



**DISCIPLINE  
MANAGEMENT PLAN  
&  
STUDENT CODE OF  
CONDUCT  
  
2006-2007**

**WEATHERFORD INDEPENDENT SCHOOL DISTRICT**

**STATEMENT OF COMMITMENT**

The commitment of Weatherford Independent School District - a team of qualified, dedicated, passionate educators building hope and forging excellence - is to teach, challenge, and inspire each student in a safe, nurturing environment to succeed in life.

**2006-2007**  
**STUDENT CODE OF CONDUCT & CAMPUS HANDBOOK**  
**REQUIRED ACKNOWLEDGEMENT FORM**

Weatherford ISD Parents/Guardians,

For students to be successful and reach their maximum potential in school, it takes a strong partnership between the home and school. We believe that every student should have the opportunity to learn and every teacher have the opportunity to teach in the most desirable environment. One of the most important lessons education should teach is that of self-discipline. We need your support in this educational endeavor. Please read and discuss with your daughter/son the *Campus Student Handbook* and the District's *Student Code of Conduct*. Then sign and return the following verification of receipt.

Weatherford Independent School District Policy requires that each campus publish a student handbook. A student handbook, addressing curriculum, grading, extra-curricular activities, student conduct, and other information that students and parents are likely to need during the school year, shall be distributed at the beginning of the school year to students and parents. The *Campus Student Handbook* and the District's *Student Code of Conduct* shall also be provided to newly enrolled students and any other person on request. The *Campus Student Handbook* and District's *Code of Conduct* shall be reviewed and approved annually by the Board and shall constitute an extension of Board policy.

Should you have any questions about the *Campus Student Handbook* or the District's *Student Code of Conduct*, please contact the principal.

*My child and I have received a copy of the Weatherford ISD Campus Student Handbook and the Student Code of Conduct for 2006–2007. I understand that the Campus Student Handbook and the District's Student Code of Conduct contain 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 subjected to the disciplinary consequences outlined in the code.*

*My signature indicates receipt of the Weatherford ISD Campus Student Handbook and the Student Code of Conduct for 2006-2007. My signature does not indicate agreement with the contents of the Weatherford ISD Campus Student Handbook and the Student Code of Conduct for 2006-2007. Failure to sign this form does not exempt me/us from compliance with the laws, policies, rules, and regulations of the state and school district.*

Print Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

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

**Please return signed Acknowledgement Form to your child's teacher.**

# Directory Information Notice

## Optional Parent Objection to Directory Information Release Form

### DIRECTORY INFORMATION NOTIFICATION

Certain student information shall be considered *directory information* and will be released to anyone who follows procedures for requesting it as specified in board policy FL(LOCAL), **unless written objection is received by the principal within ten (10) days** of the issuance of this notice. This information may be used for campus purposes and may be included in class rosters and directories requested by parent/teacher organizations or may be released to outside agencies or individuals who comply with procedures as specified in board policy FL(LOCAL). The Weatherford Independent School District has designated the following as *directory information*:

1. Student's name	7. Weight and height of members of athletic teams
2. Address	8. Dates of attendance
3. Telephone listing	9. Grade level
4. Date and place of birth	10. Awards and honors received
5. Participation in officially recognized activities & sports	11. Enrollment status
6. Photograph	12. Name of previous school attended

In accordance with the Family Educational Rights and Privacy Act (FERPA), the above designated "Directory Information" may be disclosed to requesting third parties without the written consent of the parent. However, the parent does have the right to prevent the release of the above designated information. In order to object to the release of any of the above information, please mark the designated box below and return this form to the school office. **PLEASE BE AWARE THAT REQUESTING "NO DIRECTORY" INFORMATION BE RELEASED ON THIS CHILD WILL MEAN THAT HIS/HER NAME AND PICTURE CANNOT BE PLACED INTO ANY PUBLICATION SUCH AS THE YEARBOOK, ATHLETIC PROGRAMS, HONOR ROLL LIST, ETC.** This form must be returned to the principal of your child's school within ten (10) school days after you have been provided this notice. Failure to return this form by that date will result in the above mentioned information being designated as "directory information" for your child, subjecting the information to release. (Check only one.)

- Release **NO** directory information for my child. (Please read bold statement above) (Code "Y" or "A")
- Release directory information **ONLY** for school publications such as the yearbook, athletic programs, honor roll list, etc., but release no other directory information for this child to vendors or other requestors "outside" of the school district. (Code "D" or "O")

### HIGH SCHOOL STUDENTS ONLY:

Federal Law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965(20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent. (Check only if you object to release.)

- I choose to object to the release of directory information to a military recruiter or to an institution of higher education with the name, address, and telephone number of my secondary student.

Print Name of Student: \_\_\_\_\_  
Signature of Student: \_\_\_\_\_  
Signature of Parent: \_\_\_\_\_  
Date: \_\_\_\_\_

**WEATHERFORD INDEPENDENT SCHOOL DISTRICT  
DISCIPLINE MANAGEMENT PLAN  
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# **WEATHERFORD INDEPENDENT SCHOOL DISTRICT DISCIPLINE MANAGEMENT PLAN 2006-2007**

## **CONTENT OF APPROVED PROGRAM**

### **COMMUNITY INVOLVEMENT**

Representatives from all segments of the local education community are involved in developing, implementing, and reviewing the District's *Discipline Management Plan*. Selected teachers, administrators, students, and parents from each instructional level, as a committee, developed the plan in 1985-86. A committee made up of parents, representatives from the business community, teachers, and administrators reviewed and updated the plan in 1995. Changes to the plan were made in 1996, 1997, and 2004 by the District Education Improvement Committee to bring compliance with Chapter 37 of the *Texas Education Code*. The DEIC will continue to review and evaluate the implementation of the plan yearly.

### **CAMPUS DISCIPLINE PERSON**

The campus discipline person(s) on each campus shall be the principal or a designee. Duties shall include the authority to:

1. Assess and implement the District Discipline Management Program;
2. Remove a student from campus for emergency reasons;
3. Refer students to community resources when appropriate;
4. Assign students to alternative education programs;
5. Suspend a student for not more than three days at a time;
6. Convene the Campus Improvement Team to review and evaluate campus discipline procedure as needed;
7. Convene the Placement Review Committee to determine placement of a student when a teacher refuses to accept a return to class of such student.

The Board or its designee is authorized to expel students.

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the District's educational mission. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes daily and on time;
2. Being prepared for each class with appropriate materials and assignments;
3. Being clean, neatly groomed, and appropriately dressed;
4. Exhibiting respect toward others;
5. Conducting themselves in a responsible manner;
6. Paying required fees and fines, unless they are waived;
7. Refraining from violations of code of student conduct;
8. Obeying all school rules, including safety rules;
9. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
10. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

### **RIGHTS AND RESPONSIBILITIES OF PARENTS**

Throughout this plan, "parent" means a person standing in parental relation including the parent, legal guardian, or person having lawful control of the student. It does not include a person to whom the parent/child relationship has been terminated or a person not entitled to possession or access to the child by court order.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child;
2. Teach the child to pay attention and obey the rules;
3. Ensure the child attends school regularly and promptly report and explain absences and tardiness to the school;
4. Encourage and lead the child to develop proper study habits at home;
5. Participate in meaningful parent-teacher conferences to discuss the child's school progress and welfare;
6. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives;
7. Keep informed of school policies and academic requirements of school programs;
8. Participate in school-related organizations;
9. Ensure the child is clean and appropriately dressed at school and school-related activities;
10. Discuss report cards and school assignments with the child;
11. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education;
12. Maintain current home, work, and emergency telephone numbers and other pertinent information at the school;
13. Cooperate with school administrators and teachers;
14. Ensure the child attends school tutorials when required or as the need arises;
15. Submit a signed statement that they understand and consent to the responsibilities outlined in this plan; (Specific objections or concerns should be submitted in writing to the principal.)
16. Control the child. Under the Texas Family Code, a student's parent is legally liable for property damage proximately caused by (A) the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or (B) the willful or malicious conduct of a student who is at least 12 but under 18 years of age.

17. Discuss questions or complaints regarding disciplinary measures taken with the teacher or campus administration in accordance with policy FNG (Local).

