

# **ANDERSON-SHIRO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**



## **2003-2004 STUDENT/PARENT HANDBOOK**

APPROVED BY THE ANDERSON-SHIRO CISD BOARD OF TRUSTEES

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## **PREFACE**

To Students and Parents:

Welcome to school year 2003–2004! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this.

The Anderson-Shiro CISD Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

- The first especially for parents, with information all parents will need about assisting their child and responding to school-related issues;
- The second for students and their parents, to provide information about courses, class rank, extracurricular and other activities; and
- The third, general information regarding school operations and requirements.

Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Anderson-Shiro CISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document is an attachment to this handbook.

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment form.

### ***Nondiscrimination***

Anderson-Shiro CISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Heath Burns, Superintendent, Anderson-Shiro CISD, phone 936-873-2802.

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Heath Burns, Superintendent, Anderson-Shiro CISD, phone 936-873-2802.
- Services for the Homeless and for Title I Participants
- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Contact the Campus Principal.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Contact the Campus Principal.

## **SECTION I**

### **IMPORTANT INFORMATION FOR PARENTS**

This section of the Anderson-Shiro CISD Student Handbook includes information on topics of particular interest to you as a parent, such as:

- School events and school-related groups that would welcome your attendance or participation;
- Information you may request about your child's teacher and any instructional paraprofessional who works with your child in the Title I program;
- Your child's grades and progress reports;
- State and local testing and promotion requirements;
- Records pertaining to your child and your right, under certain circumstances, to consent or deny their release;
- Conferences with your child's teacher; and
- Procedures to follow if you have a concern that isn't resolved by a conference.

### ***YOUR INVOLVEMENT AS A PARENT***

#### **Working Together**

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 936-873-2061 (high school) 936-873-2801 (elementary) for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school. Participating in campus parent organizations. Parent organizations include: Parent Teacher Organization (PTO) (elementary) and Owl Booster Club (high-school).
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact appropriate campus principal. Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

## **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

## **"Opting Out" of Surveys and Activities**

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

Parents also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.

- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a cocurricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

## **GRADING GUIDELINES**

**Grading Credits:** When a student successfully completes a semester of work with a grade of 70 or higher, ½ credit is earned.

**Grading System:** For all courses that are not Advanced Placement classes, a minimum of six grades should be recorded for each grading cycle to arrive at a six-weeks grade. Major grades will count at least 60% of the six-week grade. However, no one grade of this group should count for more than 20% of the six-week grade. Minor grades and homework may be counted up to 40% of the six-week grade.

**Advanced Placement Courses:** A minimum of six grades shall count 80% of the semester grade and the final exam shall count as 20% of the semester grade.

## **Exam Exemption Policy**

- \* To be considered for exemption, a student must have: (a) a grade no less than 90 and no more than three absences; or (b) a grade of 80-89 and no more than two absences.
- \*Students who have been truant or suspended will not be considered for exemption.
- \*Students who have one or more unexcused absence(s), or two or more tardies to a class will not be considered for exemption.
- \*All absences will count. There will be no exceptions. Students who are out for school business are not considered absent.
- \*Students who register after the third day of the semester are not eligible for exemption. Transfer students are responsible for providing the information necessary to be considered for exemption and may be exempt if the criteria is met.
- \*Absences will be counted up to the day of the exam.
- \*Juniors and Seniors may be exempt from all exams each semester.
- \*Freshman and Sophomore students may be exempt in a maximum of three classes. The student must select the exams in advance.

## **Advanced Academic Services Independent Study Course**

Students in grades 7 through 12 who qualify for Advanced Academic Services will be given the opportunity to take the Independent Study Course as an elective.

The main objective of the Independent Study Course is to encourage and prepare individual students working on their own initiative, to undertake, direct and complete successfully their own study activities in areas that are of interest and value to them. Additional objectives include introducing the students to techniques of organizing, researching and presenting results of study; stimulate critical thinking, logical analysis and continuity of focus; encourage the development of abilities and individual initiative; develop a sense of individual responsibility for the pursuit of goals; develop a sense of personal achievement and satisfaction in pursuing a goal with success.

Students will individually select a study topic based on their own interests or needs. They will produce a product, which represents the accumulated results of their research. Occasionally students will work collaboratively to complete research products. Field trips will also be taken in groups as a means of stimulating students' interest.

Six week grading periods require a time frame be placed on research products. Products will be due every 2 to 3 weeks with clear deadlines established at the beginning of each research process. The program will be flexible enough to allow for a continuation of the same topic if the desired depth of research hasn't been achieved and if the student is still interested. Grading will be done using various rubrics that the students will receive at the beginning of research. Also, interim grading will also be done with a rubric.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Report cards with your child's grades or performance and absences in each class or subject are issued to you at least once every six weeks.

At the end of the first three weeks of a grading period, you will be given a written progress report. If your child receives a grade lower than 70 in any class or subject during a grading period, you are requested to schedule a conference with the teacher of that class or subject.

Report cards and progress reports must be signed by the parent and should be returned to the school within 3 days.

## **STATE ASSESSMENT**

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–7 without the aid of technology and in grades 8–11 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5 and 10

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the new Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

- In order to be promoted to grade 4 in school year 2003–2004, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 in school year 2004–2005 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 in school year 2007–2008 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the

student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Beginning in school year 2003–2004, students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test. Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

### ***OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS***

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, most students must take the Texas Academic Skill Program (TASP) test.

### ***MEDICINE AT SCHOOL***

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

- Authorized employees, in accordance with policy, and:
- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the District's medical advisor for treatment of the particular emergency; and
  - When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

[For further information, see policies at FFAC.]

## **STUDENT RECORDS**

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Anderson-Shiro CISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- A student's name, address, telephone number, and date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student's e-mail address.

Release of all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the **acknowledgement form** attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer, or for a scholarship application—will occur only with parental or student permission as appropriate.

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review

the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is P.O. Box 289, Anderson, Texas 77830.

The address of the Principal's office is P.O. Box 289, Anderson, Texas 77830. A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

## ***STUDENT OR PARENT COMPLAINTS AND CONCERNS***

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office. In General, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

## ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures.

Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### **Withdrawal from School**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the cafeteria for clear lunch charges; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and an original placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **SECTION II**

### **CURRICULUM-RELATED INFORMATION**

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

#### ***ACADEMIC PROGRAMS***

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. Effective in school year 2004–2005, most ninth graders will be required to enroll in the Recommended High School Program or Distinguished Achievement Program.

#### ***CAREER AND TECHNOLOGY PROGRAMS***

The District offers career and technology programs in Business Education, Agricultural Science, and Family and Consumer Science. Anderson-Shiro CISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

#### ***CLASS RANK / TOP TEN PERCENT***

A weighted system for determining Grade Point Average (GPA)/Class Rank was approved by the school board on May 17, 2003. A seven-point scale with a tie breaking system for valedictorian and salutatorian was adopted.

