



Booker T. Washington High School for Performing and Visual Arts Discipline Management Plan 2023-2024

District Vision

Dallas ISD seeks to be a premier urban school district.

District Mission

Educating all students for success

DISD CORE 4 OF CUSTOMER SERVICE LEARNING

Focused on student achievement
your goals
Fast in the delivery of products and services
learning experience
experience
Flexible in the delivery of products and services
success
Friendly regardless of the answer

DISD CORE 4 OF SOCIAL & EMOTIONAL

Resilience empowers you to meet
Environment enhances the
Engagement drives your learning
Relationships are key to our

BTW Vision

We are an **intersection** of innovation and creation. We are a home to the young artists and thinkers who will write the next chapter of our society.

BTW Mission

As Dallas' **revolutionary** high school for 21st century scholar artists, we provide **intensive, integrated** training to build a bridge to the post-secondary and professional world.

BTW Core Values

Embrace Risk-Taking
Cultivate Diversity
Nurture Community
Ignite Joy
Transform Society

Goal 1. Establish, cultivate and nurture a collaborative culture that supports academic and artistic achievement for every student.

Goal 2. Sustain a healthy, balanced environment for BTW staff, faculty and student body.

Goal 3. Develop and deliver a revolutionary curriculum in support of the 21st Century Scholar Artist.

Goal 4. Ensure that current and future students have clear pathways and support for success.

Goal 5. Build a diverse, generous, and well-organized Booker T. Washington family.

A – Activism as Artists. First and foremost, we are a community of artists. We have an opportunity to channel our activism through our individual and collective artistry.

R – Respect and Relationships. We are in an often-tenuous time where respect is compromised, and relationships are strained. Through our FLEX classes and every moment, we have together, there are important opportunities to always model respect and maintain healthy relationships.

T – Talk and Trust. We must engage in healthy ways to talk to one another, even about difficult situations. Talking in appropriate ways allows us to build trust and allows us to act appropriately on information.

S – Social/Emotional Learning (SEL) and Social Media. Social Emotional Learning is a critical component to keeping ourselves healthy and supporting the work I have already mentioned. We will also educate our students in knowing the proper ways to handle social media to protect themselves and not to infringe upon the rights of others.

SCHOOL SONG

All people have a splendor
They can share,
And dreams must follow a clear path.
A school for artists has that certain flair
To grace a glisten into life.
Sing a song. Dance a dance.
Be an actor if you wish.
Paint a picture that all dreamers
Can pursue.
Beauty beckons here for all,
For me and for you,
And for me, and for you.

By Bert Pigg & Jim Abbott

DISCIPLINE PROGRAM

In the 2023-2024 school year, teachers are expected to implement their CHAMPs (Conversation, Help, Activity, Movement, and Participation) training by:

- Having CHAMPs expectations for classroom activities
- Having CHAMPs expectations for transitions
- Having lessons on teaching their expectations (procedures and routines).

The behavior management plan is in effect at all times for all events.

Expectations for Student Behavior:

All students are expected to practice good judgment and appropriate behavior while at school and while representing the school on field trips, performances, and other activities.

Discipline Philosophy:

The philosophy of the discipline program is summarized as follows:

- All young people can behave properly
- Misbehavior is a matter of choice
- A student will accept responsibility for his or her actions
- Teachers have the right to teach
- Students have the right to learn
- No student shall prevent a teacher from teaching or prevent another student from learning

The program is intended to guide the student in becoming a responsible and productive member of society by:

- Rewarding acceptable behavior
- Discouraging inappropriate behavior through negative consequences
- Assisting the student to eliminate inappropriate behavior through counseling and guidance

A good discipline program must have the following to be effective:

- Clear, concise, observable rules which are consistently implemented
- Rules and expectations which are clearly explained and reinforced whenever necessary
- Positive and negative consequences which are implemented fairly and consistently on a school wide basis
- Immediate and appropriate consequences which are applied consistently
- Parents who are involved and supportive

Classroom Behavior:

Students who choose to act in an acceptable manner will receive a variety of positive rewards, which include verbal praise from the teacher, written praise, recognition during assemblies, or other rewards.

Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the right of the teacher to teach and on the right of the other students to learn. Students should behave in a courteous manner to teachers and students alike and arrive to class on time. Consequences for not following these rules shall be determined according to the frequency of the behavior(s) and its seriousness.

Should a student decide to disrupt instruction, the following steps will be taken. Under no circumstances should a student be "put out" or placed in the hallway for disciplinary reasons. If necessary, escort the student to the appropriate office for dispensation. Additionally, students should not receive punitive action in academics based on behavior. These are two separate and distinct areas and reducing a grade or not allowing make-up work based on behavior is

strictly forbidden.

For routine classroom misbehavior, follow these steps.

