

La Grange ISD Additional Student Code of Conduct Information for La Grange Intermediate School

The following pages contain areas, which are also considered to be part of the Student Code of Conduct. Inappropriate behavior by the student will constitute a Student Code of Conduct violation and the student is subject to Student Code of Conduct discipline consequences.

NOTE: The La Grange ISD Student Code of Conduct is not a contract and can be amended at any time at the discretion of the school district.

The Student Code of Conduct further addresses behavior and standards in the following areas:

AFTER SCHOOL ASSIGNMENT PERIOD (ASAP)- Per Six Week Period

- 1st - Warning
- 2nd - Warning
- 3rd - Warning, Parent Phone Call and Letter Home
- 4th - Lunch detention
- 5th - Lunch detention
- 6th - Lunch detention, Parent phone Call and Letter Home
- 7th - Office Referral

ASSEMBLIES - A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

ATTENDANCE - A student absent from school or from any class will not be allowed to participate in school related activities on that day or evening unless absences have been given prior approval from the Principal or Assistant Principal. (Prearranged Absences.)

BACKPACKS - Backpack guidelines are established to ensure a safe school environment, instill discipline, prevent disruption, to teach respect for authority and prepare students for the world of work.

1. Backpacks that exhibit obscene gestures or graphics, profanity or vulgar language, symbols signifying gang affiliations and disruptive symbols are not permitted at school or school related activities. Handwritten lettering on backpacks should be limited to directory information (name, address, phone number).
2. School officials may search backpacks with reasonable and probable cause.
3. Backpacks are subject to search by contraband canines.

BUSES OR OTHER VEHICLES (SAFETY MANAGEMENT) - The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand on the bus when the bus is in motion.
4. Passengers shall keep books, band instrument cases, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window, nor hold any object out of the window, nor throw objects within or out of the bus.
7. Passengers shall not smoke, possess, or use any form of tobacco.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the student will wait for the driver's signal before crossing in front of the bus.
10. Pupils must obey and respect the orders of monitors or patrols on duty.
11. Pupils must not try to get on or off the bus and remain seated while the bus is in motion.
12. Pupils must never stand in the roadway while waiting for the bus.
13. In case of an accident, any personal injury or damage to personal property must be reported at once to the driver, director of operations, or the administrator in charge of investigating the accident.
14. Students shall not occupy driver's seat or driver's area.
15. All glass containers are prohibited.
16. All animals are prohibited.
17. Students riding a bus to school are not to leave campus prior to school unless the principal gives permission.

18. Students riding a bus from school are not to leave the grounds after school prior to the departure of the buses unless the principal gives permission.
19. Radios, CD players, and/or tape players used without headphones shall be prohibited on regular bus routes.
20. Balloons are prohibited on buses.
21. School district video cameras may be used on buses.
22. Bus riders are required to adhere to student dress code.

Conduct, or any other actions, by a rider that creates a safety hazard by demanding unnecessary attention from the driver is defined as misconduct. When a rider is guilty of misconduct, he/she will be reported to the appropriate administrator of his/her school. The administrator shall take appropriate disciplinary action which may include temporary or permanent removal of bus riding privileges. Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY - Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties. Pupils who are found to be copying, using stored data from a programmable calculator, using notes, or cheating in any manner may be given a grade of zero, and anyone found giving aid or assisting another student in cheating may also be given a grade of zero.

CLOSED CAMPUS - Intermediate School is a closed campus. After students arrive on campus, they do not leave until classes dismiss at 3:20 p.m. unless their parent or guardian signs them out.

CORPORAL PUNISHMENT - Corporal punishment is limited to spanking or paddling the student and/or is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. Corporal punishment may be administered only by the principal or assistant principal.
3. The instrument to be used will be approved by the superintendent.
4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of other students.
5. A record will be maintained of each instance of corporal punishment.
6. A written parental request for not administering corporal punishment will be honored

DETENTION - A student may be assigned Lunch Detention, Extended Day Studies, or Saturday School on one or more days if the student violates the school's code of conduct or other school regulations. Extended Day Studies and Saturday School will not begin, however, until the student has had an opportunity to notify parents. Parent should make arrangements for the student's transportation on the day(s) of the detention. Failure to attend detention can result in assignment to ISS.

DISRUPTIONS BY STUDENTS OR OTHERS - Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

The district may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

The District may also pursue a criminal charge for "enticing or attempting to entice a student away from a class or other activity that the student is required to attend."

DISTRIBUTION OF MATERIAL - All aspects of school-sponsored publications are completely under the supervision of the teacher and campus principal. Written materials, handbills, photographs, pictures, petitions, films,

tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting where the student will have a reasonable period of time to present his or her viewpoint.