Parents have the right to:

1. Request, with the expectation that the request will not be unnecessarily denied:
  - a. The addition of a specific academic class in the course of study of the parent's child in keeping with the required curriculum. Sufficient interest must be shown in the addition of a class to make it economically practical to offer the class;
  - b. That the parent's child be permitted to attend the class for credit if above the child's grade level, whether in the child's school or another school, unless the Board or its designated representative expects that the child cannot perform satisfactorily in the class;
  - c. That the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation; and
  - d. Have a child who graduates early as provided in "c", participate in graduation ceremonies at the time the child graduates.
2. Access to all written records of the school district concerning the parent's child as provided by law, including curriculum and materials to be used during the year; [33.004]
3. Access to a copy of each state assessment instrument administered under law;
4. Review all teaching materials, textbooks, and other teaching aides used in the classroom of a parent's child and review each test administered to the parent's child after the test is administered. Likewise, the school district shall make teaching materials and tests readily available for review by parents with reasonable hours for review;
5. Complete access to any meeting of the Board of Trustees of the school district, other than a closed meeting held pursuant to law;
6. Full information regarding the school activities of a parent's child except as provided by law;
7. Petition the Board of Trustees designating the school in the district that the parent's child will attend as provided by law, who shall grant such request unless it determines that there is a reasonable basis for denial;
8. Reasonable access to the school principal, or to a designated administrator with the authority to reassign a student, to request a change in the class or teacher to which the parent's child has been assigned; if, the reassignment or change would not affect the assignment or reassignment of another student;
9. Prohibit a psychological examination, test, or treatment unless the examination, test, or treatment is required by law;
10. Prohibit the making of a video tape of a child or record or authorize the recording of the child's voice, beyond purposes related to co-curricular or extra-curricular activity or purpose related to a regular classroom instruction;
11. Remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of a child from a class or other school activity. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for the entire semester, nor is such child exempt from satisfying grade level or graduation requirements in a manner acceptable to the school district;

12. Utilize a grievance procedure under which the Board shall address each complaint that the Board receives concerning a violation of a right;
13. A parent must give written consent before a student may be referred to an outside counselor for care or treatment of a chemical dependency or emotional or psychological conduct.

### **PARENT-TEACHER CONFERENCES**

One or more conferences shall be held during each school year between a teacher and the parents of his/her students. This does not apply to a student over 18 years and not living with parent. The District shall document its efforts to schedule and conduct required parental conferences.

A teacher or other school employee may request a conference with a student's parent(s) whenever that teacher or employee perceives the need for parental cooperation in enforcing the *Student Code of Conduct*.

### **PARENT TRAINING WORKSHOPS**

During the first grading period of each semester, district counselors and instructional personnel will conduct voluntary parent training workshops to provide parents with strategies for home reinforcement of study skills and specific curriculum objectives. The workshops will be announced through the community education program, will be available to all parents who want to participate, and will be based on interest indicated by parents in the community.

### **SCHOLASTIC PENALTIES**

A student suspended from his or her regular classes may earn credit for work missed if the student satisfactorily completes the assignments for the period of suspension within a reasonable time designated by the teacher. No grade penalty will be imposed on work made up within the guidelines for make-up work for other absences.

Students who are expelled will not receive credit for work missed during expulsion. Special Education students will receive educational services during expulsion as determined by the Individual Education Plan Team.

# **STUDENT CODE OF CONDUCT**

## **JURISDICTION**

The objective of Weatherford ISD is to provide students with a quality educational program, which encourages the acquisition, exchange, and application of ideas. This objective can best be achieved in an environment, which promotes cooperation and is free from disruptions that interfere with the educational process.

Students are expected, therefore, to conduct themselves in an appropriate manner to contribute in a positive way to the school.

Student conduct should reflect respect and consideration for the personal and property rights of others as well as cooperation with the faculty and student body as a whole. All students are expected to conform to school policies and rules.

District jurisdiction includes:

1. Any activity on school grounds;
2. Any school activity regardless of time or location;
3. Travel to or from school, or any school activity, on a school-owned or operated vehicle.

Jurisdiction may be relinquished to parents (guardians, or other person possessing lawful control) at school-related activities with signed, written notification to school employee on same occasions but such release will not interfere with the event. The written request must have the principal's approval, and the parent must personally contact the school employee prior to leaving the event with the child.

## **DISCIPLINE MANAGEMENT TRAINING**

All personnel shall be certified as having received training in the District's discipline management program. The training session shall be scheduled and conducted as part of the staff development program. No other activities may substitute for discipline management training.

The objectives of the training session shall be to familiarize each professional and paraprofessional employee with the District's rules of student conduct, its discipline management techniques and implementation, and the appropriate procedures for suspension, removal, and expulsions.

Documentation that all professional and paraprofessional personnel have completed the discipline management training shall be maintained in a campus office file for discipline management matters.

At least one discipline management training session may be scheduled, as needed, each semester so that new employees, or employees whose performance appraisals indicate the need to improve or reinforce discipline management skills, may receive the necessary training.

Discipline training materials and information will be available to parents upon request from the principal.

**NOTICE TO STAFF**

A copy of the Education Code and District policies that pertain to student suspension, removal to alternative education programs, and expulsion shall be distributed to all professional personnel during staff development or teacher preparation days.

# **DRESS CODE**

## **PHILOSOPHY**

Since personal grooming has a direct bearing upon atmosphere conducive to learning and since propriety of dress and neatness in grooming is reflected in the general welfare of the school, students are expected to come to school appropriately dressed and neatly groomed; clothing shall be clean and in good repair. Recognizing that extremes in dress and poor grooming in school is a definite hindrance to the building of proper values and to an environment conducive to academic endeavors, the school principal is charged with the responsibility of insisting that the student body maintains acceptable dress and proper grooming while in attendance during school hours and at school functions.

The student and his/her parents may determine the student's personal dress and grooming standards, provided that the student's dress and grooming:

1. Shall not give school officials reason to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
2. Shall not create a health or other hazard to the student's safety or to the safety of other students.

## **SPECIFIC REQUIREMENTS**

### **All Elementary and Secondary Schools**

#### **Hair/Make-up**

1. Hair shall be neat, clean, and well groomed.
2. Hair must not obstruct the student's vision or a view of the student's face.
3. No extreme style or color that is reasonably likely to cause disruption shall be allowed.
4. Unnatural hair coloring shall not be permitted. This shall include, but shall not be limited to: red, purple, blue, or green hair color, black lipstick, and/or nail polish.

#### **Apparel**

5. Any clothing or accessory (belt) with improper fit (exceeding one size beyond correct size) shall not be allowed on campus. The waist of pants must be worn at the proper place of the anatomy and not low around the hips. No sagging, bagging pants or shorts shall be permitted.
6. Clothing shall not be allowed that is shredded, ripped, has holes, or is not properly hemmed.
7. Shorts or skirts must allow students to be able to stand, sit, and/or bend with modesty. Shorts and skirts must be "finger-tip length," that is the length cannot be shorter than the level where the finger tips fall when the student's hands are at his/her sides.
8. Shorts must be hemmed, cuffed, or rolled and be a non-revealing fabric/style. No wind shorts, biking shorts, or Spandex-type shorts are permitted. "Sweat" shorts, gym shorts, or similar styles may not be worn.
9. Mesh shirts, half-shirts, halter-tops, and crop tops that show the bare midriff when the student's hands are extended above the head is not permitted.

10. Tops with straps less than 2 inches wide and/or without a standard armhole are prohibited.
11. Students shall wear clothing and undergarments in keeping with their gender.
12. Shirts and blouses shall be appropriately buttoned.
13. Shoes, boots, or sandals are to be worn. House shoes/slippers may not be worn. Steel-toed boots, cleats, skates, spikes, taps, and/or boots or shoes with sharp studs are not allowed. Some school activities, instructional settings, and programs including, but not limited to, physical education, athletics, labs, shops, cooperative education programs, and internships may require the wearing of a designated type of shoe or the prohibition of some shoes for safety reasons.
14. Clothing, accessories, and/or belongings featuring pictures, emblems, or writings that promote inappropriate subjects such as death, suicide, racism, gang topics, and the occult are not permitted. Neither may clothing, accessories, and/or belongings advertise or depict tobacco products, alcoholic beverages, drugs, or any prohibited substances or activities. Messages that are lewd, offensive, vulgar, inappropriately suggestive, or obscene are not appropriate. Shirts, backpacks, clothing, accessories, and/or other possessions that depicts or names groups, whether real or fictional, that are well known for promoting illegal activities, including but not limited to murder, rape, suicide, sexual references, drug usage, etc., shall not be worn.
15. Tight-fitting clothing is not permitted without a covering garment that when worn alone meets the other guideline of this dress code. This may include but not be limited to: leggings, leotards, leotard-type clothing, biking shorts/tights (spandex), or athletic/athletic-type girdle.
16. Overalls must be worn with a shirt or a blouse, and straps must be properly secured over both shoulders. The waistband of the overalls must be worn at the waist.

### **Accessories**

17. No jewelry or trinket that is noisy and/or promotes undue distraction in the school environment shall be permitted.
18. No “chains” (including wallet chains) are allowed.
19. Spiked jewelry shall not be permitted.
20. Sunglasses and hair curlers are not appropriate.
21. Body piercing is restricted to the ear. Bandages, tape, or other coverings used for the express purpose of covering body piercing jewelry and spacers will not be allowed.
22. “Gauging” of the ears, or any part of the body, is prohibited.
23. Writing on skin shall not be permitted.
24. Hats, caps, beanies, bandannas, sweat bands, or other head covering apparel are not allowed on campus.

### **Male General Dress Code**

25. Male students are to be clean-shaven, and sideburns may not extend below the bottom of the ear.

### **Female General Dress Code**

26. Skirts featuring high slits are not appropriate for school.
27. Low-cut sundresses, sheer blouses, see-through blouses, or any clothing that exposes undergarments and/or breast cleavage is prohibited.

