section on Detention Hall and B.I.C. Lunch**
7. **Behavior Improvement Center (B.I.C.)** is designed to serve students who would normally be suspended from school for disciplinary reasons. Instead of being sent home for a certain number of days, a student is assigned to this special class. An experienced instructor is assigned to supervise this class. The supervisor will assist students with assignments and will see that an atmosphere conducive to learning is maintained.

Each student assigned will be provided with assignments from each class. Each student will be expected to have the necessary textbook and materials to do the required work.

Behavior Improvement Center class will begin at 8:45 a.m. and end at the same time as other classes. Students assigned to B.I.C. will not be

allowed in other parts of the building during normal school hours. The principal's office will determine the length of the assignment to B.I.C. Failure to report to and abide by this program, may result in referral to Georgetown Alternative Program by the principal. Students must eat their lunch in the B.I.C. classroom.

Students placed in B.I.C. for four (4) days or more can earn tutorial credit by attending an academic class (English, math, science, social studies, BCIS) and by obtaining the teacher's signature and documenting the time spent. Students will be allowed to begin tutorial credit after the third day in B.I.C. This documentation is given to the B.I.C. teacher to record. Students assigned 10 or more days must serve at least 60% of the days before possible release.

Early release for tutorials time:

One (1) hour of tutorials = one/half day

Two (2) hours of tutorials = one day

A student assigned to B.I.C. may participate in extracurricular practice but may not participate in extracurricular contests/activities/games during the assignment. Students not completing B.I.C. assignments in the final nine weeks must do so at the beginning of the next semester or school year.

Notification of specific rules and guidelines for students going to B.I.C. will be given to parents as quickly as possible.

Failure to report to B.I.C. on time or ejection from B.I.C. for any misbehavior will most likely result in suspension from school or, at the least, being assigned additional B.I.C. days. Upon completion of suspension, a student will be returned to B.I.C. so they may complete that assignment. Continual problems could result in placement in the GAP. **A student's four year graduation plan may be altered as a result of extended GAP placement. In the GAP, school districts do not have to provide the exact courses students received at their regular campuses. The GAP shall enable students to perform at grade level and focus on English, math, science, history and self-discipline.**

8. **Suspension:** It is recognized that, on occasions, suspension of a student will be necessary in order to provide an environment which enhances the educational functions and programs of the district and the school. Suspension is defined as suspension from all classes and school activities for a period of three days or less. Suspension will be treated as an excused absence, and students shall be

expected to complete any course work assigned by teachers. All students shall be afforded due process and the right to appeal. Students that are suspended are prohibited from attending extra-curricular events and are banned from all G.I.S.D. property. Failure to abide by this restriction will result in criminal trespass charges being filed against the student.

9. **Detention Hall:** Detention Hall may be assigned to students before or after school or during lunch by individual teachers to be held in their room. Failure to report to the teacher as directed will result in a referral to the principal's office. Detention time may not exceed one hour per day (before/after school). Formal detention may be assigned only by a principal and will be held after school hours.
10. **B.I.C. Lunch:** B.I.C. Lunch may be assigned to students during their lunch period. Students report to the B.I.C. room and are prohibited from entering the cafeteria. Students have the option of ordering a sack lunch or bringing a sack lunch from home. Students are required to write an essay of 75 or more words before being dismissed from B.I.C.
11. **Community Service:** Students may be assigned after school community service in lieu of after school d-hall if the administrator deems it appropriate and the student is willing to perform the service.
12. **Forfeiture of Privileges:** Any student who is found guilty of misconduct may, in addition to the punishment given for such offense, be declared ineligible to participate in or attend any extracurricular activities or hold any position of honor or trust within the school organization.

DRESS AND GROOMING

At the Georgetown High School Ninth Grade Campus, students are expected to dress and groom themselves appropriately for school according to the guidelines below. These guidelines have been put in place to make sure that all students can learn in an environment that values the importance of making good choices, taking responsibility for actions, respecting self and others, practicing good hygiene and safety, and preparing for their future employability. Any clothing or grooming that the principal judges may cause disruption or interference with normal school operations and the education of other students will not be allowed.

