

Chaparral Star Academy

14046 Summit Drive

Austin, TX 78728

STUDENT CODE OF CONDUCT

2017-18 Academic Year

CHAPARRAL STAR ACADEMY CODE OF CONDUCT

The guiding concept for appropriate school behavior is to treat others in the manner and with the courtesy and respect with which you wish to be treated.

- Demonstrate courtesy and respect for others
- Respect the rights and privileges of other students and of teachers and other School employees
- Respect the property of others, including school property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Attend all classes, regularly and on time
- Be prepared for class with appropriate materials and assignments
- Be appropriately dressed and groomed
- Show respect toward others
- Behave in a responsible manner
- Refrain from violations of the Student Code of Conduct
- Obey all campus and classroom rules

A student who shows disrespect for others, including interference with their access to a public education and a safe environment, will be subject to disciplinary action.

Parent Responsibilities

Parent responsibilities for supporting a positive learning environment in school and at school sponsored events include the following:

- Know the classroom rules and the consequences for violating those rules
- Support school personnel in enforcement of current policies
- Work toward the success and improvement of their child's education and the school program
- Participate in conferences to discuss student's school progress and welfare
- Be responsible for student's attendance and communicate with the school when student will be absent
- Encourage and lead the student to develop proper study habits at home
- Recognize that student's and/or parents are liable for any damages to or defacing of Chaparral Star Academy, and/or the belongings of others
- Develop student's respect for the rights and property of others

Student Dress Code¹

Modesty will be the dominant feature in all clothes. Any clothing, accessories, or hairstyle causing significant disruption to the school process or interfering with the educational process will not be allowed.

¹ Updated by the Governing Board at the June 1, 2011 board meeting

- The length of shorts and skirts must reach the fingertips
- Clothes should have no **revealing** rips or tears
- Halter-tops are not allowed
- All tops must have straps wider than three fingers (side by side) and must completely cover undergarments. Tops with thinner straps may be worn only in conjunction with another top that covers the straps. No tops may be worn off the shoulder.
- Large cut outs or large armholes are not allowed in shirts
- Pants/shorts that sag below the waistline are not permitted; i.e. pants/shorts are not to be worn in such a manner as to expose skin or undergarments
- Appropriate undergarments must be worn at all times
- No exposed midriffs, bellybuttons or cleavage
- Clothing items may not have any of the following written on them:
 - Obscenities
 - Gang symbols
 - Racist words, illustrations, symbols, etc.
 - Displays or promotions of alcohol, tobacco or other drugs
 - Rude, offensive, derogatory or other messages deemed inappropriate by school officials
- No sports attire unless it conforms to the above rules
- Hair should be clean and well groomed
- No “wheelies” (shoes with wheels) allowed on campus²

Bullying Policy³

STATEMENT OF INTENT FOR BULLYING POLICY

Chaparral Star Academy is committed to providing a caring friendly, school environment for all of our students so they can learn in a safe and secure learning atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to speak up and know that their bullying incident report will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell a staff member.

DEFINITION OF BULLYING

Chaparral Star Academy defines bullying as:

- Written or verbal, electronic or physical expression, on school property, at a school-sponsored event or related activity, or in a school vehicle that
 - may harm a student, damage a student’s property
 - place a student in fear of harm to the student’s person or property
 - creates an intimidating, threatening, or abusive educational environment

² Approved by the governing board at the February 2, 2011 board meeting

³ Approved by the governing board at the October 5, 2011 board meeting

- exploits a power imbalance between perpetrator and victim
- Actions determined as “bullying” must also meet the following criteria:
 - interfere with a student’s education or substantially disrupt the school
 - are multiple and continual specific to perpetrator and victim
 - are sufficiently severe, persistent, or pervasive

PREVENTION OF BULLYING

Chaparral Star Academy will execute the following programs in an effort to prevent bullying.

- 1.) CSA staff will receive annual training on recognition/presentation of bullying practices.
- 2.) A bullying behavior chart outlining the physical, emotional, and social forms of bullying will be distributed to each CSA instructor. Teachers will discuss the chart with students and mount the chart for classroom display (in every classroom).
- 3.) During September of each school year, a designated staff member will visit English classrooms at all grade levels to provide a lesson on bully prevention and appropriate methods for conflict resolution.
- 4.) CSA instructors will be asked to make a literature selection appropriate for their grade level that portrays bullying and its negative effects.