The principal or assistant principal has final judgment on whether or not a student is in compliance with the dress code.

### **BRIDGE CAMPUS (DISTRICT'S DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM) DRESS CODE**

For the safety of all students, the dress code for the District's Disciplinary Alternative School, Bridge, shall contain additional, stringent, dress code requirements. The Bridge School Dress Code shall be presented to the student and parents at the time of placement in the Bridge School.

### **CONSIDERATIONS**

In reviewing with students the appropriateness of dress and grooming to meet the prescribed standards, school officials are to consider:

1. rules are in effect for the time the District has jurisdiction over the student;
2. dress for social functions and special activities will be determined by the sponsors of these functions and will be announced prior to the occasion;
3. in connection with extra-curricular activities, the coach, sponsor, or other person in charge may regulate the dress and grooming of students who participate in the activity.

Students electing to participate in courses and activities not required to complete graduation requirements must meet reasonable dress and grooming specifications prescribed by the teacher, coach, sponsor, or director of the course or activity. Some examples of these are U.I.L. competitive activities, such as band, speech, choir, drama, and all team sports; all career and technology cooperative work programs, such as Distributive Education and Industrial Cooperative Training; and Vocational and Industrial Arts courses where long hair and loose clothing may endanger the student.

### **VIOLATIONS**

The administration of each campus shall provide proper notification to students and parents prior to any change in dress and grooming standards.

If the student's dress or grooming is objectionable under these provisions, the principal or assistant principal shall request the student to make appropriate corrections. If the student refuses, the administrator shall notify the student's parent and request that the parents make the necessary correction. If both the student and parent refuse, the principal shall take disciplinary action. Appropriate disciplinary procedures shall be followed to include removal from school until the student is in compliance with the dress code.

The building administration shall use its discretion in questions concerning the dress code. Where there is a question on the dress or appearance of a student, the school administrators' decision shall be final. Students who repeatedly disregard rules of dress or grooming shall be considered insubordinate and shall be subject to further discipline management techniques as described in the *Student Code of Conduct*.

# **ATTENDANCE POLICIES**

## **PHILOSOPHY**

It is the philosophy of the Weatherford Independent School District and the State of Texas that regular student attendance is essential to increased academic achievement and success. Developing habits of punctuality, self-discipline, and responsibility are expected of all students. It is important that communication and cooperation between the home and school be established. Parents are encouraged to check with the school when in doubt as to their child's attendance or punctuality. School attendance is required for most students by state law.

## **COMPULSORY SCHOOL ATTENDANCE LAW**

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 a penalty by a court of law against the student and his or her parents.

Married or emancipated students are subject to compulsory attendance laws.

State law and Board policy permit certain absences, including:

- An extra-curricular activity or public performance, approved by the District's Board of Trustees
- A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program
- Required screening, diagnosis, and treatment for Medicaid-eligible students
- Observance of religious holy days, including travel for that purpose
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family
- A juvenile court proceeding documented by a probation officer
- An absence required by state or local welfare authorities
- A family emergency or unforeseen or unavoidable instance requiring immediate attention
- An approved visit to a college campus

## **UNEXCUSED ABSENCES**

Absences because of skipping, truancy, car problems, or other unacceptable reasons shall be unexcused. A student who is absent because of work, a trip, or vacation will not be excused. The principal or designee may use one or more discipline management techniques after each unexcused absence.

## **ABSENCES**

If any student fails to attend or parent of a school age child fails to send the child to school as required by law, a warning shall be issued by the school and/or the attendance officer that attendance is immediately required. If, after a warning, the student fails to attend and /or the parent fails to send the child to school as required by law, the parent commits an offense. (Section 51.03 of the Family Code) The attendance officer shall file a complaint against the parent/student in court at this time. Fine not to exceed \$500 may be assessed by the courts for violation of the Texas Compulsory Attendance Law. Some students may be referred to the juvenile probation department for action as engaging in conduct indicating a need for supervision. (Section 51.03 of the Family Code) A student absent from school or from any class without permission from parent or principal shall be considered truant and subject to disciplinary action, including referral to proper law enforcement agency. Any student in violation of the attendance policies shall result in disciplinary action.

A student not actually on campus at the time attendance is taken may be considered in attendance if the student is temporarily absent due to an appointment with a health care professional; and the student commences classes or returns to school on the same day of the appointment **WITH A WRITTEN NOTICE FROM THE HEALTH CARE PROFESSIONAL.**

It is the responsibility of the parent to call the school each day of the absence. Parents and students should refer to the student handbook for specific campus guidelines regarding reporting absences. **ABSENCES NOT CLEARED WITHIN 24 HOURS MAY BE CONSIDERED UNEXCUSED.**

A student absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

## **TARDIES**

Student tardiness is considered a disruption and shall not be tolerated. Guidelines regarding tardies, including exceptions, can be found in the *Campus Student Handbook*. Failure to comply with the guidelines shall result in disciplinary action.

## **DECISIONS ON ABSENCES/DISCIPLINE MANAGEMENT TECHNIQUES**

The decision of determining excused or unexcused absences shall be the responsibility of the principal or designee and any absence, regardless of the number, shall be considered and dealt with on its own merit. Violations of attendance policies may result in disciplinary action, including, but not limited to: parent conferences, detentions, make up hours, required tutorials, loss of privileges, in-school suspension, placement in Discipline Alternative Education Program, referrals to a law enforcement agency, and/or referrals to courts.

## **MAKE-UP WORK**

Students shall have make-up privileges for excused absences. It is the responsibility of the student to secure assignments missed, and make up all work according to time allotted by the teacher or make-up policies outlined in the student handbook. Failure to complete assignments according to the guidelines will result in no credit for such assignments. Parents and students should understand that certain types of schoolwork cannot be assigned to home because of teacher explanations needed by the student.

Students who miss school without having an excused absence shall not receive credit for work missed during the unexcused absence period. No make-up work for credit shall be allowed for schoolwork missed because of such unexcused absence. No credit shall be given for grades taken during periods with unexcused absences.

### **DENIAL OF CREDIT/PROMOTION FOR EXCESSIVE ABSENCES**

Students in grades 1-8 shall not be promoted if he/she has been in attendance fewer than 90% of the 177 school days (18 or more absences). Students in grades 9-12 who do not maintain 90% attendance in each class per semester may not receive credit for the semester course. Attendance is recorded for each grading period and is reported on the student's report card.

### **APPEALS PROCESS**

Parents of students who have accumulated more absences than allowed for class credit or promotion may present a written appeal for extenuating circumstances to the Campus Attendance Committee appointed by the principal and authorized by the Board. After the review of all pertinent documents and information, the Campus Attendance Committee may grant a student the opportunity to regain credit by meeting designated requirements. Students whose petitions for credit are denied may appeal the Campus Attendance Committee's decision, in writing, to the Superintendent or designee within five days of the attendance committee hearing. Responsibility for requesting consideration of extenuating circumstances rests with the student and his/her parent.

## 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 Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

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 Weatherford ISD 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.

This code is organized into the following sections:

1. School District Authority and Jurisdiction
2. Standards for Student Conduct
3. District Discipline Management Techniques
4. General Conduct Violations
5. Removal from the Regular Educational Setting:
  - a. Suspension
  - b. Placement in a Disciplinary Alternative Education Program
  - c. Expulsion

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

***Because the Student Code of Conduct is adopted by the District's Board of Trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.***

**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.

## SCHOOL DISTRICT AUTHORITY AND JURISDICTION

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.

The District has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas; and
9. When the student commits a felony, as provided by *Texas Education Code* 37.006 or 37.0081.

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.

The District has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the District.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

The District has the right to revoke the transfer of a non-resident student for violating the District's Code.

# STANDARDS FOR STUDENT CONDUCT

## BEHAVIORS

Each student is expected to:

- Demonstrate courtesy even when others do not
- Behave in a responsible manner, always exercising self-discipline
- Attend all classes, regularly and on time
- Prepare for each class; take appropriate materials and assignments to class
- Meet district and campus standards of grooming and dress
- Obey all campus and classroom rules
- Respect the rights and privileges of other students and of teachers and other District staff and volunteers
- Respect the property of others, including district property and facilities
- Cooperate with and assist the school staff in maintaining safety, order, and discipline
- Adhere to the requirements of the *Student Code of Conduct*

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*.

## CONSEQUENCES

A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.

## REPORTING OF CRIMES

A school administrator will report crimes as required by law. A school administrator who suspects that a crime has been committed on campus will call local law enforcement.

## VOLUNTARY TRANSFERS

The District has the right to revoke the transfer of a transfer student for violating the District's *Student Code of Conduct*.

## DISCIPLINARY DECISIONS

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.