DRESS AND GROOMING - The Dress Code of La Grange ISD is established to teach grooming and hygiene, to instill discipline, to prevent disruption, to avoid safety hazards, to teach respect for authority and to prepare students for the world of work. Clothing, mode of dress, facial make-up, and hairstyles shall be appropriate for school wear. Students will be subject to disciplinary actions for violations of the dress code.

La Grange I.S.D. dress and grooming guidelines are as follows:

1. Shirts, blouses, tops, etc. must cover belt loop area of pants/shorts or skirt as the student is walking or sitting. Any shirt, top, or blouse that does not cover the belt loops must have another piece of clothing such as a jacket, sweater, or longer shirt that completely covers the belt loop and/or top of the pants, skirt, etc. This second piece of clothing must fasten at the bottom to cover the midsection area. Skin at the midsection area of the body should not be exposed at any time.
2. Shoes shall be worn at all times. House shoes are not appropriate school wear.
3. Tank tops, muscle shirts, see-through blouses, halter and/or midriffs shall not be permitted.
4. Sleeveless shirts may be worn if the sleeve is hemmed and fits snugly under the arm.
5. Earrings on boys are not permitted at school or school activities. Jewelry worn in body piercing, other than earrings worn on the ears by girls, is not allowed at school or school activities.
6. Sunglasses, hats, and/or headgear are not to be worn in the building.
7. Clothing, backpacks, purses and other accessories may not be worn that displays pictures, emblems or writings that are lewd, offensive, vulgar, or obscene; and/or advertise or depict tobacco products, alcoholic beverages, drugs or any other objects or ideas that can cause disruption of school activities or classroom instruction.
8. Autographed clothing and accessories are not allowed.
9. Mustaches, beards, goatees, and unusual sideburns shall not be permitted.
10. A. Shorts not allowed include short shorts, cutoffs, bike shorts, tight-fitting shorts, and wind/gym shorts. Swimming trunks/suits are not allowed. Shorts are to be hemmed and/or have a finished cuff. Shorts are not to be "rolled up." The length of shorts shall be no shorter than the fingertips on the extended hand as the arms hang freely at the sides of an individual while standing and be no shorter than mid-thigh while standing with final discretion remaining with the campus principal. (Note: All criteria must be met.)
B. Dresses, skirts, and slits in skirts shall be no shorter than 4" above the kneecap, this includes skirts worn over pants or leggings and final discretion remains with the campus principal. (Note: No ruler measurement will be performed unless a student requests such, and then the measurement will be done by the student.)
11. Dresses, blouses, or shirts that expose bare shoulders must have a strap of at least two (2) inches in width and no undergarment should be exposed.
12. Shirts, blouses, and tops that are "low-cut" in front and/or back are inappropriate for school wear. Midriff, cleavage, and undergarments should be covered at all times. Shirts shall not be unbuttoned below the first button or to an equivalent position. Dresses, blouses or shirts that are lower than the armpit in front or back are not permitted.
13. Other clothing or hairstyles that detract from normal school functions shall be considered inappropriate dress.
14. Hair with unnatural colors is inappropriate at school.
15. It is recommended that students not wear excessive and/or expensive jewelry to school.
16. Any clothing or apparel that denotes gang membership is not permitted.
17. Overall type of apparel must have both straps fastened.

18. Pants resembling track warm-ups are not allowed.
19. Tight form-fitting pants or shorts may be worn only with shirts or skirts that meet the hemline requirement. (See # 10.)
20. Pants, shorts, slacks, etc., are to be worn at waist level. "Sagging" is not allowed.
21. Pants must have a waistband and/or belt loops.
22. Pants, shorts, slacks, etc., are to be hemmed and/or have a finished cuff and will not have writing across the seat.
23. Pants resembling pajama or loungewear are not appropriate at school.
24. Baggy pants or shorts are not permitted.
25. Pants with holes must be patched and no patches above the knee.
26. Skirts and shorts will have no holes or patches.
27. Dangling, exposed chains connecting wallets or heavy chain belts are inappropriate for school wear.
28. All tattoos and "branding" must be appropriately covered at school and school activities.
29. The campus principal will have the final say in what dress will be considered appropriate or inappropriate.

ELECTRONIC COMMUNICATIONS SYSTEM –See Student and Teacher Handbooks, Acceptable Use Agreement of Electronic Communications System, Computer Access, Electronic Communication and Data Management.

FOOD OR DRINKS IN CLASSROOM - No consumption of drinks and/or food is allowed in the classroom without principal approval.

Gum chewing is not allowed.

GRAPHING/PROGRAMMABLE CALCULATORS - Students are not allowed to bring to school their personal graphing/programmable calculators. Students will be issued calculators in those courses that require their use.

