



Excellence is Expected!

CODE OF STUDENT CONDUCT

Student Rights and Responsibilities

2016-17

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Student Code of Conduct ACKNOWLEDGMENT

Dear Student and Parent:

As required by state law, the Board of Directors has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student in The Varnett Public School. We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administration. The student and parent should each sign this page in the space provided below and return it to the student's school.

Thank you,
Dr. Margaret Stroud, Interim Superintendent

We acknowledge that we have received a copy of the Varnett Public School's Student Code of Conduct for the 2016–2017 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this document.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

School: _____

Grade Level: _____

Please sign this page, remove it, and return it to the student's school. Thank you.



Mission Statement

The mission of the Varnett Public School is to provide a rigorous academic program which meets the needs of our diverse population.

The four principles of our core beliefs are high student achievement, safety, respect and common decency. We are committed to meeting those needs through providing a safe learning environment, a highly qualified dedicated staff, advanced technological tools, involving parents and families and utilizing community resources.

This mission is based on the belief that:

- School choice motivates excellence.
- The overall student-achievement level must be improved.
- There can be no achievement gap between socioeconomic groups and/or children of ethnic diversity.
- Recruitment and retention of highly effective teachers are the keys to excellence and increasing student achievement.
- Meaningful parental engagement must be increased.
- All students, staff and parents must be treated with common decency.

Vision Statement

The Varnett Public School is dedicated to excellence in all things.

Educational Goals

Goal One: Create an academic learning environment that values and respects the unique and individual differences of its students. The school is committed to providing exemplary educational opportunities that foster creativity, promote independence and develop responsibility.

Goal Two: Encourage maximum academic and personal achievement through exceptional teaching styles and methods that support critical thinking and problem solving. Students will be given numerous opportunities to demonstrate mastery of the academic foundation necessary to become productive citizens.

Goal Three: Provide a safe, supportive and culturally diverse environment that enhances opportunities for learners to become active forces for positive change in our community.



The Varnett Public School

5026 South Willow Drive

Houston, Texas 77035

Board of Trustees

Dr. Matthew Plummer, President

Dr. Edgardo Colon, Vice President

Clarence White, III, Secretary

Marcia Johnson, Esq., Member

Ward S. Gray, Member

Dr. Margaret Stroud, Non-voting Member

It is the policy of The Varnett Public School not to discriminate on the basis of gender, disability, race, color or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.



CODE OF STUDENT CONDUCT

School is a place where students come to learn. At The Varnett Public School, we believe they should be able to learn in a school that is safe and orderly. We insist on this because we want the best for your child. Open, honest communication with you is the best way we know how to achieve this goal.

Students, parents and the school must share the responsibility for creating the best possible educational setting. The school must provide a quality staff and programs to help children learn to take responsibility for their actions. Students must respect themselves, the school, staff members and their classmates. The ultimate goal of the discipline program is to encourage cooperation and ensure that students:

- Make good choices;
- Act positively and productively;
- Take responsibility for their own behavior;
- Help others to be successful; and
- Work toward continuous improvement at home, school and the community.

Care of School and Personal Property:

At The Varnett Public School, we strive to instill in students to take pride in the appearance of their school. Students must not mark on school furniture, walls, ceilings, floor or equipment with pens, pencils, markers or any other instrument. Students must not tamper with fire alarms, fire extinguishers, sprinkler heads, plants, trees or any electrical system in the school. Anyone who destroys or damages school property while playing, fighting, being mischievous, or through vandalism, arson, larceny or who creates a hazard to the safety of other students, will be charged a fee to repair damages or replace the damaged item(s). The student may also be suspended for a period of time determined by the Campus Director or the Superintendent or expelled from the school for the remainder of the school year without the opportunity to re-enroll.

Students and parents are also asked not to bring food into the school building before, during or after school hours. All food should be eaten in the cafeteria only. Violators may be charged a fee for the actual cost of the damaged property to cover cost of janitorial fees for cleaning services.

