

Kirby World Academy



Student Code of Conduct Supplemental

2014-2015

Kirby is a family on a mission to help students find and follow their passions and strengths through learning.

SUPPORT STAFF

Principal	Jesse Thomas
Assistant Principals	Gena Ayers Herby Carr
IB Coordinator	Janice Swarts
Campus Secretary	Joy Blundell
Attendance Clerks	Janna Jasso SaReah Pearson
Counselors/Testing Coordinators	Beverly Moore Charlotte Owens
Counselor's Clerk	Adela Garcia
Librarian	Amanda Galliton
Nurse	Roberta Graham

Cafeteria Rules

- Food and drink purchased in the cafeteria must be consumed in the cafeteria (State of Texas Nutrition Laws).
- Return your tray to the receiving window and put all trash in the trash cans provided.
- Be sure to clean up your eating area.
- No outside food or drinks are allowed in hallways or classrooms (only in the cafeteria).
- Visitors at Lunchtime-No one but parents/grandparents/legal guardian are allowed to eat with a student on campus during lunch time. Parents may only purchase and or provide food for their own child's consumption.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices are not to be seen or heard during the instructional day. Phones and electronic devices must be turned off from the 7:30 a.m. bell to the 3:00 p.m. bell, per district policy. Any cell phone/electronic device that is heard, or is in use during the school day will be collected and will have to be picked up by a parent/guardian. Students will not wear headphones of any kind. Teachers may allow use of electronic devices as part of a lesson if it is documented in the lesson plan as an instructional strategy. There is a \$15.00 fine for all confiscated phones. Confiscated items may be picked up in the assistant principal's office by Mrs. Ayers.

CONTRABAND ITEMS

School officials will remove items that may be distracting or interfere with the educational program from the student's possession. Appropriate discipline may be applied. All contraband items will be held until a parent picks them up. Student assumes full responsibility for contraband items that are lost or stolen (either before or after administrative seizure). If an item cannot be located – although rare and unfortunate – **WFISD assumes NO responsibility or liability.**

FIGHTING

Fighting is considered a serious offense. All fights will be investigated and administrators will establish a determination of self-defense. Fighting will result in a minimum of 3-5 days in ISS, and a referral for a police citation. Students who have more than the minimum number of demerits will have consequences in keeping with the progressive discipline plan.

CLASSROOM EXPECTATIONS

- 1. Active Student Participation**
- 2. Dress code monitored and enforced upon arrival to school and in every class**
- 3. Cooperative behavior in the classroom in accordance to teacher's classroom rules**
- 4. Respectful and Respectable Student Behavior**
- 5. All students must bring their planners to each class**

Tardy Policy

Teachers will document all tardies using a classroom tardy notebook and Skyward. Once a student reaches 5 cumulative tardies in Skyward in one week an after school admin d-hall will be issued by the students 5th period teacher. Admin d-halls must be served within 3 days of issue date. After 3 admin d-halls for chronic tardiness, an office referral will be submitted. Failure to comply will result in further disciplinary action.

Detention and Referral Procedure

Listed below are the steps teachers will follow to place a student in detention or write an office referral.

The five step process for referrals will include LEVEL 1 offenses only. In order to document the referral process for LEVEL 1 offenses teachers will maintain a “discipline record” for each student which will start over at semester.

The first time a student misbehaves a warning is issued to the student. If misbehavior persists a conference with the student, after class or privately in the hall, is suggested. (During this conference a parent’s number is collected.) If the misbehavior continues, the teacher may assign the student a teacher d-hall and parent is contacted. Finally, if actions to this point have not eliminated the misbehaviors an office referral is warranted. These steps start over each day.

Step 1- Warning

Step 2- Conference with student (parent phone # secured)

Step 3- Assign 20 minute teacher detention and contact parent

Step 4- Assign 30 minute teacher detention and contact parent

Step 5- Office referral w/documentation of parent contact.

Notice: For each Level I offense these steps must be followed. If misbehaviors continue then demerit points will accumulate. Demerit points accumulate over two semesters. Students will have 24 hour notice of detention assignments and parents are responsible for arranging transportation.

Levels II, III, and IV offenses still require the teacher to make immediate office referrals.

Detention and ISS Rules

- a. Students in ISS may bring a lunch or purchase a lunch from the cafeteria. NO SOFT DRINKS are permitted. Milk, juice, and water are only permitted.
- b. No food, drink, or form of candy is permitted in detention.
- c. Students are required to bring homework or something to work on to detention. (If they do not bring work, an extra day of detention will be assigned to the student).
- d. Talking is not allowed in detention.
- e. Detention may be assigned for failure to complete assignments as well as other disciplinary infractions.