BULLYING PROCEDURES

The following outlines the sequence of events and related procedures for any and all bullying incidents:

- 1.) A possible bullying incident occurs
 - Students who witness or have knowledge of any bullying incident must inform a staff member immediately (no retaliation will be taken on informant)
 - Students who witness or have knowledge of any bullying incident may complete an online anonymous form available on the school’s website (in accordance with David’s Law)
- 2.) A staff member will record the bullying incident on the standard discipline referral form and submit the completed form to the front office
- 3.) Administration will investigate the incident
 - Administration will make a determination as to whether the incident is bullying
 - If the incident is not bullying, normal discipline procedures will be followed
- 4.) Administration will inform parents of both the perpetrator and victim of the incident and will ask the parents to attend separate meetings to discuss the incident
 - Due to student confidentiality, the name of the other student cannot be released by administration

- 5.) Administration will provide counseling opportunities to the victim, the perpetrator and witnesses
 - Defensive measures taken by the victim against bullying will be closely examined by administration (as none will be taken if self-defense is the determination)
 - An attempt to assist the bully in changing behavior will be made
- 6.) Administration will apply consequences that it believes are in the best interests of the students involved in and affected by the circumstances.

POSSIBLE CONSEQUENCES RELATED TO BULLYING

- Admonishment
- Temporary removal from classroom
- Loss of privileges
- Detention
- Suspension
- Expulsion

Disciplinary Levels of Offense

LEVEL ONE OFFENSES

- Dress Code violation
- Tardy
- Talking out of turn, talking too much/too loudly, getting out of seat/not sitting down/not staying in seat, passing notes)
- Inappropriate language
- Disrespect to another student (e.g. name-calling, aggravation, minor physical – pushing, shoving)
- Disobeying instructions, playing with teacher's equipment/personal items, playing with classroom materials when not allowed)
- Failure to respond to teacher directives
- Use of electronic instruments for communication during class
- Loitering or presence in unauthorized areas

LEVEL TWO OFFENSES

- Any repeated (three or more) level one offenses
- Cheating or copying the work of another
- Directing profanity, vulgar language, or obscene gestures toward another students or school employees
- Throwing objects that can cause bodily injury or property damage
- Leaving school grounds or school-sponsored events without permission
- Scuffling
- Stealing from students, staff or the school
- Damaging or vandalizing property owned by others

- Disobeying any rules set forth by administration for disciplinary purposes
- Being absent for any disciplinary procedures set forth by a teacher or administration
- Ethnic, racial, or religious slurs or derogatory statements that officials have reason to believe will substantially disrupt the school program or incite violence
- Possessing or using matches or a lighter
- Violating safety rules

LEVEL THREE OFFENSES

- Any repeated (2 or more) level two offenses
- Fighting
- Hazing
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person)
- Forcing an individual to act through the use of force or threat of force
- Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code (Felony robbery or theft offenses are addressed later in the Student Code of Conduct)
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- Engaging in inappropriate physical or sexual contact
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors
- Possessing, smoking, or using tobacco products
- Possessing, smoking or using electronic or e-cigarettes at a school-related or school-sanctioned activity on or off school property. E-cigarettes are defined as any device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device.⁴
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband

LEVEL FOUR OFFENSES

- Using or possessing any kind of weapon, including knives of any length
- Any chronic level one, two or three offense that has gone through numerous disciplinary actions up to and including suspension
- Level Four Offenses are described under the expulsion section of the Student Code of Conduct

⁴ Approved by the Governing Board at the September 10, 2015 board meeting

Disciplinary Actions

School rules and the authority of the School to administer discipline apply whenever the interests of the school are involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities.

The School has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on school transportation if provided;
- While the student is participating in any activity during the school day on school grounds;
- While the student is in attendance at any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- When retaliation against a school employee is involved, either on or off school property
- When a student commits a felony, as provided by Texas Education Code 37.006;
- When criminal mischief is committed on or near school property or at a school-related event

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.

Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

The School and individual teachers may impose campus or classroom rules in addition to those found in the Student Code of Conduct.

A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques.

