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# TEXAS LEADERSHIP CHARTER ACADEMY

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## CODE OF CONDUCT FOR STUDENTS



AUGUST 15, 2016

TEXAS LEADERSHIP CHARTER ACADEMY  
P.O. Box 61726 | San Angelo, TX 76901

# **Texas Leadership Charter Academy**

## **CODE OF CONDUCT FOR STUDENTS**

Updated August 15, 2016

### **CONDUCT GUIDELINES**

The main purpose for a school is the education of its students. For learning to take place, an orderly climate must exist. Effective discipline is an essential ingredient in such a climate. Discipline is the responsibility of teachers, parents, and students.

Please familiarize yourself with the Student Code of Conduct. Items in the Student Code of Conduct are subject to change as needed. **UNRULY STUDENTS WILL NOT BE ALLOWED TO DISTURB THE EDUCATIONAL PROCESS FOR THE MANY OTHERS IN OUR STUDENT POPULATION.** In addition, TLCA has a zero tolerance policy with respect to drugs, alcohol, and firearms.

### **THE FIVE SCHOOL RULES CONSTITUTE**

- 1. Instant obedience**
- 2. Respect for others**
- 3. Respect authority**
- 4. Diligence to duty**
- 5. Respect property**

### **CORPORAL PUNISHMENT**

Reasonable corporal punishment—spanking or paddling the student—may be used as a discipline management technique in order to preserve an effective educational environment free from disruption.

Should corporal punishment be deemed necessary by the campus principal or assistant principal, a parent will be contacted. If a parent cannot be located, the student will be assigned a suspension. If corporal punishment is agreed upon with the parent, two (2) swats will be administered by a campus administrator in the presence of a witness who shall be an education professional. Parents have the right to deny corporal punishment however this will result in a suspension.

### **DETENTION**

Detention is an assignment for students who are not diligent to their duties. Diligence to Duty includes, but is not limited to, a student failing to do homework assignments or turning homework assignments in late, failing to observe school rules, or violating the dress code. The purpose of this form of discipline is to retrain, instruct, and correct. If this form of discipline is working properly, students are able to correct misbehavior at the earliest possible time in order to avoid more serious consequences.

If a student is issued three detentions within five consecutive school days, he/she will be given an office referral.

Each time a student receives an after school detention, an attempt to contact a parent/guardian will be made before it is served. If a parent/guardian cannot be contacted, attempts to contact another adult family member will be made. If these attempts are unsuccessful, the student will be sent home with written notification for his/her parent(s)/guardian(s) that the student will be given detention the following day. The student is expected to return to school the following day with the signed notification. Students will not serve an after school detention unless a parent/guardian or an adult family member is contacted or a parent/guardian signs the written notification. An exception to this will be if the student serves a detention during lunch period. In which case, though a parent/guardian shall be notified, it need not occur before the detention is served.

Students assigned to detention must be in the correct location on time unless the student has a signed note from a teacher that delayed them.

Elementary campus only: If a student is late to detention, he/she will be assigned an additional day of detention. If a student is late to a second detention, he/she will be given an office referral and an additional day of detention. If the student misses a detention, he/she will be given an office referral and an additional detention. If a second detention is missed, the student will be given an office referral and have either corporal punishment administered or be suspended. If a third detention is missed, the student will receive an office referral and a suspension.

Secondary campus only: If a student is late or misses an assigned detention, he/she will be assigned an additional day of detention unless that student has a note from the teacher that delayed them. If a student is late to a second detention, he/she will be given an additional detention and an office referral. If a second detention is missed, the student will be suspended.

Students that have medical appointments or extracurricular activities may have the detention moved to the next school day with the approval of campus administration only.

Detention will be served for no more than 30 minutes for elementary school students and no more than 60 minutes for junior and senior high school students.

At the elementary campus, if the detention is served after school, a parent/guardian must pick up the student from the detention location. At the secondary campus, the student must be picked up or drive home immediately after detention is served and not loiter on school grounds unless they are participating in a school sponsored extracurricular activity.