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*)

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

## **DISTRICT DISCIPLINE MANAGEMENT TECHNIQUES**

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline 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.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

### **STUDENTS WITH DISABILITIES**

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.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see *glossary*) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion the District will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **TECHNIQUES**

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the *Student Code of Conduct* or by campus or classroom rules:

- Verbal or written correction
- Cooling-off time or “time-out”
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Rewards or demerits
- Behavioral contracts
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher conferences
- Detention
- Sending the student to the office or other assigned area, or to in-school suspension
- Assignment of school duties such as cleaning or picking up litter
- Withdrawal of privileges, such as participation in extra-curricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations
- Penalties identified in individual student organizations' extra-curricular standards of behavior
- Withdrawal or restriction of bus privileges
- School-assessed and school-administered probation
- Corporal punishment

- Out-of-school suspension, as specified in the *Suspension* section of this Code
- Placement in a DAEP, as specified in the *DAEP* section of this Code
- Expulsion, as specified in the *Expulsion* section of this Code
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District
- Other strategies and consequences as determined by school officials

### **NOTIFICATION**

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

### **APPEALS**

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 or through Policy on Line at the following address: [www.weatherfordisd.com](http://www.weatherfordisd.com) Consequences will not be deferred pending the outcome of a grievance.

## GENERAL CONDUCT VIOLATIONS

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on *Suspension*, *DAEP Placement*, and *Expulsion*, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in removal from the regular educational setting as detailed in that section.

The District prohibits the following:

### DISREGARD FOR AUTHORITY

- Failing to comply with directives given by school personnel (insubordination)
- Leaving school grounds or school-sponsored events without permission
- Disobeying rules for conduct on school buses
- Refusing to accept discipline management techniques assigned by a teacher or principal

### MISTREATMENT OF OTHERS

- Using profanity or vulgar language or making obscene gestures
- Fighting or scuffling (For assault see *DAEP Placement* and *Expulsion*)
- Threatening another student or district employee on or off school property
- Engaging in bullying, harassment, and making hit lists (See *glossary* for all three terms)
- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee
- Engaging in inappropriate or indecent exposure of private body parts
- Hazing (See *glossary*)
- Causing an individual to act through the use of or threat of force (coercion)
- Committing extortion or blackmail (obtaining money or an object of value from an unwilling person)
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or a district employee

### PROPERTY OFFENSES

- Damaging or vandalizing property owned by others (For felony criminal mischief see *DAEP Placement* or *Expulsion*)
- Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means
- Stealing from students, staff, or the school
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the *Texas Penal Code* (For felony robbery and theft see *DAEP Placement* and *Expulsion*)

### POSSESSION OF PROHIBITED ITEMS

Possessing or using:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;

- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocket knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see *DAEP Placement and Expulsion*)

### **POSSESSION OF TELECOMMUNICATIONS DEVICES**

- Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day

### **ILLEGAL AND PRESCRIPTION DRUGS**

- Possessing or selling seeds or pieces of marijuana in less than a usable amount (For illegal drugs, alcohol, and inhalants see *DAEP Placement and Expulsion*)
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance (See *glossary* for “paraphernalia”)
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband
- 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
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy

### **MISUSE OF COMPUTERS AND THE INTERNET**

- Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student’s parent
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal
- Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety

### **SAFETY TRANSGRESSIONS**

- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety

- Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property
- Making false accusations or perpetrating hoaxes regarding school safety
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence
- Throwing objects that can cause bodily injury or property damage
- Discharging a fire extinguisher without valid cause

#### **MISCELLANEOUS OFFENSES**

- Violating dress and grooming standards as communicated in the student handbook
- Cheating or copying the work of another
- Gambling
- Falsifying records, passes, or other school-related documents
- Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities
- Repeatedly violating other communicated campus or classroom standards of conduct

***The District may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.***

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*.

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.

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.

## **REMOVAL FROM THE REGULAR EDUCATIONAL SETTING**

In addition to other discipline management techniques, misconduct may result in removal from the regular or general educational setting in the form of a routine referral or a formal removal.

### **ROUTINE REFERRAL**

A routine referral occurs when a teacher sends a student to the assistant principal or the principal's office as a discipline management technique. The principal may then employ additional techniques.

### **FORMAL REMOVAL**

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

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
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator must 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. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular or general classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom
- In-School Suspension
- Out-of-School Suspension
- DAEP

### **RETURNING STUDENT TO CLASSROOM**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

# **REMOVAL FROM THE REGULAR EDUCATIONAL SETTING, SUSPENSION, AND/OR PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

## **IN-SCHOOL SUSPENSION**

A student who fails to comply with class/campus rules and/or rules outlined in the *Student Code of Conduct* may be assigned to In-School Suspension by the campus principal or designee. In this supervised setting, the student receives assignments in each course to the extent possible, with little or no opportunity for social interaction with peers.

Before placing a student in In-School Suspension, the administrator shall consider reasonable alternatives. If the administrator determines In-School Suspension is the most appropriate alternative, no other disciplinary action needs to precede such placement.

Before placing a student in In-School Suspension, the administrator shall conduct an informal conference and advise the student of the conduct with which she/he is charged and give the student an opportunity to respond to the charges. A student's parent/guardian shall be notified of the In-School Suspension placement by telephone or other reasonable means as soon as possible.

A parent may request that an In-School Suspension placement by an assistant principal be reviewed by the principal. The principal's decision to remove a student from the classroom by In-School Suspension for the reasons listed in the *Student Code of Conduct* is non-appealable.

## **OUT-OF-SCHOOL SUSPENSION**

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.

In deciding whether to order suspension, the District will take into consideration:

1. Self-defense (see *glossary*),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

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.

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 she/he 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.

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.

The principal or other appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extra-curricular and co-curricular activities.

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.

A parent may request that an Out-of-School Suspension placement by an assistant principal be reviewed by the principal. The principal's decision to remove a student from the classroom by Out-of-School Suspension for the reasons listed in the *Student Code of Conduct* is non-appealable.

### **REMOVAL TO AN ALTERNATIVE EDUCATION PROGRAM**

The Board has delegated to the principal the authority to remove a student to a Disciplinary Alternative Education Program. The Board has delegated to the Superintendent or designee the authority to review Disciplinary Alternative Education Program placements by the principal upon timely request by the parent. The decision of the Superintendent or designee for placement in Disciplinary Alternative Education Programs for assignments that do not extend beyond the next grading period is final. If the placement extends beyond the next grading period the decision of the Superintendent or designee may be appealed to the Board. The student shall attend school at the Disciplinary Alternative Education Program pending any appeals to the Superintendent or designee or Board.

In deciding whether to order placement in a DAEP, the District will take into consideration:

1. Self-defense (see *glossary*),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

The duration of a student's placement in a DAEP will be determined by the principal or designee. The duration of a student's placement in a DAEP will be determined on a case-by-case basis. Short-term placements in DAEP may be five, ten, or fifteen days in length. Long-term placements in DAEP may be 30 to 180 days in length. 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.

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.

A student who, on or within 300 feet of school property or at a school-related event on or off school property,

- sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs or alcohol or
- engages in conduct punishable as an offense relating to an abusable volatile chemical **will** be placed in a DAEP if the conduct is not punishable as a felony.

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.

Until a conference can be held as a result of a formal teacher removal or administrator removal, the principal may place the student in:

1. Another appropriate classroom
2. In-School Suspension
3. Out-of-School Suspension
4. A Disciplinary Alternative Education Program

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 to the reasons for the removal.

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.

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.

Placement in a DAEP may not exceed one year unless a review by the District determines that:

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

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.

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.

At the conference, the principal or appropriate administrator will inform the student, orally or in writing, of the allegations against him or her, the reason for the placement, and give the student an opportunity to give his or her version of the incident. The principal or appropriate administrator will inform the student of the consequences of the misbehavior and the student's length of placement in the Disciplinary Alternative Education Program. The principal's decision to place a student in the Disciplinary Alternative Education Program is appealable to the Superintendent or designee. The parent or student must submit in writing within five (5) days of the placement conference to the Director of Student Services a request to review the decision of the principal. The Superintendent or designee shall schedule a placement review conference within ten (10) days of receipt of the written request. The decision of the Superintendent or designee is final if the length of the placement does not extend beyond the end of the next grading period. If the length of placement does extend beyond the end of the next grading period, the decision of the Superintendent or designee is appealable to the Board. The parent or

student must submit in writing within three (3) days of the receipt of the decision of the Superintendent or designee a request for the Board to review the placement decision. The placement review shall be placed on the agenda at the next regularly scheduled Board meeting. The decision of the Board is final for placements in Alternative Education Programs. The student shall attend school at the District's Alternative Education Program campus during the term of all appeals.

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.

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 extra-curricular and co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP will **not** be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

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.

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the principal 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.

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.

For placement in a DAEP to extend beyond the end of the school year, the principal must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or
2. The student has engaged in serious or persistent misbehavior that violates the District's *Student Code of Conduct*.

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.

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 issue a DAEP placement order. If the student then re-enrolls 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.

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.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student **will** be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

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.

