



Houston Gateway Academy, Inc.

Student Code Conduct / Behavior and Discipline Policy

(Board Approved March 8, 2022)

A Student Code of Conduct establishes standards for all student conduct and will define misconduct, consistent with the Texas Education Code. Discipline management within Houston Gateway Academy, Inc. begins with the district's Student Code of Conduct which provides administrative guidance, the classification of suspension and expulsion criteria. The Student Code of Conduct, formerly know as the Behavior and Discipline Policy has been formally adopted by the board and serves as the "handbook" for discipline management, used by teachers, campus administrators and other constituents.

- Informing Parents and Students about school rules and guidelines governing student behavior. Students and parents are made aware of the student code of conduct and classification of offenses at the beginning of each school year; it is verbally presented during orientation and a copy is included in the admissions application enrollment packet.
 - For entering students, at the time of enrollment- parents are given an admissions application that includes a copy of the Student's Code of Conduct. Parents are requested to review and discuss the Code with their child(ren). Parents (and the student when feasible) acknowledges receipt of the Student's Code of Conduct and certify that both have read and discussed the Code and are required to sign the form provided and return along with the Admissions Application. It is expected that parents and students will accept their responsibilities as described in the Student's Code of Conduct.

LEVEL I OFFENSES

- Dress code violations. This includes shirts not tucked in properly, sagging pants, red/blue shoes or shoelaces, and hoodies. Only white undershirts allowed. All other violations related to dress code not listed will be addressed by the Principal.
- Haircuts with designs Littering in any area Refusing to follow classroom rules Class disruptions
- Possession of cell phones and/or electronic devices* Failure to bring class materials Name Calling
- Instigating and/or spreading rumors Carrying messages of fights or negative nature Sleeping in class
- Public display of affection Failure to complete homework Refusing to participate in class activities
- Passing inappropriate notes in class/school Chewing gum while in class/school
- Other offenses not listed and deemed as a Level I offense will be addressed by the Principal

***Additional penalties apply to possession of cell phones and/or electronic devices (including smart watches):**

1st infraction - Verbal warning (During the First Semester Only)

2nd infraction - \$15 fee per device **and** only the parent can pick up the device

3rd infraction - \$15 fee per device **and** Saturday detention from 8:00 a.m.-12:00 p.m. at Elite Campus (7310 Bowie St)

LEVEL I CONSEQUENCES

First Infraction: 1. Verbal Warning (Parents may or may not be called. Decision to call varies by severity of the problem)

Second Infraction: 1. Parents contacted **and 2.** Student will be assigned to Saturday Detention (8:00 a.m. – 12:00 p.m.)

Third Infraction: 1. Parents/Student/Administrator conference **2.** Student will be required to clean the lunch tables and pick up trash (gloves will be provided) in the cafeteria area after student's lunch time for two consecutive days **and**

3. Two consecutive Saturday Detentions held from 8:00 a.m. - 12:00 p.m. at Elite Campus (7310 Bowie St.)

Fourth Infraction: 1. Parents/Student/Administrator conference **and 2.** Student will serve Saturday Detention for three consecutive Saturdays at Elite Campus

Fifth Infraction:

1. Consequences to be determined by Campus Principal

LEVEL II OFFENSES

- Cursing Stealing Cheating Truancy Vandalism Fights Talking back to teacher or staff Bullying
- Self-inflicted wounds Physical bodily harm to any student or self Profanity or obscene gestures
- Verbal threat of bodily harm to any student or self Carrying and/or distributing pornography
- Accessing restricted websites Skipping class/school or found in unassigned zone areas Sexual Harassment (Verbal)
- Carrying, distributing, or engaging in substances that resemble drugs, including crushed candy
- Carrying, Distributing, or Smoking Cigarettes and/or Vapor Products
- Tampering with or activating any school fire alarm (*violation will also result in a \$250 fine*)
- Cheating on STAAR, IOWA, PSAT and/or SAT assessments
- Other offenses not listed and deemed as a Level II offense by the Campus Principal

LEVEL II CONSEQUENCES

First Infraction:

- 1.** Parent/Student/Administrator conference **and** **2.** Pre-withdrawal form signed by parent & student **and** **3.** Student will have after school detention for two consecutive Saturdays or suspended for two days (8:00 a.m. – 12:00 p.m.) **and** **4.** Apologize to person(s) offended or involved with infraction **and** **5.** May require counseling session(s) for Student and/or Parent **and** **6.** Student will not be allowed to participate in any school field trips, field day, dances, and any school-related activity.

Second Infraction:

- 1.** Consequences to be determined by Campus Principal

LEVEL III OFFENSES

- Possession of a weapon Carrying, distributing, or engaging in illegal drugs, and/or alcohol Arson
- Carrying, Distributing, or Engaging in Prescription and/or Over the Counter Medication
- Committing or Engaging in any Criminal Felony
- Assault towards HGA Staff, Teachers, or Volunteers Sexual Harassment (Physical)
- Other Offenses not listed and deemed as a Level III Offense by the Principal

Consequences to be determined by Campus Principal that can include notification to authorities (as applicable), Saturday detention, suspension, substance abuse course (as applicable), community service hours, and expulsion.

LEVEL III CONSEQUENCE

- 1.** Consequences to be determined by Campus Principal that can include notification to authorities (as applicable), Saturday detention, suspension, substance abuse course (as applicable), community service hours, and expulsion.

By signing this form I acknowledge I have received a copy of this discipline policy and that it has been explained to me.

Student's Signature & Date

Parent's Signature & Date

(Print) Student's name: _____ Date: _____

(Print) Parent's name: _____ Date: _____

Infraction: _____ Level: _____

Additional Notes: _____

Principal: _____ Date: _____

Due Process For Student Who Violates HGA's Behavior And Discipline Policy

The student or their guardians have the right to appeal the disciplinary consequence(s) administered by the Campus Principal at any level (level I, II, or III). The appeal process is as follows:

1. Guardians will notify HGA Superintendent's designee of a desire to appeal within 48 hours of receipt of the decision.
2. HGA Superintendent's designee will review the evidence presented. The designee may uphold the decision, overturn the decision, modify the previous consequences given, or agree to meet with the guardians to hear the appeal. If a meeting is held, the designee will hear the appeal and choose to uphold the decision, overturn the decision, or modify the previous consequences given.
3. If guardians disagree with the designee's decision, they can appeal the decision to Disciplinary Review Panel comprised of HGA's Superintendent and a board member designated by the President of HGA's Board of Trustees. Guardians must make the appeal in writing directed to HGA's Superintendent within seven calendar days of the date of receipt of the designee's decision.
4. The Disciplinary Review Panel will review the decision made by the Superintendent's designee and give the student and guardians an opportunity to a final hearing.
5. The Disciplinary Review Panel's decision will be made within five business days after the final hearing. This decision will be limited to upholding or overturning the decision. If the decision is to overturn the decision, the student may be subject to other consequences as determined by HGA's Superintendent. These consequences include, but are not limited to: counseling services, substance abuse course, community service hours, removal of all extracurricular activities, guardians picking up student at a set time, in-school suspension or out of school suspension.