- STEP 1 The teacher will communicate to the student that the behavior is inappropriate.
(If the behavior is corrected, stop here. At the teacher's discretion, this step may also be repeated.)

- STEP 2 Parents must be contacted by phone.
(If the behavior is corrected, stop here. At the teacher's discretion, this step may also be repeated.)

- STEP 3 If the problem persists, other interventions may be tried, such as parent conference, referral to the SST Committee or to the counselor.

- STEP 4 Principal discipline referral is completed and sent to Assistant Principal. (Parental contact must be noted on referral).

Students are expected to display appropriate behavior at all times. Students are held to the same standard at school and at any school-sponsored function including field trips and out-of-town trips. Failure to follow the rules set forth in the discipline code will result in disciplinary action. Students will be referred to the office for poor behavior occurring anywhere on the school grounds or at school-sponsored events on campus or away from campus by any staff member. Students referred to the administration for disciplinary action are subject to district guidelines for disciplinary action. All students must adhere to Dallas ISD Student Code of Conduct.

Student Referrals:

Referral forms should not be completed until personal contact has been made with the parent by the teacher. If no previous contact has occurred, the referral will be returned to the teacher.

An administrator will handle all student referrals.

Student Dress Code

FNCA

(Local)

All students shall wear clean clothing that is not torn or damaged. Shirts shall be worn inside slacks with belts at all times by all students unless the shirts are designed to be worn without a belt.

All students shall wear appropriate footwear. Students shall not wear house slippers, flip-flops, or other footwear that constitutes a safety hazard. Students are also prohibited from wearing steel-toed boots or steel-toed shoes to school.

All students shall adhere to the District's grooming standards.

Inappropriate Attire Grades 9 – 12

The length of dresses, skirts, and shorts shall be no shorter than "finger-tip length" with arms in normal position, i.e., arms hanging naturally, as student is standing straight and upright.

The following clothing is not considered "appropriate attire" pursuant to this policy: shorts or skirts that are shorter than "finger-tip length" with arms in normal position, i.e., arms hanging naturally as student is standing straight and upright (except for primary grade students), revealing/provocative shirts and halter tops, leggings, biker pants, sweat pants, or pants allowed to sag below the waistline. Students shall not wear bedtime attire, such as pajamas, or undershirts or undergarments as outwear.

Students may not wear clothing that is either midriff, revealing or provocative (e.g., T-shirts). Students' clothing or tattoos may not have printed statements or pictures on either that are vulgar or obscene or related to the use of drugs, alcohol, tobacco products, or sex, or that promote hate and/or violence. Students are prohibited from wearing attire that may be considered weapons, such as chain belts, wallet chains, or other similar attire.

Identification Badges

Secondary students will be required to wear student ID badges on campus and at other campus events. (See Student Code of Conduct)

Grooming

All students, including students exempted from wearing a uniform, are expected to exemplify proper grooming standards in a manner that projects an appropriate image for the student, school, and District.

Students shall keep their hair, beards, eyebrows, and mustaches neatly groomed. Male students shall not wear earrings or other similar facial jewelry. Students are also prohibited from wearing facial jewelry and from exhibiting visible body piercing, including piercing of the tongue, during school hours. All students shall wear clean attire that is not torn and/or damaged. All students shall wear belts with shirts tucked inside slacks at all times, unless the pants are designed to be worn without a belt. No slacks or pants may be sagging.

Students shall not wear any jewelry on the outside of their clothing or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment. Tattoos, if any, should be covered.

Appropriate discipline procedures shall be followed in all cases in accordance with the Student Handbook and Student Code of Conduct. Dress and grooming violations are punishable as a first level offense.

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If the problem is not corrected, the student may be assigned to AP office for the remainder of the day or until the problem is corrected. Repeated offenses may result in more serious disciplinary action.

Dress Code Violations

A student whose clothing violates the dress code may be subject to being sent to AP office either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to school.

Co-Curricular and Extra-curricular Activity Dress Code Grades Pre-K – 12

Nothing contained herein shall prohibit the regulation of dress, grooming, and appearance of students participating in co-curricular and extra-curricular school activities by the principal, in consultation with the sponsor, coach, or other person in charge of or directing such activities. Such activities include by example: JROTC, band, cheerleading, basketball, baseball, and the like.

Parent and Student Responsibility

The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of this policy while on school

Clear Backpacks

All students will be required to use clear or mesh backpacks. Other bags will no longer be allowed. Students will be able to carry in their backpack a non-clear pouch no larger than 5.5 inches by 8.5 inches to hold personal items, such as cellphones, money, and hygiene products.

Cellphones

The first time a cell phone is confiscated, parents/guardians may pick it up with no fee assessed. (AT THE END OF THE DAY between 4:15 pm- 4:30 pm).

The second time a cell phone is confiscated, an administrative fee of \$5 will be charged before the device can be returned.