## **MANDATORY PLACEMENT IN DISTRICT'S DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

A student **must** be placed in a 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*)
- Commits the following 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:
  - Engages in conduct punishable as a felony
  - Commits an assault (see *glossary*) under Penal Code 22.01(a)(1)
  - 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) (See *glossary* for "under the influence")
  - 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)
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure
- Engages in expellable conduct and is between six and nine years of age
- Commits a federal firearms violation and is younger than six years of age
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the *Expulsion* section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (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:
  1. The student receives deferred prosecution (see *glossary*),
  2. A court or jury finds that the student has engaged in delinquent conduct (see *glossary*), or
  3. The Superintendent or designee has a reasonable belief (see *glossary*) that the student engaged in the conduct.

## **DISCRETIONARY PLACEMENT IN DISTRICT'S DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
- 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.
- Criminal mischief, not punishable as a felony.

In accordance with state law, a student **may** be placed in a DAEP if the Superintendent or the Superintendent's designee has reasonable belief (see *glossary*) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see *glossary*) 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. The appropriate administrator may, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **CERTAIN FELONIES**

Unless removal is otherwise required by one of the reasons below, in accordance with Education Code 37.0081, a student may be placed in a DAEP after an opportunity for a hearing before the Board of Trustees or its designee, if:

- The student receives deferred prosecution for conduct defined as a felony offense in Title 5 (see *glossary*) of the *Texas Penal Code*, or
- 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*.

The Board or the Board's designee must determine that the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the District's students.

A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the District, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

In addition, the District has determined that the following behaviors **may** result in a student's placement in a DAEP:

- Cheating or copying the work of another
- Throwing objects that can cause bodily injury or property damage
- Failing to comply with directives given by school personnel
- Leaving school grounds or school-sponsored events without permission
- Disobeying rules for conduct on school buses
- Directing profanity, vulgar language, or obscene gestures toward other students or a District employee
- Fighting
- Hazing
- Stealing from students, staff, or the school
- Damaging or vandalizing property owned by others
- Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means
- Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
- Discharging a fire extinguisher
- Possessing a knife, including a pocket knife
- Possessing a razor, box cutter, chain, or any other object that may be used in a way that threatens or inflicts bodily injury to another person
- Possessing or selling a "look-alike" weapon
- Possessing an air gun, BB gun, or paintball gun
- Possessing ammunition
- Possessing a stun gun
- Possessing mace or pepper spray
- Possessing or using any articles not generally considered a weapon, including school supplies, when the principal or designee 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 parts
- Possessing or using matches or a lighter
- Possessing, smoking, or using tobacco products
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband
- Possessing or selling seeds or pieces of marijuana in less than a usable amount
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance
- 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
- Violating the District's policy on taking prescription drugs and over-the-counter drugs at school
- Using a cellular telephone or other telecommunications device at school during the school day
- Possessing or using a laser pointer for other than an approved use
- Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent
- Using the Internet or other electronic communications to threaten students, employees, or cause disruption to the educational program
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property
- 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
- Possessing material that is pornographic
- Violating dress and grooming standards as communicated in the student handbook
- Repeatedly violating other communicated campus or classroom standards of behavior

### **SEXUAL ASSAULT AND CAMPUS ASSIGNMENTS**

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the Board transfer the offending student to another campus, the offending student shall be transferred to another campus in the District. If there is no other campus in the District serving the grade level of the offending student, the offending student will be transferred to a DAEP.

## EMERGENCY DAEP PLACEMENT

In an emergency, the principal or the principal's designee **may** order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

## DAEP PLACEMENT GUIDELINES

### Mandatory DAEP Placements

<u>Offense</u>	<u>Length of DAEP Assignment</u>
<b>Conduct Punishable as a Felony</b>	30 days
<b>Assault</b>	
without injuries	15 days
with injuries	30 days
2 <sup>nd</sup> Offense	45 days or Expulsion
<b>Marijuana, a Controlled Substance, or a Dangerous Drug (Not felony)</b>	
1 <sup>st</sup>	45 days or 30 days with approved Drug Intervention Program*
2 <sup>nd</sup>	45 days or Expulsion
<b>Alcoholic Beverage (Not felony)</b>	
1 <sup>st</sup>	45 days or 30 days with approved Alcohol Awareness Program*
2 <sup>nd</sup>	45 days or Expulsion
<b>Abuse Volatile Chemicals</b>	
1 <sup>st</sup>	45 days or 30 days with approved Drug Intervention Program*
2 <sup>nd</sup>	45 days or Expulsion
<b>Public Lewdness</b>	45 days
<b>Indecent Exposure</b>	45 days
<b>Retaliation Against School Employee</b>	60 days
<b>Title 5 Felony off Campus</b>	60 days
<b>False Alarm or Report</b>	
Limited Disruption	30 days
Significant Disruption	45 days or Expulsion

\* District approved Drug Intervention Program and Alcohol Awareness Program

- Must include required parent participation
- Any cost incurred will be paid by student or parent
- Program must be approved by DAEP counselor prior to participation for reduction of DAEP assignment or from approved list provided by DAEP counselor
- Must successfully complete before release from DAEP
- Parent or student must forward documentation of completion to program counselor before release from DAEP

**Discretionary DAEP Placements**

<b><u>Offense</u></b>	<b><u>Length of DAEP Assignment</u></b>
<b>All Discretionary Placements in DAEP</b>	
1 <sup>st</sup>	15 days
2 <sup>nd</sup>	15 days or 30 days
3 <sup>rd</sup> and subsequent	30 days
<b>Fighting (Immediate OSS or ISS on day of altercation)</b>	
1st	OSS, ISS, or 15 days
2nd	15 days or 30 days
<b>Persistent Misbehavior</b>	
<ul style="list-style-type: none"> <li>• Must have exhausted all on-campus remedies.</li> <li>• Must have documented administrative-parent conference prior to placement conference to inform of possible DAEP placement for persistent misbehavior.</li> </ul>	15 days
<b>Truancy/Class Cut</b>	
1 <sup>st</sup> - 2 <sup>nd</sup>	ISS or Detention
3 <sup>rd</sup>	Warning Letter, Parent Conference, and ISS or Detention
4th and subsequent	15 days and/or court filing

*Please Note: The duration of a student's placement in a DAEP will be determined by the principal or designee. The duration of a student's placement in a DAEP will be determined on a case-by-case basis. The DAEP assignment lengths above are guidelines for the administrator in determining the length of placements in DAEP. The administrator has the discretion to vary from the lengths above given the individual circumstances for each discipline occurrence. After the DAEP 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.*

# EXPULSION

## MANDATORY EXPULSION OFFENSES

A student **must** be expelled 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:

### FEDERAL LAW

- Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:
  - 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
  - The frame or receiver of any such weapon
  - Any firearm muffler or firearm weapon
  - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade

### TEXAS PENAL CODE

- Using, exhibiting, or possessing the following, as defined by the *Texas Penal Code*:
  - 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)
  - 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
  - A club (see *glossary*) 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
  - 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*)
- Behaving in a manner that contains elements of the following offenses under the *Texas Penal Code*:
  - Aggravated assault, sexual assault, or aggravated sexual assault
  - Arson (See *glossary*)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder
  - Indecency with a child
  - Aggravated kidnapping
  - Aggravated robbery
  - Manslaughter
  - Criminally negligent homicide
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled

substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol

- Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity

### **EMERGENCY EXPULSION**

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 non-emergency basis.

## DISCRETIONARY EXPULSION OFFENSES

In deciding whether to order expulsion, the District will take into consideration:

1. Self-defense (see *glossary*),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

A student **may** be expelled for:

### ANY LOCATION

- Engaging in the following no matter where it takes place:
  - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer
  - Criminal mischief, if punishable as a felony
- Engaging 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
  - Criminal attempt to commit murder or capital murder
  - Aggravated robbery
  - Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school

### AT SCHOOL, WITHIN 300 FEET, OR AT SCHOOL EVENT

- Committing any of the following offenses on 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:
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony
  - 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*)

### **WITHIN 300 FEET OF SCHOOL**

- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
  - Aggravated assault, sexual assault, or aggravated sexual assault
  - Arson
  - Murder, capital murder, or criminal attempt to commit murder or capital murder
  - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery
  - Felony drug- or alcohol-related offense
  - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law)

### **PROPERTY OF ANOTHER DISTRICT**

- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### **WHILE IN DAEP**

- Engaging in serious offenses or persistent misbehavior (see *glossary*) that violates the District's Code, while placed in a DAEP.

## **EXPULSION PROCEDURES**

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.

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.

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.

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.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school Suspension
- Out-of-School Suspension
- A Disciplinary Alternative Education Program

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year.

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.

### **DUE PROCESS RIGHTS IN EXPULSIONS**

A student facing expulsion will be given appropriate due process. The student is entitled to:

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
2. An opportunity to testify and to present evidence and witnesses in the student's defense
3. An opportunity to question the District's witnesses

### **AUTHORITY TO EXPEL AND REVIEW BY BOARD OF TRUSTEES**

The Board delegates to the Director of Student Services authority to expel students.

A student expelled by the Director of Student Services after the due process hearing may request that the Board review the expulsion decision. The student or parent must submit a written

request to the Superintendent within seven days after receipt of the written decision. The Superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the Board will review the decision. Consequences will not be deferred pending the outcome of the hearing.

After providing notice to the student and parent of the hearing, the District may hold the hearing regardless of whether the student or the student's parent attends.

