



Memorial High School

Discipline Management Plan



Minor Infractions

First Offense (teacher discretion): Student Warning / teacher-student conference / Classroom Management Plan – Teacher should redirect student and handle discipline problem in class

Second Offense: Mandatory Parent Contact Required ***Teachers Please Document*** (If needed, Parent-Teacher Conference)

Third Offense: Community in Schools referral (CIS) – contact parent

Fourth Offense: Counselor referral – counselor needs to contact parent

Fifth Offense: Discipline referral to assistant grade level principal/parent contacted

Student with Continuous Misbehavior: Dean of Discipline – Mr. Carr

Student with Habitual Misbehavior – Associate Principal – Mr. Washington

Examples of Minor Infractions: Sleeping in class, not participating in class, dress code violation, verbal altercation, lack of materials/supplies, non-compliance, disturbing class, eating in class, disrespectful to teacher or others, not following directives, and etc.

Major Infractions

First Offense: Automatic discipline referral to grade level principal (Student consequence given according to Texas Code of Conduct)

Examples of Major Infractions: Fighting, drugs, alcohol, bullying (cyber-bulling), vapes, truancy (skipping class), loitering in hallways, gang activity, and etc.

Administrative Discipline

1. Parent Contact/Parent Conference
2. Lunch Detention/After School Detention
3. In School Suspension
4. Out of School Suspension
5. PAAC Placement
6. Expulsion

Cell Phones Discipline

The use of cell phones, smartwatches, and other telecommunication devices is prohibited during the instructional school day. Continued violation of this policy will result in progressive disciplinary action. Continued violation of this policy will result in progressive disciplinary action.

Step-by-Step Discipline Plan:

1. FIRST VIOLATION (Warning & Education)

Action:

- Student is verbally reminded of the policy.
- Device is confiscated and held by the designated administrator for the remainder of the day.
- Parent/guardian is notified.

Restorative Option:

- Student signs an acknowledgment form confirming understanding of the policy.
- Quick reflection or brief tech use expectations review.

2. SECOND VIOLATION (Consequence Escalates)

Action:

- Device is confiscated and turned into the main office.
- Parent/guardian must pick up the device.
- Lunch detention or in-school consequence is assigned.

Additional Measure:

- Parent/student conference may be scheduled.
- Behavior contract may be introduced.

3. THIRD VIOLATION (Stronger Intervention)

Action:

- Device is confiscated and held until a parent conference is held.
- Student receives in-school suspension (ISS) or similar structured disciplinary action.

Supportive Response:

- Referral to counselor or administrator for discussion of tech habits.
- Possible loss of privilege to bring their device on campus.

4. FOURTH VIOLATION or DEFIANCE (Chronic Behavior)

Action:

- Extended ISS or out-of-school suspension (OSS) depending on defiance.
- Automatic loss of privileges to bring device on campus.

Documentation:

- Behavior escalated to Tier II intervention level

Special Notes:

If a student refuses to surrender a device, treat the behavior as defiance/noncompliance, and follow the appropriate discipline protocol for insubordination.

Smartwatches and smart glasses being used for texting or communication during class are treated the same as cell phones.

Dress Code Discipline

1st Offense – Warning: Student allowed to call parent for a change of clothes / Dress code Policy given to parent and student / Must stay in ISS until in District Dress Code

2nd Offense – Student will stay in ISS all day

3rd Offense – Administrator Discretion

Vaping on Campus, School Bus, and/or School Activities

FIRST OFFENSE:

- Confiscation of device
- Parent notification
- Mandatory educational session on health risks
- Possible in-school suspension or detention
- **1 DAY ISS PLACEMENT**

SECOND OFFENSE:

- Longer in-school suspension
- Mandatory meeting with parent/guardian along with an educational session
- Referral to counseling or substance education program
- **3 DAY ISS PLACEMENT**

THIRD OFFENSE AND BEYOND:

- Out-of-school suspension
- Behavior intervention plan
- Possible referral to PAAC
- **10 DAY ISS PLACEMENT**

*If selling or distributing vapes, it will be an automatic PAAC placement.

Morning Tardies and Transition Tardies During School Day Discipline

(1 Week Cycle)

- 1st Offense – Warning
- 2nd Offense – Warning
- 3rd Offense – Warning
- 4th Offense – After School Detention
- 5th Offense – After School Detention
- 6th Offense – After School Detention
- 7th Offense – Referred to Assistant Principal

Students Without I.D.'s Discipline

Students are charged \$10.00 dollars every time I.D.'s are replaced

- 1st Offense without replacement fee: - \$10.00 charged to student's account
- 2nd Offense without replacement fee: - \$10.00 charged to student's account
- After \$20.00 balance student will be placed in In-School Suspension and parent contacted - student will stay in ISS until balance is paid or I.D. is brought to campus

NO GUM CHEWING ALLOWED AT ANYTIME IN THE BUILDING

- 1st Offense – Warning
- 2nd Offense – Lunch Detention and/or After School Detention
- 3rd Offense – Administrator Discretion

NO Restroom Breaks Allowed During Instructional Time

- 1st Offense – Warning
- 2nd Offense – Administrator Discretion