The following is not intended as an exhaustive description of all infractions of the WFISD Student Code of Conduct. Consequences for infractions that are not specifically referenced below will be assigned at the discretion of school administration.

Level I Offenses (1 Demerit Point)

Teachers must complete the 5 steps before submitting a referral for these offenses.

Level I acts of misconduct include repeated infractions of classroom management procedure or rules, or other misconduct that disrupts the educational process to the extent that the classroom teacher needs administrative support to correct the problem. Examples include but are not limited to the following:

1. Refusing to follow classroom rules
2. Refusing to participate in classroom activities or fulfill assignments.
3. Possessing and/or using nuisance items electronic devices, noise makers, etc.
4. No food or drink in an undesignated area
5. Minor disruption of the orderly classroom process
6. Running, making excessive noise, or other disruption in halls, buildings, classrooms, or other supervised settings.
7. Violating dress and grooming standards as communicated in the student handbook.
8. Possessing a cellular telephone or other electronic devices at school during the school day
9. Cheating or copying the work of another- second offense.
10. Possessing or using a laser pointer for other than approved use

Level II Offenses (2 Demerit Points)

When a student's behavior does not change as a result of action taken on Level I, and the student is being sent for a second time to the principal's office for repeated Level I infractions, the student is moved to Level II for discipline purposes.

Level III Offenses (5 Demerit Points)

Level III acts of misconduct include those student infractions that are somewhat more serious than those in Level I and II in their effect on the orderly process of the school program. Examples of misconduct include but are not limited to the following:

1. Using profanity or vulgar language or making obscene gestures
2. Falsifying records, passes, or other school-related documents
3. Vandalism to or defacing school property including textbooks, lockers, furniture, and other equipment.
4. Excessive absences or tardies
5. Throwing objects that can cause bodily injury or property damage
6. Refusing to accept discipline management techniques assigned by a teacher or principal
7. Disobeying rules for conduct on school buses

8. Damaging or vandalizing property owned by others (For felony criminal mischief see DAEP Placement or Expulsion)
9. Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment with graffiti or by other means
10. Gambling
11. Possessing or using matches or a lighter
12. Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent.
13. Leaving school grounds or school-sponsored events without permission.
14. Display of gang affiliation to include dress, graffiti, and behavior.

Level IV Offenses (10 Demerit Points)

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, and perhaps violate the law. Examples include but are not limited to the following:

Any repeated offense of Level III, or a new violation while being disciplined for a Level III offense.

1. Repeated acts of disobedience or disorderly behavior that may prove to be detrimental to the school, harmful to health and safety, or inhibiting the rights of others.
2. Failing to comply with directives given by school personnel (insubordination)
3. Threats, oral or written, to do bodily harm to another, or to the property of another.
4. Forcing an individual to act through the use of force or threat of force.
5. Threatening a District employee.
6. Engaging in bullying and harassment. Bullying is aggressive behavior that is intentional, hurtful, and repeated.
7. Engaging in conduct that constitutes sexual harassment, whether by word, gesture, or any other conduct, directed toward another student or District employee.
8. Hazing
9. Causing an individual to act through the use of threat or force (coercion)
10. Committing extortion or blackmail (obtaining money or an object of value from an unwilling person)
11. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or District employee
12. Stealing from students, staff or the school
13. Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code (For felony robbery and theft see DAEP Placement and Expulsion)
14. Possessing:
 - Fireworks of any kind smoke or stink bombs, or any pyrotechnic device;
 - A razor, box cutter, chain, or any other object that could be used in a way that threatens or inflicts bodily injury to another person;
 - A “look-a-like” weapon

An air gun or BB gun
Ammunition
A stun gun
A pocket knife
Pornographic material
Tobacco products (Police will issue citations)

15. Any articles not generally considered to be weapons, including school supplies,' when the principal or designee determines that a danger exists (For weapons and firearms see DAEP Placement and Expulsion)
16. Possessing, using, giving, or selling drugs or drug related paraphernalia.
17. Possessing or selling look-a-like drugs or items attempted to be passed off as drugs or contraband
18. Having or taking prescription drugs or over-the-counter drugs at school other than as provided by District policy.
19. Using the Internet or other electronic messages to threaten students or employees or cause disruption to the educational program.
20. Sending, or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
21. Using e-mail or websites at school to encourage illegal behavior or threaten school safety.
22. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
23. Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
24. Making false accusations or perpetrating hoaxes regarding school safety
25. Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school programs or incite violence
26. Discharging a fire extinguisher without valid cause
27. Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities
28. Abusing the student's own prescription drug, giving a prescription drug to another student, possessing or being under the influence of another person's prescription drug on school property or at a school event.
29. Repeatedly violating other communicated campus or classroom standards of conduct
30. Truancy
31. Fighting
32. Gang related activity
33. General misconduct