The Board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The Board may also hear a statement from the student or parent and from the Board's designee.

The Board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

After the due process hearing, if the student is expelled, the Board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

If the length of the expulsion is inconsistent with the guidelines included in the *Student Code of Conduct*, the expulsion order will give notice of the inconsistency. An expulsion may not exceed one year unless, after review, the District determines that:

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

When a student has violated the District's *Student Code of Conduct* in a way that requires or permits expulsion from the District and the 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 re-enrolls in the District during the same or subsequent school year, the - 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 Director of Student Services 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 may under certain conditions elect to serve expelled students at DAEP during the term of their expulsion.

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:

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

### **EXPULSION TERM GUIDELINES**

<b><u>Offense</u></b>	<b><u>Term of Expulsion</u></b>
<b>Firearm</b>	Calendar year*
<b>Illegal Knife</b>	90 days**, review after 45 days served in DAEP
<b>Club</b>	90 days**, review after 45 days served in DAEP
<b>Prohibited Weapon</b>	90 days**, review after 45 days served in DAEP
<b>Title V Felony on School Property</b>	90 days**, review after 45 days served in DAEP
<b>Felony Drug Offense</b>	90 days**, review after 45 days served in DAEP
<b>Discretionary Expulsion</b>	90 days**, review after 45 days served in DAEP
* No option to serve in DAEP	
** Minimum number of days, assignment may be up to a calendar year depending on the severity of the offense and the assessed danger the student poses to themselves and others.	

**Factors to Consider in Expulsion Review include but not limited to:**

- Academic progress in DAEP
- Behavior in DAEP
- Attendance and punctuality in DAEP
- Participation in DAEP counseling program
- Participation in appropriate intervention program (Required parent participation in Drug Intervention Program)
- Positive recommendation of home campus administration required for release
- Positive recommendation of DAEP counselor(s)
- Parent application and participation in review process
- Threat assessment by counseling staff
- Behavioral contract upon return to regular campus on probationary basis for remainder of school year
- Revocation of positive review probationary status and return to DAEP to serve remaining days of expulsion term if violation of behavioral contract upon return

## OTHER ISSUES

### CHANGE OF ADDRESS/PHONE NUMBERS

Parents/ students are required to immediately report changes in their home address or home/work phone numbers to the school office. It is imperative that the school has accurate phone numbers in the event of an emergency. Falsification of information is a violation of TEC 21.063.

### DETENTION

A student may be detained before or after school hours, during lunch or assigned to a Saturday class for one or more days if he/she violates the *Student Code of Conduct* or *Campus Student Handbook*. The student's parents/guardian will be notified of the reason for the detention and should make arrangements for the student's transportation.

### DISCRIMINATION

The District does not discriminate on the basis of gender, race, creed, ethnicity, religion or disabling condition in providing educational services. Students or parents who believe that they have been discriminated against should first bring the matter to the teacher's attention. If the outcome of that discussion is not satisfactory, the student/parent(s)/guardian(s) who have a grievance regarding possible discrimination should contact the campus principal and/or the Title IX Coordinator, Holly Teague, at 817-598-2836, who has also been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act of 1973.

### DISRUPTION OF CLASS

Any behavior which violates the rules of a particular classroom and interferes with the teacher's opportunity/ability to present material or the other students' opportunity/ability to concentrate on the material or their assignments is considered a disruption of class and may result in disciplinary action in accordance with the *Student Code of Conduct* and Chapter 37 of the *Texas Education Code*. Conduct that disrupts the educational activities of a school and violates state law includes, but is not limited to:

- Emissions by any means of noise of an intensity that prevents or hinders classroom instruction
- Enticement or attempted enticement of students away from classes or other school activities that students are required to attend
- Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend
- Entrance into a classroom without the consent of either the principal/designee or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities
- False alarms, bomb threats, and false 911 calls
- Emissions of offensive smells from devices such as stink/smoke bombs

## **FIGHTING**

A hostile encounter between students to settle differences whether verbal or physical, including but not limited to, verbal exchanges, shoving between students, and/or mutual combat that results in physical contact or bodily injury is considered fighting. School employees on each campus may notify law enforcement personnel when a fight occurs and it will be at the discretion of the law enforcement officer who responds as to whether an arrest should be made or a citation issued. Should the officer make the decision to arrest one or more students, the citation which is issued can range up to \$500 for each student. **Fighting is considered disruptive and will result in disciplinary action, which will include but is not limited to, placement in the District DAEP program, suspension, and/or a fine by the Municipal/Justice of the Peace court.**

## **FRATERNITIES, SORORITIES, SECRET SOCIETIES, GANGS**

Policy adopted by the Board of Trustees strictly prohibits the organization of any fraternity, sorority, gang, or secret society. The state law defines these organizations as those which take in additional members on the basis of the decision of its membership, rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization. The District is committed to keeping schools free from threats or any harmful influence of groups or gangs that advocate disruptive behavior while under District supervision. Gang activity is considered a serious offense and shall be subject to disciplinary and legal action.

## **GANG-RELATED BEHAVIOR**

Any behavior which is commonly associated with gang activities or gang-related affiliation, including, but not limited to, the violation of the established District dress code (i.e. baggy pants worn low on the waist), the possession of gang paraphernalia (i.e. bandanas, chains, etc.), the intimidation of students or staff members in the name of or under the guise of gang activities, the use of gang graffiti or gang colors, or the use of symbols, tattoos, identifying language, gestures, or hand signals which are commonly associated with gang activities/insignias, is considered gang-related behavior and will result in disciplinary action. For purposes of this rule, a “gang” means an organization that seeks to advance its interest by illegal and/or violent means. In determining the identity of gangs, associated attire, activities, and insignias, the school district will consult with local law enforcement authorities.

## **GOING TO AND FROM SCHOOL**

While the District does not assume responsibility for the acts of students to and from school, it may take disciplinary action if the circumstances warrant. On the way to and from school, students shall not loiter, litter, trespass, abuse, assault another, or create a nuisance for residents or businesses of the community.

## **INTERROGATIONS AND SEARCHES**

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in his/her car and will be subject to disciplinary action by the District as well as referred for criminal prosecution. Searches of

vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student.

Areas such as lockers, which are owned by the District and jointly controlled by the District and student, may be searched at any time. Students should not expect privacy in materials left in lockers. Purses, book bags, and other containers may be searched at any time without reasonable suspicion. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by District policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

### **HARASSMENT/HATE LANGUAGE/NAME CALLING/THREATS**

While the school protects freedom of speech, hate language/speech on or within 300 feet of school property or at a school-sponsored or at a school-related activity on or off school property that reasonably will lead directly to disruption of the educational process or to a substantial interference with the rights of others to an equal educational opportunity is grounds for discipline. Students, teachers, parents, and/or school/district visitors shall refrain from insulting, threatening, intimidating, or any derogatory statements/gestures of a personal nature which are likely to cause disruption of the orderly operation of the school, which invade the rights of other persons, or which are severe or pervasive as to create a hostile learning environment or incite violence. Examples of “hate language/speech” and/or forms of harassment include, but are not limited to, slurs of another person’s character, family, race, religion, sex, ethnic origin, physical appearance, intellectual ability, or disability expressed orally, symbolically, and/or in writing. Engaging in verbal, non-verbal, written, or physical exchanges that threaten the safety of another student, school employee, or volunteer, on school property or within 300 feet of school property or at a school related function will not be tolerated. Students engaging in hate language/speech, bullying, and/or any other form of harassment will be subject to consequences as outlined in the *Student Code of Conduct*, the *Employee Handbook*, and the *Campus Student Handbook*.

### **HAZING**

Hazing subjects persons to indignity, humiliation, physical abuse, or threat of abuse, social or other isolation, shame or disgrace. A student shall neither engage, encourage, nor assist any other person in any form of hazing. Students, who engage in hazing, either individually or in concert with other students, shall be subject to disciplinary action. “Hazing” is defined as any intentional, knowing or reckless act as defined by the *Texas Education Code* occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples of hazing include physical brutality; excessive physical activity such as calisthenics; excessive consumption/consumption of food/drink/drugs dangerous to a person’s welfare; or requiring the performance of illegal/embarrassing/ humiliating acts.

## **LOCKERS/VEHICLES**

The school's lockers are the sole property of the District. No expectancy of privacy should exist for the lockers. They are subject to search on a random or other basis. Vehicles parked on campus or the contents of them will be subject to search with reasonable cause as determined by the administration.

Periodically, specially trained drug detection dogs may be used to locate prohibited substances in the school or on the school campus. If the dog alerts on a locker or vehicle, it will be searched. A refusal to permit inspection is grounds for expulsion. The campus principal or designee will involve the local law enforcement and utilize state laws, as well as school discipline, in this program.

