



Memorial High School

Dr. Angel Murphy, Principal

Campus Rules and Expectations

PURPOSE

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems. (For further information on PAISD Student Code of Conduct, visit www.paisd.org or request to view it from the campus behavior coordinator) The information contained within this document is specific to the Memorial High School Rules and Expectations for students. Students are expected to meet all State, District, and Campus rules and expectations.

VISION STATEMENT

Port Arthur Independent School District will become the leader in continuous school improvement by ensuring each student receives a rigorous, high-quality education to achieve academic excellence.

MISSION STATEMENT

Our mission, as the primary source of public education in the community, is to meet the unique educational needs of our diverse population by providing a comprehensive quality education for students of the Port Arthur Independent School District.

GENERAL CONDUCT VIOLATIONS

The categories of conduct below are prohibited at school, in vehicles owned or operated by the school district, an employee of the district, volunteer, student, or by the parent or guardian of a student and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion Offenses, and Expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting as detailed in that section in the SCOC (Student Code of Conduct).

INSTRUCTIONAL TIME

Students shall not:

- Roam in the hallways during instructional time without an authorized pass.
- Loiter in the hallways, restrooms, classrooms or any other area on campus.
- Be allowed to tend to personal hygiene, grooming and use of restroom after the start of classroom instructional time. (Grooming should be taken care of prior to arrival to school no perfumes, makeup, cologne allowed on campus).
- Disrupt the learning environment (talking without consent, laughing, loud noises, or other actions that cause a disruption to the learning environment).
- Bring on campus any outside food, drinks, candy, snacks, etc. with the intent to consume, distribute, or sell.
- Leave the safety or supervision of their teacher, teacher aide, counselor, coach, administrator or any district employee acting in a supervisory role at any time without authorized written permission.

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- Open any exterior or interior doors for any individuals to enter or exit without administrator permission

DISREGARD FOR AUTHORITY

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Violate dress and grooming standards as communicated in the Student Handbook.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

MISTREATMENT OF OTHERS

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. Record, instigate or encourage fights, scuffles, or bullying.
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists.
- Release or threaten to release intimate visual material of a minor or a student attending Memorial (PAISD) with or without the student's consent.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing.
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.
- Wear loud distracting colored hair (no pink, purple, orange, green etc.) clothing or items that reflect gang affiliation or depict any type of guns, drugs, skulls, death, violence or any other obscenities.

GENERAL CONDUCT VIOLATIONS

Students may not display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device including apple watches, on school property during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time, while at school or at a school-related or school-sponsored event is strictly prohibited. A student who uses a telecommunications device, including cellular phones, during

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the school day will have the device confiscated. The parent may pick up the confiscated telecommunications device from the Principal's Office or designee. [*See policy FNCE] Students shall not use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.

Students must wear their campus school ID during the entire school day and while on any district vehicle or sponsored field trips. The first ID will be given to students at no charge. Any student who does not have their ID will be sent to the library to purchase a new ID. Replacement ID's are **\$10.00**. If the lanyard or case needs to be replaced, it will cost **\$3.00** per item. Students who do not have their ID will be referred to their campus administrator.

Students must come to school daily in PAISD appropriate school attire. Students must adhere to the PAISD dress and grooming policy. Hoodies are not allowed and jackets must be unzipped at all times keeping ID visible. Policy may be found on the www.paisd.org website. Violation of dress code will result in disciplinary infractions.

All students are expected to come to school daily with their supplies ready and prepared to learn.

ARRIVAL/DISMISSAL

In order for all our students to be safe and secure, we maintain an arrival policy that assists in eliminating confusion at the start of the day. Your cooperation in following the procedures established is critical in making our student drop off/pickup safe and secure.

Car Riders:

Memorial 9th Grade Academy

Cars enter from the main road Staff Sgt. Lucian Adams and stay to the right. Drop-off and pick up will take place in the main entrance parking lot. Vehicles should line up along the curb in a single line. The first car must pull all the way around to where the second carport is located and all other vehicles must pull forward to the greatest extent possible.

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Cars enter from the main road Staff Sgt. Lucian Adams. Drop-off and pick up will take place in the student parking lot. Vehicles should enter through the left side of the campus's center driveway. The first car must pull all the way around to the auditorium entrance and all other vehicles must pull forward to the greatest extent possible.

All Campuses

Cars must remain in line and exit the respective lot in the order they entered. All cars must remain in the queue and wait until the cars in front of them drop-off. Cars may not pull around vehicles that are still in line for any reason.

Parents must remain in their cars. If for any reason, a parent plans to step out of the vehicle to support drop-off/pickup, s/he must park in a designated parking space and escort the child to or from the respective entrance. This procedure is for appointments only.