Discipline Policy:

For people to learn, live and work together in a productive, safe, and comfortable environment, appropriate behavior is necessary. The Varnett Public School and each class have established realistic and reasonable guidelines for students to follow so learning can take place without disruption. Minor problems are handled by the classroom teacher through discussions with the students.

Following is a brief summary of the reasons for suspension/expulsion established by the Board of The Varnett Public School:

- Steals or attempts to steal school or private property;
- Causes, attempts to cause, or threatens damage or harm to school, school property or another person;
- Threatens the use of any look alike, incendiary device or pretend weapon;
- Possesses, exhibits, or uses any real or dangerous objects;

- Possesses, uses, sells or otherwise furnishes or is under the influence of any controlled substance;
- Possesses or uses tobacco, tobacco products or illegal drugs;
- Commits an obscene act, indecent exposure or engages in habitual profanity or vulgarity; and/or
- Displays frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior.

SUSPENSION OR EXPULSION/DUE PROCESS

The Board of Directors has established policies and standards of behavior in order to promote learning and protect the safety and well-being of students. When these policies and standards are violated, it may be necessary to suspend a student to an alternative classroom setting or to expel the student from the school entirely. Suspended or expelled students shall be denied the privilege of participation in all school-sponsored extracurricular activities during the period of suspension or expulsion, or for a designated time which may extend beyond the period of suspension or expulsion.

Except when suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the Board for a serious offense. (Sec. 37.007) "A student shall be expelled from a school if the student, on school property or while attending a school-sponsored or school-related activity on/off school property uses, exhibits, commits, or possesses:

- a. A firearm
- b. An illegal knife
- c. A club
- d. A weapon listed as prohibited
- e. Aggravated assault
- f. Arson
- g. Murder
- h. Indecency with a child
- i. Aggravated robbery
- j. Aggravated kidnapping
- k. Manslaughter
- l. Criminally negligent homicide
- m. Continuous sexual abuse of a child

The grounds for suspension or expulsion, and the procedures for considering, recommending, and/or implementing suspension or expulsion shall be those specified in law and/or the administrative regulation.

Due Process:

The Board of Directors shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Due Process Clause serves two basic goals. One of the goals is to produce, through the use of fair procedures, a more accurate result to prevent the wrongful deprivation of interest. The other goal is to make people feel that they are treated fairly by listening to their side of the story. This process is essentially a guarantee of basic fairness. For students facing suspension or expulsion from school because of their alleged violations of school code of conduct, they must be afforded an informal hearing with school administrators before such a suspension or expulsion is finalized.

The Superintendent or designee shall comply with procedures for notices and appeals as specified in the administrative regulation and/or law.

Supervised Suspension:

The Board of Directors recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in their class work. The Board of Directors believe that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised suspension program which meets the requirement of law for students suspended from a classroom for any reason outlined in the Discipline Policy and who poses no imminent danger or threat to the school, staff or students, and for whose infraction is not a serious offense.

The Superintendent or designee shall examine options other than the alternatives classroom setting and may establish a suspension program which may involve a progressive discipline plan during the school day in their regular classroom; use of conferences among staff, parent/guardians, and students; detention and other assessment related teams.

The Board of Directors believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board of Directors expects teachers and administrators to communicate with parents when a behavior problem arises.

Decision Not to Enforce Expulsion Order:

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board of Directors pursuant to the requirements of law.

Students with Disabilities:

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law shall prevail. In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists until an Admission, Review, & Dismissal (ARD) committee meeting has been held to review the conduct. Additionally, the ARD committee will determine if the alleged conduct in question was related to the student's disability (i.e., Manifestation Determination Review). In deciding whether to order suspension, alternative placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

In a behavioral intervention involving a child who is under the age of six (6) years, the school administrator may exercise judgment in the implementation of disciplinary actions. In a behavioral implementation involving a student with an **Individualized Education Program (IEP)** or **504 Plan**, the school administrator must follow the guidelines that pertain to those students. For guidance, the school administrator should refer to the appropriate violation classification. In all other cases, all administrators shall follow the specified consequences for violations. In a behavioral intervention that will involve a police arrest at the school, the administrator must contact the Superintendent and/or Security Coordinator for guidance.