## **DETENTION SCHEDULE**

For more specific information on detention schedules, please contact the campus school office.

## **DISCIPLINARY CONTRACT**

Campus administration may create a specific disciplinary contract with students and parents with the sole purpose to call attention to and redirect specific behaviors. A breach in this agreement by the student is cause for a Disciplinary Review Committee meeting.

## **DISCIPLINARY REVIEW COMMITTEE**

Students whose behavior results in continued office referrals, or whose behavior is deemed a threat to the learning environment, will be subject to review by the Disciplinary Review Committee.

It is the goal of this committee to ensure that an environment is maintained that is conducive to safety and education and it may be asked to review any student's behavior believed to be a threat to this environment. The committee may recommend any disciplinary consequence up to and including expulsion when it deems that a student has continual disregard for prohibited behaviors or the school's five general rules. However, the committee may only recommend; the ultimate decision for disciplinary consequences rests with the campus principal or, in the case of expulsion, with the superintendent.

Each elementary school and secondary school shall form a Disciplinary Review Committee that will be composed of the campus principal and/or assistant principal, two female faculty members and two male faculty members. These representatives may change intermittently based on their availability to attend a meeting and whether or not the representatives actually teaches or coaches the student in question.

## **DISCIPLINE SYSTEM**

The discipline policy is designed to promote accountability, responsibility, and respect for authority on behalf of the student.

Good discipline means that the classroom is as free as possible from confusion, disorder, and anti-social behavior. It means that each child and the group as a whole operate freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop self-discipline.

## **EXPULSION**

Expulsion may be imposed for violations specifically designated in the Code of Conduct or as enumerated in the Texas Education Code, Chapter 37.007.

Upon receiving a recommendation from the Campus Disciplinary Committee, the superintendent may schedule an expulsion hearing. If a hearing is held, the superintendent shall invite the principal or other appropriate administrator, the student's parent(s)/guardian(s), the teacher removing the student from class, if any, and the student. In the case where an action merits an automatic expulsion based on the Texas Education Code, Chapter 37.007, the superintendent

shall schedule an expulsion hearing for no later than the third class day after the day on which the student is removed from class unless the superintendent and the student's parent(s)/guardian(s) mutually agree to a delay. At the hearing the student—who may be represented by his/her parents(s)/guardian(s) or another adult who is not an employee of TLCA—is entitled to written or oral notice of the reasons and basis for the expulsion, and an opportunity to respond to the reasons for removal shall be allowed.

A decision shall be rendered, in writing, specifying whether the expulsion was upheld and, if so, the length of the expulsion, the procedures for re-enrollment (if any), and the right to appeal to the Board of Directors. Should the expulsion be appealed, the decision of the Board is final.

### **DISCRETIONARY EXPULSION**

Offense: Excessive or persistent absenteeism, being absent, without acceptable excuse, more than 3 times in a 4-week period or 10 times in a 6 month period.

Penalty: Truancy action and/or discretionary expulsion.

For additional information regarding expulsion see policy posted at <http://texasleadership.net> Compliance-Board Policies-Expulsion Policy

### **PROHIBITED BEHAVIORS**

Campus administration maintains the ability and the right to use professional judgment and assign disciplinary consequences accordingly when a threat to the environment exists, student behavior is deemed as non-compliant, or prohibited behavior occurs. Disciplinary consequences will be issued after an administrative conference with the parent, if needed and when possible.

Campus administration may, at any time, deem it necessary to call and ask the parent(s) to be present for an administrative conference regarding their student's behavior.

Disciplinary consequences may include, but are not limited to: a disciplinary contract, a tally, detention, corporal punishment, suspension, and expulsion.

Specific prohibited behaviors are listed in the Texas Education Code, Section 37.007, and many carry a mandatory expulsion.

