

High School Assistant Principal Discipline Guide

The following is intended to serve as a guide for all High School Assistant Principals to help develop consistency when assigning disciplinary actions. Per TEC 37.001(a)(4), the following mitigating factors must be considered concerning the decision to suspend, remove to a DAEP, or expel regardless of whether the decision concerns a mandatory or discretionary action:

- A. Self Defense
- B. Intent or lack of intent at the time the student engaged in the conduct
- C. Student's disciplinary history
- D. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct
- E. A student's status in the conservatorship of the Dept. of Family and Protective Services
- F. A student's status as a student who is homeless

Note: Campus-based community service may be used in lieu of placing a student in detention, Saturday School, or ISS as deemed appropriate by the student's discipline officer. Additionally, detention hours may be served in increments.

Use of Prohibited Language Between Peer Groups

- **This includes cursing, inappropriate terms or references, and/or offensive language during interactions with peers or peer groups.**

1 st Offense	Contact parents (phone, email, or in person) and inform them of the language being used. Schedule a conference if necessary. Ask for their support in curbing this behavior.
2 nd Offense	Non-exclusionary consequence determined by administrator
3 rd Offense	Additional non-exclusionary consequence determined by administrator
4 th + Offense	Exclusionary consequence depending on severity

Assault without Bodily Injury

Offense	Discretionary DAEP Hearing *Consult with Executive Director of Student Service
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Assault with Bodily Injury

Offense	Mandatory DAEP Hearing *Consult with Executive Director of Student Service
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Assault against an Employee

Offense	Mandatory Expulsion
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Dress Code Guidelines

Students must meet dress code standards while on campus during the school day. Students being out of dress code is not a discipline issue. Teachers shall ensure that each student in his or her first class of the day meet dress code standards. If the student is found later not meeting dress code standards they are to be assigned a consequence for insubordination.

Offense #	Discipline Action
1 st Insubordination	1 Day Lunch Detention, 1 hr. Before/After School Detention
2 nd Insubordination	2 Days Lunch Detention, 2 hr. Before/After School or Saturday School Detention
3 rd Insubordination (etc.)	3 Days Lunch Detention, 3 hr. Before/After School or Saturday School Detention

Electronic Cigarettes/Vapes (E-Cig Vaping)

*Mandatory Hearing

Offense		Consequence
1 st Offense	No THC	10 Days On Campus DAEP based on Mitigating Circumstances if Appropriate- No prior history of vaping or drugs
	THC	10 Days DAEP (3 Days OSS/ISS pending hearing)
2 nd Offense	THC & No THC	20 Days DAEP (3 Days OSS/ISS pending hearing)
3 rd (+) Offense	THC & No THC	30 Days DAEP (3 Days OSS/ISS pending hearing)

Marijuana

***Mandatory Hearing**

Offense		Consequence
1 st Offense	Marijuana	10 Days DAEP (3 Days OSS/ISS pending hearing)
2 nd Offense	Marijuana	20 Days DAEP (3 Days OSS/ISS pending hearing)
3 rd (+) Offense	Marijuana	30 Days DAEP (3 Days OSS/ISS pending hearing)

Controlled Substance

***Mandatory Hearing**

Offense		Consequence
1 st Offense	Controlled Substance	10 Days DAEP (3 Days OSS/ISS pending hearing)
2 nd Offense	Controlled Substance	20 Days DAEP (3 Days OSS/ISS pending hearing)
3 rd (+) Offense	Controlled Substance	30 Days DAEP (3 Days OSS/ISS pending hearing)

Alcohol

***Mandatory Hearing**

Offense		Consequence
1 st Offense	Alcohol	10 Days DAEP (Normal OSS pending hearing)
2 nd Offense	Alcohol	20 Days DAEP (Normal OSS pending hearing)

3 rd (+) Offense	Alcohol	30 Days DAEP (Normal OSS pending hearing)
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ID Guidelines

Students **MUST** wear a current ID at all times while on campus and while attending any school-related activity/function. Wearing an ID is a safety and security issue not a discipline issue. Students should be wearing a current year school issued ID upon entry and teachers shall ensure that each student in his or her first class of the day is in ID compliance. If a student removes their ID they are to be assigned referral for insubordination and are subject to disciplinary actions.

All Mansfield ISD high school students will receive their first identification card free. and Replacement ID's may be purchased for \$5. The ID cards must include contact information for suicide prevention hotlines. The ID **MUST** be visible and worn on the front of the student's torso between the shoulder blades and the natural waist line. ID lanyards and/or clips are provided for a fee to students on each campus.

*Specific services/functions that shall be denied when a student is out of ID compliance:
Saturday School; Detention Hall; computer lab usage; library entry; hall passes; phone privileges in offices; and parking stickers.

Offense #	Discipline Action
1 st ID Insubordination	2 Days Lunch Detention, 2 hrs. Before/After School or Saturday School Detention
2 nd ID Insubordination	2 Days Lunch Detention, 2 hrs. Before/After School or Saturday School Detention
3 rd ID Insubordination (etc.)	2 Days Lunch Detention, 2 hrs. Before/After School or Saturday School Detention

Tardy Guidelines

Students are considered tardy to class if they are not in their classroom at the time the bell rings. Teachers are to shut and lock their classroom door once the late bell rings.

Tardy Consequences

Tardy count will start over at the beginning of each 6 weeks.