IN SCHOOL SUSPENSION

1. Students will report to the ISS table in the cafeteria as soon as they arrive at school. ISS students are not allowed anywhere else on any of the La Grange ISD campuses. Students are escorted to the buses or off campus at approximately 3:15 each afternoon. ISS students who regularly ride the bus must have a note from their parents/guardians if they do not intend to ride the bus.
2. Students assigned to ISS are not allowed to attend any school-sponsored activities or any other activities that take place on any of the La Grange ISD campuses. In addition, students assigned to ISS are not allowed to attend school related activities (extra-curricular) that are held out of town. Out of town curricular activities may be attended at the discretion of the principal.
3. As in the regular classroom, the district's written rules of conduct, dress code, etc. will apply. Disturbances of any kind will not be allowed.
4. Students may not talk or get out of their desks without permission.
5. Students may not leave the ISS room unless accompanied by or given permission by the teacher. Leaving/walking out of the ISS room without permission will be considered an act of truancy.
6. Students must complete their regular classroom assignments on a daily basis while in ISS. Students must also complete work deemed appropriate by the ISS teacher.
7. Students may not sleep or look like they are asleep.
8. Students are not allowed to make or receive telephone calls.
9. Regular classroom teachers are required to conference with their students at least once per three day assignment and once a week for long term ISS assignments.

10. Lunch for ISS students is from 11:35 to 12:08. Students are escorted to the cafeteria or have plate lunches delivered to the ISS classroom. Students may bring their lunch from home or eat the plate lunch served in the cafeteria. ISS students are not allowed to select meals or snacks from the salad bar, burger basket line, or ice cream/snack bar.
11. Students who are absent or tardy are not allowed in the building to get a blue slip. The student must give the note from his/her parents to the ISS teacher who will obtain the blue slip from the office.
12. Students may earn 1/2 day early release from ISS per three day assignment provided all assignments have been completed and behavior has been exemplary.

LUNCH DETENTION POLICY – A student may be assigned lunch detention for one day by a teacher or more than one day by administration if the student violates the school’s code of conduct or other school regulations. A student receiving more than three lunch detention referrals per six weeks will be assigned an office referral which may include School Community Service, Extended Day Studies, Saturday School or In-School Suspension. Parents will be notified by telephone or by mail when a child has excessive lunch detentions.

POSTERS - Signs and posters that a student wishes to display must first be approved by the principal or assistant principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

SCHOOL ACTIVITIES AFTER SCHOOL HOURS - Students attending school activities after regular school hours shall be under the supervision of school personnel. Failure to abide by school rules or directives from school personnel may result in disciplinary action. Students shall go directly to the area of a school activity. Students are reminded to leave the school grounds and adjacent street property upon the conclusion of the activity.

Students who leave an activity will not be allowed to return. A student may be charged a second admission fee for activities requiring an admission fee if the student leaves and then returns later. No loitering on school premises is allowed.

Students must sit in designated student areas at school activities. Students must sit with their parents if they choose not to sit in designated student areas. Students will not be allowed to stand or sit in aisles or exits at school activities.

Student spectators attending after school activities should leave within 30 minutes after the conclusion of the event. Failure to do so may jeopardize the student’s privilege of attending future after school activities.

School Grounds After School Hours - After 3:45 p.m. and prior to 7:45 a.m. on school days and any time on a non-school day, students, unless they are attending a school sponsored function or practice, are prohibited from any of the school grounds or buildings with the exception of the concrete P.E. area and the playground area near Hermes Elementary and the Intermediate School.

SEXUAL HARASSMENT - Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principals or designee, or Randy P. Albers, who serves as the District Title IX coordinator for students.

A student and/or parent in a conference may present a complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member with the principal or designee or with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX

coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to the person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy. If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

TARDIES – EXCESSIVE TARDY POLICY – Per Twelve Week Period

- 1st tardy - Warning
- 2nd tardy - Warning
- 3rd tardy - Warning, Parent Phone Call and Letter Home
- 4th tardy - Lunch Detention
- 5th tardy - Lunch Detention
- 6th tardy - Lunch Detention, Parent Phone Call and Letter Home
- 7th tardy - Office Referral

TOBACCO - No one may smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property.

Possession of: 1st offense - 3 days ISS and police notification.

Possession and Use: 1st offense - 6 days ISS and police notification.

TRANSFER STUDENTS - Transfer students who become discipline or attendance problems shall have their transfer agreements revoked and tuition shall not be refunded. Written notification of the transfer revocation shall be sent to the school district of residence. Failure to pay tuition fees in a timely manner is grounds for loss of transfer privileges.

TRAVEL - When students are taken on extracurricular trips in school buses or designated school vehicles, they must return in a school bus or designated school vehicle. Sponsors/administrators may release students to their parents at any time, provided the parent is present when the child is released. Notes, telephone calls, etc., cannot be accepted. Failure to comply with this rule on the part of the student will result in expulsion from the particular activity group in which he or she is participating. This regulation cannot be altered or modified in any way by any teacher or administrator.

VANDALISM - Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district schools. Vandalism “incidents” will be reported to law enforcement agencies. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost books.