Class Levels were determined as follows:

- Level I: AP/Dual Credit
- Level II: Honors/Pre AP
- Level III: Level (including special education)
- Level IV: Summer School Courses

Grade Point Average (GPA) is determined by computing the overall academic average for each student using a weighted system for AP, dual credit, honors, level and special circumstances courses. This academic average includes all semester grades earned in all courses, except Physical Education (PE) or PE equivalent and correspondence courses and Credit By Exams. The final GPA is determined at the end of the seventh semester. The GPA will be carried out four decimal places.

PE credits, credits earned through correspondence courses, credit by examination, with or without prior instruction, or district administered equivalency examinations for home schooling will not be included in GPA.

All incoming students' GPAs shall be converted to the system used by the District to determine GPA.

Students transferring into the District with letter grades on their transcripts shall have them converted into numerical grades using the following scale:

98=A+

95=A

92=A-

88=B+

85=B

82=B-

78=C+

75=C

72=C-

68=D+

65=D

62=D-

50=F

The valedictorian and salutatorian shall be determined by GPA. The student with the highest GPA shall receive the rank of number one and become the class valedictorian. The student with the next highest GPA shall receive the rank of number two and become the class salutatorian. Students must have completed the last four semesters in the District in order to be eligible to be valedictorian or salutatorian.

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

### **Other Scholarships and Grants**

Students who have financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community

colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policies at EIC and EJ.]

## **CLASS SCHEDULES**

During the early part of the year it may be necessary to change some classes. There may be too many students in some, too few in others. These situations must be corrected. Student requests for change must be made prior to the end of the first week of the first six weeks of the Fall semester, and prior to the end of the first week of the fourth six weeks of the Spring semester.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence courses—courses by mail—for credit toward high school graduation.

A maximum of two credits may be earned through correspondence courses.

[For further information, see policy EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

## **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policy FFE and FFG(EXHIBIT).]

## ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

## ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction.

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test purchased by the parent from Texas Tech University. Grades earned in this manner do not apply to ranking.

## ***DUAL CREDIT COURSES / COLLEGE COURSES***

### ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

[For further information, see policies FM and FO.]

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Classification</u>
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The District will require students in grade 11 to take a new state test for graduation in the 2003–2004 school year in order to graduate in 2004–2005.

The new grade 11 exit-level test will cover English language arts, mathematics, science, and social studies and will require knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History.

## Graduation Programs

The District offers the following graduation programs. The counselor can help you decide which program is best for you. See policy EIF.

### Number of Credits

- Minimum Graduation Plan 22
- Recommended High School Program 24
- Distinguished Achievement Program 24

Beginning in the 2004–2005 school year, all students in grade 9 will be required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to complete the Minimum Graduation Plan would be granted only if an agreement were reached among:

- The student;
- The student's parent or person standing in parental relation; and
- The counselor or appropriate administrator.

Please be aware that not all courses are offered at every secondary campus in the District. A student who desires to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technology, then for the following year the District will offer the course either by teleconference or at the school from which the transfers were requested.

## Elementary Promotion:

At the end of the first three weeks of a grading period, parents will be notified if the student's grade average is near or below 70. If a student receives a six-week's grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject to discuss the progress of the student. Letter grades listed below and /or developmental checklists will be assigned in Kindergarten, Physical Education, some 1<sup>st</sup> grade courses, and many courses of the Fine Arts. Number grades will be assigned in 2<sup>nd</sup> through 6<sup>th</sup> grades for the remaining academic subjects. Report cards should be signed by the parent and returned to school within three days. A student who has an overall grade average of less than 70 in a core subject, at the end of the year, may not be promoted to the next grade level. The grading system is as follows:

S=Satisfactory N=Needs Improvement U= Unsatisfactory

- A= 90-100 (indicates excellent work)  
B= 80-89 (indicates good work)  
C= 70-79 (indicates average work)  
F=69&below (indicates failure)

## **Junior High Promotion and Graduation:**

To be promoted from one grade level to the next, a student must attain an overall 70 average or above for the year for all courses taken. In addition, students must attain an average of 70 or above in three of the following subjects: language arts, mathematics, social studies and science. Eighth grade graduation is usually held the night before the senior high commencement, unless otherwise specified by the Superintendent. During the graduation ceremony, all graduating eighth graders receive certificates of completion. The two students with the highest grade averages for their seventh and eighth grade years receive special award certificates.

## **Certificates of Coursework Completion**

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

## **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

## ***SPECIAL PROGRAMS***

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the appropriate campus principal.

## ***SUMMER SCHOOL***

High School:

A student may receive credit for courses taken at an accredited Texas public school during the summer provided prior approval, in writing, has been obtained from the Anderson-Shiro Jr/Sr High School Principal.

Elementary:

An elementary student may be enrolled in summer school based on teacher referral and for performance. Promotion to the next grade may be dependent upon successful completion of summer school.

## **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

## **SECTION III**

### **OTHER GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct; use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

#### **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

#### **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

#### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. [See policy FEB]
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

## **Tardies**

Promptness to class is very important and students are expected to be in their seats and ready to work when the tardy bell rings. If a student is fifteen (15) minutes late to a class, it will be recorded as an absence. The student will be allowed to do class work and tests due that period. Tardies caused by private transportation will not be considered excusable. The only acceptable excuse for tardiness to class during the day is detention by counselor, administrators or clinic personnel. In these instances admit slips will be issued.

The following tardy policy will be in effect for the Jr/Sr High School while school is in session:

First Tardy: Verbal warning by teacher.

Second Tardy: Teacher attempts to contact a parent/guardian either by phone or mail. Parent/guardian will be advised that an after school detention will be assigned for the next day

Third Tardy: Student will be assigned a 2 hour after school detention. The detention assignment will be at Anderson-Shiro Jr/Sr High School from 3:30 p.m. – 5:30 p.m. during the week.

Fourth Tardy: The student will receive one day ISS, 5<sup>th</sup> tardy- two days ISS, 6<sup>th</sup> tardy- three days ISS, etc.

### **Career Day**

Seniors are allowed to visit an educational institution, or vocational school. They are allowed two (2) prearranged visits per school year. Arrangements must be made through the counselor one week in advance.

### **Make-up Work**

Students are responsible for obtaining work they miss due to absences. It is understood that the nature of some work makes it impossible to complete, e.g., science lab, group activities, etc. For work that students can make up, they have a maximum of one(1) class day plus the total number of days absent in which to complete the assignments. Pre-announced exams will be taken when the students returns to school after being absent unless other arrangements are made at the teacher's discretion. Suspension will be considered an extenuating circumstance for attendance purposes, and makeup work will be allowed.

