

ADDENDUM II-

DISCIPLINE PROCEDURES AND INFRACTIONS

Board approved 8/14/2019

The following guidelines maybe used by the campus principal.

Level I (Classroom) Offenses

Including, but not limited to the following:

1. Excessive talking/noise (disruption)
2. Excessive horseplay (disruption)
3. Possessing or consuming food or beverages in the classroom
4. Possession/use of stereo headsets, MP3 players, iPods, electronic games, any Smartwatch device, Bluetooth Speakers/ headsets, or any other entertainment device without administrator permission (See Note 1 below)
5. Use of a paging device, cellular telephone, camera telephone, handheld computer, PDA, any Smartwatch device, Bluetooth Speakers/ headsets, or similar device without administrator permission (See Note 1 below)
6. Inappropriate use of a graphing calculator
7. Throwing, spitting, or launching objects
8. Being unprepared for class, including missing textbook, course book(s), notebook, paper, and/or pen/pencil
9. Failure to complete and/or submit assignments
10. Failure to do class-assigned work (off-task)
11. Use of non-instructional items during class
12. Disrespect towards other students
13. Violation of computer acceptable use policies
14. Violation of student dress code or grooming standards
(See Attachment 1 and Note 2 below)
15. Tardy and/or unexcused absence from class
16. Violation of specific classroom or teacher rules
17. Failure to follow teacher or substitute directions
18. Violation of safety rules in classroom

NOTE 1: Items listed in numbered offenses 4 and 5 will be confiscated by the teacher and turned in to the principal. Parents may collect the items at the end of the day upon payment of \$15.00. For subsequent offenses, the District may hold the confiscated telecommunication device for a period of 30 days and require payment of the \$15.00 administrative fee before releasing the device. Cellular telephones must be turned off and kept out of sight during the instructional day. Administration is not responsible for the loss or theft of telecommunication devices or any device listed in the Student Code of Conduct in the possession of the student. Staff and administration is also not responsible for items that have been confiscated that are in violation of the Student Code of Conduct.

NOTE 2: Violation of student dress code (Offense #14) will require an immediate correction by the student, or he/she will be sent to the principal. The principal will place the child in ISS and call the parent to have the violation changed. If the parent does not or cannot address the problem, the child will remain in ISS for the day.

Discipline Procedures

All District teachers will follow the guidelines below unless campus principal approval is granted for an exception.

1. First Offense - Verbal reprimand
2. Second Offense-Teacher assigned detention/ consequence (See Note 1)
3. Third Offense-Teacher contacts parent and assigns detention (See Note 2)
4. Fourth Offense - Submit discipline referral to administration (See Note 3)

NOTE 1: Teachers will maintain student discipline documentation.

NOTE 2: Teachers may use other approved discipline-management techniques in lieu of or in addition to detention. These are outlined elsewhere in the student code of conduct.

NOTE 3: Discipline referral will direct principal to schedule a parent, student, teacher, and principal conference, if necessary.

Level I (Campus) Offenses

Including, but not limited to the following:

1. Running inside campus buildings
2. Loitering between class periods
3. Throwing, spitting, or launching objects
4. Throwing, tossing, shooting, dribbling, or rolling balls inside campus buildings, excluding athletic facilities
5. Excessive horseplay
6. Excessively LOUD talking, shouting, or making noises inside District school buildings
7. Possessing open food or beverage containers outside of the cafeteria(s)
8. Consuming food or beverages outside of the cafeteria(s)
9. Disrespect directed towards other student(s)
10. Possession/use of stereo headsets, MP3 players, iPods, electronic games, any Smartwatch device, Bluetooth Speakers/ headsets, or any other entertainment device without administrator permission
11. Use of a paging device, cellular telephone, camera telephone, handheld computer, PDA, any Smartwatch device, Bluetooth Speakers/ headsets, or a similar device without permission (See Note 1 below)
12. Selling of non-school approved items
13. Public display of affection such as holding hands, such as hugging, kissing, or arms around shoulder or waist
14. Being outside classroom or appropriate instructional areas without a hallway pass (permission) during class periods
15. Violation of computer acceptable use policies on common use District computers
16. Violation of student dress code or grooming standards (See Attachment 1 and Note 2 Below)

17. Violation of campus/District policies not explicitly specified elsewhere in these "prohibited conduct" passages
18. Failure to follow staff, faculty, or paraprofessional directions
19. Violation of school safety rules

NOTE 1: Items listed in numbered offenses 10 and 11 will be confiscated by the teacher and turned in to the principal. Parents may collect the items at the end of the day upon payment of \$15.00. For subsequent offenses, the District may hold the confiscated telecommunication device for a period of 30 days and require payment of the \$15.00 administrative fee before releasing the device. Cellular telephones must be turned off and kept out of sight during the instructional day. Administration is not responsible for the loss or theft of telecommunication devices or any device listed in the Student Code of Conduct in the possession of the student. Staff and administration are also not responsible for items that have been confiscated that are in violation of the Student Code of Conduct.