The following listed behaviors, and other behaviors not listed but when carried out create a threat to the environment or are non-compliant to school rules, are prohibited and may result in a disciplinary consequence:

1. Electronic devices, such as, but not limited to, pagers, gaming devices, iPods, MP3 Players, CD Players, CD's or portable DVD players, laser pens, laser guns, toy guns, or toy knives are not allowed on campus. If a student is in possession of such an item it will be confiscated an office referral will be issued, corporal punishment may be administered, and a fine of fifteen dollars (\$15.00) will be assessed. Confiscated items such as those

listed above may be picked up at the school office by the student's parent/guardian (only) after the fine is paid.

2. All cell phones must be turned off during the school day. If the student is in possession of a phone that is powered on, the phone will be confiscated, the student may be assigned to detention, and a fine of fifteen dollars (\$15.00) will be assessed. For subsequent violations, the phone will be confiscated, an office referral will be issued, corporal punishment may be administered, and a fine of fifteen dollars (\$15.00) will be assessed. Confiscated cell phones may be picked up at the school office by the student's parent/guardian (only) after the fine is paid.
3. Lying
4. Cheating: a grade of zero will be given for class work in question
5. Defiant and/or disrespectful behavior toward any educator, administrator, volunteer, fellow student, or campus visitor.
6. Public Display of Affection (PDA)
7. Repeated disruptive behavior in class or at other school functions
8. Skipping class or not being in a designated area
9. Possession of matches and/or a lighter
10. Stealing
11. Forgery
12. Gambling
13. Profanity, profane gestures, racial insults, or inappropriate language or gestures toward another student, temporary voluntary, staff member, educator or administrator
14. Leaving school without permission
15. Any periodical or other material deemed inappropriate by administration. If a student is in possession of said item, the item will be confiscated, a parent/guardian will be notified, and the item must be picked up by a parent/legal guardian (only) from the school office within five (5) school days or the item will be destroyed. NOTE: In the event inappropriate content is found on a student's cellular phone, the phone will be confiscated, and the student's parent/legal guardian will be notified to pick up the phone from the school office. However, a student's cellular phone will not be destroyed if not picked up within the specified five (5) school days' time period, but rather will be held until the end of the school year. If not picked up by the parent or guardian by the last day of school, and attempts to reach the parent are unsuccessful, the phone will be disposed of.

16. Horseplay including, but not limited to, hitting, biting, kicking, pushing, spitting, shoving, pinching, etc.
17. Committing extortion, coercion, or blackmail.
18. Spitting on or at an educator, administrator, volunteer, visitor, or fellow student. This includes spitting on or at any food and/or property of any educator, administrator, volunteer, visitor, or fellow student.
19. Harassment, threats, or bullying to include sexting, hazing, and cyber-bullying.
20. Fighting: The parties involved will receive an off-campus suspension unless mitigating factors exist. (see below)
21. Tobacco (any form): Students are prohibited from smoking and using or possessing any tobacco products on School property at any time and at all School-sanctioned activities occurring on or off School property. The student will be reported to local law enforcement and a citation may be written.
22. Possession of contraband: For the purpose of the Code of Conduct, the following will be considered contraband: any item used to aid someone in committing a crime, any item or property that was gained as the proceeds of a crime, or any item expressly prohibited by law, i.e. child pornography or drug paraphernalia. A student in possession of contraband will be reported to local law enforcement and official enforcement action may be taken.
23. Vandalism of school property or private property on school grounds not owned by the student: The student may be reported to local law enforcement and official enforcement action may be taken. In addition, the student will be held accountable for replacing/repairing vandalized school property.
24. Sexual contact or sexual harassment
25. Pornography to include, but not limited to, printed, drawn, or electronic images.
26. Creation or possession of any device at school which could be used as a weapon (including but not limited to switchblades, pocket knives, hunting knives, etc). (Violators may be subject to expulsion and criminal prosecution.)
27. False accusations against staff. (Violators shall be subject to expulsion.)
28. Possession of explosives or firearms. (Violators shall be subject to expulsion and criminal prosecution)
29. Committing arson. (Violators shall be subject to expulsion and criminal prosecution.)
30. Possession or distribution of alcohol, illegal drugs, prescription and nonprescription drugs, or any other substance deemed unsafe by administration. (If the substance is illegal,

violators will be reported to local law enforcement officers and may be subject to expulsion and criminal prosecution.)