### **Late Work**

Late work assignments may not be accepted by teachers. Students are expected to assume full responsibility for completing assignments and turning them in to the teacher on time. This is not to be confused with the makeup work policy that applies to assignments during absences.

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the high school campus office.

## ***COMMUNICABLE DISEASES / CONDITIONS***

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

### **Bacterial Meningitis**

State law requires the District to provide the following information

## **WHAT IS MENINGITIS?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

## **WHAT ARE THE SYMPTOMS?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

## **HOW SERIOUS IS BACTERIAL MENINGITIS?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

## **HOW IS BACTERIAL MENINGITIS SPREAD?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

## **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

## **WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

You should seek prompt medical attention.

## **WHERE CAN YOU GET MORE INFORMATION?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov/>, and the Texas Department of Health, <http://www.tdh.state.tx.us/>.

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Social Events**

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District's policy manual.

### **Disruptions**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or nonstudent—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.

- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

### **Radios, CD Players, Cell Phones, and other Electronic Devices and Games**

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. See policy FNCE.

### **Harassment on the Basis of Race, Color, Religion, National Origin, or Disability**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or Superintendent.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or Superintendent. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). See also policy FNCL.

## **Sexual Harassment / Sexual Abuse**

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Dr. Heath Burns, Superintendent.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

## ***LAW ENFORCEMENT AGENCIES***

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken Into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.

- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The school newspaper and the yearbook, are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Student Nonschool Materials**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

## **Nonstudent Nonschool Materials**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any nonschool material must include the name of the sponsoring organization or individual.

The requestor may appeal the Superintendent or designee's decision in accordance with policy GF(LOCAL).

The principal has designated the library as the location for approved nonschool materials to be placed for voluntary viewing by other students.

## ***DRESS AND GROOMING***

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Students may not wear house slippers, pajamas or other bedclothes to school. Students should never bring blankets or pillows to school.
- 2. Dresses, shorts and skirts must be longer than the student's extended finger tips when the student's hands are held to the side of the body. Slits in the dresses, shorts and skirts must be below the extended finger tips when the hands are held to the side of the body.
- 3. All sleeveless garments must have at least a 3 inch shoulder strap. Shirts and blouses must be fully buttoned. Openings of shirts and blouses without buttons must not extend beyond that of a fully buttoned shirt. No part of the body is to be exposed between shirts and trousers or blouses and skirts when sitting, standing or moving about. Backless, strapless, transparent, vented or revealing clothes may not be worn to school.
- 4. No hats, bandannas, head bands, caps or sunglasses may be worn in any school building.
- 5. Clothing which advertises alcohol, drugs, or tobacco is not permitted.
- 6. Clothing that promotes violence or is lewd, offensive, vulgar, contains obscene language or that materially or substantially disrupts is not permitted.
- 7. No bicycle shorts, spandex, athletic, jogging or wind shorts are allowed. Slacks, jeans and shorts must be hemmed and, free of holes and splits.

8. Males may not wear any type of earring or ear stud. Earrings or ear studs may not be covered by band aids.
9. Hair must be clean and well groomed. Hair may not be of an unnatural color (i.e. green, purple, etc...) Hair grooming items (i.e. rollers, combs, picks, etc...) may not be worn in the hair. Symbols cut into hair also prohibited.
10. Mustaches may be worn if neat and trimmed. No goatees or beards allowed.
1. Young ladies must wear appropriate foundation garments.
13. Students must change out of any clothing that violates the dress codes. Covering a dress code violation with a jacket or sweater is not permitted.
13. Body piercing jewelry is prohibited (i.e., nose, tongue, lip, eyebrow, etc.
14. Chains (i.e., wallet, choker, pocket, etc. are prohibited; other inappropriate accessories include animal collars, wrist spikes, etc
15. Any attire which identifies a student as associated with a gang shall not be permitted.
16. Raincoats, trenchcoats, and other full length over-garments worn to school due to inclement weather must be stored in the locker. Such garments may not be worn inside the building.
17. Trousers, slacks and shorts must be worn at the waist. Trousers, slacks or shorts that fall below the waistline must be secured at the waist with a belt.
18. Specifically prohibited are any garment (s) or item (s) which, in the principal's judgement, may be reasonable expected to interfere with normal school operations. Infractions of the dress code will result in the student being sent to the office. Parents will be contacted. Parents may bring the students more appropriate clothing else the student will be sent to ISS for the remainder of the day. Repeated violations will result in disciplinary action.

**The principal has the authority to rule on the appropriateness of any item of clothing and/or element of grooming at school. Students with inappropriate clothing and/or grooming will be subject to disciplinary action.**

## **STUDENT FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal. [For further information, see policy FP.]

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the

immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB.]

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **SAFETY**

### **Accident Prevention**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Accident Insurance**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

### **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

#### Fire Drill Bells

- |         |                          |
|---------|--------------------------|
| 3 bells | leave the building       |
| 1 bell  | halt; stand at attention |

2 bells	return to the room
<u>Tornado Drill Bells</u>	
1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

## **Emergency School-Closing Information**

In case of bad weather or an emergency that would warrant closing school, it is suggested that you contact KBTX Channel 3, Bryan, KWBC Radio, Navasota, or Northland Cable for further details.<sup>7</sup>

## ***SCHOOL FACILITIES***

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school beginning at 7:30 a.m.

- cafeteria
- library
- Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Carolyn Kolbasinski, Cafeteria Director, to apply.

### **Meetings of Noncurriculum-Related Groups**

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

A list of these groups is available in the principal's office.

### **Pest Control Information**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Dortania Jones at 873-2448.

### **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

### **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Students may drive and park their cars at the Jr/Sr High School subject to the following rules and regulations:

1. Each driver must have a valid Texas driver's license and proof of insurance.
2. There is to be no student parking in the faculty/visitor parking lot during school hours.
3. A five (5) m/p.h. speed limit should be observed at all times around campus. Violations will result in the loss of privilege to park on campus.
4. Upon arriving on campus students are to park their vehicles and go directly to the building. Vehicles are not to be visited during the school day.
5. Students brought to school and picked up by adults need to be picked up or dropped off in the front of the school. No unauthorized vehicles are permitted in the rear parking lot or bus lanes. This is to insure the safety of all students and provide organizations for fair, effective use of parking facilities. Failure to abide by any of the rules could result in forfeiture of the privileges of having a vehicle at school, disciplinary action or assignment to detention. Students should be safely conscious and considerate in the use of their vehicles at all times.

## **TRANSPORTATION**

### **School-Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 936-873-2448. See the Student Code of Conduct for provisions regarding transportation to the disciplinary Alternative Education Program.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

### ***VIDEOTAPING OF STUDENTS***

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

### ***VISITORS TO THE SCHOOL***

#### **General Visitors**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

#### **Visitors Participating in Special Programs for Students**

On High School Career Day the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## APPENDIX I ACKNOWLEDGMENT FORM

My child and I have received a copy of the Anderson-Shiro CISD Student Handbook (and the Student Code of Conduct) for 2003–2004. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child's first day of instruction for this school year.