For students with disabilities, an ARD/Section 504 Committee must be convened (i.e., Manifestation Determination Review) to consider the first removal of the student from class more than 10 cumulative days in a school year and for any removal for more than 10 consecutive days. Thereafter, an ARD/Section 504 Committee must be convened should a series of removals demonstrate a pattern of removal from the general education classroom.

Transportation Services:

When a student commits an offense on the school bus, the Transportation Director must follow the appropriate consequences for the offense. For serious offenses, discipline will include at least the minimum appropriate consequences for the code violation. The Transportation Director must exercise caution in allowing students who have been suspended from the school bus and/or school to ride the bus home. A parent/guardian shall be contacted to transport the student home when there is a concern that the student may be a danger to himself/herself or others if they are transported to their home on the school bus.

LEVELS OF STUDENT MISCONDUCT

Acts of misconduct are categorized into the following three (3) levels of offenses/violations:

Level I – Violations of Classroom Rules:

- These violations generally occur in the classroom and can be corrected by the teacher.

Level II – Administrative Intervention:

- These violations are more serious in nature and/or a result of multiple “Level I” violations.

Level III – Suspension and/or Optional Removal:

- These violations are a result of multiple “Level I” or “Level II” violations, more serious in nature, and negatively impacts the learning environment in the classroom, school, and/or school related activities.

PROCEDURES FOR STUDENT MISCONDUCT/DISCIPLINARY OPTIONS

An effective discipline program is essential in the teaching and learning process. A student whose behavior shows disrespect for others, including interference with their access to a public education and/or a safe environment, will be subject to disciplinary action.

Discipline Considerations:

Using professional judgment, district employees will consider a variety of factors when administering disciplinary consequences and determining the duration of the consequence, including but not limited to:

- a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct, to the extent required by state or federal law;
- intent or lack of intent at the time the student engaged in the conduct;
- legal requirements;
- self-defense, depending upon all of the relevant circumstances, a student who acts in self-defense may still be subject to an appropriate disciplinary consequence;
- the age and grade level of the student;
- the degree of severity;
- the frequency of the misconduct;
- the potential effect of the misconduct on the school environment;
- the student’s attitude and demeanor; and
- student’s disciplinary history.

Level I – Violations of Classroom Rules:

In general, discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Each teacher or staff member will establish a “Community Compact” (i.e., classroom rules, rewards, and consequences) and implement Varnett’s *S.W.A.G. Management Plan to encourage appropriate behavior. The following discipline strategies and behavior management techniques may be used alone or in combination with Varnett’s S.W.A.G. Plan to redirect off task behavior. Additionally, the teacher must provide accompanying documentation of a

minimum of **three (3) or more** of the listed discipline management techniques **before** sending the student to the Campus Director:

- oral or written correction;
- cooling-off time or “time-out;”
- intervention strategies, such as flexible scheduling, peer mediation, conflict resolution and social skills;
- rewards or demerits;
- nonverbal cues or close body proximation;
- temporary confiscation of items that disrupt the educational process;
- seating changes in the classroom;
- color change on conduct stick;
- update conduct folder and send home daily;
- other appropriate disciplinary options;
- student/teacher conference;
- parent contact: note or telephone call to parent; and/or
- parent/teacher conference

*S.W.A.G. – S- Students working actively; W- Working together; A- Attitudes are positive;
G- Getting to excellence

Level II – Administrative Intervention:

A teacher or staff person who observes a student engaged in continuous “Level I” or “Level II” misbehaviors will complete a discipline referral form for the Campus Director. When a student is referred to the Campus Director for **repeated** offenses, the following course of action is taken at the administrator’s discretion:

- required parental observation of student behavior through classroom visits;
- required administrator/student/parent conference;
- in-school or out-of-school suspension;
- behavioral plan targeting off task behaviors;
- suspension of school transportation privileges;
- withdrawal from The Varnett Public School; or
- any other appropriate disciplinary actions determined by the school administrator.