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PLEASE DO NOT DROP OFF STUDENTS IN THE PARKING LOT. FOLLOW PLAN.

Students must exit their car from the right, positioning them safely on the side of the curb. Students will open their car door, exit the vehicle and close the door. Memorial 9th Grade Academy students will enter in the breezeway over the covered carport past the main entrance. Memorial High School students will enter the building through the auditorium. All students will be security checked prior to entering any campus or district building. After entering, the building students will go to the cafeteria for breakfast.

- *Memorial 9th Grade Academy:* Boys will report to the gym and girls remain in the cafeteria.
- *Memorial High School:* Sophomores (10th Grade) will remain in the cafeteria. Juniors (11th Grade) will report to the girls' gym. Seniors will report to the boys' gym.

After breakfast, students will transition to class. Car riders exit the building after being directed to leave. Memorial 9th Grade Academy students will exit through the side entrance. Memorial High School students will exit to the student parking lot near the auditorium. Any student leaving prior to being dismissed will be subject to disciplinary infraction up to 3 days OSS.

Tardy - If a student who is a car rider arrives at school late, a parent/guardian must sign his/her child in at the student entrance prior to the child entrance into the building. (REFER TO BELL SCHEDULE) (7:00 bell rings to transition to class 7:05 tardy bell rings arrivals after 7:30 must have a parent/guardian sign them in.)

Excessive Tardies will result in campus disciplinary actions such as detention, ISS, OSS or as deemed appropriate.

Bus Riders:

Students must have a school issued hard copy ID to ride the bus. Buses will proceed down the entry drive and into the back entrance lot. Memorial 9th Grade Academy students proceed directly from the bus to the breezeway to wait in line for security screening then proceed to the cafeteria. Memorial High School students proceed directly from the bus to the auditorium entrance. Staff is stationed throughout the hallways to direct and supervise student arrival and dismissal. After entering, the building students will go to the cafeteria.

- *Memorial 9th Grade Academy:* Boys will report to the gym and girls remain in the cafeteria.
- *Memorial High School:* Sophomores (10th Grade) will remain in the cafeteria. Juniors (11th Grade) will report to the girls' gym. Seniors will report to the boys' gym.

After breakfast, students will be dismissed to their designated classroom. Memorial 9th Grade Academy students board the buses in the same manner as they arrived. Students are not allowed to leave the classroom during dismissal for the bus until their bus number has been called. Memorial High School students exit through the K hall near the gymnasiums to board the buses. Any student leaving prior to being dismissed will be subject to disciplinary infraction up to 3 days OSS.

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NO CAR RIDERS ARE ALLOWED TO BE PICKED UP OR DROPPED OFF IN THE BACK OF THE BUILDING/BUS LOADING ZONE or PARKING LOT. (Three DAY SUSPENSION)

Walkers:

All students will walk along the sidewalk located in the back of the school and proceed to the Memorial 9th Grade Academy student entrance upon arrival. Memorial High School students will proceed to the sidewalk located in the front of the building. No students are allowed to walk on the main street Staff Sgt. Lucian Adams Dr. All students will be screened and security checked prior to entering any campus or district building. Staff is stationed throughout the hallways to direct and supervise student arrival and dismissal. After entering, the building students will go to the cafeteria.

- *Memorial 9th Grade Academy:* Boys will report to the gym and girls remain in the cafeteria.
- *Memorial High School:* Sophomores (10th Grade) will remain in the cafeteria. Juniors (11th Grade) will report to the girls' gym. Seniors will report to the boys' gym.

Students exit as they arrive. All walkers must use the back sidewalk for arrival and dismissal.

FOLLOWING THE END OF THE SCHOOL DAY, STUDENTS ARE DISMISSED FROM THE SCHOOL GROUNDS.

DISCIPLINARY TECHNIQUES

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules. Students, parents, and guardians should be mindful that certain offences, also committed on a prior occasion, might result in a disciplinary assignment that is increased in duration, or severity, or both, consequently.

- Verbal correction, oral or written.
- Restorative discipline practices
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Scholastic penalties as permitted by policy
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Removal from Bus
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

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- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use in accordance with FO (Local).
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the SCOC
- Other strategies and consequences as determined by school officials.

DISCIPLINARY PROCESS

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 –contact parent

Fourth Offense: Counselor referral – counselor needs to contact parent

Fifth Offense: Discipline referral to assistant principal

Examples of Minor Infractions: disturbing class, eating in class, disrespectful to teacher or others, not following directives, sleeping, and no supplies/unprepared for instruction etc.

Major Infractions

First Offense: Automatic discipline referral sent to principal's office (Student consequence given according to Texas Code of Conduct)

Examples of Major Infractions: Fighting, drugs, alcohol, bullying (cyber-bulling), truancy (skipping class), vaping, safety violations etc.

