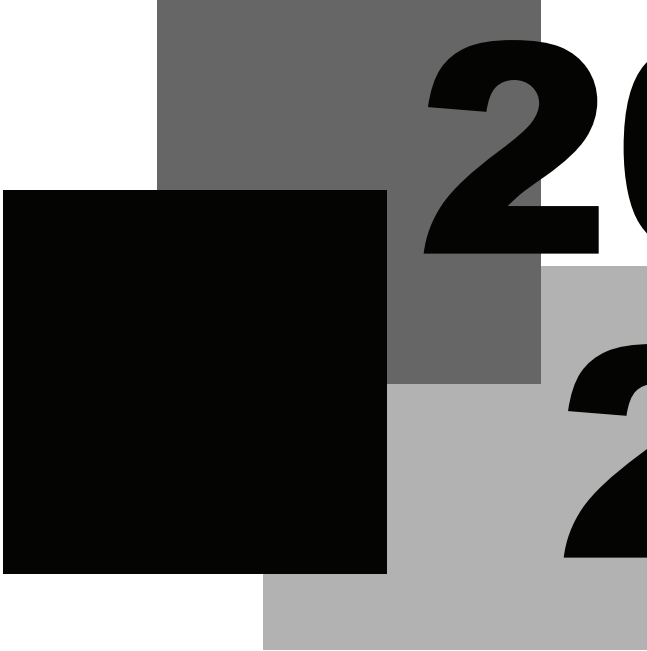


Northwest Independent School District



2008

2009

**Student Handbook and
Code of Conduct**

Northwest ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs.

Northwest Independent School District Parent Involvement Policy

*The following Parent Involvement Policy was developed
by Northwest ISD parents in accordance with Federal regulations.*

The Northwest Independent School District believes that parents are partners with teachers and other staff in the education of their children. Northwest Independent School District believes that parent involvement and empowerment are essential at all levels throughout the school district.

Northwest Independent School District believes that student academic achievement requires that parents have an understanding of curriculum, academic achievement standards, assessments, district/school policies and procedures, and how to monitor their children's progress and work with educators to improve the achievement of their children.

Central administration shall work in collaboration with parents and guardians and shall actively support the school and parents in enhancing parent involvement by:

- Respecting parents as partners in the education of their children.
- Valuing diversity and the need for equity in each school.
- Promoting parent involvement in district leadership and decision-making.
- Fostering a welcoming and responsive environment for parents.
- Ensuring accountability of the staff at all levels throughout the district in working with parents as partners.
- Valuing the need for partnerships with public and private entities in the Northwest community.
- Establishing and promoting communication as a source of trust and understanding between district and parents.

Parents/Guardians are asked and encouraged to be involved in their children's learning and education by:

- Taking the initiative to seek the best educational opportunities for their children.
- Understanding school procedures and opportunities to contribute or receive support.
- Utilizing two-way lines of communication between parents, school staff, and the district on the instruction, achievement, and conduct of their children.
- Participating in training opportunities that will include but are not limited to: strategies/reinforcing learning at home, discipline, and understanding cultural differences.
- Participating in site-based leadership and decision-making.
- Volunteering in their children's schools.
- Supporting and engaging in developing partnerships within the Northwest community.

Revised May 1, 2008

Northwest Independent School District

Overview of the Student Handbook and Code of Conduct

In any school district it is necessary that rules and regulations be established for the safety and well-being of all. Northwest ISD operates under the philosophy that it is important to teach students self discipline through making decisions and understanding that decisions have consequences. The *Northwest ISD Student Handbook and Code of Conduct* is just one tool to help students, parents, teachers, and administrators work together to teach children self discipline. To achieve the best possible learning environment for all our students, the *Student Handbook and Code of Conduct* and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. This document explains what is expected of each student and tells the student what will happen if a rule is violated. The purpose of the *Student Handbook and Code of Conduct* is to teach each student self discipline and to provide a safe and secure learning environment for the benefit of all students.

The *Northwest ISD Student Handbook and Code of Conduct* is the District's specific response to requirements in Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This handbook provides information and direction to students and their parents/guardians regarding expected standards of behavior as well as potential consequences for misconduct.

The *Student Handbook and Code of Conduct* is designed to be clear, concise, and consistent. Entries in the handbook are listed in alphabetical order and cross references have been provided to aid students and parents in locating items of interest in the document.

As the District's discipline management plan, The *Northwest ISD Student Handbook and Code of Conduct* includes a discipline level system. Discipline offenses in the *Student Handbook and Code of Conduct* are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. Located on the next page is a "Quick Reference Guide to the 2008-2009 Discipline Level System," a simple one-page summary of the District's discipline management plan. This quick reference guide is not a substitute for reading the *Northwest ISD Student Handbook and Code of Conduct*, but rather a quick reference for parents and students. In the event of a conflict, the *Student Handbook and Code of Conduct* and District Board of Trustees' policies prevail.

Northwest Independent School District

Quick Reference Guide to the 2008-09 Discipline Level System

This chart depicts examples of offenses at each of the disciplinary levels and the possible consequences available to administrators. The consequences outlined in this chart are not an exhaustive list and do not require administrators to implement consequences in a particular hierarchy. For more specific detail, refer to pages 60 - 97 in this handbook.

Level I	Level III	Level IV Removals to DAEP
<ol style="list-style-type: none"> 1. Being tardy to class 2. Running or making excessive noise in the hall, classroom, or building 3. Neglecting to bring required materials or assigned work to class 4. Failing to follow classroom rules 5. Failing to participate in classroom activities 6. Violating the dress code (elementary) 7. Eating or drinking in an undesignated area (secondary) 8. Chewing gum or consuming food/candy 9. Throwing objects or passing unauthorized notes 10. Talking back/arguing or name calling 11. Horseplaying/scuffling (not fighting) 12. Spitting (without bodily contact) 	<ol style="list-style-type: none"> 1. Committing persistent offenses from Level II, including bus infractions 2. Disrupting the school environment or educational process 3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal) or obscene gestures 4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others 5. Using ethnic, racial, or gender-related slurs (verbal or written) or inappropriate acts toward a specific racial/ethnic person/group 6. Fighting; encouraging or promoting a fight 7. Using lighters or matches 8. Possessing or using tobacco 9. Using a laser pointer 10. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, or other noxious chemicals 11. Possessing ammunition 12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the district's computer system. 13. Possessing, distributing, or concealing a weapon not included as a removable or expellable offense 14. Stealing or unauthorized possession of another person's property, theft; committing burglary 15. Exhibiting, possessing, delivering, using, or selling look-alike weapons 16. Forging or altering school records, parent notes, forms, or other school/home communications (secondary) 17. Assaulting another student or an adult that is not a removable or expellable offense 18. Vandalizing, defacing, or damaging school property, including non-felony graffiti 19. Failing to disclose information, hiding/covering up info/evidence for self or others, committing perjury, or lying as a witness 20. Engaging in behavior that is illegal that does not constitute an expellable offense 21. Engaging in sexual conduct 22. Engaging in sexual harassment (verbal or written), including stalking 23. Mooning, streaking, other forms of nudity, or exposing undergarments or "pantings" 24. Hazing, harassing, stalking (non sexual), or bullying 25. Creating a potential health or safety hazard or a situation that may result in possible injury 26. Gambling 27. Hacking (illegal or unauthorized entry or attempted entry into computer files) 28. Committing extortion, coercion, or blackmail 29. Possessing a current prescription (student's own medication) or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements 	<ol style="list-style-type: none"> 1. False alarm or report involving a public school or terroristic threat 2. Conduct punishable as a felony 3. Assault with bodily injury 4. Marijuana or controlled substances (non-felony) 5. Dangerous drugs (non-felony) 6. Alcohol (non-felony) 7. Abusable volatile chemicals 8. Public lewdness or indecent exposure 9. Retaliation against any school employee (regardless of location) 10. Title V felonies (off-campus) <p>Discretionary Placements</p> <ol style="list-style-type: none"> 1. Persistent misbehavior at Level III 2. Non-Title V felonies (off-campus) 3. Selling, giving, or delivering to another person a non-prescription drug or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance 4. Attempting to sell/purchase a prohibited substance through verbal or written communication without being in possession 5. Gang activity 6. Fraternity, sorority, or secret society activity 7. Expellable offenses occurring on another district's property in Texas 8. Aggravated robbery against a student (regardless of location)
Level V Expulsions to JJAEP		
<p>Mandatory Placements</p> <ol style="list-style-type: none"> 1. Firearm 2. Illegal knife 3. Club 4. Prohibited weapon 5. Aggravated assault, sexual assault, or aggravated sexual assault 6. Arson 7. Murder, capital murder, or criminal attempted murder or capital murder 8. Indecency with a child 9. Aggravated kidnapping 10. Aggravated robbery 11. Manslaughter 12. Criminally negligent homicide 13. Marijuana or controlled substances (felony) 14. Dangerous drugs (felony) 15. Alcohol (felony) 16. Retaliation against an employee or volunteer (regardless of location involving #1-15 above) <p>Discretionary Placements</p> <ol style="list-style-type: none"> 1. Persistent misbehavior while placed in a DAEP 2. Assault against an employee or a volunteer (on campus or within 300') 3. Deadly conduct (on campus or within 300') 4. Retaliation against an employee or volunteer (regardless of location) 5. Criminal mischief (felony) 6. Aggravated robbery against a student (off-campus) 7. Expellable offenses occurring on another district's property in Texas 		
Consequences for Levels I, II, and III		
<ol style="list-style-type: none"> 1. Verbal reprimand 2. Cooling off time or "time out" 3. Confiscation of item (possible fine assessed) 4. Behavioral contracts 5. Loss of privilege(s) 6. Parent call or conference 7. Counselor/student conference 8. Change of seat assignment 9. Special assignment or duties 10. Grade penalty 	<ol style="list-style-type: none"> 11. Correct dress code violation 12. Restitution of damages/restoring to order 13. Exclusion from extracurricular activities 14. Withdrawal or restriction of bus privileges 15. Detention (before, during lunch, after school) 16. Saturday School (secondary) 17. Temporary removal from class 	<ol style="list-style-type: none"> 18. Required Parent Meeting (RPM) 19. In-school suspension (elementary /middle school) 20. Extended Classroom Opportunities (high school) 21. Out-of-school suspension 22. DAEP placement (discretionary) 23. Referral to law enforcement
Consequence at all Levels		
<p>School officials shall notify local law enforcement authorities any time it is suspected that a criminal act occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p>		

Northwest ISD Student Handbook and Code of Conduct

Table of Contents

Letter from Superintendent	2	Disruption of Classes and Activities.....	25
Parent Involvement Policy	3	Disruption of Transportation	25
Overview of the Student Handbook and Code of Conduct	4	Disruptive Activities	25
Quick Reference Guide to the 2008-2009 Discipline Level System	5	Distribution of School Materials and Non-School Materials.....	26
Table of Contents	6	Dress and Grooming	26
Mission of the District	8	Driver License Attendance Verification.....	28
Central Administration	9	Drug/Alcohol Use/Abusable Volatile Chemicals.....	28
Secondary Schools	9	Drug Paraphernalia	29
Elementary Schools	10	Drug-Free School Zone.....	29
Other Facilities	11	Emergency Drills	29
		Emergency Medical Treatment and Information	29
		Extracurricular Activities, Clubs, and Organizations.....	29
		Extra/Co-curricular Activity Student Pledge of Conduct.....	30
		Extra/Co-curricular Activity Pledge Violation Consequences.....	30
		False Alarm or Report.....	31
		Field Trips	31
		Fighting/Physical Contact/Abuse	32
		Firearm	32
		Food and Drinks.....	32
		Food Services.....	32
		Freedom from Discrimination	33
		Gambling.....	33
		Gang	34
		Gifted and Talented (GATES).....	34
		Grade-Level Classification	34
		Grades and Grading Guidelines.....	34
		Graduation.....	35
		Graffiti	36
		Guests at Social Events.....	36
		Hacking	36
		Harassment	36
		Hazing	36
		Hit List	37
		Homeless	37
		Homework.....	37
		Illegal Knives	38
		Immunization Requirements.....	38
		Internet Acceptable Use.....	38
		Interrogations by School Officials.....	40
		Jurisdiction	40
		Knuckles.....	40
		Lockdown.....	40
		Loitering.....	40
		Lunch Visitors.....	40
		Machine Gun	41
		Make-up Work	41
		Mandatory	41
		Medical Appointments.....	41
		Medicine at School	41
		Miranda Warnings	42
		Non-Sufficient Funds Fee.....	42
		“Opting Out” of Activities.....	42
		Persistent Misbehavior.....	42
		Personal Property	42
		Physical Fitness Assessment.....	42
		Physical Restraint.....	43
		Plagiarism.....	43
		Police Intervention	43
		Possession	43
		Prayer	43
		Prescription/Non-Prescription Drugs.....	43
		Progress Reports	43
		Prohibited Items	43
		Promotion and Retention	44
		Psychotropic Drugs.....	44
		Public Displays of Affection.....	45
		Publications – Student Speech.....	45
		Questioning of Students	45
Notices to Parents			
General Notices			
Board Policies	12		
Complaints and Concerns	12		
Student Code of Conduct	12		
Required Notices			
Attendance – Warning	12		
Bacterial Meningitis	12		
Child Find	13		
Students with Disabilities	14		
Title IX and Other Discriminatory Protections.....	14		
Other Notices			
Alcohol-Free Zone.....	14		
Asbestos Management Plan	14		
Child Abuse or Neglect.....	15		
Concealed Handgun License Holder	15		
Drug-Free School Zone.....	15		
Firearms/Weapons	15		
Fireworks	15		
Homeless Students.....	15		
Integrated Pest Management (IPM)	15		
Notification to Staff	15		
Pledges of Allegiance and a Moment of Silence	16		
School Closings	16		
Steroids	16		
Student Records – Notification of Rights – Family Educational Rights and Privacy Act (FERPA).....	16		
Tobacco-Free School Notice.....	18		
General Information			
Accident Insurance	19		
After-School Assignments	19		
Alcohol	19		
Arson	19		
Assaults.....	19		
Attendance	19		
Authority of the District.....	21		
Bullying	21		
Buses.....	22		
Cell Phones/Pagers/Other Electronic Devices	22		
Cheating.....	22		
Chemical Dispensing Device	22		
Child Abuse or Neglect.....	22		
Closed Campus.....	22		
Club	22		
Commencement.....	22		
Communicable Diseases/Conditions.....	22		
Complaints and Concerns	22		
Computer Resources	23		
Conduct Before and After School.....	23		
Conferences	23		
Counseling.....	23		
Credit by Exam with Prior Instruction	23		
Credit by Exam without Prior Instruction.....	23		
Criminal Charges.....	24		
Damage to School Property	24		
Deadly Conduct.....	24		
Deferred Adjudication/Deferred Prosecution	24		
Delinquent Conduct.....	25		
Diabetes	25		
Diploma Requirements.....	25		
Discretionary	25		

Reasonable Belief	45
Registered Sex Offenders	45
Release of Students from School	47
Report Cards	47
Reports to Law Enforcement	47
Safety	47
Scholarships/Grants	48
School Health Advisory Council	48
School Rules	48
Searches	48
Secret Societies	49
Self-Defense	49
Sexual Assault Transfers	49
Sexual Harassment	49
Skateboards/Scooters/Roller Blades	49
Special Programs	49
Standardized and District-Administered Tests	50
Steroids	51
Student Records	51
Student Speakers	51
Students Taken into Custody	51
Summer Programs	51
Student Transcripts	52
Surveys	52
Tardies	52
Terroristic Threat	52
Textbooks	52
Threats	52
Title 5 Felonies—Offenses Against a Person	52
Tobacco Use and Possession	53
Transfers	53
Transportation	53
Trespassing	55
Truancy	55
Tutorials	56
Under the Influence	56
Use	56
Vandalism	56
Vehicles on Campus	56
Videotapings and Recordings of Students	57
Visitors to the Campus	57
Weapons	58
Withdrawal	59
Zip Gun	59