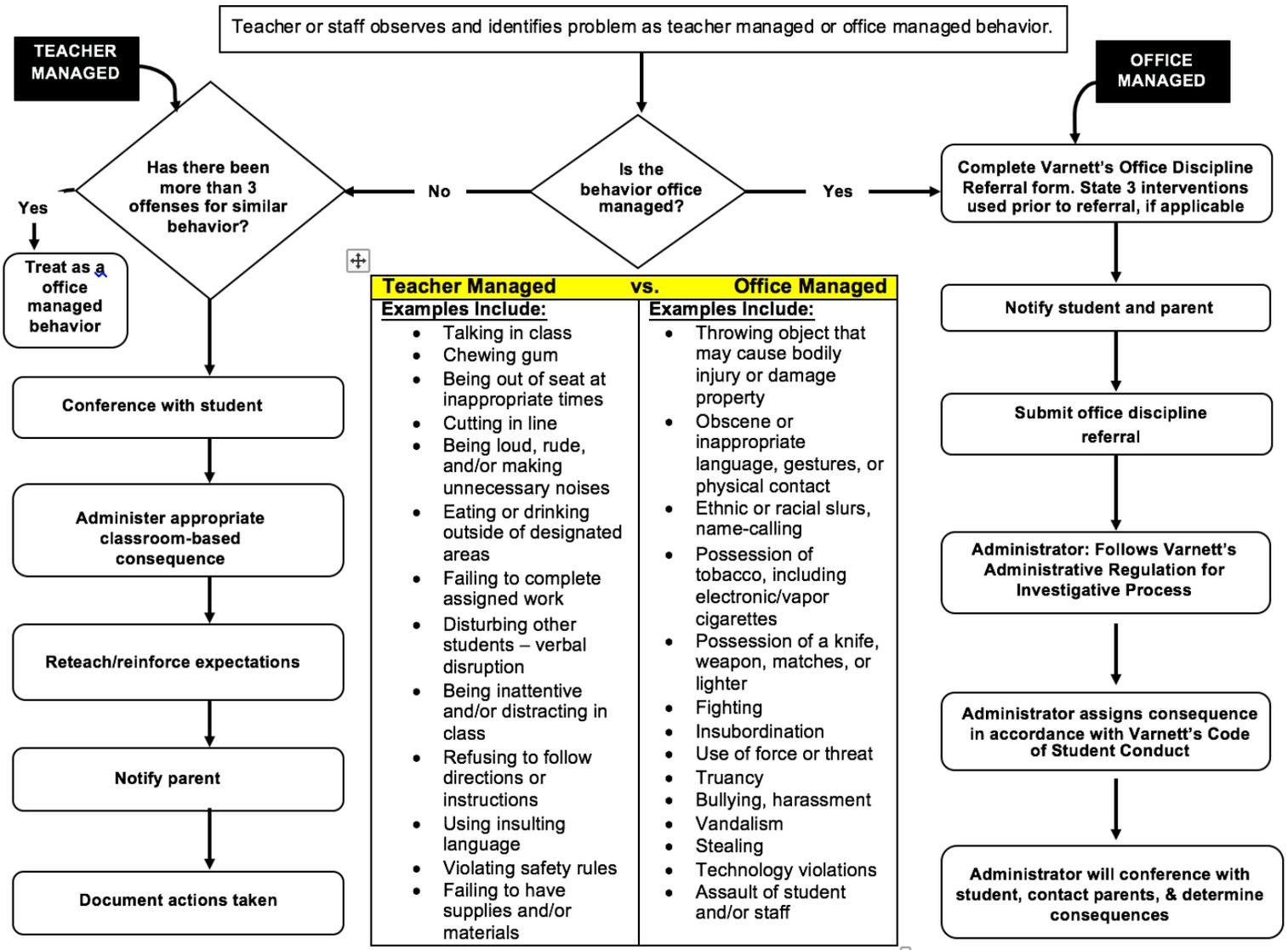
Level III – Suspension and/or Optional Removal:

Level III acts include misconduct for which an administrator may suspend the student, place the student in in/out-of-school suspension, or, if the administrator finds the Level III misconduct to be serious or persistent as defined in this code, refer the student for a required parent conference with the school's superintendent.