Directory information includes my child's:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Code of Conduct Acknowledgment

Dear Student and Parent:

As required by state law, the District has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the behaviors and consequences, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you.

Dr. Heath Burns

Superintendent

We acknowledge that we have received a copy of the Anderson-Shiro Consolidated Independent School District Student Code of Conduct for the 2003-2004 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student \_\_\_\_\_

Signature of student \_\_\_\_\_

Print name of parent \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

**Please sign this page, remove it, and return it to the student's school. Thank you.**

The following weighted system for figuring GPA will be used:

Class Level		90-100	80-89	70-79	Below 69
I	AP/Dual Credit	7	6	5	0
II	Honors	6	5	4	0
III	Level (including Special Education)	5	4	3	0
IV	Summer School Courses	4	3	2	0

At the end of the senior year, if a tie exists between the number 1 and number 2 students the following scale will be used to determine valedictorian and salutatorian:

Numerical Grade	Level 1	Level 2	Level 3	Level 4
100	7.0	6.0	5.0	4.0
99	6.9	5.9	4.9	3.9
98	6.8	5.8	4.8	3.8
97	6.7	5.7	4.7	3.7
96	6.6	5.6	4.6	3.6
95	6.5	5.5	4.5	3.5
94	6.4	5.4	4.4	3.4
93	6.3	5.3	4.3	3.3
92	6.2	5.2	4.2	3.2
91	6.1	5.1	4.1	3.1
90	6.0	5.0	4.0	3.0
89	5.9	4.9	3.9	2.9
88	5.8	4.8	3.8	2.8
87	5.7	4.7	3.7	2.7
86	5.6	4.6	3.6	2.6
85	5.5	4.5	3.5	2.5
84	5.4	4.4	3.4	2.4
83	5.3	4.3	3.3	2.3
82	5.2	4.2	3.2	2.2
81	5.1	4.1	3.1	2.1
80	5.0	4.0	3.0	2.0
79	4.9	3.9	2.9	1.9
78	4.8	3.8	2.8	1.8
77	4.7	3.7	2.7	1.7
76	4.6	3.6	2.6	1.6
75	4.5	3.5	2.5	1.5
74	4.4	3.4	2.4	1.4
73	4.3	3.3	2.3	1.3
72	4.2	3.2	2.2	1.2
71	4.1	3.1	2.1	1.1
70	4.0	3.0	2.0	1.0

**\*\*Below 70 is Failing and there are no grade points\*\***

Anderson-Shiro Jr/Sr High Bell Schedule  
2003-3004

A-Lunch East Wing

<b>First Bell/Tardy</b>	<b>8:00 – 8:05</b>
1 <sup>st</sup>	8:05 – 8:52
2 <sup>nd</sup>	8:56 – 9:48
3 <sup>rd</sup>	9:52 – 10:44
4 <sup>th</sup>	10:48 – 11:40
5 <sup>th</sup>	11:40 – 12:10
6 <sup>th</sup>	12:14 – 1:10
7 <sup>th</sup>	1:14 – 2:06
8 <sup>th</sup>	2:10 – 3:02

B-Lunch Portables

<b>First Bell/Tardy</b>	<b>8:00 – 8:05</b>
1 <sup>st</sup>	8:05 – 8:52
2 <sup>nd</sup>	8:56 – 9:48
3 <sup>rd</sup>	9:52 – 10:44
4 <sup>th</sup>	10:48 – 11:40
5 <sup>th</sup>	11:44 – 12:10
<b>Lunch</b>	<b>12:10 – 12:40</b>
6 <sup>th</sup>	12:44 – 1:10
7 <sup>th</sup>	1:14 – 2:06
8 <sup>th</sup>	2:10 – 3:02

C-Lunch West Wing

<b>First Bell/Tardy</b>	<b>8:00 – 8:05</b>
1 <sup>st</sup>	8:05 – 8:52
2 <sup>nd</sup>	8:56 – 9:48
3 <sup>rd</sup>	9:52 – 10:44
4 <sup>th</sup>	10:48 – 11:40
5 <sup>th</sup>	11:44 – 12:40
<b>Lunch</b>	<b>12:40 – 1:10</b>
6 <sup>th</sup>	1:14 – 2:06
7 <sup>th</sup>	2:10 – 3:02

# ANDERSON-SHIRO CISD

**2003**  
**AUGUST**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	
10	11	12	13	14	15	
17	18	19	20	21	22	
24		26	27	28	29	
31						

**SEPTEMBER**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**OCTOBER**

S	M	T	W	TH	F	S
				2	3	
5	6			9	10	
12	13			16	17	
19	20			23	24	
26	27			30	31	

**NOVEMBER**

S	M	T	W	TH	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**DECEMBER**

S	M	T	W	TH	F	S
7						
14						
21						
28						

**2003-2004 CALENDAR**

1st six weeks= 29 4th six weeks=31  
 2nd six weeks=29 5th six weeks=28  
 3rd six weeks= 25 6th six weeks=33

1st semester= 83 2nd semester=92 = 175

1 waiver Reading/English Lang. Arts =1

1 waiver Mathematics =1

3 waiver Staff Development Days =3

Preparation/Staff Devel. Days =7

Total Days for 2003-2004 = 187

**STUDENT and STAFF HOLIDAYS**

Labor Day (Sept. 1)	1
Thanksgiving (Nov. 26-28)	3
Christmas (Dec.22-Jan.2)	10
MLK Birthday (Jan. 19)	1
Spring Break (Mar. 8-12)	5
Easter (Apr. 9 - Good Friday)	1
<b>Total =</b>	<b>20</b>

**STUDENT ONLY HOLIDAYS**

Oct. 13 (Staff Development Day)	1
Dec. 18 (Staff Development Day)	1
Dec. 19 (Teacher Prep. Day)	1
Jan. 5 & 6 (Staff Development Days)	2
Feb. 16 (Staff Development Day)	1
<b>Total =</b>	<b>6</b>

**BAD WEATHER MAKE-UP DAYS**

Apr. 8  
Apr. 12

**CODES**

27 = Staff Development or Prep. Day

13 = Teacher Preparation Days (Only)

     = Begin each six weeks

     = End each six weeks

\*12 = Bad Weather Day

22 = Holidays

t = TAKS days

**2004**  
**JANUARY**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**FEBRUARY**

S	M	TH	F	S
1	2	5	6	7
8	9	12	13	14
15	16	19	20	21
22	23	26	27	28
29				

**MARCH**

S	M	W	TH	F	S
	1	2	3t	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30	31				

**APRIL**

S	M	W	TH	F	S
				1	2
3	4	5	6	7	8
9	10	11	12	13	14
15	16	17	18	19	20
21	22	23	24	25	26
27	28	29	30	31	

**MAY**

S	M	W	TH	F	S
					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

\* Staff Dev. Days at beginning of school=August 11-14: Teacher Prep. Day at beginning of school =August 15