Student Code of Conduct

Development of the Plan	60
Discipline Management Plan	60
Discipline Management Techniques	60
Discipline Management Training	61
Discipline Person	61
Discipline Records	61
Guidelines for Assessing Disciplinary Consequences	61
Individual Campus Options	61
Intent and Self-Defense	61
Level System	61
Levels I, II, III, IV, and V	62
Parent/Teacher Conferences	62
Responsibilities of:	
School Board Members	62
Central Administrators	62
Campus Administrators	62
Teachers	63
Students	63
Parents/Guardians	63
Students with Disabilities	64
Disciplinary Procedures for Students with Disabilities	64
Definition of a Student with a Disability Under Section 504	64
Definition of a Student with a Disability Under IDEIA	64

Discipline Charts

Elementary --	Level I (p. 65)	Level II (p. 66)	Level III (p. 68)
Middle School --	Level I (p. 70)	Level II (p. 71)	Level III (p. 73)
High School --	Level I (p. 75)	Level II (p. 76)	Level III (p. 78)
All Levels --	Level IV (p. 80)	Level V (p.82)	

Disciplinary Consequences Outlined

Detentions / Saturday School	84
Notice to Parents	84
Conference (Due Process)	84
Restrictions/Prohibitions	84
Complaints	84
Extended Class Opportunity (ECO)	84
Disciplinary Alternative Education Program (DAEP)	84
Students Under Six	85
Mandatory Placement	85
Discretionary Placement	86
Emergency Placement	86
Complaint or Appeal	86
Emergency Placement/Expulsion	86
Conference or Hearing Rights	87
Expulsion	87
Mandatory Expulsions	87
Discretionary Expulsions	88
Under Age of Ten	88
Emergency Expulsion	89
Placement and Length of Expulsions	89
Placement and Length for Firearms	89
Notice to Parents	89
Restrictions/Prohibitions	89
Transportation	89
Due Process—Campus Level	89
District-Level Appeal of Expulsion	90
Appeal to the Board	90
Appeal of Board's Decision	90
Complaints	90
Notice to Authorities	90
Notice to Staff	90
Reporting	91
Restrictions on Court Orders	91
Withdrawal During Process	91
Transfers	91
Information Related to Discretionary and/or Mandatory DAEP	
Placements	91
Length of Removal	91
Notice to Parents	92
Restrictions/Prohibitions	92
Transportation	92
Conference (Due Process)	92
Complaints	93
Appeals (Due Process)	93
Placement Reviews for Long-Term Placements	93
Placement Reviews under Article 15.27(g)	93
Order of Removal	94
Notice to Staff	94
Reporting	94
Withdrawal During Process	94
Transfers	94
In-School Suspension	95
Length of Removal	95
Notice to Parents	95
Conference (Due Process)	95
Restrictions/Prohibitions	95
Complaints	95
Continuation of Placement	95
Transfers	95
Out-of-School Suspension	95
Length of Removal	95
Notice to Parents	95
Conference (Due Process)	95
Restrictions/Prohibitions	96
Complaints	96
Continuation of Placement	96
Transfers	96
Required Parent Meeting (RPM)	96
Notice to Parents	96
Complaints	96
Students with Disabilities	96
Teacher Removal of Students	96
Informal Removal	96
Formal Removal	96
Notice to Parents	97
Conference	97
Placement Review Committee	97
Placement	97
Complaints	97

Mission Statement

**Northwest ISD, in partnership with parents and community,
will provide all students a premier education,
preparing them to be successful, productive citizens.**

District Goals:

1. Northwest ISD will provide premier programs to ensure that all students are successful learners.
2. Northwest ISD will recruit, develop, retain, and recognize an exceptional, highly motivated staff to optimize student engagement and learning.
3. Northwest ISD will provide timely, open communication and positive parental and community partnership opportunities in our schools.
4. Northwest ISD will provide premier facilities and support systems that enhance a positive learning environment and foster student and community pride.
5. Northwest ISD will invest resources to ensure that students, parents, and the community receive optimal educational services.

Board Meetings:

All Northwest ISD Board Meetings are open to the public. Regular meetings will be held at 7 p.m. on the second and fourth Monday of each month in the board room at the Administration Building (2001 Texan Drive, Justin). With public notice, Trustees will also hold special meetings and work sessions as needed. When determined necessary, the Board President may change the date or time of the regular meetings. The notice for the meeting shall reflect the changed date or time. Within the limits of the Texas Open Meetings Act, parts of the Board meetings may be closed to the public for topics including, but not limited to the following: real estate transactions, personnel matters, student hearings, and legal matters.

To Address the Board:

The public may address the Board during the public participation portion of the Board meeting. Remarks may be related to any topic, whether agenda items or non-agenda items, and are limited to five minutes. Those wishing to speak during public participation may sign the roster in the board room within the hour preceding the meeting.

NISD 2008-2009 Board of Trustees



Back Row: Daryl Laney, D.C., Davis Palmer, Mark Schluter, Mel Fuller
Front Row: Jeannette Leong, Debbie Thomas, Devonna Holland

Northwest Independent School District
Central Administration Offices

Physical Address:
2001 Texan Drive
Justin, Texas 76247

817-215-0000
817-490-6473
940-648-3224
Fax: 817-215-0170

Mailing Address:
P.O. Box 77070
Fort Worth, Texas 76177

Departments

Administrative Services/Safety Security/Technology

Mona Benotti, Asst. Supt. for Admin. Services 817-215-0074
Kyle Copp, Ex. Dir. of Human Resources 817-215-0145
Kitty Poehler, Ex. Dir. of Personnel Services 817-215-0096
Glenda Beam, Dir. of Safety & Security 817-215-0004

Communications/Corporate & Community Development

Jerhea Nail, Special Assistant to the Supt. 817-215-0171
Lesley Weaver, Director of Communications 817-215-0056
Melissa Shawn, District Webmaster 817-215-0135
Marcia Schmitz, Ex. Dir. NISD Educ. Foundation 817-215-0174
Kelli Marshall, Partners in Education 817-215-0172

Curriculum & Instruction/Special Education

Edward Chevallier, Asst. Supt. for Curr. & Inst. 817-215-0080
Cindy Brown, Ex. Dir. of Student Services 817-215-0083
Damon Edwards, Ex. Dir. of Inst. & Campus Sup. 817-215-0149
Mike Schwei, Ed.D., Ex. Dir. of Curr. & Staff Dev. 817-215-0021
Kandy Aydelotte, Dir. of Special Education 817-215-0075

Facilities, Planning & Construction

Dennis McCreary, Asst. Supt. for FPC 817-215-0136
Mehran Aghili, Lead Construction Manager 817-215-0055
Jim Sadler, Dir. of Maintenance 817-215-0020

Finance/Purchasing

Jon Graswich, Chief Financial Officer 817-215-0024
DeAnne Hatfield, Ex. Dir. of Business Services 817-215-0042
Joyce Polson, Purchasing Agent 817-215-0095

Food Services

ARAMARK 817-215-0005

Records Retention

Glenda Kelley, Ex. Asst. to the Supt. 817-215-0030

Superintendent

Karen G. Rue, Ed.D. 817-215-0030

Transportation - Durham

Durham Transportation, Bus Barn 817-698-1287

Secondary Schools

Northwest High School

Grades 9-12

School Hours: 9 a.m. – 4:10 p.m.

2301 Texan Drive - Justin, Texas 76247

Phone: 817-215-0200 940-648-2211

Fax: 817-215-0262

Principal: Rose Brenner

Associate Principal for Student Services: Greg Davis

Associate Principal for Curriculum/Instruction: Joe Harrington

Lead Academic Counselor: Cayce Weston

grade Asst. Principals and Counselors

(A-L) Kathleen Eckert, Asst. Principal
(A-L) Mike Hays, Counselor
(M-Z) Philo Waters, Ed.D., Asst. Principal
(M-Z) Kerry Jones, Counselor

10th – 12th grade Assistant Principals

(A-G) Ron Hastings
(H-O) Andy Gebert
(P-Z) Cynthia Holt

10th – 12th grade Counselors

(A-Ek) Jennifer Martinez
(El-Li) Gayle Binder
(Lj-Roe) Amber Ward
(Rof-Z) Jamie Farber

Chisholm Trail Middle School

Western Attendance Zone – Grades 6-8
School Hours: 8:50 a.m. - 4 p.m.

583 FM 3433 - Rhome, Texas 76078
Phone: 817-215-0600 817-636-2391
Fax: 817-215-0648

Principal: Rob Thornell, Ed. D.

*Assistant Principals: Barbara Barnes, Gwen McCormick,
and Susan Moore*

Counselors: Barbara Henderson and Stephen Bates

Medlin Middle School

Eastern Attendance Zone – Grades 6-8
School Hours: 8:50 a.m. - 4 p.m.

601 Parkview Drive - Trophy Club, Texas 76262
Phone: 817-215-0500 817-491-1507
Fax: 817-215-0548

Principal: Robin Ellis

*Assistant Principals: James Drewery, Josh Martin, and
Bronwyn Werts*

*Counselors: Alicia Edwards, Shannon Nobles, and
Tara Teague*

Gene Pike Middle School

Central Attendance Zone – Grades 6-8
School Hours: 8:50 a.m. - 4 p.m.

2200 Texan Drive - Justin, Texas 76247
Phone: 817-215-0400 940-648-5100
Fax: 817-215-0425

Principal: Mike Blankenship

*Assistant Principals: Twila Kelcourse, Leigh Anne Romer,
and Andrea White*

Counselors: Toni Ferrell and Kim McKinnie

Denton Creek

Grades: 7-12 – School Hours: 8 a.m. – 3:45 p.m.
3505 Haynes Road - Roanoke, Texas 76262

Phone: 817-215-0920 Fax: 817-490-0329

Principal: Monty Brown

Special Programs Center

Grades: 6-12 – School Hours: 9 a.m. – 4 p.m.

1800 Highway 114 - Justin, Texas 76247

Phone: 817-215-0900 Fax: 817-215-0120

Principal: Paula Myers

SAP Social Worker: Tara Doshier

Elementary Schools

Haslet Elementary School

Central Attendance Zone – Grades K-5
School Hours: 7:50 a.m. - 2:50 p.m.

501 Schoolhouse Road - Haslet, Texas 76052
Phone: 817-215-0850 817-439-3231
Fax: 817-215-0870

Principal: Julie M. Nerby

Counselor: Stefanie Jardine

Kay Granger Elementary School

Eastern Attendance Zone – Grades K-5
School Hours: 7:50 a.m. - 2:50 p.m.

12771 Saratoga Springs Circle - Keller, Texas 76248
Phone: 817-698-1100
Fax: 817-698-1170

Principal: Kimmie Etheredge

Assistant Principal: Linda Ruhs

Counselor: Aimee Herbert

J. Lyndal Hughes Elementary School

Eastern Attendance Zone – Grades PK-5
School Hours: 7:50 a.m. - 2:50 p.m.

13824 Lost Spurs Road - Roanoke, Texas 76262
Phone: 817-698-1900 Fax: 817-698-1918

Principal: Kim Caley

Counselor: Rebecca Briggs

Lakeview Elementary School

Eastern Attendance Zone – Grades K-5
School Hours: 7:50 a.m. - 2:50 p.m.

100 Village Trail - Trophy Club, Texas 76262
Phone: 817-215-0750 817-491-9492
Fax: 817-215-0770

Principal: Shane Conklin

Counselor: Lezlee Duty

Justin Elementary School

Central Attendance Zone – Grades PK-5
School Hours: 7:50 a.m. - 2:50 p.m.

425 Boss Range Road - Justin, Texas 76247
Phone: 817-215-0800 940-648-2255
Fax: 817-215-0840

Principal: Anita Chaney

Assistant Principal: Michael Griffin

Counselor: Karissa Fairly

O.A. Peterson Elementary School

Western Attendance Zone – Grades K-5
School Hours: 7:50 a.m. - 2:50 p.m.

2000 Winter Hawk Drive – Fort Worth, TX 76177
Phone: 817-698-5000 Fax: 817-698-5070

Principal: Todd Rogers

Counselor: Amy Neely

Prairie View Elementary School

Western Attendance Zone – Grades PK-5
 School Hours: 7:50 a.m. - 2:50 p.m.

609 FM 3433 Rhome, Texas 76078
 Phone: 817-215-0550 817-636-2401
 Fax: 817-215-0598

*Principal: Sandy Conklin
 Counselor: Cathy Harper*

Sendera Ranch Elementary School

Western Attendance Zone – Grades K-5
 School Hours: 7:50 a.m. - 2:50 p.m.

1216 Diamond Back Lane - Haslet, Texas 76052
 Phone: 817-698-3500 Fax: 817-698-3515

*Principal: Suzie McNeese
 Counselor: Laura Robertson*

Roanoke Elementary School

Eastern Attendance Zone – Grades PK-5
 School Hours: 7:50 a.m. - 2:50 p.m.

606 N. Walnut Street - Roanoke, Texas 76262
 Phone: 817-215-0650 817-491-3853
 Fax: 817-215-0670

*Principal: Deborah Merki
 Assistant Principal: Merritt Dobecka
 Counselor: Joseph Guerin*

Seven Hills Elementary School

Western Attendance Zone – Grades PK-5
 School Hours: 7:50 a.m. - 2:50 p.m.

654 FM 3433 - Newark, Texas 76071
 Phone: 817-215-0700 817-636-2404 817-489-3220
 Fax: 817-215-0740

*Principal: Stephanie Espinosa
 Counselor: Jennifer Morales*

Samuel Beck Elementary School

Eastern Attendance Zone – Grades K-5
 School Hours: 7:50 a.m. - 2:50 p.m.

401 Parkview Drive - Trophy Club, Texas 76262
 Phone: 817-215-0450 817-491-1451
 Fax: 817-215-0498

*Principal: Deborah McCune
 Counselor: Patricia Porter*

Sonny & Allegra Nance Elementary School

Western Attendance Zone – Grades K-5
 School Hours: 7:50 a.m. - 2:50 p.m.

701 Tierra Vista Way – Fort Worth, Texas 76131
 Phone: 817-698-1950 Fax: 817-698-1960

*Principal: Connie M. Finley
 Assistant Principal: Jennifer Villines
 Counselor: Ann Garrett*

W. R. Hatfield Elementary School

Central Attendance Zone – Grades K-5
 School Hours: 7:50 a.m. - 2:50 p.m.

2051 Texan Drive - Justin, Texas 76247
 Phone: 817-215-0350 940-648-5200
 Fax: 817-215-0369

*Principal: Cathy Sager
 Assistant Principal: Kristi King
 Counselor: Karen Ellsworth*

Other Facilities

NISD Agricultural Sciences Learning Ctr.