- required parental observation of student behavior through classroom visits;
- in-school or out-of-school suspension;
- behavioral contract indicating timeframe for monitoring behavior;
- removal of transportation privileges;
- withdrawal from the Varnett Public School; or
- expulsion from the Varnett Public School.

After **three of the above actions** have been taken for “Level III” violations, the student may be withdrawn from the school based on continuous disruptive behavior which may jeopardize the safety of others in the classroom.

Varnett's Discipline Procedure Flowchart



STUDENT MISCONDUCT: Violations I, II, & III

Listed below are the disciplinary actions to be taken when a student's behavior warrants consequences. The listing of recommended minimum/maximum action does not imply or require that a "step-by-step" progression of increasing severity be employed by an administrator in dealing with a violation. An incident may warrant the minimum or maximum consequence, dependent upon the situation and the previous record of the student. In the case of a student who commits a serious offense, no school interventions will be applicable and the student will be offered a due process hearing.

VIOLATIONS: CLASSIFICATION I

Classroom Disruption: Behavior which interferes with the learning of others in a classroom or other learning environment.

First Offense:	
Minimum – Notification to parents	Maximum – 1 day in-school suspension
Second Offense:	
Minimum – 1-3 days of in-school suspension	Maximum – 1-3 days suspension
Third Offense:	
Minimum – 1-3 days suspension	Maximum – 3 days suspension/parent conference

Disrespect – Inappropriate comments or physical gestures to teachers or staff members or others.

First Offense:	
Minimum – Notification to parents	Maximum – 1 day in-school suspension
Second Offense:	
Minimum – 1-3 days of in-school suspension	Maximum – 1-3 days suspension
Third Offense:	
Minimum – 1-3 days suspension	Maximum – 3 days suspension/parent conference

Insubordination: Refusing to follow directions of teachers, staff or administration.

First Offense:	
Minimum – Notification to parents	Maximum – 1-3 days in-school suspension
Second Offense:	
Minimum – 1-3 days of in-school suspension	Maximum – 1-3 days suspension
Third Offense:	
Minimum – 3 days suspension	Maximum – 3 days suspension/parent conference

Refusal to Obey School Policies: Failure to comply with school rules, regulations, policies and/or procedures.

First Offense:	
Minimum – Notification to parents	Maximum – 1-3 days in-school suspension
Second Offense:	
Minimum – 1-3 days of in-school suspension	Maximum – 1-3 days suspension
Third Offense:	
Minimum – 3 days suspension	Maximum – 3 days suspension/parent conference or Alternative placement to another Varnett campus

Harassment – Unwanted and inappropriate verbal, written, or physical conduct, other than sexual harassment, directed towards others.

First Offense:	
Minimum – Notification to parents and apology to the victim	Maximum – 1 day in-school suspension
Second Offense:	
Minimum – 3 days in-school suspension	Maximum – 3 days suspension

School Bus Misbehavior – Standing, distracting the driver, running on bus, eating on bus, too loud or boisterous, sitting in the wrong seat, throwing or shooting objects, or using foul or abusive language. For more serious offenses, discipline will include at least the appropriate minimum consequences for the code violation.

First Offense:	
Minimum – Student warned notification to parents	Maximum – 3 days suspension of school bus privileges
Second Offense:	
Minimum – 1-3 days of suspension of school bus privileges	Maximum – 5 days suspension of school bus privileges
Third Offense:	
Minimum – 5 days suspension of school bus privileges	Maximum – 10 days suspension of school bus privileges

The Transportation Director or designee must telephone the Superintendent within **2 days** of the alleged offense to request an expulsion conference for school bus privileges.