\* Teacher Work Day at end of school=May 28

ANDERSON-SHIRO  
CONSOLIDATED  
INDEPENDENT SCHOOL DISTRICT

2003-2004  
STUDENT CODE OF CONDUCT

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# STUDENT CODE OF CONDUCT

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## THE PURPOSE OF THE STUDENT CODE OF CONDUCT

The Student Code of Conduct that follows is the District's response to the requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in or removal from a Disciplinary Alternative Education Program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Anderson-Shiro CISD Board of Trustees with the advice of its District-level committee. The Student Code of Conduct provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Student Code of Conduct will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any Student Code of Conduct violation that may result in a student being suspended, removed to a DAEP, or expelled from the District.

## CONTENTS

This code is organized into the following sections:

1. Standards for Student Conduct .....	pages 2–4
2. General Misconduct Violations .....	pages 5–8
3. Removal from the Regular Educational Setting:	
a. Suspension .....	page 9
b. Placement in a Disciplinary Alternative Education Program.	pages 10–16
c. Expulsion .....	pages 17–21

The **Glossary** at the back of the Student Code of Conduct provides easy access to definitions of legal terms.

In case of conflict between the Student Code of Conduct and the student handbook, the Student Code of Conduct will prevail. The Student Code of Conduct is adopted by the District's Board of Trustees and has the force of policy.

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

# STANDARDS FOR STUDENT CONDUCT

Behaviors	Consequences
<p>Each student is expected to:</p> <ul style="list-style-type: none"> <li>• Demonstrate courtesy even when others do not</li> <li>• Behave in a responsible manner, always exercising self-discipline.</li> <li>• Attend all classes, regularly and on time.</li> <li>• Prepare for each class; take appropriate materials and assignments to class.</li> <li>• Meet District and campus standards of grooming and dress.</li> <li>• Obey all campus and classroom rules.</li> <li>• Respect the rights and privileges of other students and of teachers and other District staff.</li> <li>• Respect the property of others, including District property and facilities.</li> <li>• Cooperate with and assist the school staff in maintaining safety, order, and discipline.</li> <li>• Avoid violations of the Student Code of Conduct.</li> </ul>	<p>A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.</p> <p>School rules and the authority of the District to administer discipline apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.</p> <p>The District has disciplinary authority over a student:</p> <ol style="list-style-type: none"> <li>1. During the regular school day and while the student is going to and from school on District transportation;</li> <li>2. During lunch periods in which a student is allowed to leave campus;</li> <li>3. For certain mandatory DAEP and discretionary expulsion offenses, within 300 feet of school property as measured from any point on the school's real property boundary line;</li> <li>4. While the student is in attendance at any school-related activity, regardless of time or location;</li> <li>5. For any school-related misconduct, regardless of time or location;</li> <li>6. For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;</li> <li>7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;</li> <li>8. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and</li> <li>9. When criminal mischief is committed on or off school property or at a school-related event.</li> </ol> <p>The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.</p> <p>The District has the right to search a student's locker whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.</p> <p><b>A school administrator will report crimes as required by law. A school</b></p>

Behaviors	Consequences
<p>The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct.</p>	<p>administrator who suspects that a crime has been committed on campus will call local law enforcement.</p> <p>The District has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.</p> <p>In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.</p> <p>The District will take into consideration self-defense as a factor in a decision to order suspension, removal to a DAEP, or expulsion. (See glossary)</p> <p>Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.</p> <p>The following discipline management techniques may be used—alone or in combination—for misbehavior violating the Student Code of Conduct or campus or classroom rules:</p> <ul style="list-style-type: none"> <li>• Verbal correction.</li> <li>• Cooling-off time or "time-out."</li> <li>• Seating changes within the classroom.</li> <li>• Counseling by teachers, counselors, or administrative personnel.</li> <li>• Parent-teacher conferences.</li> <li>• Temporary confiscation of items that disrupt the educational process.</li> <li>• Grade reductions as permitted by policy.</li> <li>• Rewards or demerits.</li> <li>• Behavioral contracts.</li> <li>• Detention.</li> <li>• Sending the student to the office or other assigned area, or to in-</li> </ul>

## Behaviors

## Consequences

school suspension.

- Out-of-school suspension, as specified in the suspension section of this Student Code of Conduct
- Placement in a Disciplinary Alternative Education Program (DAEP), as specified in the DAEP section of this Student Code of Conduct
- Expulsion, as specified in the expulsion section of this Student Code of Conduct
- Assignment of school duties such as scrubbing desks or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment
- Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District
- Other strategies and consequences as specified by the Student Code of Conduct.

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office. Consequences will not be deferred pending the outcome of a grievance.

# GENERAL MISCONDUCT VIOLATIONS

Behaviors	Consequences
<p>The following behaviors are prohibited at all school and school-related activities:</p> <ul style="list-style-type: none"> <li>• Cheating or copying the work of another.</li> <li>• Throwing objects that can cause bodily injury or property damage.</li> <li>• Failing to comply with directives given by school personnel.</li> <li>• Leaving school grounds or school-sponsored events without permission.</li> <li>• Disobeying rules for conduct on school buses.</li> <li>• Directing profanity, vulgar language, or obscene gestures toward another student or District employee.</li> <li>• Fighting or scuffling.</li> <li>• Hazing. (See glossary)</li> <li>• Stealing from students, staff, or the school.</li> <li>• Damaging or vandalizing property owned by others.</li> <li>• Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means. (See glossary)</li> <li>• Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.</li> <li>• Discharging a fire extinguisher.</li> <li>• Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.</li> <li>• Possessing or selling a "look-alike" weapon.</li> <li>• Possessing an air gun or BB gun.</li> <li>• Possessing ammunition.</li> <li>• Possessing a stun gun.</li> <li>• Possessing mace or pepper spray.</li> <li>• Possessing or using any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.</li> <li>• Gambling.</li> </ul>	<p>General misconduct identified in the list of prohibited behaviors will result in application of one or more discipline management techniques consistent with law and the Student Code of Conduct.</p> <p>The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation of the Student Code of Conduct that may result in a suspension, removal to a Disciplinary Alternative Education Program (DAEP), or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.</p> <p>The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.</p> <p><b>DISCRETIONARY REMOVAL</b></p> <p>General misconduct violations will not necessarily result in the formal removal of the student from class or another placement but may result in a routine referral, formal removal, or the use of one or more discipline management techniques.</p> <p><b>FORMAL REMOVAL</b></p> <p>Formal removal from class will be initiated by a teacher if:</p> <ol style="list-style-type: none"> <li>1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or</li> <li>2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.</li> </ol> <p>A teacher or administrator <u>must</u> remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled.</p> <p>A teacher or administrator <u>may</u> remove a student from class for a behavior that the District has determined is a violation of the Student Code of Conduct.</p> <p>When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place a student in:</p> <ul style="list-style-type: none"> <li>• Another appropriate classroom.</li> </ul>