1960 Texan Drive – Justin, Texas 76247

NISD Texan Baseball and Softball Complex

2000 Texan Drive – Justin, Texas 76247

Northwest ISD Stadium

1937 Texan Drive – Justin, Texas 76247
 Phone: 817-698-1010

NISD Texan Stadium

1901 Texan Drive – Justin, Texas 76247
 Phone: 817-215-0018

NISD Transportation Center

1950 Texan Drive – Justin, Texas 76247
 Phone: 940-242-3900 817-698-1287

Vernon Solomon Performing Arts Center

2201 Texan Drive – Justin, Texas 76247
 Phone: 817-215-0038

Notices to Parents

General Notices

Board Policies

The Northwest Independent School District maintains Board policies that govern the operations of the District. The Board of Trustees approves and adopts changes to these policies as needed. Board policies provide the District with the legal basis for operating and conducting business, as well as the Board's intent on how to more specifically follow procedures within the District. The Board policies can be found on-line at the District's Web site: www.nisdtx.org or www.tasb.org/policy/pol/private/061911. From the District's home page, access "School Board" and then "Policies On-Line." The site allows searches to be conducted by key words, topics, or specific policy codes.

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed informally—by a phone call or a conference with the teacher, assistant principal, or campus principal, as appropriate. For those complaints and concerns that require a more formal process the District has established a standard complaint process that is addressed in *Board Policy FNG*. (See "Board Policies" above.) A student or parent who has a complaint may access the FNG process as long as the request is made within 15 days of the date of the event causing the complaint. Prior to or at the time of the Level I conference, the student or parent shall submit the form at FNG (EXHIBIT) outlining the complaint, any evidence, and the solution sought. If unresolved after the written decision following the Level I conference with the principal, a written request to appeal the decision should be sent to the Executive Director for Instruction and Campus Support, Damon Edwards. If the complaint/concern is still unresolved after a Level II decision, the District provides for the complaint to be presented to the Board of Trustees. Administrators receiving a complaint that has not gone through the proper channels cannot respond to a concern other than referring it back to the appropriate person for resolution. Therefore, complaints can be handled in a more efficient manner if the issue is addressed at the correct level first.

Some complaints, such as those related to certain disciplinary actions, sexual harassment, instructional resources, or loss of credit, require procedures specific to the topic. Any campus can provide information regarding the specific processes for these complaints. Additional information can also be found in the *Board Policy Manual* as described above at "Board Policies."

Student Code of Conduct

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. To achieve the best possible learning environment for all our students, the *Student Handbook and Code of Conduct* and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The *Northwest ISD Student Handbook and Code of Conduct* is the District's specific response to requirements of Chapter 37 of the *Texas Education Code*. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This handbook is an outgrowth of collaboration among District and campus staff, parents, other community members, and representatives of the Denton County Juvenile Board. Because the *Student Handbook and Code of Conduct* is adopted by the Board of Trustees, it has the force of policy. It provides information and direction to students and parents regarding expected standards of behavior as well as potential consequences for misconduct. Please sign and return the "Verification of Receipt" (at the front of this booklet) as evidence that the school has supplied you with a copy of this booklet.

Required Notices

Attendance Warning Notice

As required by *Texas Education Code (TEC) 25.095*, Northwest ISD is providing written notice to parents/guardians of the following requirement related to compulsory attendance:

If a student, who is required to attend school under *TEC 25.085*, is absent from school three (3) days or parts of days in a four-week period or is absent for ten (10) or more days or parts of days in a six-month period in the same school year:

- The student's parent or legal guardian is subject to prosecution under *TEC 25.093*; and
- The student is subject to prosecution under *TEC 25.094*.

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the

potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

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

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

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

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

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

You should seek proper medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your Campus Health Coordinator, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Center for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.dshs.state.tx.us. *Board Policy FFAD (LEGAL/LOCAL) and Texas Education Code 38.0025*

Child Find

The Northwest Independent School District is responsible for identifying, locating, and evaluating the educational needs of children from birth to 21 who may be eligible for special education and related services. Likewise, the District is required to identify and locate students who may be eligible for services under Section 504 of the *Rehabilitation Act of 1973*. NISD may provide Child Find information to the community through newspaper advertisements, health fairs, and brochures. Contact the Special Education Department at 817-215-0075 for further information.

A student who may need specialized instruction or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more of life's major activities; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible under the provisions of Section 504 even though they do not require services pursuant to the *Individuals with Disabilities Education Improvement Act (IDEA)*. Parents who believe that they have a child who may qualify for special services or programs under Section 504 should contact their home campus.

In addition, parents who believe that they have a child who may qualify for special education services or programs under IDEA should contact the home campus for more information.

Students with Disabilities

SECTION 504

Section 504 of the *Rehabilitation Act* prohibits discrimination against students with disabilities and requires the District to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education and to notify persons with disabilities and their parents or guardians of the District's duties under Section 504.

The Northwest Independent School District does not discriminate against students with disabilities and has procedures in place to ensure students who are eligible for services under Section 504 of the *Rehabilitation Act* have access to educational opportunities equivalent to those provided to nondisabled students.

The District's Section 504 Coordinator is Cindy Brown, Executive Director of Student Services. Any student and/or parent or guardian of a student who desires more information regarding the District's procedures for complying with Section 504 may obtain information about the District's Section 504 procedures by contacting the 504 Coordinator at the student's home campus or by contacting Cindy Brown at PO Box 77070, Ft. Worth, TX 76177, 817-215-0149.

SPECIAL EDUCATION

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. If a child is experiencing learning difficulties, the parent may contact Kandy Aydelotte, Director for Special Education, at PO Box 77070, Ft. Worth, TX 76177, 817-215-0075, to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation.

Parents are entitled to request an evaluation for special education services at any time. All request for evaluations must in writing. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is necessary, the parents will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District received the written consent. The District must give a copy of the completed assessment report to the parents. If the student is determined to be eligible for services, the parent will need to grant permission before the student can receive services.

If the District determines that an evaluation is not needed, the District will provide the parents with a written notice that explains why their child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the District. Additionally, the notice must inform the parents how they can obtain a copy of the *Notice of Procedural Safeguards — Rights of Parents of Students with Disabilities*.

Title IX and Other Discriminatory Protections

Northwest Independent School District does not discriminate on the basis of sex, disability, race, religion, color, age, or national origin in providing educational services and/or activities, including career and technology programs, nor in its employment practices in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended. Inquiries/complaints concerning the application of Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, Mona Benotti, Assistant Superintendent for Administrative Services, at PO Box 77070, Ft. Worth, TX 76177, 817-215-0074, or the Office of Civil Rights.

Cindy Brown, Executive Director of Student Services, has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973. Inquiries/complaints concerning 504 may be referred to Cindy Brown at PO Box 77070, Ft. Worth, TX 76177, 817-215-0149.

The District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Cindy Brown.

Other Notices

Alcohol-Free Zone

The District prohibits the possession or use of alcohol and alcoholic beverages on school property or at school-related or school-sanctioned activities on or off school property. The possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field, or stadium where any athletic event sponsored or participated in by a school in the District is being held constitutes a Class C misdemeanor. *Texas Education Code 38.007; Board Policy FNCF (LEGAL) and GKA (LEGAL)*

Asbestos Management Plan

The District is committed to providing a safe environment for workers, building occupants, students, parents, and legal guardians. An Asbestos Management Plan has been developed to address all Asbestos Hazard Emergency Response Act (AHERA) and Texas Asbestos Health Protection Act (TAHPA) requirements. Parents will be notified when abatement occurs at their student's campus. The District's Asbestos Management Plan is available for public review on each campus and in the office of Support Services at the Northwest ISD Administration Building. The plan contains information on friable and/or non-friable asbestos-containing building materials (ACBM).

Board Policy CKA (LEGAL)

Child Abuse or Neglect

According to the *Texas Family Code* and *Board Policy FFG (LEGAL)*, any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a verbal/Web report within 48 hours to the Child Protective Services division of the Texas Department of Protective and Regulatory Services (1-800-252-5400), <https://www.txabusehotline.org> or any local or state law enforcement agency. *Texas Education Code 38.004, Family Code 261.101, and Board Policy FFG (LEGAL)*

Concealed Handgun License Holder

Northwest ISD prohibits persons with a license to carry a concealed handgun to do so on District property. Therefore, pursuant to *Section 30.06, Penal Code* (trespass by holder of license to carry a concealed handgun), a person licensed under *Subchapter H, Chapter 411, Government Code* (concealed handgun law), may not enter District property with a concealed handgun. A concealed handgun license holder commits an offense if the license holder carries a handgun on District property or remains on District property with a concealed handgun after being told to depart. As further stated in *Section 46.035(b)(2) and 46.035(c), (i), Penal Code*, it is also an offense for a person licensed to carry a concealed handgun to do so on the premises of a place where a high school sporting event or interscholastic event is taking place or at any meeting of the Board of Trustees, respectively. *Board Policy GKA (LEGAL)*

Drug-Free School Zone

A person commits a criminal offense (enhanced) if the person knowingly or intentionally possesses a controlled substance listed in the *Health and Safety Code, Chapter 481* in, on, or within 1,000 feet of any real property that is owned, rented, or leased to a school district, or on a school bus. *Health and Safety Code 481.134 and Board Policy FNCF (LEGAL)*

Firearms/Weapons

A person commits an offense if the person knowingly, intentionally, or recklessly possesses or goes with a firearm, illegal knife, or prohibited weapon listed in *Penal Code 46.05(a)* onto the physical premises of a school or educational institution or any grounds or building in which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, unless pursuant to written regulations or written authorization of the District. *Penal Code 46.03*

A person commits a third degree felony if the person, by exhibiting or using or threatening to exhibit or use a firearm, interferes with the normal use of a building or portion of a campus or of a school bus being used to transport children to and from school-sponsored activities. *Texas Education Code 37.125 and Board Policy CKA (LEGAL)*

A person commits a third degree felony if the person, in a manner intended to cause alarm or personal injury to another person or to damage school property, intentionally exhibits, uses, or threatens to exhibit or use a firearm: 1) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school or 2) on a school bus being used to transport children to or from school-sponsored activities of a private or public school. *Texas Education Code 37.125(a)*.

Fireworks

A person may not explode or ignite fireworks within 600 feet of any school unless the person receives authorization in writing from the District. *Occupations Code 2154.251(a)(1) and Board Policy GKA (LEGAL)*

Homeless Students

As required by the McKinney-Vento Homeless Education Assistance Improvements Act, the District shall serve homeless children according to their best interests. Any parent or student who desires more information regarding homeless students may contact Cindy Brown, Executive Director for Student Services, 817-215-0083. *Board Policy FDC (LEGAL)*

Integrated Pest Management (IPM)

Structural and landscape pests can pose significant problems to people, property, and the environment. The District strives to control pests through physical, mechanical, cultural, and biological methods. However, in some cases, it is necessary to periodically apply pesticides. Information concerning these applications may be obtained from the office of the NISD IPM Coordinator at 817-215-0019.

Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the use of pesticides by adequate pest-proofing of facilities, good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices.

When it is determined that a pesticide must be used in order to meet pest management objectives, the least hazardous material, adequate for the job, will be chosen. Signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the District's IPM Coordinator at 817-215-0019. *Board Policy CLB (LEGAL/LOCAL)*

Notification to Staff

The District is also required by state law to notify the following staff members for certain violations of law:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the

- juvenile court for any felony offense or for certain misdemeanors and for offenses that involve drugs or weapons; and
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct of certain felony offenses, offenses involving controlled substances and weapons, and/or certain misdemeanors.

Board Policy GRA (LEGAL/LOCAL)

The Superintendent or person designated by the Superintendent may send to a school district employee having direct supervisory responsibility over a student the information contained in the confidential notice under Article 15.27(a) of the *Code of Criminal Procedure* if the Superintendent or the person designated by the Superintendent determines that the employee needs the information for educational purposes or for the protection of the person informed or others. *Code of Criminal Procedure, Article 15.27(a-1)*. Within 24 hours of notification to the Superintendent by the office of the prosecuting attorney that a current or transfer student has been convicted, received deferred prosecution, or deferred adjudication or an adjudication of delinquent conduct, for an offense or for any conduct listed in Article 15.27(h) of the *Code of Criminal Procedure*, the Superintendent shall notify all instructional and support staff who have regular contact with the student. *Code of Criminal Procedure Article 15.27 (a-1), (b), and (c)*.

Pledges of Allegiance and a Moment of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. One minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. *Board Policy EC (LEGAL)*

School Closings

Weather conditions and other unforeseen conditions may occur that will make it necessary for the Northwest Independent School District to close. Parents and students are advised to listen to the radio or television for a current news report. No announcements will be made when schools are to remain open.

Information regarding school closings will be posted as soon as possible and will be communicated on the District's Web site at www.nisdtx.org and through School Messenger, the District's emergency notification system, and the following venues:

KDFW TV Channel 4	KTVT TV Channel 11
KXAS TX Channel 5	KRLD Radio 1080 AM
WFAA TV Channel 8	WBAP Radio 820 AM

Steroids

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by State law. State law provides that body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the institutional division of the Texas Department of Criminal Justice. *Texas Education Code 38.008 and Board Policy FNCF (EXHIBIT)*

Students participating in UIL athletic competition may be subject to random steroid testing.

Student Records—Notification of Rights—Family Educational Rights and Privacy Act (FERPA)

The District shall give parents of students in attendance and eligible students in attendance annual notifications of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and of the places where copies of this policy may be located, including notice of the right to file complaints concerning alleged failures by the District to comply with the provisions of the Act. The District shall effectively notify parents of students who have a primary or home language other than English. *34 CFR 99.7 and Board Policy FL (LEGAL/LOCAL)*

NOTICE OF PARENT AND STUDENT RIGHTS – RELEASE OF STUDENT INFORMATION

Federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school within the District.

WHAT TYPES OF RECORDS ARE MAINTAINED AND ARE ACCESSIBLE TO PARENTS/STUDENTS?

Parents and eligible students are entitled to access all written records of the District concerning the parent's child, including:

1. Attendance records;
2. Test scores;
3. Grades;
4. Disciplinary records;
5. Counseling records;
6. Psychological records;
7. Applications for admission;

8. Health and immunization information;
9. Teacher and counselor evaluations;
10. Special Education Records
11. Reports of behavioral patterns; and
12. State assessment instruments administered to your child.

The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes about a student that are shared only with a substitute teacher, do not have to be made available to the parents or student. The District will consider federal and state law in determining what records will be made available to parents of students enrolled in the District.

WHAT IS AN "ELIGIBLE" STUDENT?

A student who is 18 or older OR who is attending an institution of postsecondary education.

WHAT INFORMATION WILL THE DISTRICT ROUTINELY RELEASE?

General information about Northwest ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes the following:

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

WHAT ABOUT MILITARY RECRUITERS AND COLLEGES?

In addition to release of student information required under FERPA, to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of any secondary student enrolled in the District.

CAN I RESTRICT THIS INFORMATION?

Yes. A parent or eligible student may prevent the release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent or student has been provided this notice. (Refer to the forms packet.)

WHO HAS ACCESS TO STUDENT RECORDS?

The parents — whether married, separated, or divorced — and school officials with legitimate educational interests are the only persons who have general access to the records. Parent is defined as a natural parent, guardian, or an individual authorized to act as a parent in the absence of a parent or guardian. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. **The school must remain neutral in dealing with biological parents and must treat both parents equally in providing access to the student or the student's records. This applies regardless of which parent enrolled the child or whose name appears on the enrollment card unless a divorce decree or court order restricts the rights of one of the biological parents.** Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may access the records if the student is a dependent for tax purposes.

Noncustodial parents may request in writing that they be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

School officials with legitimate educational interests include any employees, agents, or trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under the Individuals with Disabilities Education Improvement Act (IDEIA), or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Attorneys of the District may also have access to student records if they are working with the District on a particular issue in which student records are relevant.