NOTE 2: Violation of student dress code (Offense #16) will require an immediate correction by the student, or he/she will be sent to the principal. The principal will place the child in ISS and call the parent to have the violation changed. If the parent does not or cannot address the problem, the child will remain in ISS for the day.

Discipline Procedures

All District employees will follow the guidelines below unless campus principal approval is granted for an exception to policy.

1. First Offense - Verbal reprimand
2. Second Offense -Teacher or Administrator assigned detention or consequence (See Note 2)
3. Third Offense - Contact parent and assign detention (See Note 2)
4. Fourth Offense -Submit discipline referral to administration (See Note 3)

NOTE 1: Teachers will document campus offenses by students assigned to their classes. Principals will document campus offenses by other students.

NOTE 2: Teachers may use other approved discipline management techniques in lieu of or in addition to detention. These are outlined elsewhere in the student code of conduct.

NOTE 3: Discipline referral will direct principal action to arrange a parent, student, teacher, and principal conference in person.

NOTE 4: For any students not known (not assigned) to a reporting teacher or staff, a discipline referral or campus approved form will be completed and/or the student will be escorted to the principal.

Level II Offenses

Including, but not limited to the following:

1. Three or more teacher documented Level I Offenses.
2. Using profanity, lewd or vulgar language, or obscene gestures not directed at any specific person (See Note 1)
3. Making ethnic, racial, sexual, gender, or religious slurs not directed at any specific person (See Note 1)
4. Lying about the conduct of other students to a District employee
5. Verbal abuse or derogatory or offensive remarks (disrespect) directed towards a District employee
6. Scholastic dishonesty, which includes but is not limited to, cheating on a test or any other assignment, plagiarism, or unauthorized collaboration with another person in preparing written work or any other assignment for which a grade is awarded.
7. Any misbehavior that a classroom teacher believes substantially disrupts the learning environment for the class period (Ex. running/leaving out of the classroom)
8. Any misbehavior that school officials believe substantially disrupts the learning environment for the school program
9. Failure to follow staff, faculty, or paraprofessional directions after repeated requests/directives (defiance of authority)
10. Pushing, shoving, hitting, or other inappropriate physical contact with other students {Third offense consequence}
11. Failure to report the commission of a serious offense by another student to a school official
12. More than one tardy and/or truancy (all classes) within a single week
13. Stealing property, whether belonging to another student, employee, or the school district of minimal to moderate value (value to be determined by the Administrator).

NOTE 1: Students of all ages will be removed from the classroom for the remainder of the day and placed in ISS (first offense). Students of all ages will be placed in ISS 2-3 days (second offense). Students 10 years of age and older will be placed in DAEP (third offense); students 5 years of age and younger will again be suspended 1-3 days (third offense).

Discipline Procedures

All District principals will follow the minimum guidelines below unless the District superintendent grants approval for an exception to policy.

1. First Offense - Up to 5 days of detention or ISS
2. Second Offense - Up to 30 days of detention or ISS
3. Third Offense- ISS (Days to be determined by Administrator)
4. Fourth Offense - 3 days of ISS or 3 days OSS
5. Administrators will follow the disciplinary procedures for moderate offenses. (See Note 4)

NOTE 1: Principals will maintain student discipline documentation.

NOTE 2: Parents will be contacted by a school principal for each violation in the moderate offense category.

NOTE 3: Following investigation by a school principal, the reported offense could be dismissed (if found to be a mistake), or elevated to a higher category offense if warranted.

NOTE 4: Principals may use other District approved discipline management techniques in lieu of or in addition to detention (excluding oral correction) as outlined elsewhere in the student code of conduct.