<b>Behaviors</b>	<b>Consequences</b>
<p>Making false accusations or hoaxes regarding school safety.</p> <p>Falsifying records, passes, or other school-related documents.</p> <p>Committing extortion, coercion, or blackmail (obtaining money or another benefit from another person through threats).</p> <p>Being insubordinate.</p> <p>Refusing to accept discipline management techniques assigned by a teacher or principal.</p> <p>Forcing an individual to act through the use of force or threat of force.</p> <p>Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed later in the Student Code of Conduct.)</p> <p>Bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.</p> <p>Engaging in threatening behavior toward another student or District employee on or off school property.</p> <p>Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or District employee. (See glossary)</p> <p>Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.</p> <p>Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a District employee.</p> <p>Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee.</p> <p>Inappropriate or indecent exposure of a student's private body parts.</p> <p>Possessing or using matches or a lighter.</p>	<p>In-school suspension.</p> <p>Out-of-school suspension.</p> <p>A Disciplinary Alternative Education Program</p> <p>determines that the teacher's Class is the best or only alternative available.</p>

<b>Behaviors</b>	<b>Consequences</b>
<p>Possessing, smoking, or using tobacco products.</p> <p>Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.</p> <p>Possessing or selling seeds or pieces of marijuana in less than a usable amount.</p> <p>Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary)</p> <p>Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.</p> <p>Violating the District's policy on taking prescription drugs and over-the-counter drugs at school.</p> <p>Using a cellular telephone or other telecommunications device at school during the school day.</p> <p>Possessing or using a laser pointer for other than an approved use.</p> <p>Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent.</p> <p>Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the educational program.</p> <p>Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.</p> <p>Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.</p> <p>Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.</p> <p>Possessing material that is pornographic.</p> <p>Violating dress and grooming standards as communicated in the student handbook.</p> <ul style="list-style-type: none"> <li>• Repeatedly violating other communicated campus or classroom</li> </ul>	



# REMOVAL FROM THE REGULAR EDUCATIONAL SETTING

## SUSPENSION

Behaviors	Consequences
<p>Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement, or expellable offense.</p>	<p>State law allows a student to be suspended for as many as 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.</p> <p>A student who is to be suspended will have an informal conference with the principal or appropriate administrator advising the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.</p> <p>The number of days of a student's suspension will be determined by the principal or other appropriate administrator, but will not exceed three school days.</p> <p>The principal or other appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.</p> <p>Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.</p>

# PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM

Behaviors	Consequences
<p><b>A student must be placed</b> in a Disciplinary Alternative Education Program (DAEP) if the student engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)</p> <p><b>A student must be placed</b> in a DAEP for any of the following offenses, if the student commits these offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:</p> <ul style="list-style-type: none"> <li>• Engages in conduct punishable as a felony.</li> <li>• Commits an assault under Penal Code 22.01(a)(1). (See glossary)</li> <li>• Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the expulsion section of this Student Code of Conduct.) (See glossary)</li> <li>• Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the expulsion section in this Student Code of Conduct.)</li> <li>• Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.</li> <li>• Behaves in a manner that contains the elements of the offense of public lewdness.</li> <li>• Behaves in a manner that contains the elements of the offense of indecent exposure.</li> <li>• Engages in expellable conduct, if the student is between six and nine years of age.</li> <li>• Engages in conduct that contains the elements of the offense of retaliation against any school employee on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the expulsion section of this Student Code of Conduct.)</li> <li>• Engages in conduct punishable as a felony listed under Title 5</li> </ul>	<p>Removals to a DAEP will be made by <u>the campus principal</u>.</p> <p>The duration of a student's placement in a DAEP will be for 120 successful school days. Each case will be reviewed every thirty days. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.</p> <p>Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.</p> <p>A student who, on or within 300 feet of school property or at a school-related event on or off school property,</p> <ol style="list-style-type: none"> <li>1. sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs or alcohol or</li> <li>2. engages in conduct punishable as an offense relating to an abusable volatile chemical</li> </ol> <p>will be placed in a DAEP on the first offense if the conduct is not punishable as a felony.</p> <p>However, if the student sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs, alcohol, or an abusable volatile chemical of any amount a second time in the same school year, the student will be expelled.</p> <p>When a student is removed from class by a teacher (formal removal) or an administrator for a mandatory or discretionary DAEP offense, the principal or other appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.</p> <p>Until a conference can be held as a result of a formal teacher removal or administrator removal, the principal may place the student in:</p> <ul style="list-style-type: none"> <li>• Another appropriate classroom.</li> <li>• In-school suspension.</li> <li>• Out-of-school suspension.</li> <li>• A Disciplinary Alternative Education Program.</li> </ul> <p>At the conference, the principal or appropriate administrator will inform the student, orally or in writing, of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond</p>

Behaviors	Consequences
<p>(see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:</p> <ol style="list-style-type: none"> <li>1. The student receives deferred prosecution. (See glossary)</li> <li>2. A court or jury finds that the student has engaged in delinquent conduct. (See glossary)</li> <li>3. The Superintendent or designee has a reasonable belief that the student engaged in the conduct. (See glossary)</li> </ol> <p>A principal or other appropriate administrator <b>may, but is not required to, place a student</b> in a DAEP for off-campus conduct for which DAEP placement is required by state law if the principal or other appropriate administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.</p> <p>In accordance with state law, a student <b>may be placed</b> in a DAEP for any one of the following offenses:</p> <ul style="list-style-type: none"> <li>• Engaging in conduct punishable as a felony, other than those</li> </ul>	<p>to the reasons for the removal.</p> <p>Following valid attempts to require their attendance, the District may hold the conference and make a placement decision regardless of whether the student or the student's parent attends the conference.</p> <p>After the conference, if the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in the Student Code of Conduct, the DAEP placement order will give notice of the inconsistency.</p> <p>Placement in a DAEP may not exceed one year unless a review by the District determines that:</p> <ol style="list-style-type: none"> <li>1. The student is a threat to the safety of other students or to District employees; or</li> <li>2. Extended placement is in the best interest of the student.</li> </ol> <p>A DAEP placement in accordance with Education Code 37.0081 may be for any length of time determined necessary by the Board or its designee in light of the factors considered before placement. A student placed under this section is entitled to periodic status reviews by the Board or designee at intervals not to exceed 120 days.</p> <p>The Board's designee will send the student and the parents a copy of the DAEP order. Not later than the second business day after the conference, the Board's designee will deliver to the juvenile court a copy of the order placing the student in a DAEP and all information required by Section 52.04 of the Family Code.</p> <p>After the conference, if the student is placed in a DAEP, the appropriate administrator will write a DAEP placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Parental questions or complaints regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office. Consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board.</p> <p>State law prohibits students placed in a DAEP for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular activities.</p>