The following discipline management techniques may be used alone or in combination for Student Code of Conduct and non-Student Code of Conduct violations:

- Verbal correction
- Cooling-off time or "time-out"
- Seating changes in the classroom
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the educational process
- Grade reductions as permitted by policy

- Rewards or demerits
- Behavioral contracts
- Sending the student to the office or other assigned area
- Detention
- Assigned school duties other than class tasks
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices
- School-assessed and school-administered probation
- Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the School

The following order of disciplinary actions will be taken:

LEVEL ONE OFFENSES

- 1.) All level one offenses fall under each teacher's discretion and will be handled by the individual teacher's classroom policies.
- 2.) Parents will be contacted for any and all level one offenses by the individual teacher.

LEVEL TWO OFFENSES

- 1.) All level two offenses should be submitted to the front office along with a complete and detailed Disciplinary Referral Form (along with documentation of previous parent contact for any repeated level one offenses).
- 2.) Documentation of all level two offenses may be placed in the student's discipline records.
- 3.) The possible disciplinary actions may be taken for level two offenses:
 - Verbal warning
 - Conference with parent and/or teacher and/or student
 - Detention of various lengths

LEVEL THREE OFFENSES

- 1.) All level three offenses should be submitted to the front office along with a complete and detailed Disciplinary Referral Form (along with documentation of previous parent contact for any repeated level one offenses).
- 2.) Documentation of all level three offenses may be placed in the student's discipline records.
- 3.) The possible disciplinary actions may be taken for level three offenses:
 - Conference with parent and/or teacher and/or student
 - Loss of various privileges
 - Detention of various lengths
 - Suspension of various lengths

LEVEL FOUR OFFENSES

- 1.) All level four offenses should be submitted to the front office along with a complete and detailed Disciplinary Referral Form (along with documentation of previous parent contact for any repeated level one offenses).
- 2.) Documentation of all level four offenses may be placed in the student's discipline records.
- 3.) All level four offenses are subject to expulsion from school.

Suspension

Suspension will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or the behavior is so unruly, disruptive, or abusive that the teacher cannot teach.

If the violation results in suspension, parents will be notified regarding the consequence.

When a student is removed from the regular classroom and a conference is pending, the principal may place a student in:

- Another appropriate classroom
- Out-of-School suspension

When a student has been suspended, the principal may not return the student to the teacher's class without the teacher's consent unless the administration determines that the teacher's class is the best or only alternative available.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate.

Expulsion

"The following sections address conduct for which suspension or expulsion are mandated by TEC, Chapter 37, Subchapter A. Since Chaparral Star Academy does not accept students with a history of this type of conduct, any student engaging in conduct described below will be expelled."

Removal From the School

A student may be removed from the school if he/she commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:

- Engages in conduct punishable as a felony
- Engages in conduct that contains the elements of the offense of assault or terroristic threat under Texas Penal Code

- Sells, gives, or delivers to another person or possesses or uses or is under the influence of:
 - Marijuana or a controlled substance
 - A dangerous drug
- Sells, gives, or delivers to another person an alcoholic beverage, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage
- Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals
- Engages in conduct that contains the elements of the offense of public lewdness or indecent exposure

A student may be removed from the school if the student engages in conduct that contains the elements of the offense of retaliation against any school employee. In addition, a student may be removed from the school based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

- The student receives deferred prosecution for conduct defined as a felony offense
- A court or jury finds that the student has engaged in delinquent conduct for conduct defined as a felony offense
- The principal has a reasonable belief that the student has engaged in a conduct defined as a felony offense in Title 5, Penal Code.
- The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process

A student may be expelled immediately from school if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property:

Uses, exhibits or possesses:

- A firearm
- An illegal knife
- A club
- An explosive weapon
- A machine gun
- A short-barrel firearm
- A firearm silencer
- A switchblade knife
- Knuckles (i.e. brass knuckles)
- Armor-piercing ammunition
- A chemical dispensing device (i.e. Mace or Pepper Gas)
- A zip gun

- engages in conduct that contains the elements of the offense of:
 - aggravated assault, sexual assault, or aggravated sexual assault
 - arson
 - murder, capital murder, or criminal attempt to commit murder or capital murder
 - indecency with a child
 - aggravated kidnapping

Within 3 days of an expulsion from Chaparral Star Academy, the student's home school district will be notified of the expulsion.

In all cases of suspension and expulsion, the principal has complete discretionary power.

Any disciplinary action can be appealed to the board of directors. In the case of expulsion, appeals to the administration must take place within 3 days of the date of the incident. Further appeals to the governing board must be given to the governing board secretary (in a written format) within 10 days of the date of the incident.