Certain other officials from various governmental agencies may have limited access to the records in accordance with federal and state law. **The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll.** Additionally, the District will release student records pursuant to a validly issued subpoena or court order; however, the District will make a reasonable effort to notify the parent or student of the order or subpoena in advance of compliance. The District may release student records without prior parental permission in accordance with state and federal law. When the student reaches 18 years of age or is attending a post secondary institute of education, only the student has the right to consent to release of records.

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

WHERE DO I GO TO REVIEW THE RECORDS?

The principal is custodian of all records for currently enrolled students at the assigned school. The District Records Management Officer is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The Family Educational Rights and Privacy Act (FERPA) allows parents/students the right to inspect and review the records within a reasonable time period, but no later than 45 days after the day the District receives a written request for access. The principal or administrator will notify the parent/student of the time and place where records may be inspected. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the District Records Management Officer is P.O. Box 77070, Fort Worth, Texas, 76177 or 2001 Texan Drive, Justin, TX 76247.

A listing of the District schools and addresses of the principals' and the Superintendent's offices may be found on the District's Web site at www.nisdtx.org or at the front of this handbook.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records — such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District — do not have to be made available to the parents or students.

WHAT CAN I DO IF I THINK A RECORD IS INACCURATE?

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may review and inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by *Board Policy FNG*. Parents or the student have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

WHAT IS THE COST OF COPYING RECORDS?

Copies of student records are available at a cost of ten cents per page, payable in advance. Other charges may apply if certain circumstances exist including, but not limited to, the records are maintained in a form other than hard copy or the records are maintained in a storage facility. The District will send an estimate to the requestor if the cost for compliance with a request for copies of records exceeds \$40.00. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Copies of student records are available at a cost listed in *Board Policy GBA (LEGAL/EXHIBIT)*. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;
3. If the parent fails to follow proper procedures and pay the copying charge; or
4. When the District is given a copy of a court order terminating the parental rights.

WHERE DO I FILE A COMPLAINT IF THE DISTRICT IS NOT IN COMPLIANCE?

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

Tobacco-Free School Zone

The District prohibits smoking or using tobacco products on District property or at school-related or school-sanctioned activities on or off school property. Students are prohibited from possessing tobacco products on District property or at school-related or school-sanctioned activities on or off school property. A person commits an offense if he or she is in possession of a burning tobacco product or smokes tobacco in a facility of a public school or in an elevator. *Texas Education Code 38.006, 20 USC 6083 and 7183 and Board Policies FNCD (LEGAL) and GKA (LEGAL)*

General Information

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help meet medical expenses in the event of injury to their child. Insurance forms are available at <http://www.nisdtx.org/studentaccidentinsurance>. Paperwork to purchase this insurance must be returned directly to the insurance provider. Parents who have questions related to the insurance should contact the insurance provider.

After-School Assignments

After-school assignments are considered extended-year programs. Unless specifically exempt, an enrolled student must attend extended-year programs or required tutorial classes that are provided by the District for students who are identified as likely not to be promoted to the next grade level. A complaint may be filed against students/parents for failure to comply with compulsory attendance laws when a student fails to attend required extended-year programs.

Alcohol

(See “Drug/Alcohol Use/Abusable Volatile Chemicals.”)

Arson

Arson is a crime that involves starting 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 starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another. *Penal Code 28.02*

Assaults

Students are prohibited from assaulting anyone on school property or at any school-related event. *Penal Code 22.01, Texas Education Code (TEC) 37.006 and 37.007, and Board Policy FNCH (LEGAL)*

“Assault” is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another. *TEC 37.006(a)(2)(B) and Penal Code 22.01(a)(1)*;
2. Intentionally or knowingly threatening another with imminent bodily injury. *Penal Code 22.01(a)(2)*; or
3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. *Penal Code 22.01(a)(3)*

“Aggravated assault” is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during commission of the assault. *TEC 37.007(a)(2)(A) and Penal Code 22.02(a)*

“Sexual assault” is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person’s consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence; threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. *TEC 37.007(a)(2)(A) and Penal Code 22.011*

“Aggravated sexual assault” is defined as sexual assault in which the actor causes serious bodily injury or attempts to cause the death of the victim or another person; by acts of words causes fear of death, serious bodily injury, or kidnapping of any person; threatens to cause death, serious bodily injury, or kidnapping; uses or exhibits a deadly weapon; or acts in concert with another in commission of the offense. *TEC 37.007(a)(2)(A) and Penal Code 22.021*

Attendance

Regular and punctual school attendance is essential for a student to reach his or her educational potential. Each class builds upon the previous day’s lesson. Absences and tardies may result in a student’s lack of mastery of the subject matter and disruption of the educational environment, so every effort should be made to minimize absences and tardies.

When illnesses and emergencies occur, parents are asked to call the school each day the student is absent. Upon returning to school, the student must bring a note signed by the parent, or the parent must send an e-mail from an authorized account or fax from a legitimate location that describes the reason for the absence. A note signed by the

student, even with the parent's permission, will not be accepted. No student, regardless of age, may sign themselves out of school.

COMPULSORY ATTENDANCE

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. The *Texas Education Code* states that a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. 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 thereafter is then unauthorized and may be considered trespass.

A violation of compulsory attendance occurs when a child has unexcused, voluntary absences on:

1. Ten or more days or parts of days within a six-month period; or
2. Three or more days or parts of days within a four-week period.

When a student violates or is nearing violation of these provisions, the campus may mandate that a doctor's note is required to excuse future absences or advise the parent that the Campus Health Coordinator is available to verify illnesses.

In addition, when a student exceeds five (5) consecutive, or a total of eight (8) cumulative, absences for personal illness, the principal may notify the parent/guardian that a doctor's note is required to excuse absences.

Texas Education Code (TEC) 25.083 and 25.094 and Board Policy FEA (LEGAL/LOCAL)

ATTENDANCE FOR CREDIT

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent, but fewer than 90 percent, of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. *TEC 25.092 and Board Policy FEC (LOCAL)*

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

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

The student or parent may appeal the committee's decision by filing a written complaint in accordance with *Board Policy FNG*.

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

TEC 25.092, and Board Policy FEC (LEGAL/LOCAL)

ABSENT STUDENT ASSISTANCE PROGRAM

State attendance laws require school districts to investigate, enforce, and take legal action (*TEC 25.091*). The Absent Student Assistance Program (ASAP) provides help for truant students through the Denton County Constable's Office.

For instance, a constable might be sent to a home if a student is absent and a parent or guardian has not notified the school office by 10 a.m. The purpose of the constable's visit is to inform the parent/guardian of the absence and to offer assistance to any student who may have demonstrated a pattern of being truant.

UNEXCUSED ABSENCE

Unexcused absences can be defined by, but not limited to, the following:

- Being absent without parental consent or knowledge;
- Leaving campus during class or lunch period without official permission;
- Being in an unauthorized area of the school or campus without permission;
- Willfully failing or refusing to attend school; and
- Being absent without written notification by a parent or legal guardian.

Board Policy FEA (LEGAL/LOCAL)

Absences such as vacations and trips (except those excused by the principal for unusual circumstances), babysitting, working (including modeling), and non-school-sponsored athletic events and programs shall be considered unexcused.

RELIGIOUS HOLY DAYS

The District respects the religious beliefs of all religions and recognizes that there are faiths which require students/adults to abstain from school/work on religious holy days. If the observance prohibits a student from attending class, the absence will be excused and will not be reported as an absence for ADA purposes. Notes may be submitted by the parent/guardian either before or after the absence. If the observance of religious holy days requires travel time, only one travel day to and one travel day from the observance may be excused.

COURT APPEARANCES

The District will excuse students for an absence resulting from a required court appearance.

BOARD SANCTIONED, NON-SCHOOL EVENTS

Student's attending board-sanctioned, non-school events must be accompanied and supervised at that event and each day of that event by a school board approved county agent or adjunct staff member if that absence is to receive district consideration for an excused absence status. In addition, that student's absence will remain unexcused until the approved agent supplies the campus with his/her signed attendance sheet for that date and event.

(See "Make-up Work," "Medical Appointments," "Tardies," and "Truancy.")

Authority of the District

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

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 student interdistrict and intradistrict transfers for violating the District's *Student Handbook and Code of Conduct*.

(See "Jurisdiction" and "Searches.")

Bullying

"Bullying" is defined as an action in which one person uses power in a willful manner with the aim of hurting another individual repeatedly. This may involve repeated exposure over time to negative actions or an imbalance of power so that the child victimized has trouble defending him/herself. The aggression can be verbal, written, physical, psychological, or characterized by unequal levels of affect, i.e. child bullying feels justified in his or her actions. Bullying of any type will not be tolerated.

For the purpose of a victim requesting a transfer to another campus, the State statute (*TEC 25.0341*) defines bullying as written or verbal expression or physical conduct that has 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 that is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Board Policy FDB (LEGAL/LOCAL)

Buses	(See "Harassment" and "Freedom from Discrimination.") (See "Transportation.")																														
Cell Phones/ Pagers/Other Electronic Devices	Students may have cell phones and pagers in their possession at school. These devices must be turned off and stored out of sight from the time the first bell rings in the morning to release students to classes until the last bell rings to end the school day. Cell phones and pagers that are used, seen, or heard during classes or during these hours will be confiscated and given to the appropriate school administrator. Arrangement must be made with the parents to return the items. All campuses may assess and collect a \$15 fee on the device before releasing the item. Students will be subjected to disciplinary action in these cases. The school will not be responsible for lost or stolen cell phones, pagers, or other electronic devices. <i>Board Policy FNCE (LOCAL)</i> Elementary students may not bring (unless for approved educational purposes) electronic devices, such as Ipods, MP3 players, tape players, walkman-type radios, CD players, or handheld games to school; however, possession is permissible at the secondary level. While the secondary schools may allow possession of these items, they will restrict the usage before, during, or after the school day. The school will not be responsible for lost or stolen cell phones, pagers, or other electronic devices.																														
Cheating	"Cheating" shall be defined as giving or receiving information or help on a test; possession of any unauthorized material during a test; copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment; working with others on a project that is meant to be done individually; unauthorized possession of test or quiz questions and/or answer sheets; completing an assignment, test, or quiz on behalf of another student; submitting duplicate work; having someone else complete an assignment, test, or quiz on behalf of the student; or accessing a teacher edition. Plagiarism, the use of another's ideas or products as one's own, shall also be defined as cheating. Plagiarism is any failure to give credit for information found and used. It may involve word-for-word copying, paraphrasing, or simply using ideas and information. The penalty for cheating will be a zero for work involved and the student may be subject to other appropriate disciplinary action that may include lowering the conduct grade one level. In cheating offenses, all students involved shall be subject to disciplinary action.																														
Chemical Dispensing Device	(See "Weapons.")																														
Child Abuse or Neglect	According to the <i>Texas Family Code</i> and <i>Board Policy FFG (LEGAL, LOCAL, EXHIBIT)</i> , any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a verbal/Web report within 48 hours to the Child Protective Services division of the Texas Department of Protective and Regulatory Services (1-800-252-5400), or any local or state law enforcement agency.																														
Closed Campus	All NISD campuses are closed campuses. Students are not allowed to leave for any reason during the school day without properly checking out. (See "Release of Students from School.")																														
Club	(See "Weapons.")																														
Commencement	(See "Graduation.")																														
Communicable Diseases/ Conditions	To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the Campus Health Coordinator or principal so that other students who might have been exposed to the disease can be alerted. The more common of these diseases include, but are not limited to the following: <table border="0" style="width: 100%;"> <tr> <td>Amebiasis</td> <td>Influenza</td> <td>Scabies</td> </tr> <tr> <td>Campylocacteriosis</td> <td>Measles (Rubeola)</td> <td>Shigellosis</td> </tr> <tr> <td>Chicken pox (varicella)</td> <td>Meningitis, Bacterial</td> <td>Streptococcal disease, invasive (group A or B)</td> </tr> <tr> <td>Common cold with fever</td> <td>Mumps</td> <td>Tuberculosis, Pulmonary</td> </tr> <tr> <td>Fifth disease (Erythema Infectiosum)</td> <td>Pinkeye (Conjunctivitis)</td> <td>Whooping Cough (Pertussis)</td> </tr> <tr> <td>Gastroenteritis, Viral Giardiasis)</td> <td>Ringworm of the scalp</td> <td>Hepatitis, Type A</td> </tr> <tr> <td>Head Lice (Pediculosis)</td> <td>Rubella (German Measles)</td> <td></td> </tr> <tr> <td>Impetigo</td> <td>Salmonellosis, including typhoid fever</td> <td></td> </tr> <tr> <td>Infectious mononucleosis</td> <td></td> <td></td> </tr> <tr> <td>Board Policies FFAD (LEGAL/LOCAL)</td> <td></td> <td></td> </tr> </table>	Amebiasis	Influenza	Scabies	Campylocacteriosis	Measles (Rubeola)	Shigellosis	Chicken pox (varicella)	Meningitis, Bacterial	Streptococcal disease, invasive (group A or B)	Common cold with fever	Mumps	Tuberculosis, Pulmonary	Fifth disease (Erythema Infectiosum)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)	Gastroenteritis, Viral Giardiasis)	Ringworm of the scalp	Hepatitis, Type A	Head Lice (Pediculosis)	Rubella (German Measles)		Impetigo	Salmonellosis, including typhoid fever		Infectious mononucleosis			Board Policies FFAD (LEGAL/LOCAL)		
Amebiasis	Influenza	Scabies																													
Campylocacteriosis	Measles (Rubeola)	Shigellosis																													
Chicken pox (varicella)	Meningitis, Bacterial	Streptococcal disease, invasive (group A or B)																													
Common cold with fever	Mumps	Tuberculosis, Pulmonary																													
Fifth disease (Erythema Infectiosum)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)																													
Gastroenteritis, Viral Giardiasis)	Ringworm of the scalp	Hepatitis, Type A																													
Head Lice (Pediculosis)	Rubella (German Measles)																														
Impetigo	Salmonellosis, including typhoid fever																														
Infectious mononucleosis																															
Board Policies FFAD (LEGAL/LOCAL)																															
Complaints and	Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or																														

Concerns principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint process located in the district's policy manual FNG (LOCAL). A copy of this policy may be obtained in the principal's office or on the district's Web site at www.nisdtx.org/Policy-On-Line.

Computer Resources To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. All students are provided with written guidelines pertaining to the acceptable use of computers, the Internet, and the District's network system. A violation of any of the guidelines will result in the assignment of an appropriate disciplinary consequence. Examples include, but are not limited to, using inappropriate language, copyright violations, deleting or modifying files, changing computer settings without permission, or using another person's account. Students and their parents will be asked to verify that they have reviewed the acceptable use agreement by signing the "Verification of Receipt" form at the front of this handbook regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

(See "Internet Acceptable Use.")

Conduct Before and After School (See "Jurisdiction.")

Conferences Parents, teachers, and students may request conferences at any time. These meetings are particularly important if the student is not passing or is otherwise not performing at the expected levels.

The District encourages conferences regarding any area of concern. Parents wishing to conference with teachers should call the office for an appointment at a mutually convenient time. Unscheduled parent conferences are not conducive to an accurate portrayal of student progress. *Board Policy EIA (LEGAL/LOCAL)*

Conferences must be scheduled before or after school or during the teacher's conference period to refrain from interrupting instructional time. (See "Visitors to the School.")

Counseling All campuses in the District have at least one counselor on staff. These counselors are available to assist students with academic planning as well as social, emotional, family, and substance abuse issues. Counseling is school-based and not clinical. Counselors deliver classroom guidance curriculum and small-group counseling activities for students. Information about graduation requirements, course offerings, career guidance, advanced education opportunities, financial aid, and community resources is also provided. The counseling relationship is a professional relationship, and counselors abide by the professional code of ethics.