Offense #	Discipline Action
1 st and 2 nd Tardy	Warning & Parent Contact
3 rd Tardy	Lunch Detention

4 th Tardy	Lunch Detention
5 th Tardy	2 days Lunch Detention
6 th Tardy	2 hrs. After School or Saturday School Detention
7 th Tardy	4 hrs. After School or Saturday School Detention
8 th Tardy	1 day of ISS
9 th Tardy	2 days of ISS

Teacher Referral for Discipline

All students' referrals must be returned to the teacher with the written actions taken.

1. A student sent to the office for a classroom disruption referral should not be sent back to the teacher the same period of the day, unless the teacher indicates otherwise.
2. A student sent to the office for a staff mistreatment and/or safety transgression directed at staff should not be sent back to the classroom the same period of the day. Safety Transgressions could be, but are not limited to cursing at the teacher, threatening posture toward the teacher, etc.

Offense #	Discipline Action	Restorative/Supportive Measures (if appropriate)
1 st Safety Transgression toward Staff	Discretionary 15 days of On Campus DAEP	● Parent/Student Conference ● Verbal/Letter of Apology ● Campus Based Community Service with Teacher ● Schedule Change
2 nd Safety Transgression toward Staff	Discretionary 30 days of DAEP Off Campus	● Parent/Student Conference ● Verbal/Letter of Apology ● Schedule Change
3 rd Safety Transgression toward Staff	Discretionary 60 days DAEP Off Campus	● Parent/Student Conference ● Verbal/Letter of Apology ● Schedule Change

Skipping

Offense #	Discipline Action	Restorative/Supportive Measures
First Offense	2 hrs. Before/After School or Saturday School Detention	● Parent/Student Conference ● Information on effects of skipping school
Second Offense	4 hrs. Before/After School or Saturday School Detention	● Parent/Student Conference ● Information on effects of skipping school ● Report on effects of skipping school
Third Offense	3 days ISS	● Parent/Student Conference ● Information on effects of skipping school ● Report on effects of skipping school

Sexual Conduct- Student to Student (Physical or Verbal)

All allegations of a sexual nature (verbal or physical) requires notification to the Director of Student Services, Dr. Tamara Vardy.

Student Fighting

Fighting is two or more students or persons that choose to mutually engage in physical combat using blows or force to strive to overcome the other student(s) or person(s).

Fighting impacts both teachers and students and is both disruptive and dangerous. When a fight happens, it can be nearly impossible to re-establish a learning environment. Additionally, both students and teachers can get injured and may need medical attention. MISD is concerned for the safety of all students, teachers, and administrators at the campus when students choose to fight. Due to this concern, the following guidelines and consequences will be in place for students who get into a fight.

While at school, on school transportation, or at a school-related event there is always another option, rather than fighting.

1. Tell your parents or guardian,
2. tell a school adult,

3. report Bullying at <https://www.mansfieldisd.org/student-central/bullying>
4. report a Threat at <https://workflow.mansfieldisd.org/Forms/TAForm>
5. see your Counselor and/or
6. encourage your peers to stay out and away from fights.

Offense #	Discipline Action	Restorative/Supportive Measures (if appropriate)
1 st Fight (mutual)	OSS & Discretionary 15 Days On Campus DAEP *1 full year Criminal Trespass from attending optional school activities.	● mediation with counselors or admin ● stay away agreement if needed (signed). ● behavior contract ● school based community service
2 nd Fight (mutual)	OSS & Discretionary 45 Days Off Campus DAEP *1 full year Criminal Trespass from attending optional school activities resets.	● implement transition plan upon student returning from BIC ● mediation with counselor or admin ● stay away agreement if needed (signed). ● behavior contract ● school based community service
3 rd Fight (mutual)	OSS & Discretionary 75 Days Off Campus DAEP *1 full year Criminal Trespass from attending optional school activities resets.	● implement transition plan upon student returning from BIC ● mediation with counselor or admin ● stay away agreement if needed (signed). ● behavior contract ● school based community service
1 st Fight (mutual) Restroom, Locker Room, Bus	OSS & Discretionary 60 Days Off Campus DAEP *1 full year Criminal Trespass from attending optional school activities.	● mediation with counselors or admin ● stay away agreement if needed (signed). ● behavior contract ● school based community service
2 nd Fight (mutual) Restroom, Locker Room, Bus	OSS & Discretionary 90 Off Campus DAEP *1 full year Criminal Trespass from attending optional school activities resets.	● implement transition plan upon student returning from BIC ● mediation with counselor or admin ● stay away agreement if needed (signed). ● behavior contract ● school based community service

3 rd Fight (mutual) Restroom, Locker Room, Bus	OSS & Discretionary 120 Off Campus DAEP *1 full year Criminal Trespass from attending optional school activities resets.	● implement transition plan upon student returning from BIC ● mediation with counselor or admin ● stay away agreement if needed (signed). ● behavior contract ● school based community service
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1 Year Exclusion on Attending Optional School Activities

- Optional Activities included but are not limited to, dances, games, etc.
- Optional Activities do not include a game, performance, or practice in which you are on the squad, team, or club.
- This Criminal Trespass does not supersede rules, guidelines, by-laws, and constitutions which may further have consequences, suspension, and removals dealing with student behavior.

A student who violates the 1-year Criminal Trespass will be considered for an additional DAEP placement.

A student who videos a fight on district property is in violation of the student code of conduct for the misuse of technology and may receive consequences accordingly.