<b>Behaviors</b>	<b>Consequences</b>
<p>listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.</p> <p>In accordance with Education Code 37.0081, after an opportunity for a hearing before the Board or its designee, a student <b>may be placed</b> in a DAEP if:</p> <ul style="list-style-type: none"> <li>• The student receives deferred prosecution for conduct defined as a felony offense in Title 5 of the Texas Penal Code; or</li> <li>• The student has been found by a court to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code.</li> </ul> <p>The Board or the Board's designee must determine that the student's presence in the regular classroom:</p> <ol style="list-style-type: none"> <li>1. Threatens the safety of other students or teachers;</li> <li>2. Will be detrimental to the educational process; or</li> <li>3. Is not in the best interest of the District's students.</li> </ol> <p>A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:</p> <ol style="list-style-type: none"> <li>1. The date on which the student's conduct occurred;</li> <li>2. The location at which the conduct occurred;</li> <li>3. Whether the conduct occurred while the student was enrolled in the District; or</li> <li>4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.</li> </ol> <ul style="list-style-type: none"> <li>• Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.</li> <li>• Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.</li> </ul>	<p>The District does not permit a student who is placed in a DAEP for any reason determined by the District to participate in any school-sponsored or school-related extracurricular and cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.</p> <p>If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the principal, or other appropriate administrator, or the Board may enter an additional disciplinary order as a result of those proceedings.</p> <p>A student placed in a DAEP will be provided a review of his or her status, including academic status, by the <u>campus principal</u> at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.</p> <p>For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the Board or the Board's designee. Any decision is final and may not be appealed beyond the Board.</p> <p>For placement in a DAEP to extend beyond the end of the school year, <u>the campus principal</u> must determine that:</p> <ol style="list-style-type: none"> <li>1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or</li> <li>2. The student has engaged in serious or persistent misbehavior that violates the District's Student Code of Conduct.</li> </ol> <p>Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.</p> <p>When a student violates the District's Student Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a DAEP placement order is completed, the District may complete the proceedings and</p>

Behaviors	Consequences
<ul style="list-style-type: none"> <li>• Any criminal mischief.</li> <li>• A federal firearms violation, for a student six years of age or younger.</li> </ul> <p>In addition, the District has determined that the following behaviors <b>may result in a student's placement in a DAEP</b>:</p> <ul style="list-style-type: none"> <li>• Cheating or copying the work of another.</li> <li>• Throwing objects that can cause bodily injury or property damage.</li> <li>• Failing to comply with directives given by school personnel.</li> <li>• Leaving school grounds or school-sponsored events without permission.</li> <li>• Disobeying rules for conduct on school buses.</li> <li>• Directing profanity, vulgar language, or obscene gestures toward other students or a District employee.</li> <li>• Fighting.</li> <li>• Hazing.</li> <li>• Stealing from students, staff, or the school.</li> <li>• Damaging or vandalizing property owned by others.</li> <li>• Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.</li> <li>• Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.</li> <li>• Discharging a fire extinguisher.</li> <li>• Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.</li> <li>• Possessing or selling a "look-alike" weapon.</li> <li>• Possessing an air gun or BB gun.</li> <li>• Possessing ammunition.</li> <li>• Possessing a stun gun.</li> <li>• Possessing mace or pepper spray.</li> <li>• Possessing or using any articles not generally considered to be a weapon, including school supplies, when the principal or designee</li> </ul>	<p>issue a DAEP placement order. If the student then reenrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the principal, or other appropriate administrator, or the Board fails to issue a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP placement order.</p> <p>A student assigned to a DAEP placement in another district or open-enrollment charter school at the time he or she enrolls in the District will be placed directly into the District's DAEP.</p> <p>A senior placed in a DAEP may be allowed to participate in graduation ceremonies, provided that all prerequisites for graduation are met and provided that the student has successfully completed all of the days that the student was assigned. If the student in question has unexcused absences or has not completed his or her days in the DAEP for any other reason, such as withdrawal or transfer to another school district, the student may not be allowed to participate in graduation ceremonies. Seniors who violate the student code of conduct while participating in the senior trip may not be allowed to participate in graduation ceremonies. Any decision concerning participation in graduation ceremonies will be made by the campus principal.</p> <p>The office of the prosecuting attorney will notify the District if a student was placed in a DAEP and:</p> <ol style="list-style-type: none"> <li>1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or</li> <li>2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.</li> </ol> <p>If a student was placed in a DAEP for conduct other than a false alarm or report or terroristic threat involving a public school or conduct on or within 300 feet of school property for which DAEP placement is required by law, on receiving the notice from the prosecutor, the Superintendent or designee will review the student's placement in the</p>

## Behaviors

determines that a danger exists.

- Gambling.
- Making false accusations or hoaxes regarding school safety.
- Falsifying records, passes, or other school-related documents.
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
- Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Being insubordinate.
- Refusing to accept discipline management techniques assigned by a teacher or principal.
- Forcing an individual to act through the use of force or threat of force.
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed elsewhere in the Student Code of Conduct.)
- Bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.
- Engaging in threatening behavior toward another student or District employee, on or off school property.
- Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or a District employee.
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
- Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a District employee.
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee.
- Inappropriate or indecent exposure of a student's private body

## Consequences

DAEP and schedule a review of the student's placement with the student's parent not later than the third day after the Superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the Superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. The student or the student's parent may appeal the Superintendent's decision to the Board. The student may not be returned to the regular classroom pending the appeal.

The Board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the Superintendent or designee, and confirm or reverse the decision of the Superintendent or designee. The Board will make a record of the proceedings.

If the Board confirms the decision of the Superintendent or designee, the Board will inform the student and the student's parent of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for placement in a DAEP. If emergency placement involves a student with disabilities who receives special education services, the term of the student's emergency removal is subject to the requirements of federal law.