Level III Offenses

Including, but not limited to the following:

1. Repeated violations of documented classroom, campus, or District policies and rules that resulted in a discipline referral
2. Any Title 5 Felony
3. Any Non-Title 5 Felony that results in a State Jail Felony.
4. Bullying or harassment as defined by TEC Chapter 37.0832 which include the following offenses but not limited to:
 - a. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force
 - b. Making ethnic, racial, sexual, gender or religious slurs or any other harassment based on race, color, national origin, religion, or disability
 - c. Verbal abuse or derogatory or offensive remarks addressed to others
 - d. Damaging or vandalizing property of other students
 - e. Conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conducts including, without limit, requests for sexual favors
5. Using profanity, lewd or vulgar language, or obscene gestures directed towards another student or District employee (See Note 3 and 4)
6. Lying or making false accusations about a District employee
7. Stealing property, whether belonging to another student, employee, or the school district of moderate to major value (Value to be determined by Administrator)
8. Committing or assisting in a robbery, theft, or burglary
9. Conveying a threat directed towards another student or District employee (See Note 5)
10. Possession or use of any instrument, including but not limited to, any weapon, knife, or gun which does not fit the Texas Penal Code definition (examples: pocket knife and fake gun), fireworks, ammunition, taser, stun gun, or similar device, and instruments of martial arts that might reasonably cause bodily harm, but have not been used as a threat to inflict bodily harm (See Note 5)
11. Any misbehavior that school officials believe will incite violence or significantly disrupt school
12. Fighting, scuffling, or other inappropriate or offensive physical contact with another student (See Note 3)
13. Inappropriate sexual contact or committing sexual acts which do not qualify as public lewdness or indecent exposure (anything more than over display of affection will result in a DAEP placement).
14. Possession or distribution of sexually explicit or sexually oriented material of any kind (See Note 4)
15. Possession, use, or distribution of matches, lighter, tobacco products, E- Cigarettes, and/ or Vapes, or paraphernalia or any part of these items (See Note 5)

16. Possession, use, this includes synthetic spice/bath salts, distribution or selling of drug paraphernalia as defined by the Texas Controlled Substance Act (Article 4476-15)
(See Note 5)
17. Possession or use of substances or items portrayed as drugs or contraband
18. Possession or use of synthetic drugs or bath salts (See Note 5)
19. Tampering, changing, or altering records or documents of the District by any method
20. Damaging, destroying, or altering District property/computer hardware or software by any method (Ex. throwing desk, chairs, kicking walls, hitting computers, etc.)
21. Lying or committing forgery on school documents
22. Gambling of any kind
23. Disorderly conduct
24. Gang activity
25. Assault against a student or school employee not resulting in bodily injury (See Note 5)
26. Assault against a student or school employee resulting in bodily injury (See Note 5)
27. Hazing of other students that cause public embarrassment, to include "Pantsing"
(See Note 5)
28. Leaving school grounds or school-sponsored events without permission
29. Using cell phones to video any activities at school without the consent of the parents of those being videotaped is prohibited
30. Videotaping, images, and voice recordings of students, staff, and administration is prohibited unless given the consent from the person/parent. CCISD Police Department will be contacted if consent is not given.
31. Any provocative images, videos, and or recordings will be turned over to the CCISD Police Department immediately.

Discipline Procedures

All District principals will follow the minimum guidelines below unless the District superintendent grants approval for an exception to policy.

1. First Offense - ISS, Suspension (1-3) days
2. Second Offense - Suspension (1-3) days - DAEP placement consideration

NOTE 1: Principals will maintain student discipline documentation.

NOTE 2: Parents will be contacted by a school principal for each violation of this major offense category.

NOTE 3: Student to Student. Students of all ages will be suspended 1-3 days. Students 10 years of age and older will be referred to DAEP. Students 5 years of age and younger will be suspended 1-3 days.

NOTE 4: Student to Staff. Students of all ages will be suspended 1-3 days. Students 10 years of age and older will be placed in DAEP.

NOTE 5: Students 10 years or older will be suspended 3 days then placed in DAEP.

*Recommendation for length of placement at DAEP for a first placement will be 60 days, second placement will be 90 days, and third placement will be 120 days, dependent upon severity of behaviors.

Bus Offenses

Class I Offenses

General: Due to the inherent danger or risk to the safety and well-being of other passengers and the school bus driver, the following conduct is prohibited and the discipline procedures listed are to be implemented within the school District.