## **MOTOR VEHICLE USAGE**

Only high school students possessing a valid driver's license are authorized to drive cars to and from school. Students are to exercise utmost caution driving on the school parking area and must observe a maximum speed of 10 M.P.H. Student drivers or passengers who endanger the safety of themselves or others will be subject to disciplinary action, which may include loss of driving/parking privileges on campus. Students shall obtain annual parking permits and must park in the designated area specified by the permit. Permits may be revoked for abuse of specified rules. A student assumes responsibility for damages to his/her vehicle while parked on school property or at a school function. If there is reasonable cause, school personnel and law enforcement officers are authorized to inspect cars parked on school premises.

## **PERSONAL PROPERTY/BICYCLES/SKATING EQUIPMENT**

The school is not at any time responsible for students' private possessions. Students should mark all personal items. Students who ride bicycles, motorcycles, etc., to school should park and secure them in the assigned place immediately upon arrival. Skates, skateboards, roller blades, and/or roller shoes are not allowed to be used on school property for safety and storage/security reasons.

## **PAGING DEVICE/CELLULAR PHONE**

Students in public schools are prohibited from using a paging device/cellular phone inside the school building during school hours, unless the student in attendance is an active member of a volunteer fire-fighting organization or a volunteer emergency medical services organization. Unauthorized use of a paging device/cellular phone is a violation of this section (Education Code Section 37.082) and the student shall be subject to discipline as provided by the District Code of Conduct. The paging device/cellular phone may be confiscated by the school district if it is found to be used in an unapproved manner. The District may charge a \$15.00 fee for the return of the paging device or cellular phone. Paging device/cellular phone means "a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor."

## **PARENT CONFERENCE**

When the principal or designee suspends a student for three consecutive days, he or she shall encourage the student's parent to attend a conference to discuss the disciplinary action and/or the student's misbehavior.

## **POLICE QUESTIONING OF STUDENTS**

The following guidelines apply when law enforcement officers or other lawful authorities desire to question or interview a student at school:

1. The principal shall verify and record identity of the officer or other lawful authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.
4. On occasion of a student's violation of policy FNCF (Drug/Alcohol Use/Abuse) and other policies deemed appropriate by the principal, the police will be requested to investigate possible law violations.

NOTE: Child Protective Services is not a law enforcement agency and does not follow these guidelines. Child Protective Agency conducts investigations per agency guidelines.

## **SCHOOL RESOURCE OFFICER (SRO)**

To assist with security, a local law enforcement officer serves as the School Resource Officer on secondary campuses. The SRO is available to inform students of their rights and responsibilities as lawful citizens, to provide informal counseling for students in special situations and to teach/answer questions that students may have regarding juvenile law. Students who display serious and/or illegal behavior may be issued a citation or placed under arrest by the SRO. The issuance of a citation for illegal behavior at school is at the discretion of the SRO and not determined by the school administration.

## **SCHOOL SAFETY**

The school district has the primary responsibility of assuring that its schools are safe. Students who by their behavior on or off school property pose an imminent threat to the safety of members of the school community will be subject to appropriate disciplinary action and possible criminal penalties. Although the District has implemented safety procedures, the cooperation of students/ parents/guardians is essential to ensure school and student safety. Students should:

- Avoid behavior that is likely to put the student, other students, or school personnel at risk
- Follow the *Student Code of Conduct* and any additional rules for behavior and safety outlined in the *Campus Student Handbook* or rules established by the administrators, teachers, or bus drivers
- Know emergency evacuation routes and signals
- Follow immediately the instructions of administrators, teachers, and bus drivers who oversee the welfare and safety of students

In order to protect the safety of students and school personnel and to deter the possession or use of drugs, weapons, and other contraband at school and school-related activities, the District may employ surveillance and search devices including metal detectors, audio/video surveillance equipment, and canines as needed.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as engaging in unwelcome sexual advances, requesting sexual favors, using sexually abusive or vulgar language or other verbal, visual, or physical conduct when such conduct interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment. The District prohibits students from engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or other sexual conduct directed toward another student or District employee as defined in FNCJ (LEGAL/LOCAL). The District believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment and shall investigate all complaints alleging sexual harassment. The District considers sexual harassment to be a serious offense and shall consider the full range of disciplinary options, including expulsion, according to the nature of the offense. A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent/guardian in a conference with the principal/designee or with the District Title IX Coordinator, Holly Teague (817-598-2836). The conference will be scheduled and held within five days of the request. The principal/designee or Title IX Coordinator will direct an investigation, which ordinarily will be completed within ten days. The student or parent/guardian will be informed if extenuating circumstances delay completion of the investigation. Oral complaints should be submitted in writing to assist in the District's investigation.

## **STUDENTS TAKEN INTO CUSTODY**

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity and, to the best of his or her ability, verify the official's authority to take custody of the student. The principal shall then deliver over the student and immediately notify the Superintendent and the parent or other person having lawful control of the student.

## **TOBACCO**

Students are not to smoke, chew, or be in possession of tobacco products including matches or a lighter on school property or while attending a school-sponsored or school-related activity on or off school property. Students violating this policy shall be subject to disciplinary action that may include, but is not limited to, placement in an alternative education program and may also include a citation by law enforcement authorities.

## **PHYSICAL RESTRAINT**

A District employee may, within the scope of the employee's duties, use and apply physical restraint to a student whom the employee reasonably believes it necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury;
2. Obtain possession of a weapon or other dangerous object;
3. Protect property from serious damage;
4. Remove, from a specific location, a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures; and/or
5. Restrain an irrational student.

## **PUBLICATIONS**

### **School-Sponsored Publications/Media**

The District's professional employees shall exercise control over style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate instructional concerns.

The District may refuse to disseminate or sponsor student speech that:

1. Might reasonably be perceived to advocate drug or alcohol use, inappropriate and irresponsible sexual behavior, or conduct otherwise inconsistent with the shared values of a civilized social order;
2. Is inappropriate for the level of maturity of the readers; and/or
3. Does not follow the direction of the professional employees who supervise the production of the publication.

### **Non-School Publications**

The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Classrooms shall not be used for distribution of any materials over which the school does not exercise control. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each school campus shall designate an area where materials over which the school does not exercise control, that have been approved for distribution to students, as provided below, may be made available to students or distributed to students in accordance with the time, place, and manner restrictions developed and approved by the campus principal.

Distribution of written materials over which the District does not exercise control may be restricted, subject to the following guidelines:

1. When circumstances reasonably support a foreseeable interference with normal school operations that is both material and substantial resulting directly from a distribution, the District may limit the distribution.
2. Reasonable administrative regulations as to the time, place, and manner of distribution shall promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
3. Content of the non-school-sponsored materials to be distributed shall conform to the following standards:
  - a. Materials that are obscene or sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
  - b. Materials may not be forbidden if the portions or specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or readings assigned by teachers.
  - c. Libelous material may be prohibited from distribution. Libelous material includes defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard for truth.
  - d. Publications that criticize Board members or school officials or advocate violation of school rules may be prohibited if they fall within the disruption standard

described at item 1 above. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.

- e. Hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar irresponsible publication aimed at creating hostility and violence may be banned if they fall within the disruption standard described at item 1 above.

### **Prior Review of Non-School Materials**

All written material over which the school does not exercise editorial control that is intended for distribution to students at places under district jurisdiction according to the following procedures:

1. Material shall be submitted to the building principal or a designee for review.
2. The principal or designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four hour period shall be interpreted as disapproval.
3. The student may appeal disapproval to the Superintendent, who shall decide the appeal within three days of its receipt. Failure of the Superintendent to act within the three-day period shall be interpreted as disapproval.
4. If the request to distribute material was initiated by a student, disapproval may be appealed to the Board under Board Policy beginning at Level Three. If the request to distribute material was initiated by someone other than a student, disapproval may be appealed to the Board under Board Policy, beginning at Level Three.

### **STUDENT HANDBOOK**

A student handbook containing policies and regulations on the rights and responsibilities of students, the code of student conduct, and student discipline shall be distributed to all students and parents, teachers, administrators, and any other person on request, at the beginning of the school year. It shall also be provided to new professional employees, newly enrolled students, and any parent on request. Changes during the year shall be published and distributed during the next semester, but no later than the beginning of the next school year.

Each student and parent shall sign annually a statement that they have received and read the student handbook and code of conduct and acknowledge the responsibilities outlined there. Any concern with information provided may be addressed to principal or designee.

## GLOSSARY

**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.

**Bullying** is written or oral expression or physical conduct that a school district's Board of Trustees or the Board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

**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.

**Discretionary** means that something is left to or regulated by a local decision maker.

**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** is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

**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.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**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.

**Persistent misbehavior** is two or more violations of the Code in general or repeated occurrences of the same violation.

**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** is a determination made by the Superintendent or designee using all available information, including the information furnished under Article 15.27 of the *Code of Criminal Procedure*.

**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.

**Serious offenses** include but are not limited to:

- Murder
- Vandalism
- Robbery or theft
- Extortion, coercion, or blackmail
- Actions or demonstrations that substantially disrupt or materially interfere with school activities
- Hazing
- Insubordination
- Profanity, vulgar language, or obscene gestures
- 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 assigned by the teacher or principal

**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.

**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.

**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** are those that 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. [See FOC (EXHIBIT)]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior or the presence of physical symptoms of drug or alcohol use. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**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.