Level V Offenses (Mandatory DAEP Placement or Expulsion) 20 Demerit Points

Please refer to the WFISD Student Code of Conduct (www.wfisd.net Code of Conduct)

Discipline Procedures

Office Referrals

The District's Student Code of Conduct lists several offenses and specifies possible consequences by level of offense. With this in mind, we will use the following procedure to determine disciplinary consequences for those students who disobey school rules. A numerical value (demerits) will be placed on each level of offense. In most instances, BOTH the numerical value of a particular offense and the combined total of demerits that a student has accumulated throughout the school year will determine a student's disciplinary consequence. See the student Code of Conduct for more information.

LEVEL OF OFFENSE	NUMBER OF DEMERITS	*MINIMUM CONSEQUENCE FOR LEVEL
I	1	1 day detention
II	2	2 days detention
III	5	1 day ISS
IV	10	3 days ISS
V	20	AEP

Accumulated Demerits

As mentioned above, a student's cumulative demerit total will be considered when making placements. See the following table and example.

Accumulated Demerits	Minimum placement
10-29	1-3 day(s) ISS
30-39	3-5 days ISS
40-49	Extended placement in ISS
50 +	AEP placement or extended ISS

DRESS AND GROOMING STANDARDS

Shirts

Style: Collared, knit, buttoned polo or golf style shirt – long or short sleeved

Color: All single colors allowed, solid stripes or plaids. No see through.

- Approved Kirby sponsored shirts are allowed; for example, approved shirts for Girls Basketball, Student Council, Choir, etc.
- Logos must be smaller than a quarter
- All shirts must be buttoned from the first button past the collar
- Shirts with cap sleeves and tank tops are not allowed
- Tucking in shirts is preferred but not required unless the shirt is too long as determined by the administration

Slacks, Pants, Shorts, Skirts, Skorts, and Dresses:

Style: Pleated/flat front dockers-style slacks/pants/capris or traditional style blue/black denim jeans/capris

Color: Jeans – blue or black. Pants limited to Khaki, Navy Blue, Black (solid, single colors); no patterns allowed

- Slacks/pants must be worn at the waist, and be properly hemmed or cuffed
- Logos/labels must be smaller than a quarter
- Sagging pants/jeans, too tight pants/jeans, or 'jeggings' are not allowed
- Stretch material, wide-leg, velour material, or jogging/yoga style are not allowed
- Shorts, skirts, and skorts length must be no more than 3 inches from the top of the knee ***in the front & back***
- Dresses must meet the same style, color, and requirements of both tops and bottoms
- Pants/jeans with holes in inappropriate places or larger than a nickel, frayed edges or slits of any type will not be allowed
- Cargo shorts, denim walking shorts - khaki, blue or black. No athletic shorts allowed.

Shoes, Socks, Hose/Tights, Belts:

Color (socks): Solid, single colors, paired matches

Color (hose/tights): White, Navy Blue, Black, or flesh-tone (solid, single colors) – no fishnet or designs

Color (shoes): Brown or Black leather-like shoes (tie or loafer-type), or brown or black boots (no para-military type boots), tennis shoes, or sandals with heel straps; NO athletic slides or flip flops will be allowed (i.e. soccer slides)

Belts: They are preferred but not required unless deemed necessary by the administration due to sagging.

Outerwear: Sweatshirts, Vests, Sweaters

Color: All single colors allowed.

- Coats & Hooded garments must be left in lockers if they do not follow standardized dress guidelines.
- Sweatshirts, vests, sweaters, light jackets, and windbreakers are allowed if they are solid colored or are an approved Kirby article; Hooded sweatshirts meeting standardized dress code guidelines are allowed in the classroom, but hoods ARE NOT allowed to be worn inside the building. They must be appropriately sized in the shoulders, sleeves, and length.
- Kirby logos are optional; all other logos must be smaller than a quarter.

Other Guidelines:

- Leather, suede, vinyl, are not allowed except for coats which must be left in lockers.
- Spandex, nylon, or stretch-type materials are not allowed.
- Clothing can be no more than one size larger than the student's measurements; nor may garment be too tight
- Caps, hats, and head-coverings inside the building are not allowed.
- Cover-all pants, shorts, or jumpers are not allowed.
- Wind shorts/pants, athletic shorts/pants, sweat shorts/pants are not allowed except in PE/Athletics.

