

# Law Enforcement II

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## Instructor

Charles Layton  
“Mr. Chuck”

## Phone

409-927-3100

## Email

charles.layton@sfisd.org

## Office Location

B2-208 (Upstairs  
Academic Wing)

## Tutorial Times

2:40 PM – 3:30 PM

By Appointment

## Course Overview

The **Law Enforcement II** course develops on the knowledge and skills necessary to prepare for a career in law enforcement. Students will understand ethical and legal responsibilities, patrol procedures, first responder roles, telecommunications, emergency equipment operations, courtroom testimony and much more that goes into the enforcement of the law.

## Required Supplies

- Notebook or Composition book
- Folder w/ pockets
- Black pen or pencil

## Academic Honesty

- Students are expected to be honest and to follow the guidelines set forth in the academic honesty statement as outlined in the SFISD policies and procedures for students, parents, and guardians.

## Class Expectations

- **This is a Criminal Justice class - professional behavior is required**
- Be in your assigned seat and working on the assignment when the tardy bell rings. Tardy Students must have a pass after roll is submitted.
- Treat each person in the classroom with respect and dignity. Conflicts will be dealt with accordingly.
- Bring books and materials to class and take them with you when class ends.
- Follow all policies and procedures as outlined in the SFISD and SFHS handbooks
- Put ALL electronic devices in your backpack or book bag.

## Late Work Policy

- Assignments are due on time. Students may be permitted to turn in an assignment up to three (3) school days past the original due date with a grade deduction of 25 points off of the grade earned. All minor/daily assignments associated with a major assignment (exam/test) must be turned in prior to the administration of the major assignment. Assignments turned in after the designated due date may be accepted based on the late work policy stated above.

# **DISCIPLINE MANAGEMENT PLAN**

Dear Parents:

The following information will provide you with the Santa Fe High School Career and Trade Education Department's assertive discipline management rules and consequences. Please read this information carefully and discuss it with your son/daughter.

## **I. CLASSROOM RULES**

- a. Be in your assigned seat ready to work when the tardy bell rings.
- b. Bring paper, pencils, books, and all needed supplies every day.
- c. Keep hands, feet, books, and objects to yourself.
- d. Do not swear, use rude gestures, use putdowns, antagonize or tease.
- e. Professional behavior is required
- f. Follow all directions.

## **II. CONSEQUENCES**

- a. Verbal warning by the teacher.
- b. Conference with the teacher.
- c. After-school detention.
- d. Call parent and after-school detention.
- e. Office referral.

## **III. SEVERE CLAUSE-for severe misbehavior, a student will be sent immediately to the office. Severe misbehavior includes but is not limited to:**

- a. Fighting or threatening to fight.
- b. Damaging or destroying property of a student, teacher, anyone else, or the school
- c. Refusing to get to work.
- d. Insubordination or refusing to comply with a teacher's request.
- e. Engaging in any behavior that keeps the class from functioning.

## **IV. RULE OF THREE**

- a. The third time in a week that the student receives a warning; the Rule of Three will apply. The teacher will have a brief conference with the student. On the next infraction, the warning will be bypassed and the next step in the consequences list will be taken. The Rule of Three will apply for each level of consequences.
- b. The Rule of Three may be in effect for the student for two to six weeks.

## **Classroom Behavior Contract**

1. Remember that the teacher dismisses you from class at the end of the period-not the bell!
2. You will turn in ALL assignments on or before the due date.
3. You will check with the teacher the first day you return to class after an absence to get your make-up assignments. At that time, a due date will be determined.
4. You will not bring food or drinks into the classroom.
5. You will remain in your own work area and do your own work. (If you need help, talk to your teacher.) You are to work the full class period. Do not quit until clean-up time is called. Do not work on other school work during this class period.
6. Make-up testing will be done before or after school only. The student should make arrangements with the teacher prior to coming in for the make-up test. (Students involved in extra- curricular activities should make arrangements with the teacher in charge to schedule a time for the make-up test.
7. All rules of the Student Conduct Code will be applied.
8. The heading of all papers will consist of the student's name, class, the page number, and the date.
9. My desk, desk area, or storage areas are off limits. You should not pick up anything or remove items without my specific permission.
10. You understand that all assignments are available on the ICEV Learning System 24 HRS a day and online from any web enabled device. (except special projects) If you are absent from class your assignments are available for make-up.

## Parent Copy

Dear Parents:

It is often very difficult for me to reach you by phone. I will be better able to communicate with you if you will provide the following information. Thank you for your cooperation.

In addition, please read and sign the signature page of the discipline management plan, the classroom behavior contract, and the Class Syllabus. Please have your child return this document to me by Friday August 23, 2019.

My conference is 7th period. The school telephone number is 409-927-3100 and my e-mail address is Charles.layton@sfsd.org

PLEASE COMPLETE AND RETURN PROMPLY.

DATE: \_\_\_\_\_

I \_\_\_\_\_, have read the course syllabus, Discipline  
Print Student Name Management Plan, Classroom Behavior Contract,  
and understand my responsibilities in this classroom.

STUDENT SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preference of contact: Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_ Conference: \_\_\_\_\_

If you have any questions or concerns my contact information is below.

Thank you,

\_\_\_\_\_  
Charles Layton, Criminal Justice CTE Teacher  
Santa Fe High School

### Disclaimer

**I am not a licensed attorney at law and nothing in this course is designed to provide any legal advice. The information in this course is designed to be informative and educational. Legal advice should be sought from a licensed attorney or other legal professional.**

## Signature Copy – Please Return to Teacher

Dear Parents:

It is often very difficult for me to reach you by phone. I will be better able to communicate with you if you will provide the following information. Thank you for your cooperation.

In addition, please read and sign the signature page of the discipline management plan, the classroom behavior contract, and the Class Syllabus. Please have your child return this document to me by Friday August 23, 2019.

My conference is 7th period. The school telephone number is 409-927-3100 and my e-mail address is Charles.layton@sfsd.org

PLEASE COMPLETE AND RETURN PROMPLY.

DATE: \_\_\_\_\_

I \_\_\_\_\_, have read the course syllabus, Discipline  
(Student Printed Name) Management Plan, Classroom Behavior Contract,  
and understand my responsibilities in this classroom.

STUDENT SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preference of contact: Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_ Conference: \_\_\_\_\_

If you have any questions or concerns my contact information is below.

Thank you,

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Charles Layton, CTE Teacher  
Santa Fe High School

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