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

Process

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State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made. The number of days of a student's suspension shall be determined by the campus behavior coordinator, but shall not exceed three school days. In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take self-defense, intent or lack, disciplinary history, and disability into consideration. The appropriate administrator shall determine any restrictions on participation in school sponsored or school-related extracurricular and co-curricular activities.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with FNG (LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, or through Policy on Line at the following address: www.paisd.org.

If there is any campus level concern, the concern must be addressed at the campus level prior to contacting anyone at the Central administration building. For campus level, concerns please follow the appropriate chain of command as follows:

INSTRUCTIONAL CONCERNS/GRADES/CLASSROOM LEVEL CONCERNS

Contact **Teacher of Record** via email or phone. If the teacher is contacted via phone, the teacher will only be able to respond during their planning period or when they are not instructing a classroom of students. Please give at least 24 hours for response time. If the classroom teacher does not address your concern, please contact the counselor.

Counselor- Contact should be made after the attempt to reach the teacher has not resolved the concern. A counselor will also have at least 24 hours to return your call or email. Please take into consideration the multiple tasks, which are being completed daily by your child's team of educators. If the counselor is unable to resolve your concern, please reach out to your child's Assistant Principal.

Assistant Principal - Please understand the AP will have at least 24 hours to respond to your concern. If your classroom concern has still gone unresolved, you may contact the campus Dean of Instruction. If your discipline concern has still gone unresolved, you may contact the campus Dean of Discipline.

Dean of Instruction - Please understand the Dean of Instruction will have at least 24 hours to respond to your concern. If your concern has still gone unresolved, you may contact the CTE Director (CTE concern) or Associate Principal.

Dean of Discipline - Please understand the Dean of Discipline will have at least 24 hours to respond to your concern. If your concern has still gone unresolved, you may contact the CTE Director (CTE concern) or Associate Principal.

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CTE Director - Please understand the CTE Director will have at least 24 hours to respond to your concern. If your concern has still gone unresolved, you may contact the Associate Principal.

Associate Principal - Please understand the Associate will have at least 24 hours to respond to your concern. If your concern has still gone unresolved, you may contact the Campus Principal.

Campus Principal- Please understand the Principal will have at least 24 hours to respond to your concern. All measures will be taken in order to ensure the appropriate outcome for your child. If your concern is still not met, the principal will attempt to schedule another opportunity to attempt to resolve your concern. If all measures fail, the principal will contact a designated supervisor at the Central Administration building to assist.

If your concern is above the classroom level, please contact a Counselor, Assistant Principal, Associate Principal and lastly the Principal. If you fail to follow the chain of command, you will politely be redirected to the first step so your concern has an opportunity to be properly addressed.

If you have any questions, comments, or concerns, the following individuals are available to assist:

Grade Level	Last Name A-L	Last Name M-Z
9th Grade	Counselor (Lead Counselor 9-12) LaKendra Mitchell lakendra.mitchell@paisd.org Assistant Principal Dr. Michelle Snodgrass michelle.snodgrass@paisd.org	Counselor Alea Greer alea.greer@paisd.org Assistant Principal Neil Williamson nwilliamson@paisd.org
10th Grade	Counselor Kathleen Fontenot kfontenot@paisd.org Assistant Principal Latonya Lee latonya.lee@paisd.org	Counselor Nicole Dunn nicole.dunn@paisd.org Assistant Principal Dr. Varena Williams varena.williams@paisd.org
11th Grade	Counselor Ava Batiste ava.batiste@paisd.org Assistant Principal Kevin Johnson kevin.johnson@paisd.org	Counselor Allecia Sampson asampson@paisd.org Assistant Principal Kayla Smith kayla.smith@paisd.org
12th Grade	Counselor Marshan Hadley marshan.hadley@paisd.org	Counselor Damara Gilder damara.gilder@paisd.org

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	Assistant Principal Andrea Jackson andrea.jackson@paisd.org	Assistant Principal Trent Johnson trentjohnson@paisd.org
Instruction 9-12	Dean of Instruction Carlecia Roberts carlecia.roberts@paisd.org	
Discipline 9-12	Dean of Discipline O. Lorenzo Carr orion.carr@paisd.org	
CTE 9-12	Counselor 9-12 Carmelita Harris-Daniels carmelita.daniels@paisd.org Career & Technical Education Director Erik Martinez erik.martinez@paisd.org	
9-12	Counselor (Support Services) Ora Hunter ohunter@paisd.org Associate Principal Christopher Washington cewashington@paisd.org Principal Dr. Angel Murphy amurphy@paisd.org	

We look forward to a wonderful school year and a wonderful partnership as we prepare to educate your child for lifelong success. Thank you for choosing Memorial and PAISD for your educational needs.