Parents with questions regarding available counseling services should contact the counselor at their child's schools.

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

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

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. Contact the campus counselor for more information. *Board Policy EEJA (LEGAL/LOCAL)*

Credit by Exam without Prior Instruction A student will be permitted to take an exam free of charge to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2008-2009 school year are June 16-18, 2009 and July 14-16, 2009.

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

If a student plans to take an exam, the student (or parent) must register with the campus counselor no later than 60 days prior to the scheduled testing date. The registration deadline for the June testing dates is April 17, 2009, and the

deadline for the July testing dates is May 15, 2009. The District will not offer examination for credit on dates other than the posted scheduled dates. See the District Web site at www.nisdtx.org for Acceleration by Examination information. The student or parent will be responsible for paying for the purchase of a test from a university approved by the State Board of Education for exams to be administered on dates other than those designated. Parents will also need to pay for a proctor to administer the test on an alternate date. *Board Policy EEJB (LEGAL/LOCAL)*

Criminal Charges

If a student is charged with a crime for which disciplinary actions are mandated by law, the student is disciplined based on the criminal charge(s) accepted by the county district attorney (DA). Certain offenses require mandatory removal to a Disciplinary Alternative Education Program (DAEP) and others require mandatory expulsion to a Juvenile Justice Alternative Education Program (JJAEP). In some circumstances, a student may be arrested for an offense that initially requires mandatory removal to a DAEP; however, after completion of the criminal investigation, if charges are upgraded to an expellable offense, the school will be required to recommend expulsion based upon the charges being filed. Since school discipline does not have to meet the same standards of evidence as law enforcement, the disciplinary assignment is not necessarily reduced or dropped based on the outcome of the criminal case.

In addition, there are certain criminal charges which occur off-campus at non-school-sponsored or non-school-related events for which the District is required to remove the student from the regular classroom setting. Upon notification from a law enforcement agency that such a crime has been committed, the school will recommend appropriate disciplinary actions. If the charges for one of these off-campus offenses are later reduced or dropped and documentation of the reduction can be provided, the District will conduct a review of the disciplinary action. If the charges remain and the student receives deferred adjudication or deferred prosecution, the student will be required to complete the disciplinary assignment.

(See "Deferred Adjudication/Deferred Prosecution")

Damage to School Property

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District. In addition to disciplinary sanctions under the District's *Student Handbook and Code of Conduct*, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with District policy and state law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost or damaged textbooks.

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least 10 years of age, but under 18 years of age.

Family Code 41.001 and Board Policy FNCB (LEGAL)

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

Deadly Conduct

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle. *Penal Code 22.05 and Board Policy GRA (EXHIBIT)*

Deferred Adjudication/Deferred Prosecution

Students arrested for and charged with a criminal offense are often placed on deferred adjudication in accordance with Section 5(a), Article 42.12, of the *Code of Criminal Procedure*. In effect, a final decision on the student's status is set aside for a specified period of time (probationary period). If the student complies with all conditions of the probation, the case may be dismissed. Deferred adjudication does not equate to "not guilty." District disciplinary sanctions will not be suspended pending "deferred adjudication," and students placed on "deferred adjudication" will complete any disciplinary sanctions assigned.

Students arrested for and charged with a criminal offense may also be placed on deferred prosecution. The prosecuting attorney may defer prosecution for any child if the preliminary investigation results in a determination that further proceedings in the case are necessary. The probation officer or other officer of the court may also request deferred prosecution in certain circumstances as allowed by statute. Deferred prosecution delays the court hearing regarding the student's case for a period not to exceed six (6) months. The child is not detained during or as a result of deferred prosecution. At the end of the deferred prosecution period, the court hearing is scheduled for a determination to be made in the criminal case. District disciplinary sanctions will not be suspended pending "deferred prosecution," and students placed on "deferred prosecution" will complete any disciplinary sanctions assigned.

(See "Criminal Charges")

<i>Delinquent Conduct</i>	Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.
<i>Diabetes</i>	If a parent informs the school District that their child has diabetes, the District will develop a Diabetes Management and Treatment Plan. In accordance with a student’s individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the Campus Health Coordinator or principal for information. [See <i>Board Policy FFAF.</i>]
<i>Diploma Requirements</i>	(See “Graduation.”)
<i>Discretionary</i>	“Discretionary” means that something is left to or regulated by a local decision maker.
<i>Disruption of Classes and Activities</i>	<p>No person or group of persons acting in concert may intentionally engage in disruptive activity on the campus or property of any school in the District. “Disruptive activity” means:</p> <ol style="list-style-type: none"> 1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school; 2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; 3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration; 4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; and 5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school. <p>Conduct by students either in or out of class that for any reason — whether because of time, place, or manner of behavior — materially disrupts classwork or involves substantial disorder or invasion of the rights of others is prohibited.</p> <p>Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.</p> <p>For purposes of this rule, “school property” shall include the public school campuses or school grounds or buildings used by the District schools for assemblies or other school-related activities, and “public property” includes any street, highway, alley, public park, or sidewalk. No person shall be permitted, on school property or on public property within 500 feet of school property, to intentionally disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct which disrupts the educational activities of a school includes:</p> <ol style="list-style-type: none"> 1. Emitting noise of an intensity that prevents or hinders classroom instruction; 2. Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend; 3. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend; and 4. Entering a classroom without consent of either the principal or teacher and, either through acts of misconduct and/or use of loud or profane language, disrupting class activities. <p><i>Board Policy GKA (LEGAL) and FNCI (LEGAL)</i></p>
<i>Disruption of Transportation</i>	<p>Students are prohibited from intentionally disrupting, preventing, or interfering with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by the District. Such disruption may result in referral to law enforcement authorities.</p> <p><i>Board Policy CNA (LEGAL) and Texas Education Code 37.126</i></p>
<i>Disruptive Activities</i>	<p>In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person (student or nonstudent) who does the following:</p> <ul style="list-style-type: none"> • Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator • Interferes with an authorized activity by seizing control of all or part of a building • Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly • Uses force, violence, or threats to cause disruption during an assembly • Interferes with the movement of people at an exit or an entrance to District property • Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without

- authorization from an administrator
- Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct
- Interferes with the transportation of students in District vehicles

Distribution of School Materials and Non-School Materials

SCHOOL MATERIALS

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

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

NON-SCHOOL MATERIALS

Students shall have an opportunity to distribute non-school materials in a manner that does not disrupt the educational process, the order of discipline of the schools, and/or the operations of the schools.

The provisions of Board policies *FNAA (Local)* and *GKDA (Local)* are intended to regulate the time, place, and manner of distribution of non-school materials during times and places when the District is attempting to operate the schools and teach its students. These provisions are intended to decrease distractions and/or disruptions; increase the time available and dedicated to learning; improve the educational process, environment, safety, and order at District schools; and not invade or collide with the rights of others.

Elementary school students will be permitted to exchange materials 30 minutes before and after school at any entrance or exit, at recess, and in any gathering areas approved by the principal. Students may place items on the distribution table. Distribution is not permitted in the classrooms during school hours, with the exception of three annual parties, which are usually the winter holiday party, Valentine’s Day party, and one day designated by the campus.

Secondary students may distribute materials 30 minutes before and after school at any entrance or exit and from the distribution table. In addition, secondary students may distribute materials in the hallways during non-instructional time and in the cafeterias during lunch and non-instructional times. Distribution is not permitted in the classrooms during school hours.

Distribution of materials between elementary or secondary students while on campus is subject to the restrictions identified in “LIMITATIONS ON CONTENT,” *Board Policy FNAA (Local)*.

At both the elementary and secondary levels, principals may develop other reasonable time, place, and manner restrictions regarding the distribution of materials at areas designated by the principal.

Northwest ISD limits access of all non-school adults, including parents and third parties, on school property. As a result, distribution by all non-school adults warrants different guidelines according to *Board Policy GKDA (Local)*. In this policy the following guidelines apply:

Non-School Adult Distribution to Student:

- Materials require prior approval
- May be distributed in the area as designated by the principal (A distribution table is currently designated on each campus and district building)
- Content of material is subject to limitations listed in the policy

Non-School Adult to Non-School Adult:

- Does not require prior approval
- May be distributed in the area as designated by the principal
- Content of material is subject to limitations listed in the policy

Board Policies FNAA (Local) and GKDA (Local)

Dress and Grooming

In order to maintain an orderly environment, all students shall be required to meet the minimum expectations of the dress and grooming code. Wearing apparel that unduly attracts the attention of other students often precipitates comments and/or other reactions that are disruptive. Safety, general health, and hygiene are factors that are also considered. The provisions of the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply. The following are the minimum dress code requirements.

GENERAL CRITERIA

A student's personal dress and grooming standards must adhere to the following criteria:

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

The district encourages students to be clean and well groomed at all times. In order to assist the parent with the student's dress and grooming, the specific criteria listed below was adopted.

In addition to the goals outlined above, a good way for a student to reflect a positive attitude toward school and education is to display proper dress and grooming. It is the responsibility of the parents and the students to ensure that attire worn to school meets District requirements. This dress code is established to teach grooming and hygiene, reduce loss of personal property, and teach respect for authority. It should promote the best possible environment for learning. Disruptive dress and grooming cause distractions among students and teachers, disrupting the learning atmosphere. Because of these and other factors, the student dress code will be enforced at all schools.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

DRESS CODE FOR ELEMENTARY SCHOOLS

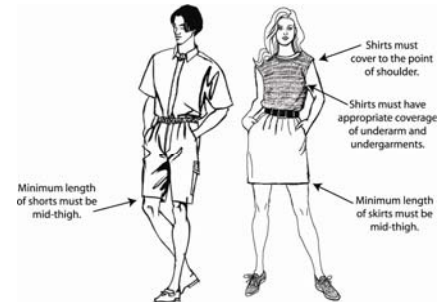
Requirements regarding elementary student dress and grooming:

1. Shall project a positive image.
2. Shall not disrupt, interfere with, disturb, or detract from an environment conducive to learning.
3. Shall not create a health or other hazard to the student's safety or the safety of others.
4. Shall not display or refer casually or indirectly to alcohol or alcoholic products, drugs or drug paraphernalia, tobacco or tobacco products, profanity, or anything referring to sexuality.
5. Shall wear appropriate shoes for physical education and recess every day. It is preferred that the student wear these shoes all day to avoid having to have two pairs of shoes at school. If students wear other shoes, they must not have metal tips or wheels. Sandals must have a strap on the heel. House shoes are not allowed.
6. Shall not include inappropriate hairstyles that cause a disruption or that make use of unnatural hair color such as lime, blue, orange, green, pink, etc. Hair must be kept clean and neat.
7. Shall not include sagging pants, trousers, or shorts that cause an abnormal gait or reveal underwear (must be worn at normal waist level). Pants must fit properly and must fit at the waist. Pants may not be oversized. Pants need to be properly hemmed or cuffed. Pants may not be tight-fitting or made of stretch-type material.
8. Shall wear dresses, jumpers, or skirts which must be mid-thigh in length or longer. When appropriate, students' jumpers or dresses must be worn with shirts or blouses underneath.
9. Shall wear shorts, skorts, and miniskirts that are mid-thigh in length or longer. Students may wear them only during appropriate weather conditions. Shorts, skorts, and miniskirts must not be extremely oversized and must be appropriately hemmed.
10. Shall not wear tank tops, tube tops, halter-type blouses, mesh shirts, or extremely oversized shirts. Students' shirts should overlap the waistband of the skirt, shorts, or pants when the arms are raised. Shirts must be tucked in if it is extremely long (including T-shirts).
11. It is preferred that students do not wear jewelry because it is easily lost or stolen, and can be unsafe. If a student chooses to wear jewelry, it must be neat, appropriate, and safe. A student may not wear excessive amounts of jewelry, nor can it be large, bulky, or heavy. Shall not wear jewelry as a result of body piercing (except for the ears), inappropriate make-up, or distracting accessories, such as dental grills, ear gauges, and jewelry with sharp points.
12. Shall not wear caps, hats, headgear, bandanas, sweatbands, sunglasses, or any other distracting accessories.
13. Shall not wear any type of clothing that has been torn or has holes. See-through, "holey" apparel and fishnet shirts are prohibited.
14. Shall not wear provocative, offensive, violent, or drug-related pictures or slogans. Items advertising alcoholic beverages or tobacco products will not be permitted.
15. Shall not wear gang apparel. This includes clothing/grooming commonly referred to as "Gothic" (all black attire, white make-up, and blackened hair).
16. Shall not wear leotards, spandex, body suits, low necklines, or barebacked clothing.
17. Shall not wear chains, cords, ropes, and other items that could be used as weapons (including chained billfolds and chains hanging from clothing).
18. Shall not wear temporary/false tattoos, stickers, or writing on the body. Actual tattoos are discouraged.
19. Shall not wear pants or shorts with wording or phrases (except for trademarks).

DRESS CODE FOR SECONDARY SCHOOLS

Requirements regarding secondary student dress and grooming:

1. Shall project a positive image.
2. Shall not disrupt, interfere with, disturb, or detract from an environment conducive to learning.
3. Shall not create a health or other hazard to the student's safety or the safety of others.
4. Shall not display or refer casually or indirectly to alcohol or alcoholic products, drugs or drug paraphernalia, tobacco or tobacco products, profanity, or anything referring to sexuality.
5. Shall not include hats and caps, forehead bands, bandannas, sunglasses, other head coverings, gloves or distracting accessories when students are inside school buildings.
6. Shall wear shoes or sandals at all times. (House shoes are not considered proper footwear for school.)
7. Shall not wear the following without appropriate outer garments that meet dress code requirements: revealing apparel such as shirts tied at the waist or that expose the midriff; tube tops; halter tops; torn, ragged, or "holey" garments (above mid-thigh) mesh or fishnet shirts; tank tops; spandex clothing; cut-off T-shirts or clothing revealing shoulders; "scoop neck" tops; spaghetti straps; or shirts open at the side. No sheer or see-through clothing of any kind. Clothing normally considered pajamas are not acceptable school attire.
8. Shall not wear shorts, "skorts," mini-skirts, or culottes that are shorter than mid-thigh. See the following dress code diagram.
9. Shall not include sagging pants, trousers, or shorts that cause an abnormal gait or reveal underwear (must be worn at normal waist level). Students may be required to use an accessory, provided by campus, to ensure that pants are worn at normal waist level.
10. Shall not include chains (including those attached to pants or billfolds), cords, ropes, or other items which could be used as weapons or are deemed a health hazard.
11. Shall not include jewelry worn as a result of body piercing (except for the ears), inappropriate make-up, or distracting accessories, such as dental grills, ear gauges, and jewelry with sharp points.
12. Shall not include inappropriate hairstyles or that make use of unnatural hair color such as lime, blue, orange, green, pink etc. that cause a disruption.



For special events, defined by campus administration, specific dress requirements may be set. When there is a question on the dress or appearance of a student, the building administrator and school staff will use their discretion concerning the dress code. Students must honor the decision of the administrator in charge and make any dress and/or grooming change required. The student and/or his or her parents may then appeal the decision to the Superintendent or designee if they disagree with the decision.

If school administrators determine that revisions in the dress and grooming standards are necessary in order to avoid interference in the educational process, they may make such changes with proper notification to students and parents. Students will be required to change clothing to comply with the dress code if they arrive with inappropriate dress for school. Those who refuse to or cannot comply may be asked to return home or spend the remainder of the day in the special assignment classroom.