The Dress and Grooming Guidelines will be enforced at all times, including before and after school, at evening activities, at extracurricular events, at dances, etc.

Any student who violates the Dress and Grooming Guidelines will be sent to the principal for disciplinary action that may range from a conference to GAP placement. If a student is in violation, the principal may recommend that the student's parent or guardian be contacted so that the parent may bring suitable clothing to school or so that the student can go home to change. If this is not possible, the student may be placed in B.I.C. or change into clothing that the school provides (such as "sweats"). Repeated violations may mean that the student will be referred to the GAP. Students should understand that a violation of the Dress and Grooming Guidelines is a violation of the G.I.S.D.'s Code of Conduct.

GENERAL POLICY

The following dress code items are to be viewed as guidelines and is not all-inclusive. Interpretations of these guidelines shall be the authority of the campus administrator or designee.

1. Shoes must be worn at all times.
2. Bare feet and house shoes are not permitted. Thin shower/beach type flip-flops and strapless shoes across the heel with thin rubber soles are not permitted. More stable types of sandals and flip-flops are allowed.
3. Beards and goatees are not allowed and mustaches must be neatly trimmed. Sideburns shall not extend below the earlobe and must be blocked. Curlers are not to be worn to school.
4. Should a student need a shave, he will be furnished a razor and cream but must pay **\$.25** for its use. Repeated violators will be referred for disciplinary action.
5. Clothing that is excessively revealing such as tube tops, bare midriff, half shirts, halter tops, low cut tops/dresses, mesh shirts, strapless dresses, spaghetti straps are not permitted. Tank tops are not allowed and sleeveless shirts must cover a minimum of four inches of the shoulders and not be excessively revealing. Shirts must be long enough to cover waist/back when student is sitting or reaching. Excessively tight shirts are not allowed.
6. Shorts must be a minimum of 4 inches in the inseam. Skirts must be at least fingertip length. Bicycle and tight shorts, leotards, wind or loose shorts, body suit tops, torn or ragged clothes with holes in them, etc. are considered inappropriate for school and are not permitted. (Includes jeans purchased with holes in them.)

7. Clothing that attacks ethnic, religious, or racial groups or aims at creating hostility or violence are prohibited. Clothing featuring pictures, emblems, writings, or slogans that are lewd, offensive, vulgar, obscene, provocative, or that convey hate messages or racially or ethnically demeaning messages may not be worn. Clothing that advertises or promotes alcohol, drugs, or tobacco products is not permitted.
8. Shorts and pants must be worn at the natural waistline, and belted if necessary to keep them at the waistline. Overalls must be worn with the buttons on the straps buckled on and covering the shoulders.
9. Shorts must be hemmed or cuffed. No look-alike cutoffs are permitted.
10. Earrings are to be worn on the ear only.
11. Body piercing and attaching inanimate objects to the pierce, or to the skin, other than the ears, is not permitted.
12. Startling and unusual hairstyles (including color & Mohawks) that are, in the judgment of the principal, causing a disruption or distraction are not allowed. Florescent colored hair is not permitted.
13. Hats, caps or other headgear are not permitted at school during normal school hours by either boys or girls.
14. Chains, other than appropriate necklaces, are not allowed in school. Wearing spiked wristbands/chokers, wrist/hand/forearm apparel is prohibited.
15. Tattoos must be covered.
16. Pant length must be appropriate and not dragging the floor.
17. Pajamas are not to be worn to school or in school related activities.
18. No bandannas or bandanna-type shirts at anytime.
19. Arm bands and wrist bands are prohibited.
20. Wearing trench coats or dusters is prohibited.
21. ID cards must be worn/displayed while on school grounds.