# **EXTRA-CURRICULAR ACTIVITIES CODE OF CONDUCT**

## **STATEMENT OF PHILOSOPHY**

Students participating in extra-curricular activities are first and foremost representatives of their school community and must exemplify appropriate behavior at all times, on and off campus. Participation in extra-curricular activities is a privilege and not a right. Participants in extra-curricular activities are held to a higher standard of conduct than the general student body and must be responsible, cooperative, and adhere to school policies and regulations at all times. Violations warranting probation, suspension or dismissal will be communicated to the parents.

## **EXTRA-CURRICULAR EXCUSED ABSENCE DEFINED**

1. Personal illness/accident
2. Funeral or death of family/friend
3. Participation in another school activity
4. An absence that has the approval/notification from sponsor (prior approval/notification recommended)

## **CONSEQUENCES-UNEXCUSED ABSENCE FROM PRACTICE**

1. First unexcused absence will result in a warning. (Additional punishment or suspension from an individual activity can be imposed by the sponsor.)
2. Second unexcused absence will result in additional punishment or suspension from an individual activity. Sponsor(s) will notify parents of absence and remind them of the consequences of the third unexcused absence.
3. Third unexcused absence will result in dismissal from extra-curricular activities.

## **CONSEQUENCES-UNEXCUSED ABSENCE FROM CONTEST**

1. May result in immediate dismissal from extra-curricular activities.

## **TOBACCO PRODUCTS, ALCOHOL, ILLEGAL DRUGS**

Due to health and safety considerations, use of tobacco products, drinking of alcohol beverages, or use or possession of illegal drugs will not be allowed any time. Any WISD administrator, faculty member, or law enforcement officer shall report such violation to the appropriate sponsor or coach and school principal.

## **CONSEQUENCES – TOBACCO PRODUCTS, ALCOHOL, ILLEGAL DRUGS**

1. The first violation of the above statement will result in:

### **A. TOBACCO PRODUCTS**

1. The first violation will result in:
  - a. Suspension from competition for the equivalent of 10% of the regularly scheduled events.  
EX: Twenty soccer matches – Suspension = Two games  
Ten football games – Suspension = One game  
NOTE: The athlete will continue to practice.
  - b. Appropriate disciplinary measures determined by the head coach with approval from the Athletic Director.

- c. Parent conference scheduled as soon as possible to review action taken and discuss referral for counseling.

NOTE: If the violation occurs when the athlete is in off-season, the suspension will be enforced at the beginning of his/her next sport in season.

## B. ALCOHOL

1. The first violation will result in:

- a. Suspension from competition for the equivalent of 20% of the regular scheduled events.

EX: Twenty soccer matches – Suspension=Four games

Ten football games – Suspension = Two games

NOTE: The athlete will continue to practice.

- b. Appropriate disciplinary measures determined by the head coach with approval from the Athletic Director.
- c. Parent conference scheduled as soon as possible to review action taken and discuss referral for counseling.
- d. Documented counseling before returning.

NOTE: If the violation occurs when the athlete is in off-season, the suspension will be enforced at the beginning of his/her next sport in season.

## C. ILLEGAL DRUGS

1. The first violation will result in:

- a. Suspension from competition for the equivalent of 30% of the regularly scheduled events.

EX: Twenty soccer matches – Suspension = Six games

Ten football games – Suspension = Three games

NOTE: The athlete will continue to practice.

- b. Appropriate disciplinary measures determined by the head coach with approval from the Athletic Director.
- c. Parent conference scheduled as soon as possible to review action taken and discuss referral for counseling.
- d. Drug tested (at parents' expense) before returning.
- e. Documented counseling before returning.

NOTE: If the violation occurs when the athlete is in off-season, the suspension will be enforced at the beginning of his/her next sport in season.

2. A second violation, occurring any time during a student's secondary (grades 7-12) school career, will result in dismissal from all extra-curricular activities for the contracted year.

NOTE: Upon a second violation where the athlete is an underclassman who wants to participate the next school year, the minimum consequence (see #1) must be satisfied before participation will be allowed.

### **CONSEQUENCES – COMMISSION OF AN UNLAWFUL ACT**

A serious, unlawful act (i.e. theft, destruction of property, etc.) could result in suspension from all extra-curricular activities. Sponsor and administrative discretion will be used due to the broadness of this area.

### **CONSEQUENCES – VIOLATION OF SCHOOL RULES WHICH RESULT IN SUSPENSION (In-School or Out-of-School Suspensions)**

The disciplinary action taken for a student who violates a school rule, which ends in suspension (In-School or Out-of-School Suspensions), will be consistent with school policy with the possibility of further disciplinary action as determined by the administration and the sponsor of each extra-curricular activity involved. Students may not participate in extra-curricular activities during the term of their suspension. The coach/sponsor may impose additional extra-curricular sanctions as a result of a school suspension.

### **CONSEQUENCES-VIOLATION OF RULES IN CODE OF CONDUCT OF EACH EXTRA-CURRICULAR ACTIVITY**

A student who violates rules of the Code of Conduct of the extra-curricular activity will be subject to disciplinary action according to the individual extra-curricular organization.

### **EXTRA-CURRICULAR PARTICIPATION – HEALTH RELATED**

A student who has a health-related illness or pregnancy would be subject to the rules of participation at the discretion of the sponsor of the individual activity.

# **WEATHERFORD ISD COMPUTER ACCEPTABLE USE POLICY**

## **AVAILABILITY OF ACCESS**

Access to WISD's computer network system (LAN's and WAN's), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. No students shall be given access without written consent of their parent/guardian.

Access to WISD's computer network system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District/Campus policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

## **MONITORED USE**

Electronic mail transmissions and other use of computer network systems by students shall not be considered confidential and may be monitored at any time by designated WISD staff to ensure appropriate use for educational or administrative purposes.

## **DISCLAIMER OF LIABILITY**

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible ensuring the accuracy or usability of any information found on the Internet.

## **ACCEPTABLE USE (REGULATIONS)**

The District's computer networks will be used only for administrative and educational purposes consistent with the WISD's mission and goals. Commercial use of WISD's computer networks is strictly prohibited.

Copyrighted software or data may not be placed or installed on any system connected to the WISD computer network system without permission from the holder of the copyright and such software **MUST** be licensed directly to WISD. Only the owner(s) or individuals the owner specifically authorized in writing may upload or install copyrighted material to the system. An inventory and archive of software is to be kept at each campus library.

## **SYSTEM ACCESS**

Access to the District's electronic communications system will be governed as follows:

1. With approval of the Parent/Guardian, WISD students may be granted access to the District's network system.
2. The District will require that all passwords be changed every 30 days.

3. A student may apply for an account (with parental approval) and, in doing so, will be ultimately responsible for use of the account. Students with accounts will be required to maintain password confidentiality by not sharing the password with others.
4. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's computer/network system.
5. All accounts can be monitored and are not to be considered private. WISD shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

### **ON-LINE CONDUCT**

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by WISD policy.
3. System users may not use another person's system account.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may NOT redistribute, copy, or install copyrighted programs or data of any kind.
6. System users are expected to be polite to other network users.
7. System users are expected to use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
8. System users pretending to be someone else when sending/receiving messages is considered inappropriate. Anonymous mailings are strictly prohibited.
9. Transmitting obscene or offensive messages, pictures or materials is strictly prohibited.
10. System users are prohibited from revealing personal information to others while on-line (addresses, phone numbers, etc.).
11. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
12. The public posting of another user's message, without that user's permission is prohibited.
13. Entry into and use of IRC/"Chat" services is prohibited.
14. Access to external (non-WISD) email services is prohibited.

### **VANDALISM PROHIBITED**

Any malicious attempt to harm or destroy WISD equipment or materials, data of another user, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of WISD policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

### **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

### **INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network (Internet) that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District computer systems and will be subject to disciplinary action in accordance with the *Student Code of Conduct*.

### **TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT**

WISD may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use. Termination of a student account for the violation of on-line policy will extend for a period of one year.

Termination of a student's access will be effective on the date the principal or district coordinator receives notice of student's withdrawal or of revocation or system privileges, or on a future date if so specified in the notice.

### **DISCLAIMER**

WISD's computer network system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not WISD.

***WISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer network systems.***

**WEATHERFORD ISD NETWORK/INTERNET ACCESS AGREEMENT**

**STUDENT AGREEMENT**

Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I have read the WISD Computer Acceptable Use Policy and administrative regulations. I agree to abide by the provisions of this policy and I understand violation of these provisions will result in disciplinary action and complete revocation of system access.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT OR GUARDIAN AGREEMENT**

I have read the WISD Acceptable Use Policy and administrative guidelines. In consideration for the privilege of using the District's electronic Network/Internet systems, I hereby release WISD, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulation.

I give permission for my child to use WISD's Computer Network/Internet facilities and certify that the information contained on this form is correct.

I do not give permission for my child to use WISD's Computer Network/Internet facilities.

Signature of parent or guardian \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Home phone number \_\_\_\_\_