Board Policy FNCA (LEGAL/LOCAL/EXHIBIT)

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain the required verification form at the campus attendance office; however, the student should allow campus personnel at least three (3) instructional days to verify the student's compliance with the 90 percent rule.

Drug/Alcohol Use/Abusable Volatile Chemicals

No student shall, during any school term and while on school premises or off school premises at a school-sponsored activity, function, or event, sell, give, deliver, use, possess, or be under the influence of any amount of:

1. Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21 USC 801*, et. seq.;
2. A dangerous drug, as defined by *Chapter 483, Health and Safety Code*; or
3. An alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*.

Texas Education Code 37.006, 37.007

In addition to the above prohibitions, no student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or other volatile chemical with intent to inhale, ingest, apply, or use them in a manner:

1. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
2. Designed to affect the central nervous system; create or induce a condition of intoxication, hallucination, or elation; or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

No person shall intentionally or knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint, or other substance that contains a volatile chemical. *Texas Education Code 37.006 and Health & Safety Code 485.033*

In addition to the statutory ban on the possession, use, or transmittal of controlled substances, dangerous drugs, and alcohol, the District prohibits:

1. The possession, use, or transmittal of paraphernalia related to any prohibited substance; and
2. The possession, transmittal, sale, or attempted sale of what is represented to be any prohibited substance.

Students who violate this policy shall be subject to disciplinary action and may be required to complete an appropriate rehabilitation program.

Board Policy FNCF (LEGAL/LOCAL), FOC (LEGAL), and FOD (LEGAL)

**Drug
Paraphernalia**

“Drug paraphernalia” means equipment, a product or material that is used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance in violation of the *Texas Controlled Substance Act* or in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. This also includes drug residue or an unusable amount of drugs for which the student can only be ticketed for drug paraphernalia. Students are prohibited from possessing any form of drug paraphernalia on school property or at school-sponsored activities or events.

**Drug-Free
School Zone**

The District believes that student use of alcohol and illicit drugs is both illegal and harmful. Consequently, the District prohibits the use, sale, possession, and/or distribution of alcohol and illicit drugs by students on school premises or at any school activity, regardless of its location. Compliance is mandatory, and students shall be disciplined if they are found to be in violation. *Board Policy FNCF (LEGAL/LOCAL)*

Texas Health and Safety Code 481.134 provides that certain drug-related crimes are subject to more severe criminal penalties if they occur in, on, or within 1,000 feet of premises owned, rented, or leased by a private or public elementary or secondary school including on a school bus. In addition to referring a student who commits a drug-related crime for criminal prosecution, the District will consider such acts to be school-related misconduct and may discipline the student for the misconduct in accordance with the provisions of the *Student Handbook and Code of Conduct*.

**Emergency
Drills**

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

**Emergency
Medical
Treatment and
Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete a “Northwest ISD Student Demographic Form” and an “Emergency Information for School Health Clinic” form containing emergency contact information. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the Campus Health Coordinator to update any information that the coordinator or the teacher needs to know.

**Extracurricular
Activities, Clubs,
and
Organizations**

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

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition.

The following requirements apply to all extracurricular activities:

- A student who receives a grade below 70 at the end of a grading period may not participate in extracurricular activities for a time period, as stipulated in the *UIL Side-by-Side*. Students in advanced courses, such as pre-AP, AP, GT courses, and dual credit college courses, are required to maintain a passing standard of 60 or higher in order to maintain UIL eligibility. Students who fall below this passing standard will lose UIL eligibility in accordance with UIL regulations and for the period of time identical to students who lose eligibility in non-advanced courses.
- A student who has an individualized education program (IEP) who fails to meet the standards in the IEP may not participate for a time period, as stipulated in the *UIL Side-by-Side*.

- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence unless the absence is excused by campus administration.

Sponsors and coaches of extracurricular activities, including but not limited to: interscholastic athletics, cheerleaders, drill teams, and marching bands, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. These higher standards are outlined in each extracurricular group's guidelines and constitutions. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

Expected standards of behavior shall be approved by the principal and the Superintendent or designee before they are communicated to students. Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics, cheerleaders, drill team, and marching band, at the time the students report for workouts or practices that occur prior to the actual beginning of classes. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity, as well as signing the District's "Extracurricular/Co-curricular Student Pledge of Conduct."

Organizational standards of conduct of an extracurricular activity are independent of the *Student Handbook and Code of Conduct*. Violations of the organization's standards of conduct that are also violations of the *Student Handbook and Code of Conduct* may result in school-assessed disciplinary actions. Likewise, students who violate the District's *Student Handbook and Code of Conduct* will be assessed appropriate disciplinary consequences for the infraction and the consequences may result in a student's removal or limited participation in an extracurricular activity if the disciplinary action or level of offense violates the higher standards of conduct specified by the student's extracurricular organization.

Administrators and sponsors are expected to discipline students according to established rules.
Board Policies FM (LEGAL/LOCAL), FNC (LOCAL), and FO (LEGAL/LOCAL)

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

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

Extra/Co-Curricular Activity Student Pledge Of Conduct

Extracurricular and co-curricular activities are a privilege. Students who participate in extracurricular and/or co-curricular activities in grades 6-12 are held to a higher standard and are required to sign a pledge. Inappropriate behavior including but not limited to the following will not be tolerated: drinking alcoholic beverages or using tobacco illegally, taking illegal drugs or being in possession of drug paraphernalia, or attending or remaining at an activity where alcohol, drugs, or tobacco are being consumed illegally. Other offenses that violate the Student Code of Conduct and comprise the integrity and credibility of the organization(s) may comprise other examples of such behaviors. Both students and parents are required to sign the pledge. The consequences for violating the Pledge are outlined in detail on the pledge form. The Pledge is in effect at all times. The Pledge in no way replaces or supersedes the Student Code of Conduct or *Texas Education Code*, and in no way supersedes the mandates of the *Texas Education Code*. Violation of the Pledge may also constitute a violation of the Student Code of Conduct. If it does, disciplinary action under the Student Code of Conduct may also be imposed by the District. Students who participate in extra/co-curricular activities are required to sign the Pledge in order to participate in those activities. The "Extracurricular/Co-curricular Student Pledge of Conduct" follows:

EXTRACURRICULAR/CO-CURRICULAR STUDENT PLEDGE OF CONDUCT
I pledge to abide by requirements
established by Northwest Independent School District
in order to be allowed to participate in any extracurricular/co-curriculum activities.

Extra/Co-curricular Pledge Violation

Consequences for violating the "Extracurricular/Co-curricular Student Pledge of Conduct" will be in effect for all students participating in extracurricular/co-curricular activities for one full calendar year from the date the student and parent were notified of the known violation.

Consequences

FIRST VIOLATION

- The suspension from extracurricular contest/competitions will cover 15 instructional school days, including weekends and/or contest/competitions following the date the student and parent are notified. If the incident happens during a holiday the student may not participate during that time and once school reconvenes.
- During the period of suspension, the student will be allowed to practice before or after school, attend, and participate in any practice of extracurricular or co-curricular activities.
- The University Interscholastic League may set other standards, which will require compliance of students in UIL-sponsored groups.

SECOND VIOLATION

- The student shall be suspended from any extracurricular activity for 90 instructional school days, including weekends and/or activities following the date the student and parent are notified. If the incident happened during a holiday the student may not participate during that time, and once school reconvenes, the student will continue the 90 day suspension from the activity.
- During the period of suspension, the student will be allowed to practice before or after school, attend, and participate in any practice of extracurricular or co-curricular activities.
- The University Interscholastic League may set other standards, which will require compliance of students in UIL-sponsored groups.

THIRD VIOLATION

- The student will be removed from participation in extracurricular or co-curricular activities for one calendar year. After the one-year suspension, the student must apply for reinstatement to a campus committee that will review the student's academic, attendance, and behavior records.
- The University Interscholastic League may set other standards, which will require compliance of students in UIL-sponsored groups.

In order for a student to be considered in violation, any one of the following conditions must occur:

1. The student must admit to a violation.
2. The parent of the student must admit to the violation.
3. A NISD staff member must witness the student in violation.
4. A local agency report or citation must be filed. (Including, but not limited to, DWI–Driving While Intoxicated, DUI–Driving Under the Influence, MIP–Minor in Possession, and MIC–Minor in Consumption)

A violation is defined as follows:

1. The use, sale, possession, and/or possession of illegal drugs and/or alcohol.
2. The depictions of the use, sale, possession and/or distribution of illegal drugs and/or alcohol.
3. The presence at a gathering where illegal drugs and/or alcohol are used, possessed, sold and/or distributed illegally.
4. Any offenses for which a student can be according to the Student Code of Conduct:
 - suspended,
 - placed in a Disciplinary Alternative Education Program (DAEP), or
 - expelled.
5. Any other offense that violates the Student Code of Conduct and comprises the integrity and credibility of the organization(s).

False Alarm or Report

A “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.

Penal Code 42.06

Field Trips

The primary purpose of a field trip is to give students an appropriate educational experience that is not otherwise possible in the classroom setting. Field trips shall have a direct relationship to the instructional activities in the classroom.” *FMG Regulation* These trips may serve as an introduction to concepts to be studied or as a culminating activity to finalize instruction regarding specific objectives. The activities involved during the trip should make a connection to the real world, foster relevance to subject matter, broaden cultural experience, and reinforce the engagement of the student. Field trips should be used for experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Field trips for the purpose of competition include academic competitions, musical competitions, and athletic competitions. These trips should foster both individual and collaborative efforts that will strengthen a student’s ability to be a successful and productive citizen. “Competitive

activities shall have the prior approval of the Superintendent or designee.” *FMF (LOCAL)*

A parent may attend a field trip as a chaperone, if the parent is designated as a school volunteer and has been approved by the campus principal or designee. A parent’s attendance as a chaperone should not be negatively affected by bringing dependents with them during the field trip. Dependents are not allowed to ride district transportation.

***Fighting/
Physical
Contact/Abuse***

Physical contact will not be tolerated on school property or while attending a school-sponsored or school-related event on or off school property. If an individual is physically confronted by another student, the student should avoid striking back and alert an adult or administrator who can handle the situation. Regardless of who starts a fight, if both students participate, both students will be disciplined accordingly. A claim of self-defense is not a justification to avoid disciplinary action and/or police intervention unless there is documented evidence that the student could not flee. Anytime one person makes physical contact with another with the implied intent to harm, the act, depending on the severity, may be considered “physical contact,” “assault by contact,” or “assault with bodily injury.” However, at the point when the receiver of the physical contact retaliates, the infraction then becomes “disorderly conduct/fighting in public” for both students. If a police officer is called, both students involved may be ticketed for the same offense, as appropriate.

Firearm

“Firearm” is defined as:

1. Any weapon (including a starter gun) which is designed to, or which may readily be converted to, expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any destructive device. “Destructive device” means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled.

18 USC 921

Students are prohibited from exhibiting, using, or threatening to exhibit or use a firearm that interferes with the normal use of a building or portion of a campus or of a vehicle owned or operated by the District being used to transport children to or from school sponsored activities. In accordance with the *Gun-Free Schools Act*, the District shall expel from the student’s regular program, for a period of one year, any student found in violation of this Act.

Board Policy FNCG (LEGAL) and FOD (LEGAL)

A person commits a third degree felony if the person, in a manner intended to cause alarm or personal injury to another person or to damage school property, intentionally exhibits, uses, or threatens to exhibit or use a firearm: 1) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school or 2) on a school bus being used to transport children to or from school-sponsored activities of a private or public school.

Texas Education Code 37.125(a).

Food and Drinks

The Texas Department of Agriculture (TDA) has established guidelines regarding Foods of Minimal Nutritional Value (FMNV) for public schools participating in the federally funded Child Nutrition Program. The federal regulations do not permit FMNV to be served in the food service area during meal periods. [See *Board Policy CO (LEGAL)*.] As a result, parents may not bring food or drinks to school for anyone other than their own children with the exception of birthday treats, Valentine, Winter Holiday, and one day designated by the campus. Birthday treats may be served to children in the classroom of the child on the occasion of the child’s birthday or to children at a school-designated function, as coordinated by the campus administration. Parents should notify the teacher several days in advance of their desire to bring birthday treats so that multiple treats are not sent on the same day.

Food Services

The District participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student’s participation is confidential. Applications for free and reduced-price meals are available in the front office of each school or from ARAMARK Food Services at 817-215-0005. New applications must be completed and returned for approval each school year. Students who received free or reduced-price meals the previous school year will continue to receive meal benefits for the first 30 school days of the new year. During that time, a new application must be completed for free or reduced-price meals to continue.

As a participant in the National School Breakfast and Lunch Program, Northwest ISD will abide by the following guidelines if a student forgets or loses his or her money and cannot pay for a meal:

- 1st occurrence: Student may charge a full regular menu meal.
- 2nd occurrence: Student may charge a full regular menu meal.
- 3rd occurrence: Student may receive an alternative meal of sandwich with milk.

Students may not charge for a la carte snacks and/or beverages.

The District follows the federal and state guidelines regarding Foods of Minimal Nutritional Value being served or sold on school premises during the school day. *Board Policy CO (LEGAL)*

Freedom from Discrimination

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity, or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office. *Board Policy FFH (LEGAL/LOCAL)*

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. *Board Policy DH (LEGAL/LOCAL/EXHIBIT)*

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee. Failure to promptly report alleged sexual harassment may impair an administrator's ability to investigate and address sexual harassment.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District or by another student when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy. If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy. Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim, offers false statements, or refuses to cooperate with a District investigation may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with *Board Policy FNG*. In its efforts to promote nondiscrimination, the District makes the following statements: Northwest ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with *Title VI of the Civil Rights Act of 1964*, as amended; *Title IX of the Educational Amendments of 1972*; and *Section 504 of the Rehabilitation Act of 1973*, as amended and *Title II of the Americans with Disabilities Act*.

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

- Title IX Coordinator, for concerns regarding discrimination: Mona Benotti, Assistant Superintendent for Administrative Services, 817-215- 0074
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Cindy Brown, Executive Director of Student Services, 817-215-0083

(See "Bullying," "Harassment," and "Sexual Harassment.")

Gambling

"Gambling" shall be defined as participating in games of chance for money and/or other things of value. Students guilty of gambling will be subject to appropriate consequences as outlined in this handbook.

Gang

A “gang” is defined as any group of three or more individuals having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal acts or acts that violate District policies or Student Code of Conduct.

Gang-related behaviors and activities, such as hand signals, gang signatures, mottoes, graffiti, and the wearing of gang-related insignia and flags, etc., disrupt the school environment and educational process, and cause intimidation of other students. To protect the safety of all students, to encourage regular attendance, and to ensure the progress of the educational process, such behaviors and activities are prohibited.

Gifted and Talented (GATES)

Students in grades 1-12 will have the opportunity to be tested for Gifted and Talented Educational Services (GATES) services twice a year, fall and spring. Kindergarten students are tested once a year. Parents, teachers and counselors may nominate a student for testing. Nominations for GATES testing may be given to the student’s classroom teacher.

Grade-Level Classification

After ninth grade, students are classified on the first day of school according to the number of credits earned toward graduation. *Board Policy EIE (LEGAL/LOCAL)*





Grade-level advancement for students in grades 9-12 shall be earned by course credits. To be promoted:

- From grade 9, a student must have acquired six credits.
- From grade 10, a student must have acquired 13 credits.
- From grade 11, a student must have acquired 19 credits.

Grades and Grading Guidelines

In grades PK-1, standards-based assessment is used for assessing progress and reporting achievement to parents rather than traditional report cards. A rubric containing an individual student checklist provides more specific information about a student’s growth in skills and concepts being taught in a six-week grading period. Report cards are electronically maintained in Pinnacle and printed.