DUE PROCESS

1. The student will have an opportunity to know school rules and regulations.
2. **NOTICE OF RULES VIOLATION:** A student charged with an infraction of policy, rules, or regulations shall be appraised of the specific nature of the violation and the circumstances which constitute the violation.
3. **MINOR INFRACTIONS:** A brief informal conversation between the student and teacher or school official will suffice for minor infractions for which minor penalties are considered.
4. **MAJOR INFRACTIONS:** A more formal procedure on suspension or alternative placement shall be adhered to by school employees and officials. The levels are school teacher, assistant principal, principal, and superintendent, Board of Education.

TRUANCIES/TARDIES

TRUANCY is the illegal absence from school. For disciplinary measures, an unexcused absence from detention hall will also be considered a truancy.

TRUANCIES Per School Year:

- 1st Two 45 minute after school d-halls or 4 days B.I.C. lunch per class missed
- 2nd 2 days of B.I.C. and a demerit
- 3rd 3 days of B.I.C. and warning letter and a demerit
- 4th 4 days of B.I.C./or 1 week of P.I.T./or GAP Orientation/parent conference/possibly refer to truancy court and a demerit
- 5th 5 days of B.I.C./possible parent conference/refer to truancy court and a demerit
- 6th Refer to GAP and a demerit

NOTE: Leaving campus at any time, except for classes at the high school, is considered truancy.

TARDIES (by nine-weeks):

- 1st 1 after-school d-hall or 2 days of B.I.C. Lunch
- 2nd 1 after-school d-hall or 2 days of B.I.C. Lunch
- 3rd 1 after-school d-hall or 2 days of B.I.C. Lunch
- 4th 1 day of B.I.C./possible parent conference/demerit
- 5th 2 days of B.I.C./possible parent conference/demerit
- 6th Serious offense / possible referral to GAP

NOTE: **Over 5 minutes late to class will be considered an absence (for periods 2, 3, 4, 6, 7, 8)**

ZERO TOLERANCE POLICY

VERBAL ABUSE Verbal abuse is the use of offensive, indecent, profane or vulgar language (to include all profanity), whether it be oral, written or gestured, and is intentionally directed to a person(s) or is reasonably assumed to be offensive to those hearing, reading, or seeing the language gesture.

1st OFFENSE -- (Depending on severity). One (1) to three (3) days in BIC to a three (3) day suspension. May refer to law enforcement agency for assault or disorderly conduct. If directed toward an employee, a placement hearing to the GAP will be held. (1-2 demerits)

2nd OFFENSE -- Suspended three (3) days: If directed toward an employee, a placement hearing to the GAP will be set. May refer to law enforcement agency for assault or disorderly conduct. (1-2 demerits).

3rd OFFENSE -- Hearing for placement in the GAP. May refer to law enforcement agency for assault or disorderly conduct. (1-2 demerits).

PHYSICAL ABUSE Assault and/or fighting.

1st OFFENSE -- Minimum 10 days in B.I.C., 2 demerits and assigned PIT or GAP Orientation. Possibly refer to GAP. May refer to law enforcement agency for assault or disorderly conduct.

2nd OFFENSE -- Placement hearing to GAP. Will refer to law enforcement agency for assault or disorderly conduct. (2-3 demerits).

Two or more students are considered to be fighting if they are actively and physically involved (pushing, hitting, etc!).

GANG AND GANG ACTIVITY See District Code of Conduct

1. Gang activity including wannabe gang activity is prohibited. No gang graffiti or gang-type drawings are allowed at anytime; this includes backpacks, notebooks, papers, and personal items that are brought to school.
2. Showing colors with bandannas or other apparel is prohibited– for example, an extra shirt or towel over the shoulder.
3. Any other activity that the principal deems as gang activity is prohibited.
4. Students exhibiting/possessing gang or secret society paraphernalia may be referred to a law enforcement agency.