31. Sale of contraband. (Violators may be subject to expulsion and criminal prosecution.)
32. Committing assault against an educator, administrator, fellow student, volunteer, or visitor. (Violators shall be subject to expulsion and criminal prosecution.)
33. If a student, within 300 feet of school property, sells, gives, or delivers to another person or possesses or uses or is under the influence of marijuana or a controlled substance or a dangerous drug—and the conduct is punishable as a felony. (Violators shall be subject to expulsion and criminal prosecution.)
34. If a student, within 300 feet of school property, sells, gives, or delivers to another person an alcoholic beverage or commits a serious act or offense while under the influence of alcohol or possesses, uses, or is under the influence of an alcoholic beverage –and the conduct is punishable as a felony. (Violators shall be subject to expulsion and criminal prosecution.)

For a detailed list of prohibited behaviors for which a student is subject to mandatory expulsion, see the Texas Education Code, Section 37.007.

The below items will be given consideration, as a factor, in each decision concerning a suspension or expulsion regardless of whether the decision concerns a mandated or discretionary action:

1. self defense
2. intent or lack of intent
3. discipline history of the student
4. Any disability that substantially impairs a student's capacity to appreciate the wrongfulness of the conduct.

Administrative review will be the final decision on all of the above items.

## **PUBLIC ORDER AND DECENCY**

### **Criminal Mischief**

- A. A person commits an offense if, without the effective consent of the owner:
  1. He intentionally or knowingly damages or destroys the tangible property of the owner;
  2. He intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person; or
  3. He intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner.

- B. The class of offense (misdemeanor or felony) is dependent on the amount of damage done. A student committing this offense is subject to expulsion and may be reported to local law enforcement officials.

### **Disorderly Conduct**

- A. A person commits an offense if he intentionally or knowingly:
  - 1. Uses abusive, indecent, profane, or vulgar language in a public place, and the language by its very utterance tends to incite an immediate breach of the peace;
  - 2. Fights with another in a public place; or
  - 3. Indecent exposure
- B. An offense under this section is a Class C misdemeanor and may be reported to local law enforcement officials. Students engaging in this conduct will be referred to the Discipline Review Committee for a recommendation.

### **RE-ENROLLMENT**

Any student who has withdrawn or been expelled from TLCA due to disciplinary issue and reapplies for admission must meet the following guidelines:

- 1. The student may not apply for one semester from date of attendance unless stipulated differently in an expulsion letter;
- 2. The student must provide at least three references with telephone numbers and letters of recommendation from the school attended after removal from TLCA. One reference must be from an administrator, one from a teacher, and one from a counselor;
- 3. The student's grades and conduct must exhibit a reformed attitude; and
- 4. The student and parent must petition the campus administration, in writing, and request to be re-enrolled at TLCA.

The campus administrator or campus PEIMS operator shall notify the charter system PEIMS director once all of the above criteria have been met and a decision has been made to allow the student to re-enroll in TLCA.

## **STANDARDS FOR STUDENT CONDUCT**

### **Cafeteria**

1. Talk in a low voice.
2. Use proper table manners.
3. Do not throw food or other objects.
4. Keep your area and cafeteria clean.
5. Dispose of trash properly.
6. Remain in cafeteria until dismissed.

### **Classroom**

1. Follow directions.
2. Follow the classroom management plan.
3. Participate in classroom discussions and activities.
4. Do not disrupt learning.
5. Attend school regularly.
6. Be at school on time.
7. Respect the rights and properties of others.
8. Show respect for all school personnel.

### **Physical Education, Playground, Etc.**

1. Follow campus playground and physical education safety rules.
2. Do not throw dangerous or unauthorized objects.
3. Use equipment properly.
4. Do not stand on swings, slides, monkey bars, or other equipment.
5. Do not sit on top of monkey bars.
6. Have one person in a swing at a time.