- Student must comply with district standards for grooming and accessories as outlined in the student handbook.
- Clothing items cannot be worn in any way that reflects gang affiliation, conceals contraband, or creates a distraction.
- Clothing that is torn, tattered, or has hole in inappropriate places or larger than a nickel is not permitted.
- Students that violate the dress code policy may face disciplinary consequences.
- Any dispute or clarification of the standardized dress code, violations, and associated consequences will be done by Kirby administration.

FACILITIES AND GROUNDS

The school and its furnishings are entrusted to the students. It is each student's responsibility to see that classrooms, halls, cafeteria, gym, rest rooms, lockers, and school grounds are clean and undamaged. If a student observes anything being done to mar the beauty or cleanliness of the school, it is his/her civic responsibility to report such actions. **Any student who damages or loses school property to include textbooks and technology will be required to pay damages or replacement costs and may be subject to disciplinary action.**

Campus Security

Shelter in Place Signal: Shelter in Place

Close and lock doors and windows

Move to a pre-determined safe area inside the room. Stay away from the door. Check roll and be prepared to account for any missing students.

Ignore any school bells

Stay put until the "All Clear" has been sounded

Campus Red Alert Signal: Red Alert

A campus red alert is an immediate upgrade of the physical security at the school during a dangerous situation that exists outside the building. Continue to teach your class. We will limit public access to the building and establish a single point of access and institute a 100% identification check for individuals entering the campus.

Site Relocation Signal: Building Evacuation

Do the following: Wait for instructions. Upon receiving instructions, move safely and quickly to the identified location outside the building for evacuation. Take your personal items, check roll, and account for all missing students once you are out of the building. Report any missing students to administration immediately.

Building Evacuation Signal: Fire Alarm or Building Evacuation

Do the following: Take your personal items and class roster. Move safely and quickly to your pre- assigned location outside the building. Do not lock your door. Check roll and account for missing students. Notify administration of missing students immediately.

Severe Weather Signal: Severe Weather Alert

If in the building, go to pre-assigned location. Students should be seated on the floor. Arms should be used to protect head and neck.

If outdoors, get inside the building as quickly as possible. If it is not possible to get into the building, lie in a ditch or low lying area. Arms should be used to protect head and neck.

EMERGENCY CLOSING OF SCHOOL

The Superintendent makes the decision to close school. Any information about a school closing will be on TV and radio stations as well as the school website.

CHEATING

Dishonesty will not be tolerated. Examples of this include, but are not limited to, cheating (giving or receiving work), lying, forgery (signing parent's name), plagiarism (using another person's original ideas or writing as one's own), making false allegations, etc. Any student caught cheating may receive a grade of "0" on that assignment or test. Parent contact must be made prior to assigning a grade of "0" for cheating.

HOMEWORK

Homework can be counted as part of a student's final six-week average. For this reason, it is very important that all homework assignments be completed and turned in promptly. When a student receives a zero for a homework assignment (daily/major) this can drastically impact his/her final grade.

Local EIA – GRADING POLICY RETESTING

Any assignment that is assigned a numerical grade shall be assigned a grade that ranges between 0–100 points. For an assignment, project, quiz, test, or any other form of assessment where a grade for that particular individual assignment shall count for ten percent or more of the student's grade during the grading period, the student shall be provided a minimum of one opportunity to relearn/retest the assignment.

Teachers shall have the discretion and the support of the District administration to provide additional relearning/retesting opportunities beyond the minimum expectation of this policy.

A student shall be permitted 14 calendar days to relearn/retest an assignment beginning the day the initial grade is reported to the student. The teacher may waive the one relearn/retest minimum and 14-calendar day requirements in order to provide additional learning opportunities for the student as appropriate.

The opportunity cost to relearn the material shall be determined by the teacher. The opportunity cost may include, but is not limited to, the student being required to attend a tutorial before, after, or during school prior to relearning/retesting the assignment for credit.

HALLWAY PASSES

Except between classes, students may not be in the halls for any reason without their planner unless accompanied by school personnel.

HAZARDOUS ITEMS

For safety reasons, students are not permitted to bring aerosol cans, fireworks, lighters, stink bombs, incendiary devices, or matches to school. Possession of such items may result in administrative disciplinary action and may also result in a police citation.

LOCKERS

Students must be assigned lockers. Students may not share lockers. Sharing lockers is a demerit. Any questions, problems, or issues should be directed to the Assistant Principals. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible to make certain it is locked and that the combination is not available to others. The school is not responsible for items lost or stolen from student lockers. Locker searches may be conducted at any time, whether or not a student is present.