<b>Behaviors</b>	<b>Consequences</b>
<p>parts.</p> <p>Possessing or using matches or a lighter.</p> <p>Possessing, smoking, or using tobacco products.</p> <p>Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.</p> <p>Possessing or selling seeds or pieces of marijuana in less than a usable amount.</p> <p>Possessing, using, giving, or selling paraphernalia related to any prohibited substance.</p> <p>Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.</p> <p>Violating the District's policy on taking prescription drugs and over-the-counter drugs at school.</p> <p>Using a cellular telephone or other telecommunications device at school during the school day.</p> <p>Possessing or using a laser pointer for other than an approved use.</p> <p>Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent.</p> <p>Using the Internet or other electronic communications to threaten students, employees, or cause disruption to the educational program.</p> <p>Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.</p> <p>Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.</p> <p>Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, using e-mail or Web sites at school to encourage illegal behavior, or threatening school safety.</p> <p>Possessing material that is pornographic.</p> <p>Violating dress and grooming standards as communicated in the</p>	



# EXPULSION

Behaviors	Consequences
<p><b>A student must be expelled</b> for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:</p> <ul style="list-style-type: none"> <li>• Bringing to school a firearm, as defined by federal law.               <ul style="list-style-type: none"> <li>*Firearm" under federal law includes:                   <ol style="list-style-type: none"> <li>1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.</li> <li>2. The frame or receiver of any such weapon.</li> <li>3. Any firearm muffler or firearm weapon.</li> <li>4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.</li> </ol> </li> </ul> </li> </ul> <p>Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:</p> <ol style="list-style-type: none"> <li>1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).</li> <li>2. An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear..</li> <li>3. A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk. (See glossary)</li> <li>4. A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun. (See glossary)</li> </ol> <p>Behavior containing elements of the following offenses under the Texas Penal Code:</p> <ol style="list-style-type: none"> <li>1. Aggravated assault, sexual assault, or aggravated sexual assault.</li> <li>2. Arson. (See glossary)</li> </ol>	<p>Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.</p> <p>When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a Disciplinary Alternative Education Program (DAEP). Students under age six will not be removed from class or placed in a DAEP unless the student commits a federal firearm offense.</p> <p>State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis, and/or the District may provide educational services to the expelled student in a DAEP. The District must provide educational services in the DAEP if the student is less than ten years of age.</p> <p>If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.</p> <p>Until a hearing can be held, the principal may place the student in:</p> <ul style="list-style-type: none"> <li>• Another appropriate classroom.</li> <li>• In-school suspension.</li> <li>• Out-of-school suspension.</li> <li>• A Disciplinary Alternative Education Program.</li> </ul> <p>The duration of a student's expulsion will be determined on a case-by-case basis.</p> <p>The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.</p> <p>A student facing expulsion will be given appropriate due process. The student is entitled to:</p> <ol style="list-style-type: none"> <li>1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the District.</li> <li>2. An opportunity to testify and to present evidence and witnesses in</li> </ol>

## Behaviors

- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
  - Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
  - Engaging in deadly conduct. (See glossary)
- A student may be expelled for the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:**
- Committing aggravated assault, sexual assault, or aggravated sexual assault.
  - Committing arson.
  - Committing murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Committing indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
  - Committing a felony drug- or alcohol-related offense.
  - Using, exhibiting, or possessing a firearm (as defined by state law, an illegal knife, a club, or prohibited weapon, or possessing a firearm (as defined by federal law).
- A student may be expelled if the student engages in the following conduct no matter where the conduct takes place:**
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
  - Engaging in criminal mischief, if punishable as a felony.
- A student may be expelled if the student engages in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:**
- Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.

## Consequences

student withdraws from the District before the expulsion hearing takes place, the District may conduct the hearing after sending written notice to the parent and student. If the student then reenrolls in the District during the same or subsequent school year, the District may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district. If the principal, another appropriate administrator, or the Board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings. If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the principal, another appropriate administrator, or the Board may issue an additional disciplinary order as a result of those proceedings.

Not later than the second business day after the hearing, the Superintendent will deliver to the juvenile court a copy of the order expelling the student and the information required by Section 52.04 of the Family Code.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No District academic credit will be earned for work missed during the period of expulsion (unless the student is enrolled in a Juvenile Justice Alternative Education Program or another District-approved program).

The District will continue the expulsion of any student expelled from another district during the period of the expulsion order.

The District will continue the expulsion of any student expelled from another open-enrollment charter school during the period of the expulsion order.

If a student expelled in another state enrolls in the District, the District may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

- The out-of-state district provides the District with a copy of the

## Behaviors

- Criminal attempt to commit murder or capital murder.
- Aggravated robbery.

A student **may be expelled** for engaging in serious or persistent misbehavior that violates the District's Student Code of Conduct, while placed in a DAEP. The District defines "persistent" as two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation. Serious offenses include, but are not limited to, the following:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or District employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline management techniques assigned by the teacher or principal.

## Consequences

expulsion order, and

2. The offense resulting in the expulsion is also an expellable offense in the District in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the District continues the expulsion or places the student in a DAEP, the District will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or District employees; or
2. Extended placement is in the best interest of the student.

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law.

<b>Behaviors</b>	<b>Consequences</b>
<p>In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.</p>	

# GLOSSARY

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**Armor-piercing ammunition** is handgun ammunition designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.

**Arson** occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
  - a. Knowing that it is within the limits of an incorporated city or town;
  - b. Knowing that it is insured against damage or destruction;
  - c. Knowing that it is subject to a mortgage or other security interest;
  - d. Knowing that it is located on property belonging to another;
  - e. Knowing that it has located within it property belonging to another; or
  - f. When the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1). A person commits an assault if the person intentionally, knowingly, or recklessly causes bodily injury to another.

**Chemical dispensing device** is a device, other than a small chemical dispenser sold commercially for personal protection, designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, mace, and tomahawk.

**Deadly conduct** occurs when a person commits an offense by recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** may be offered to a student who is 17 or older, as an alternative to seeking a conviction in court.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. Delinquent conduct also includes conduct that violates certain juvenile court orders, including probation orders. Delinquent conduct does not, however, include violations of traffic laws.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

**False Alarm or Report** occurs when a person knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Graffiti** is making marks with aerosol paint or an indelible marker on tangible property of the owner without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** means repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct related to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

**Hazing** involves any knowing, intentional, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Knuckles** is any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Paraphernalia** is any device that can be used to inhale, ingest, inject, or otherwise introduce a controlled substance into a human body.

**Possession** means to have on a student's person or in the student's personal property, including but not limited to the student's clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Reasonable belief** determination can be made by the Superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure. Administrators may place a student in a Disciplinary Alternative Education Program (DAEP) if they have reasonable belief that the student has engaged in felony conduct under Title 5. Administrators also may place a student in a DAEP if they have reasonable belief that the student has committed felony conduct that is not a Title 5 offense, if the Superintendent believes the student's continued presence in the regular classroom threatens the safety of other students or teachers, or will be detrimental to the educational process.

**Self-defense** is using force against another when and to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Switchblade** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

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**Terroristic threat** occurs when a person threatens to commit any offense involving violence to any person or property with intent to:

1. Cause a reaction of any type to his or her threat by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

**Title 5 offenses** involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

**Under the influence** means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use.

**Use** means that a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

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