Progress will be reported as follows:

	Skill not yet introduced		Skill Still Developing
	Skill Developed		Experiencing Difficulty

Progress in other subject areas and in conduct shall be reported according to the following scale:

- | | |
|------------------|-----------------------|
| E – Excellent | N – Needs Improvement |
| S – Satisfactory | U - Unsatisfactory |

In grades 2-12, grades in all subject areas shall be reported to parents, guardians, and students at the end of each six weeks.

Academic Student Report Card	
100-90 Excellent	79-70 Fair
89-80 Good	Below 70 Failing

GRADING GUIDELINES

Student grades shall reflect mastery of District objectives, which have been related to the TEKS. Teachers follow District-approved grading guidelines that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error or that the teacher did not follow the District’s grading policy. *Board Policy EIA (LEGAL/LOCAL), Elementary Grading Guidelines, and Secondary Grading Guidelines*

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal. *Board Policy FNG (LEGAL/LOCAL)*

All schools use six-week grading periods. Each teacher is responsible for keeping the parent informed of student progress. To assist parents in monitoring grades between grading periods, three-week progress reports will be issued to all students in grades 1-12. The notice shall stipulate that the student will have the remainder of the six-weeks period to bring the grade up to 70 or above and that the student will be suspended from UIL related extracurricular activities if the grade is not brought up to that point by the end of the six-weeks period. Note that the eligibility standard for PreAP and AP courses is 60 or above. Also note that Dual credit college classes do NOT report grades on progress reports or six-week averages. Parents are asked to sign and return these progress reports to the teacher. Parents can also check their child’s grades on-line. When a student’s grade drops from passing to failing after the third-week report, parents will be notified immediately by the teacher in writing (progress report letter or teacher

generated letter) or by phone. The District may require any student whose mid-reporting period grade average is below 70 or borderline to attend tutorial sessions. An opportunity to conference will be made available to parents by teachers at least once every semester. Parents are encouraged to contact the campus for a conference at any time. Sign-up sheets will be provided at events such as Open House, Meet the Teacher, and Curriculum Nights to schedule conferences for a later date. These events are not appropriate venues for conferencing.

At the end of each grading period, computer-generated report cards will be sent home one week following the end of a six-weeks grading period. This report includes academic achievement grades, conduct status, and absences. Exceptions to this schedule occur when holidays or vacation days fall during the week. Final report cards at the secondary level will be mailed home within one week of school ending. Parents are expected to sign and return the report card envelope at the elementary level or the signature copy of the report card at the secondary level within two days of receipt. *Board Policies EI (LEGAL/LOCAL), EIA (LEGAL/LOCAL), and EIE (LEGAL/LOCAL)*

Graduation

The District offers several graduation program options. The school counselor can help students decide which program is best suited for them. The choices are as follows:

Graduation Program	Number of Credits
Recommended	26
Distinguished Achievement	26

All students entering grade 9, with few exceptions, are required to enroll in either the Recommended High School Program or Distinguished Achievement Program. Permission to enroll in the District's Minimum Program will be granted only after agreement is reached with a student, the student's parent(s) or person(s) standing in parental relation, and the school counselor or an appropriate campus administrator. *Board Policy EIF (LEGAL/LOCAL)*

All students are required to complete four years of mathematics while in grades 9-12 (effective freshman class 2007-08). Those students enrolled in Algebra 1 in middle school will receive a math elective credit for the course. This will count as one of the four required years of high school mathematics.

DIPLOMA REQUIREMENTS

To receive a high school diploma from the District, students must successfully complete the required number of credits and pass a statewide exit-level exam. The grade 11 exit-level exam will test English/language arts, mathematics, science, and social studies and will require knowledge of algebra I, geometry, biology, integrated physics and chemistry, English III, and United States history. Students who do not pass the exit-level assessment will have additional opportunities to take the test.

Students who were scheduled to graduate under the administration of the TAAS exit-level exam will be permitted to take this exam rather than the TAKS exit-level exam. *Board Policy EIF (LEGAL/LOCAL)*

STUDENTS WITH DISABILITIES

Upon the recommendation of the Admission, Review, and Dismissal Committee, students with disabilities may be permitted to graduate under the provisions of an Individualized Education Program (IEP). A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. *Board Policy FMH(LEGAL)*

STATE SCHOLARSHIP AND GRANTS

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement High School Program may earn financial credits in varying amounts. The amounts depend on the number of consecutive months in which a particular student completed graduation requirements and the number of early college credits the student earned. Financial credits may be used at public or private higher education institutions within Texas. The campus counselors can provide additional information about meeting the program's eligibility requirements. *Board Policy EI (LEGAL)*

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For further information, contact the principal or counselor. *Board Policy EJ (LEGAL)*

GRADUATION EXPENSES

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of caps and gowns, both student and parent should monitor progress toward completion of all requirements

for graduation. Expenses for caps and gowns, invitations, senior rings, and senior pictures often are incurred in the junior year or first semester of the senior year and are the responsibility of the individual student and/or his/her parent(s).

COMMENCEMENT

Students are subject to removal from the commencement ceremony for inappropriate behavior before or during the ceremony. In addition to removal from the commencement ceremony, a conference with the principal may be required to obtain a diploma.

Graffiti

"Graffiti" is defined as any markings, including inscriptions, slogans, drawings, or paintings made on tangible property. Regardless of the amount of damage caused, when graffiti occurs on school property through the use of aerosol paint, indelible marker, or an etching or engraving device, the offense becomes a state jail felony [*Penal Code* 28.08] and is disciplined at Level IV as required by state law [*Texas Education Code* 37.006]. Graffiti that does not rise to a felony level will be disciplined at Level III.

Guests at Social Events

The *Student Handbook and Code of Conduct* applies to students and guests, as applicable, attending school-sponsored/school-related social events. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

Hacking

Illegally accessing or hacking and subsequent manipulation of information of private databases/systems is prohibited. Hacking and other inappropriate use of the District's computer systems will be disciplined accordingly. *Board Policy CQ (LEGAL)*

Harassment

All students and employees should be treated with courtesy and respect. Students should avoid any behaviors known to be offensive, and stop these behaviors when asked or told to stop.

Students shall not engage in harassment motivated by race, color, gender, national origin, disability, or religion and directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other inappropriate conduct, including requests for sexual favors. The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, gender, national origin, disability, or religion that creates an intimidating, hostile, or offensive educational environment. Harassment also includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. Forms of harassment, such as those mentioned above, that contain the elements of an offense listed in the *Penal Code* may be disciplined based on the *Penal Code* violation, as well as for harassment.

Students who believe that they have been harassed by fellow students or District employees are encouraged to promptly report such incidents to a teacher, counselor, principal, or assistant principal. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Failure to promptly report alleged harassment may impair an administrator's ability to investigate and address harassment.

Complaints of harassment on the basis of disability will be addressed and resolved in a fair and expeditious manner. In accordance with District disciplinary procedures, appropriate disciplinary action shall be taken against students who are found to have engaged in disability harassment. In addition to these procedures, students and staff may have rights and procedural safeguards under other school policies or state and federal law. The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act (ADA)*. *Board Policies DIA (LOCAL) and FFH (LOCAL)*

(See "Bullying", "Freedom from Discrimination", and "Sexual Harassment")

Hazing

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, 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 purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or

- safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above; or
 5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the *Penal Code*.

Texas Education Code 37.151

Hazing includes any willful act done by a student, individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

Any teacher, administrator, or other person employed by the District, or any student who observes any other student engaged in any form of hazing, or who has reason to know or suspect that a student or students intend to engage in hazing, shall report that fact or suspicion to the principal. Failure to do so is a violation of state law.

Board Policy FNCC (LEGAL/LOCAL)

Hit List

A “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.

Homeless

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youth, Cindy Brown, Executive Director of Student Services at 817-215-0083.

Homework

Homework is independent study outside the classroom that engages the student in valuable activities and develops effective study habits by incorporating practice, enrichment, reinforcement, extension, or application of knowledge and skills learned related to topics covered in class. Homework is an integral part of the learning process, and students should be able to see the purpose of homework and clearly understand the requirements. The District encourages a reasonable amount of academic work to be done at home to complement learning during the school day. Cooperation between subject areas to identify specific days in which homework is given helps focus student efforts and increases productivity of the process. Homework also gives the child and parents an opportunity to share in the educational process. Any questions or concerns regarding homework should be directed to the teacher.

The teacher’s responsibility is to create and assign effective, well-planned homework assignments that are designed to aid the student in the mastery of the course’s essential elements. This includes providing the student with ample notice of impending homework assignments.

Students should anticipate homework time may vary by grade, subject and rigor of the course (such as PreAP, AP, dual credit, etc.). Although homework at the secondary level is not designed to cover material not introduced in the classroom, reading or outlining a chapter prior to class coverage may be assigned in order to prepare for the next class session.

At the elementary level, NISD applies the National PTA and the National Education Association’s recommendations to follow the “10 minute guideline” which suggests ten minutes of homework for each grade level (ex. 3rd grade = 30 minutes). Reading is in addition to this 10 minute guideline. For primary students, 10 – 20 minutes per night should be spent reading to or with a parent. At the intermediate level (grades 3 – 5), 20 – 30 minutes per night should be allotted for reading. In Prekindergarten through second grade, activities outside of school can assist children in developing a wide range of knowledge and skills including: literacy, number sense, and problem solving. Methods of encouraging this type of development may include: reading and library visits; collecting items; practice writing letters, words, or sentences; simple computations; listening to stories; learning songs and nursery rhymes; or collaboration with another individual on creation of stories and development of ideas. In third through fifth grades, students should begin to work on a variety of specific homework assignments following the “10 minute guideline.”

The student’s responsibility is to complete assignments on time and to schedule after-school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class.

A parent or guardian is responsible for ensuring that the child completes homework assignments. Regular monitoring of homework provides a good overview of what the student is learning in various subjects. Homework provides an effective channel of communication between the parent and the teacher. It also serves as a monitoring tool to aid teachers in being able to provide more immediate feedback to the student regarding concepts and skills.

See the District Web site at www.nisdx.org for more information on the District’s homework philosophy.

Illegal Knives

(See “Weapons.”)

Immunization Requirements

A student must be fully immunized against certain diseases or must present an affidavit or certificate that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

The immunizations required are diphtheria, rubeola (measles), rubella, mumps, tetanus, haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The Campus Health Coordinator can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

The vaccine requirements apply to all students entering, attending, enrolling in, and/or transferring to the District. Incomplete immunizations will prevent enrollment in school or can restrict attendance once enrolled if immunizations fail to be updated according to the requirements.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor’s opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. *Board Policy FFAB (LEGAL/LOCAL/EXHIBIT) and the Texas Department of State Health Services Web site: www.dshs.state.tx.us/immunize/school_info.htm.*

Internet Acceptable Use Guidelines (AUG)**EDUCATIONAL PURPOSE**

1. The network is designed for educational purposes. The term “educational purposes” includes activities that directly relate to the teaching and learning process as defined by curriculum support documents and district and/or campus improvement plans that support the mission, vision, and goals of the district.
2. NISD has the right to place reasonable restrictions on the material students access or post through the system. Students are expected to follow the rules set forth in the District student conduct regulations and the law in their use of the network.
3. Students and their parents should be aware that Internet access using District computers is not private and may be monitored by District staff.

STUDENT INTERNET ACCESS

1. Students may obtain access to the Internet with the approval of their parents and the school.
2. Students and their parents must sign the “Required Signature Page” to be granted individual access to the Internet through the network.

BLOGS, WIKIS, PODCASTS

The content of contributions to a blog, wiki, or podcast by an NISD student should be viewed as any content that a student would contribute to an academic assignment or other form of correspondence with the public. The social networking aspect inherent to contributions to a blog, wiki, or podcast should enhance the ability for students to express themselves in an appropriate and socially acceptable manner.

1. Student contributions to a blog on an NISD teacher Web page are moderated. Comments or edits can be posted (displayed for others to read) only after they are approved by the moderator of the blog.
2. Student contributions to a blog on an NISD teacher Web page should be limited to K-12 education and the educational process (i.e. curriculum related topics, school activities and events, etc.) exclusively. Contributions to blogs of a personal nature are expressly forbidden on NISD Web pages.
3. It is unacceptable for students to contribute to a blog, wiki, or podcast about specific school employees or specific students.
4. Students must be aware of their blog, wiki, or podcast content, intent, and use of language. Contributions to a blog, wiki, or podcast should be appropriate for the general public. No abusive, threatening (bullying), or foul language will be tolerated.
5. If a student chooses to blog or contribute to a wiki outside of his/her school environment about a non-school related matter of public concern (i.e., the elections, terrorism, or environmental issues) the student must be sure that what he/she posts will not impede his/her school's effectiveness or efficiency or otherwise disrupt the school environment.
6. If a student chooses to blog or contribute to a wiki about innocuous information (i.e., his/her favorite football team or family genealogy), the student still must be careful not to engage in comments that could adversely affect his/her school (i.e., damage the school’s reputation) or interfere with his/her ability to participate in school activities.

UNACCEPTABLE USES

1. Personal Safety. A student will not post personal contact information about himself/herself or other people. Personal contact information includes address, telephone, school address, etc.
2. System Security
 - a. Students are responsible for their individual access.
 - b. A student will immediately notify a teacher or the system administrator if he/she has identified a possible security problem. Students are not to look intentionally for security problems, because this may be construed as an illegal attempt to gain access.
 - c. A student must avoid the inadvertent spread of computer viruses.
3. Respecting Resource Limits. Students will use the system only for educational purposes and limited, high-quality, personal research.
4. Plagiarism and Copyright Infringement
 - a. Students should not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. A student shall respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the student should follow the expressed requirements. If a student is unsure whether or not to use a work, he/she should request permission from the copyright owner. Copyright law can be very confusing. Students should ask a teacher if they have questions.
5. Inappropriate Access to Material
 - a. The student shall not use the network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that reflects graphic violence or discrimination toward other people (hate literature).
 - b. Downloading of audio or video files is prohibited unless prior permission has been granted by the classroom teacher. Violation of this guideline will result in disciplinary action.
 - c. Bringing video or audio files and loading them on District computers is prohibited unless permission has been granted by the classroom teacher. All files should be checked by the classroom teacher for viruses and proof that they have been legally obtained and secured.
 - d. If a student mistakenly accesses inappropriate information, he/she should immediately tell the teacher or another District employee. This will protect the student against a claim that he/she has intentionally violated this policy.
 - e. The parent/guardian should instruct the student if there is additional material that he/she thinks would be inappropriate for the student to access. This District fully expects that students will follow their parents'/guardians' instructions in this matter.
6. The following activities are not permitted on Northwest ISD's electronic resources:
 - a. Accessing, uploading, downloading, transmitting, or displaying sexually explicit material;
 - b. Transmitting obscene, abusive, or sexually explicit language;
 - c. Downloading or bringing video or audio files without consent of the teacher in advance;
 - d. Using any file-sharing or file-swapping software;
 - e. Damaging computers, computer systems, or computer networks;
 - f. Vandalizing, damaging, or disabling the property of another person;
 - g. Debilitating or disabling computers, systems, or networks;
 - h. The spreading of computer "viruses" through the inappropriate use of downloads or diskettes;
 - i. Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation;
 - j. Using another person's passwords;
 - k. Trespassing in another person's folders, work, or files; and/or
 - l. Violating local, state, or federal statutes.