LOITERING

Students are not permitted to loiter in the street, yards, or parking lots near the campus. Upon dismissal from school, bikers and walkers should leave the campus promptly.

LOST AND FOUND

Articles, books, and clothing that are found should be turned into the attendance office. Every effort will be made to find the owners, provided the items are tagged with a student's name. Items that are not claimed will be disposed of at the end of the 6 weeks. If an item cannot be located, even after being taken up by a WFISD employee – although rare and unfortunate – WFISD assumes no responsibility or liability.

STUDENT CONCERNS

Students or parents who have a concern should first address the concern with the teacher. If the outcome of the discussion is not satisfactory, a conference with the assistant principal/principal may be requested.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever our regular teachers are ill. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions. Be polite, helpful, and considerate, as you would be to your regular teacher.

TECHNOLOGY RULES (Acceptable Use Policy- A.U.P.)

Students are responsible for damages or misuse of computers.

- Due to potential viruses, personal disks from home are discouraged for use on the network as well as disks transferred from school to home.
- Students will work in the application the teacher assigns.
- Written profanity, inappropriate slang, and symbols while using the computer will not be allowed.
- Printing is only allowed with teacher permission.
- Students should never share log-in or password information with other students.

TEXTBOOKS

Students, who deface books, including marks on pages, are subject to fines. Textbooks and other supplies are not to be left in the classroom, cafeteria, corridor, and sidewalks, etc. Please be advised that each student and his parent or guardian shall be responsible to the school for all books not returned by the student. Any student failing to return all books shall forfeit his/her right to free textbooks until the previously issued and unreturned books are paid for by the parent or guardian. *Education Code 31.104(c) (d)*

UNAUTHORIZED SALES

No items may be sold on the bus/school grounds by any individual. Only recognized group-sponsored sales approved by the Barwise Principal will be permitted. Students will be subject to disciplinary action and/or having items confiscated.

VALUABLES

Students are not to bring large amounts of cash or expensive items, such as jewelry, etc., to school. Students are responsible for the safe keeping of all personal items brought on campus. Recovery of lost or stolen items is rare. The best prevention is not to bring them on campus. The school is not responsible for items lost or stolen at school. If item cannot be located – although rare and unfortunate – WFISD assumes no responsibility or liability.

VISITORS

All persons visiting the campus must register at the attendance clerk's office (a driver's license is required) and obtain a "Visitors Pass". The visitor is to go only to the area designated upon his/her arrival. The visitor will be asked to return the pass and log out prior to leaving the building.

Parents are welcome to visit the school. Parents with prior notification to and agreement from the classroom teacher (and/or administrator) may observe any class in which his/her child is in attendance. No visit will interfere with the delivery of instruction or disrupt the school environment. All visits are limited to one forty-five minute visit per teacher per day. Parents wishing to conference with a teacher must schedule the appointment with the individual teacher in advance. Teachers are responsible for instruction during school hours and will arrange the scheduled conference individually. Parents wishing to conference with a teacher may contact the office and leave a message for the teacher to return the call or schedule a conference. Parents may also contact teachers via e-mail. Teachers have designated times to meet and will arrange conferences as quickly as the schedule permits. During instructional time, teachers are unable to return calls to parents.

If the conference period is already scheduled, the teacher may not be able to return the call the same day. Allow 24 hours (week-day) for a call to be returned.

Students are not allowed to have other student visitors during the day without approval from the principal or assistant principals. Visiting by ex-students and others who live or spend most of their time in the area is not permitted. Teachers have been instructed that all people without proper visitor badges are to be referred back to the receptionist and then the principal's office is notified. Trespassers will be referred to the campus police officer.

Kirby Bell Schedule 2014-2015

7:30-7:35-Release from Cafeteria	A Lunch 11:00-11:30
7:35 Bell to signal 5 minute warning	B Lunch 11:30-12:00
7:40-8:25-1 st period	C Lunch 12:00-12:30
8:30-9:15-2 nd period	11:00 bell signals beginning of A lunch.
9:20-10:05-3 rd period	11:30 bell signals end of A lunch and beginning of B lunch.
10:10-10:55-4 th period	12:00 bell signals end of B lunch and beginning of C lunch.
11:00-12:30-5 th period (<i>lunch & announcements will need to be completed sometime during this class period</i>)	<i>Students who attend C lunch will need to take all belongings with them.</i>
12:35-1:20-6 th period	
1:25-2:10-7 th period	
2:15-3:00-8 th period	