Parents/guardians will be notified that the student's device has been confiscated for the second time. (AT THE END OF THE DAY between 4:15 pm- 4:30 pm).

If a cell phone is confiscated a third time, an administrative fee of \$10 will be charged before the device can be returned.

Parents/guardians will be notified that the student's device has been confiscated for the third time. (AT THE END OF THE DAY between 4:15 pm- 4:30 pm).

If a cell phone is confiscated a fourth time, an administrative fee of \$15 will be charged before the device can be returned. Any device not claimed by the end of the school year will be disposed of according to FNCE(LEGAL).

Any student refusing to give the device to school personnel will be subject to Level I disciplinary consequences.

Parking and Drop-Off Plans for 2023-2024

PLEASE NOTE – DUE TO SAFETY CONCERNS – THERE WILL BE NO STUDENT PICK UP OR DROP OFF IN THE FACULTY/STAFF LOT (WOODALL ROGERS LOT)! VIOLATORS ARE SUBJECT TO TICKETS.

ALSO – GUESTS AND VISITORS MAY NOT PARK IN RESERVED SPOTS! VIOLATORS WILL BE SUBJECT TO TICKETS AND TOWING.

No students will be allowed to enter campus before 8:30. Doors will open at 8:30. We recommend that students not be dropped off earlier than 8:20. Parents should drop students off near their students entry point.

Students will enter the building located by staff parking lot thirty minutes prior to the beginning of school. Seniors will enter the historical building located on Flora Street. Checkpoints will be supervised by faculty and staff as students enter the building. Breakfast will be served in the cafeteria for students who desire to eat. Students have the option to wear a mask during the school day.

Late students must enter through the student entrance located near the staff parking lot and be screened prior to joining their conservatory. Visitors will be limited during this school year. You must call ahead to gain entry to the building.

9th – 11th Grade Students:

Location: Parking in the Woodall Rogers underpass (J-Lot)
Cost: \$50 annually Permit: BTW Hang Tag Required

12th Grade Students:

Location: Parking in the Lexus Silver Garage
ID badge required (8:30 AM – 9:10 AM)
Cost: \$50 annually (\$50 replacement fee) Permit: BTW garage access card required

9th – 12th Grade Students Riding the Bus:

Location: Drop-Off in the Routh Street Circle Drive
Permit: Must be on approved rider list

9th – 12th Grade Students Riding DART or walking to campus:

Location: Varies
Permit: None

9th – 12th Grade Students Dropped Off by Parents/Others:

Location: Drop-Off in the Routh Street Circle Drive
Permit: None

<h2>Afternoon Student Dismissal and Pick-Up Plans for 2023-2024</h2>
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All students will end the day in a final FLEX period where they will return their face shield and await dismissal.

Students riding the bus will be dismissed by bus and will follow an appropriate route to the bus lane. (Students not riding bus will be released after busses leave.) Parents should pick up at same location as drop off.

9th – 12th Grade Students Picked Up by Parents/Others; DART Riders, Walkers:

Location: 4:30 PM to 4:45 PM: Woodall Rogers Parking Lot, Jack Evans or Flora Streets
After 4:45 PM: Routh Street Circle Drive
Exit from building: North Woodall Rogers, Flora Street, Jack Evans, Routh

9th – 12th Grade Students Riding the Bus:

Location: 4:30 PM to 4:45 PM in the Routh Street Circle Drive
Exit from building: Routh Street
Supervisor: Clarence Murphy

Tardy Procedure 2023-2024

All students arriving late to class after the tardy bell must have a printed tardy pass to enter class.

Students will give their printed tardy pass to their teacher when entering class. They may not enter class without a pass from the office. Teachers will collect passes daily and turn them in at the end of the day to the attendance office to be filed in the student's attendance file.

- Students with an excusable late arrival to school in the morning will report to the attendance office, and present their excused note, and receive their excused printed tardy pass to class.
- Students arriving on a late school bus will report to the tardy machine zero floor or attendance office and receive a printed excuse pass to class.
- Students who are late unexcused will receive a printed pass that will state unexcused tardy and after 3 warnings will receive detention.
- On all periods, students who are late to class will report to the attendance office and receive a printed tardy pass.
- Teachers should not cause students to be late to their next class. If they do, they must write a note (including student name, date, time, and teacher signature) for the student to present to the attendance office. Students will receive a printed excuse pass once they turn the note in to the office.
- Students must have an ID badge to receive their printed tardy pass. The tardy machine system scans the badge and prints the tardy pass with the student's name, date, time, and consequence.
- Students without an ID badge will be asked to pay a \$1 fine for a temporary badge.

