

*Dr. Ralph H. Poteet High
School*

*Discipline
Management
Guidelines*

MAKE IT MATTER

Guidelines for being a “superhero” student



Be responsible.



Listen intently & follow directions.



Be respectful of others & their property.



Have a positive attitude.



Always do your best.

Critical/Flagrant Offenses

(May result in an immediate office referral)

- Fighting
- Destroying property
- Serious Defiance
- Harassment of any type

Student-to-Student

Student-to-Teacher

- Profanity/Abusive Language
- Theft
- Threats of any type (written or verbal)

Student-to-Student

Student- to-Teacher

- Weapons
- Drugs, Alcohol, Tobacco
- Flagrant Dress Code Violation



Dress Code Infractions

Fixable items

(untucked shirt, outerwear, pants not at waist, pants tucked in shoes, body piercing, etc.)

- Please ask the student to correct the dress code violation and you may assign a 30-minute detention using the small referral.
- Make sure that you contact the parent if you assign the detention.
- If the student refuses to correct the issue please send them to the office with a referral indicating insubordination.
- If the infraction happens in your classroom consider deducting points from their conduct grade.



Flagrant/Non-fixable items

(hair color/style, wrong pants/shirt, skirt length, no belt, shaving, shoes)

- Please send the student to the office with an office referral form indicating the dress code infraction.

Tardy Policy

	Discipline	Conduct Deduction
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Tardy #1	Warning & Parent Contact by teacher	3 points
Tardy #2	30-min. detention & Parent Contact by teacher (assigned in class by teacher, GIVE student white copy indicating date to serve detention)	5 points
Tardy #3	Saturday Detention & Parent Contact by teacher and administrator (Do NOT give student white copy)	10 points
Tardy #4	1 day ISS/Truancy	10 points
Tardy #5	1 day ISS/Truancy	10 points
Tardy #6	1day ISS/Truancy	10 points

Cell Phone/Electronic Device Policy

1 st offense	Student or parent can pick up from the office no earlier than the next school day for \$15.
2 nd and subsequent times	The second and subsequent time a device is taken up, it can be picked up by the student or parent no earlier than the following school day. Devices can only be picked up before or after school. An administrative fee of \$15 will be charged before the device can be returned. Parents will be notified that the student's device has been taken up for the second and subsequent times.

You may allow students to use the electronic devices in your classroom for either completing assignments or listening to music during independent practice, but you should consider the educational benefits of doing so.

In-School Suspension (ISS)

In-school suspension involves the assignment of a student to a specific room on campus for a period of time to be determined by campus administration. A student placed in ISS will receive assignments from each classroom teacher and will be expected to complete all work assigned. Students placed in ISS will not be eligible to participate in extra-curricular activities until the ISS placement is complete.



In-School Intervention Program (ISIP)

ISIP involves the assignment of a student to a specific room on campus for a period of time to be determined by campus administration. A student placed in ISIP will receive assignments from classroom teachers and will be expected to complete all work assigned. Students placed in ISIP will not be eligible to participate in extracurricular activities or attend any school function on any MISD campus until their ISIP placement is complete. The program is designed for Class III Code of Conduct violations that are more serious in nature or for students that have been assigned previous In-School Suspensions that need a more restrictive, structured environment.

