

J. K. Hileman Elementary School Behavior Expectation Plan

At J. K. Hileman Elementary School, we believe that all students have the right to achieve their best in an environment that is safe, orderly, and supportive. In order to provide this environment, we must have the cooperation of all students and parents. Therefore, we expect our students to follow the following behavior expectations: 1) Follow directions of all school adults 2) Be safe 3) Be respectful.

We consider parents to be our partners in teaching their children to be successful.



The Campus Management Team, a committee composed of teachers, parents, business and community leaders, administrators, and support staff, has developed a campus discipline plan to help our students meet the expectations stated above.

Parents will be notified when their child is having difficulty meeting expectations for good behavior or when their child is consistently displaying good behavior.

We urge parents to visit by phone or in person with their child's teachers when they have questions or concerns about their child's school experiences. If further help is needed, parents can contact the principal or counselor.



Offense Classification

Level 1

Behavior considered a Level 1 classification includes but is not limited to the following violations:

1. Class disruption
2. Dress code violation
3. Inappropriate language or gestures
4. Physical or verbal confrontations
5. Away from assigned area
6. Public display of affection
7. Tardies
8. Violation of teacher rules or procedures
9. Horseplay, scuffling, or running in the building
10. Possession of non-instructional, prohibited item such as radio, tape player, CD or CD player, toys, tape recorder, video game, etc.
11. Coming to class without required materials
12. Throwing objects
13. Gambling
14. Possession and consumption of food, drinks, gum, and candy without permission
15. Possession of pager, cellular phone, laser pointer, or other prohibited item
16. Teasing with a hurtful intent (including name calling)
17. Biting

Level 1 offenses will be handled in the following manner:

1. In-classroom disciplinary actions
 - Verbal correction
 - Rewards or withdrawals of privileges
 - Change of seat assignment
 - "Time Out"
 - Confiscation of distractive or disruptive items (Confiscated items will be returned to parent/guardian when picked up at school.)
2. Student-teacher conferences
3. Telephone/note to parent
4. Special assignment to duties emphasizing need to follow rules
5. Detention
6. Referral to office
7. Consequences as decided by administrator, ISS, suspension, and/or AEP

Level II

Behavior considered a Level II classification includes but is not limited to the following violations:

1. Continuous Level 1 violations
2. Destruction or damage of property
3. Disrespect toward teacher or other school employee
4. Hazing (Hazing is a willful or reckless act by a student acting alone or with others that endangers the health or safety of another student for the purpose of pledging or maintaining membership in a school-related organization including a club or social group.)
5. Insubordination
6. Profanity
7. Inappropriate or obscene language or gestures toward teacher or school employee
8. Skipping class or leaving class without permission
9. Use/possession of tobacco or tobacco products or paraphernalia such as matches, lighters, etc.
10. Leaving campus without permission
11. Failure to attend assigned lunch detention
12. Severe class disruption
13. Computer/Internet use violation
14. Possession, dissemination, or receiving of unauthorized material or material that is pornographic
15. Theft, possession, and/or sale of another's property
16. Forgery, falsification of documents, lying to school employee
17. Misbehavior at school-sponsored activities or field trips
18. Possession of a pocketknife (pocketknife is defined as a knife having a blade of less than two and one-half inches long)
19. Engaging in verbal or written exchanges that threaten the safety of another student
20. Inciting a fight
21. Fighting
22. Making any offensive contact with another person
23. Academic dishonesty (cheating, plagiarism, eg.)
24. Bullying
25. Lying (including lying to staff members or starting rumors or gossiping)

Level II offenses will be handled in the following manner:

All level II offenses will be subject to immediate ISS, suspension, AEP or consequences as decided by administration.

Level III

Behavior considered a Level III classification includes but is not limited to the following violations.