VIOLATIONS: CLASSIFICATION II

Bullying – Intentional negative actions on the part of one or more students, repeatedly and over time, that interfere with a student’s ability to participate in or benefit from the school’s educational program.

First Offense:	
Minimum – Notification to parents	Maximum – 3 days in-school suspension
Second Offense:	
Minimum – 3 days suspension	Maximum – 3 days suspension/parent conference or Alternative placement to another Varnett Campus

Defamation – False or unprivileged statements or representations about an individual or identified group of individuals that harms the reputation of the person or the identified group by demeaning him/her or them in the estimation of the community or deterring others from associating or dealing with the individual group. This includes false accusations of sexual harassment.

First Offense:	
Minimum – Notification to parents	Maximum – 3 days in-school suspension
Second Offense:	
Minimum – 3 days suspension	Maximum – 3 days suspension/parent conference or Alternative placement to another Varnett Campus

Fighting: A physical confrontation involving two (2) or more students.

Fighting Guidelines: Each incident is to be investigated. Administrators will need to make a final decision. If the police are to be involved, they are to be called in a timely manner (preferably in a 24-hour period). If the police are notified, try to inform them of similar behaviors occurring in a prior incident year. The following guidelines are to be used with discretion in making the decision to contact the police:

- Student has obvious injury that may require medical attention.
- Student refuses to respond to authority and escalates aggressive behavior upon initial separation.
- Student turns anger on staff with words or physically assaults staff during the fight.
- Student uses an object that has the potential to cause harm during the fight.

First Offense:	
Minimum - Notification to parents	Maximum – 1-3 days in-school suspension/out-of-school suspension
Second Offense:	
Minimum – 1-3 days of in-school suspension	Maximum – 1-3 days suspension
Third Offense:	
Minimum – 3 days suspension	Maximum – 3 days suspension/parent conference or Alternative placement to another Varnett Campus

Indecent Exposure: Exposure to sight of the private parts of the body in a lewd or indecent manner in a public place.

First Offense:	
Minimum – Required parent conference, apology to the victim, and 1-3 days in school suspension	Maximum – 1-3 days suspension
Second Offense:	
Minimum – 3 days of school suspension and designee must contact school superintendent	Maximum – 3 days suspension

Threat to Student (Verbal or Physical) – Threatening or aggressive language or gestures directed toward another student. ***Please Note:** Student threats must be taken seriously. Administrators must investigate the nature and extent and determine the level of the violation of the Student Discipline Regulation. Parental contact shall be made following the investigation. As appropriate, the administrator will notify the police department and the Superintendent depending on the results of the investigation.

First Offense:	
Minimum – Required parent conference, apology to the victim, and 1-3 days in school suspension	Maximum – 1-3 days school suspension
Second Offense:	
Minimum – 3 days suspension and designee must contact school Superintendent	Maximum – 3 days suspension and immediate removal pending hearing with Superintendent

Theft - Taking or obtaining property of another without permission and knowledge. (Full restitution is to be made.)

First Offense:	
Minimum – Required parent conference, apology to the victim, and 1-3 days in school suspension	Maximum – 1-3 days suspension
Second Offense:	
Minimum – 3 days suspension and designee must contact school Superintendent	Maximum – 3 days suspension and immediate removal pending hearing with Superintendent

VIOLATIONS: CLASSIFICATION III

Physical Attack on a Community Member – Physically pushing, hitting, or otherwise attacking a member of the community while on school grounds or at a school-sponsored event.

First Offense:
Minimum – 3 days suspension and immediate removal pending hearing with Superintendent

Physical Attack on a Student – Physically pushing, hitting, or otherwise attacking another student

First Offense:
Minimum – 3 days suspension and immediate removal pending hearing with Superintendent

Physical Attack on a Teacher/Staff – Physically attacking an employee of the school system, including striking a staff member who is intervening in a fight or other disruptive activity.