Including, but not limited to the following:

1. Excessively LOUD talking, shouting, or other noise
2. Excessive horseplay
3. Spitting, whether or not, directed at any person
4. Consuming food or beverages without permission
5. Standing or leaving seat while the bus is in motion
6. Possession or use of water guns, water balloons, other liquid propellant devices, or liquid containers (excluding a lunch thermos)
7. Use of profanity, lewd or vulgar language, or obscene gestures, whether directed at a person or undirected
8. Possession or distribution of sexually explicit material, sexually oriented material, or other material in violation of District policy
9. Possession/use of stereo headsets, MP3 players, iPods, electronic games, any Smartwatch, Bluetooth Speakers/ headsets, or any other contraband entertainment device without teacher permission
10. Use of a paging device, cellular telephone, camera telephone, handheld computer or PDA, any Smartwatch, Bluetooth Speakers/ headsets, or a similar device without permission
11. Riding an unassigned bus, getting on or off the bus at an unassigned bus stop without permission
12. Other District policy violations as reported by the bus driver or as recorded on the Bus Safety Violation Report

Discipline Procedures

Campus principals will determine appropriate consequences for student violations of the bus policy. Principals will use District guidelines established for ALL students as outlined in the previous "prohibited conduct" pages. However, the following additional student consequences will be used in determining the student's transportation eligibility. Campus principals will maintain documentation. The following policy is contingent on a referral from transportation for violation of the same offense.

Students: Pre-K through 6th Grade

1. First Offense - Bus Conduct Referral
2. Second Offense - Bus Suspension (Up to 30 days)
3. Third Offense - Loss of Bus Service (School Year)

Students: 7th through 12th Grades

1. First Offense - Bus Suspension (Up to 30 Days)
2. Second Offense - Loss of bus service (School year)

NOTE 1: Parent/guardian will be contacted for each incident.

NOTE 2: Principals may assess more severe consequences than those stated above, if the offense justifies a harsher bus consequence.

Class II Offenses

Including, but not limited to the following:

1. Hanging any part of the body or head out of an open window
2. Throwing, spitting, or launching any object
3. Possession, use, selling, giving, or delivering any tobacco product, alcoholic beverage, controlled substance, or dangerous or illegal drug including marijuana
4. Possession or use of matches, lighters, fireworks, or any flammable substance
5. Pushing, shoving, scuffling, fighting, or any other inappropriate physical contact with another person(s)
6. Willful damage or vandalism to the property of other students, District employees, the school District, or the bus itself
7. Holding onto or attempting to hold onto any portion of the exterior of the bus
8. Unauthorized entering or exiting the bus through an emergency door without permission
9. Tampering with bus equipment
10. Any offense not explicitly stated in the prohibited conduct (bus policy) that would constitute a bus safety violation
11. Other offenses as reported by the bus driver or as recorded on the Bus Safety Violation Report that would not be a Class I offense

Discipline Procedures

Campus principals will determine appropriate consequences for student violations of the bus policy. Principals will use District guidelines established for ALL students as outlined in the previous "prohibited conduct" pages. However, the following additional consequences will be considered in regards to riding the bus. Campus principals will maintain documentation. The following policy is contingent on a referral from transportation for violation of the same offense.

Students: Pre- K through 6th Grade

1. First Offense - Bus Conduct Referral
2. Second Offense - Bus Suspension (Up to 30days)
3. Third Offense - Loss of Bus Service (School Year)

Students: 7th through 12th Grades

1. First Offense - Bus Suspension (Up to 30 Days)
2. Second Offense - Loss of bus service (School year)

NOTE 1: Parent/guardian will be contacted for each incident.

NOTE 2: Any student violation occurring on a District school bus that would be a "serious offense" or higher under the student code of conduct will result in loss of bus service for the school year.

NOTE 3: The District will actively seek financial restitution for any student violation that results in damage or vandalism to a District school bus.

NOTE 4: Principals may assess more severe consequences than those stated above, if the offense justifies a harsher riding the bus consequence.

Disciplinary Consequences

In assessing all discipline, administrators will consider:

1. the seriousness of the offense;
2. the student's age;
3. the student's attitude;
4. the potential effect of the misconduct on the school environment;

In making a decision concerning suspension, removal to the DAEP, expulsion, regardless of whether the decision concerns mandatory or discretionary disciplinary action, administrators will also consider:

1. whether the student was defending himself or herself;
2. the student's intent or lack of intent at the time the student engaged in the conduct;
3. the student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, but only as required by federal law and regulations related to discipline of students with disabilities.
5. The Campus Principal/Discipline Coordinator will make the decision on the proper placement of a student.