1. Engages in conduct punishable as a felony
2. Commits Assault
3. Makes a terroristic threat, bomb threat, or false threat or hoax regarding school safety
4. Sells, gives, delivers, possesses, uses marijuana or a controlled substance or a dangerous drug
5. Behaves in a manner that contains the elements of an offense relating to volatile chemicals
6. Behaves in a manner that contains the elements of an offense of public lewdness or indecent exposure (inappropriate display of private body parts)
7. Engages in conduct that contains the elements of retaliation against a school employee
8. Engages in gang activity (A gang means an organization that seeks to advance its interests by illegal and/or violent means.)
9. Involvement in public school fraternity, sorority, or secret society
10. Defacing or damaging school property
11. Possessing an object used in a way that threatens or inflicts bodily injury to another person
12. Possessing a knife (with a blade two and one-half inches long or longer)
(Consequence of possessing an illegal knife is mandatory expulsion.)
(An illegal knife is defined as a knife with a blade over five and one-half inches long, a hand instrument designed to cut or stab another when thrown, a dagger, bowie knife, sword, or spear.)
13. Possessing or selling a weapon or "look-alike" weapon
14. Engaging in inappropriate verbal, physical, or sexual contact
15. Engaging in conduct that constitutes sexual harassment
16. Possessing or selling look-alike drugs or items attempted to be passed off as drugs
17. Engaging in verbal or written exchanges that threaten the safety of a school employee or any other member of the school community.
The District has the primary responsibility of assuring that its schools are safe. Students who by their behavior on or off campus pose an imminent threat to the safety of any members of the school community will be subject to appropriate disciplinary action and possible criminal penalties.
18. Vandalism/Criminal mischief
19. Engaging in expellable offenses of the student code of conduct (student code of conduct can be accessed at www.qcisd.net .
20. Repeated violations of student code of conduct (Levels I and II)

Level III offenses will be handled in the following manner:

AEP placement/ Suspension/ Expulsion/ Contact authorities/
Restitution/ Consequences as decided by administration

**J. K. Hileman Elementary School
Discipline Plan**

Teacher Intervention Step
For Level One Offenses

Individual teacher action (student conference, parent conference, lunch/snack/recess detention, parent notified on 4th teacher assigned detention).
Misbehavior in detention may result in additional days. Student will be referred to the principal on the 5th infraction.

Step One

The first referral to the office will result in two days of lunch detention and a parent conference with an administrator or other discipline as decided by campus administration. Misbehavior while assigned to lunch detention will result in additional days or other discipline as decided by campus administration.

Step Two

The second referral to the office will result in three days of lunch detention or other discipline as decided by campus administration. Misbehavior while assigned to lunch detention will result in additional days or other discipline as decided by campus administration.

Step Three

The third referral to the office will result in one half day of I.S.S. or other discipline as determined by campus administration. Misbehavior while assigned to I.S.S. will result in additional days or other discipline as decided by campus administration.

Step Four

The fourth referral to the office will result in one day of I.S.S. or other discipline as determined by campus administration. Misbehavior while assigned to I.S.S. will result in additional days or other discipline as decided by campus administration.

Step Five

The fifth referral to the office will result in two days of I.S.S. or other discipline as determined by campus administration. Misbehavior while assigned to I.S.S. will result in additional days or other discipline as decided by campus administration.

Step Six

The sixth referral to the office will result in three days of I.S.S. or other discipline as determined by campus administration. Misbehavior while assigned to I.S.S. will result in additional days or other discipline as decided by campus administration.

Step Seven

The seventh referral and all subsequent referrals may result in placement in the Alternative Education Center or other discipline as determined by campus administration.

After Step Seven and if it is deemed necessary by campus administration, a parent conference will be scheduled and disciplinary action including but not limited to an extended assignment to DAEP, suspension, expulsion, and/or contact of authorities will be imposed upon the student.



Serious infractions such as fighting, disrespect, severe disruptions, insubordination, or Level III infractions will result in the student being sent to the office immediately. In this case, the disciplinary plan will be circumvented by administration. (Example: The consequence for fighting is ISS.)

Consequences for violations of the student code of conduct will reflect the severity of the offense and the individual needs of the student.

Students will start over on the discipline plan at the beginning of the second semester. However, if the consequences from the first semester extend into the second semester, the student must finish those consequences before beginning at Step One the second semester.

Students who are assigned to DAEP are ineligible to practice, participate in or attend any extra-curricular activities on the days of their assignment to DAEP. Students who are assigned to ISS may not be allowed to attend field trips or assemblies.