Typical Excusable Reasons

Medical appointment (doctor's note)

Dental appointment (dentist's note)

Court appearance (court documents)
fault

Late bus (reported by security)
slept late)

Religious Holidays

Teacher kept late (note)

Traffic accident (parent note)

Dart issues within reason (parent note)

Typical Un-excusable Reasons

Sleeping late

Daily traffic jams (two allowed)

Missing the bus due to student's

Daily parental issues (parent

Out of district travel issues

Failure to serve detentions will result in parent conference and further disciplinary consequences.

Un-excused Tardy Consequences

<u>Tardy Number</u>	<u>Consequence</u>
1 st tardy	Warning
2 nd tardy	Warning
3 rd tardy	Warning
4 or more tardies	Detention on each tardy
7 th tardy	Add parent conference to detention

More infractions will start the cycle again with detentions and no warnings. Each subsequent tardy is a detention each time.

Failure to serve detention will result in further disciplinary consequences

Detention will be served before and after school on Tuesdays and Thursdays from 8:00 am to 9:00 am/4:35 pm to 5:35 pm.

Truancy Plan Booker T. Washington High School

Booker T. Washington High School will follow the Districts Truancy Plan, which is summarized as follows:

Step 1. Warning Letters are mailed out when students have 3 unexcused absences (letters are sent through the District's truancy department) and parents are asked to attend an informational meeting at Booker T. Washington on designated days during the school year.

Step 2. Letters for an intervention program (at a cost of \$35) are sent out after 6 or more unexcused absences (letters are also sent through the District's truancy department)

Step 3. Court cases are filed when a student has ten unexcused absences within a six month period. A court summons is sent to the parent or a constable will deliver the summons in person to the parent (this is done by the court system in preparation for trial). Absences can be single periods or full days.

The Booker T. Washington High School Attendance Committee reviews attendance monthly and makes recommendations to improve student attendance. Students must attend class 90% of the time that the class meets. If a student fails to meet this rule he/she can be denied credit for the class. Attendance for this purpose includes excused absences and unexcused absences. Students may appeal to the Attendance Committee if they are denied credit. The Committee will have a plan for make-up time, make-up work or may dismiss the case due to extenuating circumstances. The Committee meets to hear attendance appeals each semester as needed. They meet with students and parents when any student's attendance falls below 75%.

The Attendance code can be looked up for specifics under:

**Texas Education Code-Chapter 25. Subchapter C. Operation of Schools and School Attendance
§25.085. Compulsory School Attendance**



Attendance for Credit Program

Attendance for Credit

According to Texas State law, each student must be in attendance 90 percent of the days the class is offered. The implementation of the Attendance for Credit Initiative is to ensure that all students are in attendance 90 percent of the time a class is offered to certify successful accrual of credit or final grade.

Purpose

Students who are passing their classes, but have excessive absences, will have the opportunity to regain credit or final grade for their classes by completing a principal's plan.

Determination of Credit

The Attendance Review Committee will review all documents for approval. Students will need 90 percent attendance rate, make-up work for academic seat time, and a passing grade of 70% or above in each class. An administrator signature is required for final approval.

Letters

- *Warning letters* - When the student reaches five percent of the days any class is offered, notification will be sent to the parent or guardian.
- *Violation letters* - When the student reaches ten percent of the days any class is offered, notification will be sent to the parent or guardian that their child may lose credit for the semester course due to attendance. However, the student may be eligible to participate in the principal's plan.

Eligibility

- Student in attendance at least 75 percent but less than 90 percent of the days a class is offered
- Earns a passing grade

Principal's Plan

A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. However, a student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without the consent of the judge presiding over the student's case.

- A written plan that is course specific.
- Academic seat time.
- Students are not required to spend a certain amount of time equal to time missed during regular school hours.
- Failure to participate in the principal's plan is denial of grade for elementary/middle schools and denial of credit for high schools.

Absences Defined

Absences that count towards the "90 Percent Rule":

- E – *Excused Absence*
Exemption: Medical-based excused absences with valid documentation

- U – *Unexcused Absence*
Truancy, non-school activities and vacations
- O – *Out-of-School Suspension*

AN "NG" IS GIVEN IN EACH CLASS IN WHICH A STUDENT HAS EXCESSIVE ABSENCES (4 OR MORE) 1st semester and (6 OR MORE) 2nd semester. Ninth PERIOD MEETS EVERYDAY AND HAS DIFFERENT REQUIREMENTS. THIS WILL OCCUR EACH SEMESTER. TO AVOID A NO CREDIT (NG) A STUDENT MUST FOLLOW THE PRINCIPAL'S PLAN FOR RECEIVING CREDIT.

The forms for the principal's plan are available in room 165. The plan has deadlines that must be followed. Failure to do the plan will result in an "NG" in the classes that the student is over the limit in absences.

Once an "NG" for the class/classes in question is given, the procedure for removing an "NG" is, an appeal must be filed in accordance with District guidelines. Credit can be earned if a student meets attendance committee requirements after an appeal.