GENERAL INFORMATION

If a positive learning environment is to be achieved, each student must fulfill certain responsibilities. Principals and teachers are obligated to maintain a learning atmosphere within the school. The following are some of the behaviors or items not allowed:

1. **Drugs and alcoholic beverages:** Any student known to have dangerous drugs, narcotic drugs, controlled drug substance, alcoholic beverage, or other intoxicant in his/her possession, or known to be under the influence thereof, while in school or while attending a school sponsored activity, will be subject to GAP placement or expulsion. Possession of illegal drugs or substance or alcohol will result in police involvement.
2. Students are prohibited from loitering outside the building before, during, and after school. Students must enter and remain on school grounds.
3. Once arriving at school, students are not permitted to leave without the principal's approval except through the attendance office with a note from a parent. Loitering in the parking lots before or after school will be cause for disciplinary action.

4. Students will remain in the cafeteria area during lunch and until they are dismissed for class. Students may buy a snack from the vending machine in the hallway during lunch but must return immediately to the cafeteria.
5. Inappropriate or disruptive display of affection--kissing, hugging, etc.
6. Truancy.
7. Physically assaulting (fighting or hazing) or threatening an employee of the district or another student.
8. Cheating, forgery, or lying
9. Defacing or destroying school property, including desks and chairs.
10. Theft or gambling.
11. Playing cards of any kind unless under a teacher's supervision.
12. Unauthorized use of school forms.
13. Defiance of school authority, disobedience.
14. Possessing, using, handling or transmitting any weapon, knife, firearm, instrument or article (including fireworks that may be injurious to persons or property, water guns, smoke and/or stink bombs, and any sort of projectile propelling devices) are not allowed at school.
15. No radios, tape players, "boom boxes," skateboards, laser pens, or roller blades are allowed on campus and hallways. MP3/IPODS may only be used/seen outside the building after school.
16. Uncovered textbooks.
17. Sunglasses may not be worn in the building.
18. Eating, drinking, and gum chewing is not allowed in the classrooms and hallways at anytime.
19. Unless attending a scheduled high school class, students are prohibited from being on the high school campus before, during, and after school.
20. Students must report to the cafeteria, regular classroom, or library when arriving at school each morning.
21. Once a student enters a room, he/she must remain. No returning to the hall to visit.
22. No running in the halls, on the sidewalks, or in the classrooms.
23. Any disruptive activity as defined by the Texas Education Code.
24. Students desiring to go to the library during lunch must seek permission from an administrator.
25. Lighters, matches, or any other combustible items.
26. All posters, flyers, and announcements must be approved by the principal before being distributed or announced to the student body. All approved posters and flyers must be removed the day after the announced event or program.

27. Students are prohibited from roaming the building either before or after school. All students must be under staff/sponsor supervision if on campus after school hours.
28. Driving a motorized vehicle to school by any ninth grade student is prohibited. A student violating this policy will be referred for disciplinary action and will have his/her vehicle towed at their expense.
29. Possessing materials that promote illegal activity is prohibited.

PRINCIPAL'S AUTHORITY

The principal shall be responsible for assuming responsibility and instructional leadership, under the supervision of the superintendent, for discipline, and the planning, observation, supervision and evaluation of the educational program of the membership area in which he is assigned. (Texas Education Code No. 21.913). Therefore, the principal has the authority to modify any regulations in this handbook if, as it applies to individual student, such regulation will conflict with the above duties and responsibilities. He may also change any regulations, with the approval of the superintendent, by announcing the change to the student body and posting such a change, or changes, on the official bulletin board. Such changes must not be retroactive except in situations where a technical injustice to the student might be corrected.

This handbook and code of conduct is not inclusive and is not to take the place of, or serve as a complete guide to, the Georgetown I.S.D. policies. District Board Policies are available for review in school offices. District Code of Conduct policies are given to each student for review with his/her parents/guardians. The procedures of the Discipline Plan may be altered at the discretion of the acting administrator based on the (a) seriousness of offense, (b) student's age, (c) frequency of misconduct, (d) student's attitude, (e) potential effect of misconduct on the school environment.