### **Restrooms**

1. Use restroom for intended purposes.
2. Flush urinals and toilets.
3. Unnecessary objects must not be taken into restrooms (pencils, pens, sharp objects, etc.).
4. Standing or swinging on restroom fixtures is not allowed.
5. Writing on walls is not allowed.
6. Dispose of trash in trash cans.

### **School Building**

1. Walk, do not run.
2. Fighting, cursing, and/or disruptive behavior are unacceptable.
3. Keep noise to a minimum.
4. Take care of all school property.
5. Littering is forbidden.
6. Gum is not allowed at school.
7. Stay out of landscaped beds and water fountain.

## **SUSPENSION**

Students may be suspended for Code of Conduct violations or as an alternative for corporal punishment. A student may serve an In-School Suspension (ISS) or Off-Campus Suspension (OCS), at the discretion of the suspending campus administrator. However, in cases of fighting has been determined, an off-campus suspension of the participant(s) is mandatory.

In lieu of corporal punishment, a suspension—whose length will be at the discretion of the campus administrator—will be imposed. ISS may be imposed for a maximum of five (5) school days and an OCS may be imposed for a maximum of three (3) school days.

The decision of the suspending administrator is final and may not be appealed.

A student will be permitted to make up work and tests and to turn in projects due in any class missed because of a suspension but students are responsible for obtaining and completing all makeup assignments. Students have one day to make up missed assignments for each day they are absent. Long-term projects that have been given deadlines in advance must be turned in on the first day of the student's return to class regardless of the number of days absent. A student who does not make up assigned work or take the test within the time allotted will receive a grade of zero for that assignment/test.

Students assigned to SPED/Section 504 will also be permitted to make up work and tests and to turn in projects due in any class. The deadline for completing these assignments/tests will be determined on an individual basis for SPED students as determined by the ARD committee and by the teacher in the case of a Section 504 student.

Should a student be assigned an "off of campus" suspension, he/she is not eligible to attend or participate in any after-school or extracurricular activities during the term or any part of the last day of the assignment-home or away.

If a student is assigned in-school-suspension, he/she may not participate in a competition during the term or any part of the last day of the assignment-home or away.

Should a student continue to be non-compliant—resulting in continued office referral—or whose behavior is deemed a threat to the learning environment, he/she will be subject to review by the Disciplinary Review Committee.

## **TIME TO TEACH**

TLCA incorporates the "Time to Teach" Program as part of its classroom management system. This program utilizes refocus time for low level disruptive behaviors, and students are asked to reflect on, and make changes to, their behavior before returning to the lesson. Time to Teach is an opportunity for students to consider their behavior, learn leadership, and accept responsibility. Because Time to Teach ***is not a disciplinary action***, parents will generally not be notified when a student is placed in this program.

For more information on "Time to Teach", you may contact faculty members or administration.

## Student and Parent Code of Conduct Agreement

TLCA was founded on the premise that parents are a child's primary teachers and should be involved in their ongoing formal education. Therefore, parents agree to participate in the following areas:

**Please initial each of the lines below.**

- \_\_\_\_\_ 1. I have read the Student/Parent Code of Conduct and agree to adhere to the listed guidelines.
- \_\_\_\_\_ 2. I agree to come for a conference and to administer discipline if called to do so according to discipline guidelines.
- \_\_\_\_\_ 3. I understand that failure to comply with these guidelines may jeopardize the continued enrollment of my child at TLCA.

I agree to adhere to the discipline system of TLCA. I understand that TLCA is a school of choice and is not under the jurisdiction of any local I.S.D. I understand that TLCA reserves the right to exclude a student and family which does not abide by the policies and guidelines of the school.

The Student Code of Conduct may not include all requirements and responsibilities which may exist on campus. For additional information or clarification of material, parents may contact the campus principal's office.

Please be aware that this Code of Conduct is updated annually even though policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect the Student/Parent Code of Conduct provisions will be made available to students and parents through the internet, upon request or other communications.

\_\_\_\_\_  
Student Name - Printed

\_\_\_\_\_  
Parent Name - Printed

\_\_\_\_\_  
Student Signature (3rd grade or above)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date