First Offense:
Minimum – 3 days suspension and immediate removal pending a hearing with Superintendent

Sexual Harassment – Unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature directed toward others. Also included is any non-consensual touching of a sexual nature that does not rise to a level of sexual assault.

First Offense:	
Minimum - Parent conference, apology to the victim, and 1-3 days suspension	Maximum – 3 days suspension
Second Offense:	
Minimum – 3 day suspension	Maximum – 3 days suspension and immediate removal pending a hearing with Superintendent

Tobacco or Tobacco Products (Possession and/or Use of) – Possession, use, sale or distribution of tobacco, tobacco products, cigarette lighters and matches.

First Offense:	
Minimum - Parent conference /1-3 days in school suspension	Maximum – 3 days suspension
Second Offense:	
Minimum – 3 day suspension	Maximum – 3 days suspension and immediate removal pending a hearing with Superintendent

Threat to Teacher, Staff, or Others (Verbal or Physical) – Threatening or aggressive language or gestures directed toward a staff member or others. ***Please Note:** Student threats must be taken seriously. Administrators must investigate the nature and extent and determine the level of the violation of the discipline policy. Parental contact shall be made following the investigation. As appropriate, the administrator will notify the police department and the superintendent depending on the results of the investigation.

First Offense:	
Minimum – 3 days suspension and immediate removal pending a hearing with Superintendent	

Sale, Distribution, Possession, and/or Use of illegal Drug or Substance – Selling, giving, delivering to another person, possessing, using, or being under the influence of marijuana, a controlled drug, or other controlled substances.

First Offense:	
Minimum – 3 days suspension. School administrator and designee must contact the school’s Superintendent.	Maximum – Expulsion in accordance with (Chapter 481, Health and Safety Code, or 21 U.S.C. Section 801 et seq.)

Sale or Distribution of Items Not Otherwise Specified (Unauthorized) – Unapproved sale or distribution of items or merchandise on school campus without authorization of campus director.

First Offense:	
Minimum – Notification to parents	Maximum – 3 days suspension
Second Offense:	
Minimum – 1-3 days of in-school suspension and designee must contact the school’s Superintendent	Maximum – 3 days suspension and removal pending hearing from with Superintendent

Vandalism (Destruction of School/Bus Property)- Damage, destruction or defacement of property belonging to school or others. *Restitution is to be made. The restitution may be in the form of monetary restitution not to exceed the lesser of the fair market value of the property or \$2,500 or the student’s assignment to a school work project or both. (Each incident of this nature must be reported to the Superintendent who will take any further actions).*

First Offense:	
Minimum – 1-3 days of in-school suspension	Maximum – 3 days suspension
Second Offense:	
Minimum – 3 days of in-school suspension. School administrator and designee must contact the school’s Superintendent.	Maximum – 3 days suspension

Firearms – Bringing or possessing any weapons, such as a rifle, gun, handgun, shotgun, loaded or unloaded, operable or inoperable, including any object which is a look-alike; or any implement which would cause or is intended to cause bodily harm. (Incident of a firearm on campus must be reported to the Harris County Sheriff’s Office.

First Offense:	
Minimum – 3 days suspension. School administrator and designee must contact the school’s Superintendent.	Maximum – Expulsion in accordance with TEC SEC 37.007.

Fireworks or Explosives (Possession, Use and/or Threat to Use) – Possession, sale, distribution, detonation of an incendiary or explosive material or device including firecrackers, smoke bomb, flares, or any combustible or explosive substance or combination of substances or articles.

First Offense:	
Minimum – Parent conference, 1-3 days suspension, and designee must contact the school's Superintendent	Maximum – 3 days suspension

Alcohol (Possession/Misrepresentation and/or use of) – Possession, misrepresentation, use, or showing evidence of use, sale or distribution of any alcoholic substances. (Each incident of this level must be reported to the Superintendent who will take any necessary action(s).)

First Offense:
Minimum – 3 days suspension and designee must contact the school's Superintendent