DEMERIT SYSTEM

Georgetown High School Ninth Grade Campus uses the demerit system as part of the discipline plan. In cases of persistent offenses that are minor, one demerit is usually given. The more serious offenses could result in two or more demerits. After four demerits are accumulated in the school year, the student is subject to placement in the GAP.

NOTE: A campus administrator may issue a demerit at any time in cases of persistent misbehavior. The District defines repeated or persistent as two or more violations of the Code of Conduct in general or two or more occurrences of the same violation.

OFFENSES

CHEATING: Major exams/projects

Cheating will be considered a serious offense. Should a student be accused of cheating, a hearing panel composed of the principal or his designee and two ninth grade teachers will meet with the student, parent and the G.I.S.D. employee making the accusation. Should a parent be unable to attend, the hearing will still proceed. If found guilty, the panel will administer discipline according to the severity of the offense. The options are as follows:

1st Offense--One to five days B.I.C. and/or five P.I.T. The student will also be issued 1-2 demerits and have a grade of 30-60 points deducted.

2nd Offense--Five days in B.I.C. or placement at the G.A.P. Student will receive a zero on the assignment plus two demerits.

Cheating on daily work and minor assignments will be handled by the teacher and/or team.

MINOR OFFENSES: Students are prohibited from:(listed but not limited to)

1. Failing to participate in classroom activities.
2. Failing to comply with classroom procedures.
3. Disrupting the school program or educational process or engaging in any conduct that gives school officials reasonable cause to believe that such conduct will disrupt the school program or educational process.
4. Dress Code violation.
5. Eating or drinking in unauthorized areas.
6. Gambling
7. Horseplay or scuffling in halls or classrooms.
8. Leaving campus or school sponsored events without permission.
9. Littering
10. Matches or lighters -- possession or using on campus
11. Failing to bring required materials to class
12. Paging devices, beepers, electronic games, radios, tape recorders, TV, or other similar devices are not allowed in school unless approved by a principal. **On the first offense they will be confiscated and returned to the student after school. On the second offense they will only be returned to the parent/guardian. A third offense will result in a \$15 fee and only returned to parent/guardian.**
13. Plagiarism
14. Inappropriate Public Display of Affection (PDA).

15. Safety violations -- creating conditions or engaging in activity that may cause harm.
16. Excessively loud noises such as screaming, yelling, whistling, etc., is not allowed except at pep rallies or other activities that warrant such displays.
17. Signing in or out -- failure to do so.
18. Tardiness, unexcused absence, or failing to attend D-hall.
19. Throwing objects.
20. Unauthorized materials -- disseminating or producing.
21. Being out of class without a properly signed pass.
22. Food or drink in academic areas.
23. Bullying or intimidating other students.
24. Racial slurs/jokes

TOBACCO: Students shall not possess or use tobacco or clove products including, but not limited to, cigarettes, cigars, pipes, snuff, or chewing tobacco on school property or while under the school's jurisdiction.

1. 1st Offense -- 4 days in B. I. C. plus one demerit.
2. 2nd Offense-- 4 days in B. I. C. plus 2 demerits.
3. 3rd Offense – Possible GAP placement
4. 4th Offense -- Refer to GAP

All violations will be reported to the police and will be subject to a fine of between \$1-\$250 plus court costs for possession and \$89 for smoking plus court costs.

MAJOR OFFENSES: Level 1, 2, 3 -- See District Code of Conduct.

PREVENTION AND INTERVENTION TRAINING

Any student receiving three demerits, or who has received two demerits and has been assigned at least one time to the Behavior Improvement Center, can be recommended to go through the Prevention and Intervention Training (P. I. T.) program. Also, a student recommended by the parent with approval of the principal can participate. A student may participate one time per school year.

The program consists of five consecutive one-hour sessions held after school. Students will do calisthenics and participate in behavioral discussions with the instructor and other participants. The sessions will be conducted by a qualified instructor trained in the program. After completion, the participant will have one demerit removed.

GAP ORIENTATION

See District Code of Conduct.