ILLEGAL ACTIVITIES

1. Students should not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
2. A student shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

CONSEQUENCES FOR INAPPROPRIATE USE

1. Suspension of access to the system;
2. Revocation of computer system access; and/or
3. Other disciplinary or legal action in accordance with the *NISD Student Handbook and Code of Conduct* and applicable laws.

Board Policy CQ (LEGAL/LOCAL/EXHIBIT)

Interrogations by School Officials Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. *Board Policy FNF (LOCAL)*
(See "Questioning of Students" and "Searches.")

Jurisdiction The District has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on District transportation;
- While the student is in attendance at any school-sponsored or school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
- When criminal mischief is committed on or off school property or at a school-sponsored or school-related event;
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- When the student commits a felony, as provided by *Texas Education Code 37.006 or 37.0081*; and
- When the student is required to register as a sex offender

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

"School property" is defined as any property belonging to the District.

It is the parents' responsibility to supervise their children at the bus stop or while walking or riding bicycles to and from school.

Knuckles (See "Weapons.")

Lockdown In the event safety is threatened while on campus, it may be necessary to implement a "lockdown" of the campus. Lockdown drills will be held periodically throughout the year at each campus to familiarize students, staff, and parents with the lockdown procedures.

An "internal lockdown" takes place if a threat exists within the school. Due to safety concerns, during an internal lockdown, all interior school doors are locked and students are confined to designated areas and no entry or exit is allowed to the designated area(s) and to the building(s).

An "external lockdown" occurs if a threat occurs outside of the school. During an external lockdown, all exterior school doors are locked.

In the event of an external or internal lockdown, the main entrance doors will be locked and a sign will be posted on all exterior doors indicating that the school is in an external or internal lockdown. You will be referred to an NISD emergency contact number for information regarding this incident.

At the District's discretion, there may be some instances, for the safety of the students, where the District may deem it necessary to hold students and staff beyond the normal school hours. In this event, parents will be notified, and once the lockdown has been lifted, students will be transported from school in accordance with their normal dismissal procedures.

Parents and students are expected to comply with the District's emergency procedures for a lockdown. Failure to comply with the District's emergency procedures may lead to disciplinary consequences.

Loitering Students who are not scheduled to meet with a teacher or participate in a group activity under the supervision of a sponsor should not loiter on the campus before or after school hours. Teachers are assigned before and after school duty to supervise the arrival and departure of students only. It is the parents' responsibility to provide appropriate supervision for students before and after school so that they are not left on a campus unsupervised.

Lunch Visitors All lunch visitors are required to sign in at the front office and obtain a visitor pass prior to proceeding to the cafeteria. Visitor passes are issued through Raptor. Raptor is a visitor tracking system that enhances school security.

The system reads visitor driver's licenses (or other government-issued photo IDs), compares information to a sex offender database, alerts campus administrators if a match is found, then (assuming no match was made) prints a visitor badge that includes a photo of the visitor.

Safety of students is the district's highest priority. Raptor provides a consistent system to track visitors and volunteers while limiting access by people who present a danger to students and staff.

ELEMENTARY

Lunch visitors at the elementary level may be parents, immediate family members, and campus mentors. Immediate family members are defined as the student's parents/step-parents, siblings, grandparents, or any person residing in the home. If a parent/guardian wishes to restrict visitation of immediate family members to their child, a written request must be submitted to the campus principal or principals' designee; however, the school cannot prohibit a parent and/or guardian who has specific access to the student at lunch pursuant to a court order. Lunch visitors may not bring food or drinks to school for anyone other than their own children. Lunch visitors should leave at the end of the lunch period.

SECONDARY

Due to space and safety concerns at the secondary level, lunch visitors will be restricted to parents/guardians, grandparents (with written permission), and campus mentors. Siblings may attend, if accompanied by a parent or guardian. Lunch visitors may not bring food or drinks to school for anyone other than their own children. Mentors may not use visitation at lunch with an assigned student mentee as an opportunity to create a limited open forum or limited public forum. A violation to this restriction may result in the mentor losing the privilege of visiting during lunch.

Machine Gun (See "Weapons.")

Make-up Work Students are given the number of days absent plus one additional school day to make up all work assigned in their absence. Students will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. *Board Policy EIA (LEGAL/LOCAL), Elementary Grading Guidelines, and Secondary Grading Guidelines*

Mandatory "Mandatory" means that something is obligatory or required because of an authority.

Medical Appointments Because class time is important, doctor and dental appointments should be made before or after school hours if possible so students will not miss valuable instructional time. Students who have an appointment with a health care professional and either commence class or return to school on the same day of the appointment are not considered absent for attendance accounting purposes if a note from the doctor's office is provided and make-up work is completed within the time allotted by the teacher. Students must be signed in and out through the attendance office.

(See "Attendance.")

Medicine at School All medications (prescription and non-prescription) brought to the school must be taken to the school clinic for dispensing. Students may not be in possession of any prescription or non-prescription drug on school grounds during school hours.

The following procedures must be met in order for medication to be administered at school:

1. All medication (prescription and over-the-counter) must be provided by a parent or legal guardian. If it is a controlled substance, e.g. Ritalin, it must be transported by a parent or legal guardian and the medication will be counted upon its arrival in the health clinic. Students may have a special exception to this rule for asthma inhalers (see #8).
2. A parent or legal guardian must complete a "Northwest ISD Medical Request Form" for all medications. Parents or legal guardians may get the forms from the school office.
3. Each prescription must be in the original prescription bottle with a prescription label bearing the student's name, the name of the medication, and instructions for giving the medication. Pharmacies can supply two (2) labeled bottles for this purpose. An extra bottle is required if medication is to be administered on a field trip.
4. Non-prescription medicine must be in the original container labeled with the student's name, the name of the medication, and instructions for giving the medication.
5. Sample prescription and alternative medicine must be labeled with the student's name and accompanied by a signed Texas Board Certified physician order, with a patient information sheet listing its ingredients, actions, and side effects.
6. Dietary supplements and other nutritional aids not approved as medication by the FDA may not be dispensed by school personnel.
7. All medication will be placed in a locked cabinet in the health clinic; an exception may be made for asthma

inhalers (see #8 below).

8. Students may carry and use asthma inhalers if they complete the “District’s Asthma Inhaler Form”.
9. The District can assume no responsibility for loss or negligent behavior when students carry conventional or alternative medication or dietary supplements without the knowledge of the campus health service personnel. Noncompliance may be subject to disciplinary action.
10. Any unused medication will be destroyed two weeks after last dosage. Medication will not be sent home with a student. It must be picked up by a parent or legal guardian at the school health clinic.

Board Policy FFAC (LEGAL/LOCAL)

These rules are necessary for students’ safety. Students must have a note from their parent or legal guardian if they are not to participate in physical education classes due to illness or injury. This note will be accepted up to five consecutive days. Longer non-participation will require a physician’s written excuse. (See “Prescription/Non-Prescription Drugs.”)

Miranda Warnings

State law that applies to law enforcement officers in interrogating juveniles does not apply to public school administrators in their enforcement of discipline. Miranda warnings do not apply to school disciplinary proceedings.

Non-Sufficient Funds Fee

An additional charge for all checks returned, plus any additional cost to the District, will be passed on to the check maker. The non-sufficient funds fee for Northwest ISD is \$25.

“Opting Out” of Activities

Parents have the right to receive notice and determine the student’s participation in the following:

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

Board Policies EF (LEGAL) and FFAA (LEGAL/LOCAL)

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

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

20 USC 1232h(b)

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. *Board Policy EF (LEGAL)*

Persistent Misbehavior

Persistent misbehavior is repeated violations of the *Student Handbook and Code of Conduct* in general or repeated occurrences of the same violation. Any student who is experiencing persistent behavior issues will be provided support through the campus’ intervention process.

Personal Property

The District discourages students from bringing items of value to school regardless of whether they are prohibited or not (i.e. expensive clothing items or jewelry, musical instruments, cameras, MP3 players, iPods, cell phones, and large amounts of money.) Students choosing to bring these items to school must understand that they can be disciplined for prohibited items and that the school cannot be held accountable for any of these type items if they are damaged, lost, or stolen. Campus administrators may (but are not required to) conduct investigations, in an effort to recover lost/stolen items or to determine the person(s) responsible for damages and/or theft occurring on school property or at a school-sponsored or school-related event, and will assess discipline as appropriate. Prohibited items will be confiscated and only be returned to the parent/guardian. Illegal items and items designated as evidence will be turned over to law enforcement authorities.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the Executive Director of Health, Physical Education, and Athletics to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

Physical Restraint Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

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

Board Policy FO (LOCAL)

Physical restraints for students with special needs are governed by *Texas Education Code 37.0021*.

Plagiarism (See "Cheating.")

Police Intervention The District reserves the right to refer any student, regardless of age, to law enforcement authorities if the District suspects that a student has broken the law. This referral may be in addition to any school disciplinary action taken against the student.

Possession "Possession" means actual care, custody, control, or management. A student shall be considered to be in possession of any substance or thing prohibited or regulated by the District's *Student Handbook and Code of Conduct* if the substance or thing is:

1. On the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, backpack, or briefcase;
2. In any private vehicle driven by the student to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or
3. In any school property used by the student, including but not limited to a locker or a desk.

(See "Vehicles on Campus.")

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

Prescription/ Non-Prescription Drugs No student shall have non-prescription (over-the-counter medicine) or prescription drugs in his/her possession on school grounds during school hours. All medication will be stored and dispensed in the school clinic, and all medication must be in a properly labeled container with one medication per container.

A student found in possession of a non-prescription drug or a medication **currently** prescribed for the student is in violation of established District procedures and is subject to disciplinary action.

A student who sells, gives, or delivers a prescription drug (controlled substance/dangerous drug) to another student; a student who attempts to sell, give, or deliver a prescription drug; a student who is in possession of a prescription drug belonging to someone else; or a person in possession of their own noncurrent prescription drug commits a Level IV offense and will be placed in an appropriate Disciplinary Alternative Education Program (DAEP). If the student is charged with a felony, the student is expelled by state law and placed in a Juvenile Justice Alternative Education Program (JJAEP). In simple terms, when a student sells, gives, delivers, etc. his/her own prescription drug which is a controlled substance/dangerous drug, it becomes an illegal substance. Likewise, when a student possesses, sells, gives, delivers, etc. someone else's prescription drug, it becomes a controlled substance/dangerous drug; therefore, illegal because the student does not have a prescription.

If a student takes more than the recommended dosage of his/her own medication that results in a ticket for public intoxication or a similar charge, the student will be disciplined at Level IV.

Natural and/or homeopathic-like substances, not FDA approved, and dietary supplements are prohibited at school and will be treated as non-prescription drugs for disciplinary purposes as stated in this section.

(See "Medicine at School.")

Progress Reports (See "Grades and Grading Guidelines.")

Prohibited Items Prohibited items include, but are not limited to, the following: any weapons, knives of any size (including pocket knives), clubs/night sticks (or items that can be used as clubs), "look-alike" weapons, knuckles, alcohol, chains, laser pointers, ammunition, razors, rubber bands, squirt guns, fireworks of any kind, tobacco products, drugs (even non-prescription drugs if not properly delivered to the Campus Health Coordinator), matches, lighters, handcuffs, mace,

stink bombs, balloons, toys, or any other items which may be deemed to be disruptive, dangerous, or in violation of school policies.

The school reserves the right to add items to the list when they are deemed to be inappropriate for school. *Board Policy FNCG (LEGAL)*

Students who unintentionally bring to school a prohibited item, which is not illegal, may turn in the item to a staff member without disciplinary consequences if this is done before the item is discovered or reported to a staff member, administrator, or another student. This option applies only to the first time the prohibited item is accidentally brought to school. The second time the prohibited item is brought to school, the item will be confiscated and the student disciplined according to the type of item brought to school. Confiscated items will only be returned to the parent/guardian.

Promotion and Retention

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

GRADES 1-3

In grades 1-3, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas, and a grade of 70 or above in language arts and mathematics.

GRADES 4-8

In grades 4-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas, and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

TAKS

In addition, at certain grade levels, a student, with limited exceptions, will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test (TAKS) in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test (TAKS) in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test (TAKS) in English.

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

Parents of students who do not perform satisfactorily on their TAKS tests will be notified that their children will participate in special instructional programs designed to improve their student's academic performance. These students will also have two additional opportunities to take the TAKS test. For students who fail a second time, a Grade Placement Committee (GPC), consisting of the principal or designee, the teacher, and the parent will specify additional special instruction to be provided. After a third failed attempt at the TAKS test, students will be retained; however, parents can appeal this decision to a GPC. In order for students to be promoted, based on standards previously established by the District, the decision of the GPC must be unanimous. Whether students are retained or promoted, an individual educational plan will be designed to enable each student to perform at grade level by the end of the next school year. *Board Policy EIE (LEGAL/LOCAL)*

Certain students, such as those with disabilities and some with limited English proficiency, may be eligible for exemptions, accommodations, or deferred testing on TAKS. For more information, contact the principal, counselor, or administrator responsible for programs for students with limited English proficiency, or special education director.

PERSONAL GRADUATION PLAN

A Personal Graduation Plan (PGP) will be prepared for all students in a middle school or beyond who do not perform satisfactorily on a state-mandated assessment test or are determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify an individual student's educational goals and include consideration of the parent's educational expectations for the student. For additional information, contact the counselor or principal. *Board Policy EIF (LEGAL)*

Psychotropic Drugs

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District

employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

“Psychotropic drug” means a substance used in diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. *Board Policy FFAC (LEGAL/LOCAL)*

Public Displays of Affection

In order to maintain a mature and respectful atmosphere, students are reminded that public displays of affection are considered unsuitable in an educational setting. These displays include but are not limited to, kissing, embracing, and/or other forms of physical fraternization.

Publications— Student Speech

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

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

1. Would substantially interfere with the work of the school.
2. Impinges on the rights of other students.
3. Is vulgar or profane.
4. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
5. Is inappropriate for the level of maturity of the readers.
6. Does not meet the standards of the educators who supervise the production of the publication.
7. Associates the school with any position other than neutrality on matters of political controversy.

Board Policy FMA (LEGAL)

(See "Distribution of School Materials and Non-School Materials.")

Questioning of Students

There is no legal right on the part of a parent to be notified or to be present when students are in conversation with or being questioned by school officials concerning school-related behaviors or concerns.

The following guidelines shall apply when law enforcement officers, Child Protective Services, or other lawful authorities desire to question or interview a student at school for school-related matters:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Board Policy GRA (LOCAL)

Administrators will not impede the questioning of a student by a law enforcement officer who has a subpoena, court order, directive to apprehend, warrant, or who intends to take the child into custody and remove the child from campus for investigation regarding a non-school-related matter under *Texas Family Code 52.01*. In case of removal from the campus, the law enforcement officer will be requested to follow campus procedures for checking the student out of school. Absent one of these provisions, school personnel will request that prior to allowing an interview for non-school-related matters, that parental permission be obtained. However, the District must comply with directives from law enforcement or CPS case workers that the District refrain from contacting the parent.

Administrators will also not impede a CPS investigation and will allow CPS case workers or law enforcement officers to question students related to a reported claim of child abuse. *Board Policy FFG (LEGAL)*

Reasonable Belief

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

Registered Sex Offenders

The following provisions apply to a student who is required to register as a sex offender under *Chapter 62, Code of Criminal Procedure*. These provisions do not apply to a student who is no longer required to register as a sex offender under *Chapter 62, Code of Criminal Procedure*, including a student who receives an exemption from registration under *Subchapter H, Chapter 62, Code of Criminal Procedure*, or a student who receives an early termination of the obligation to register under *Subchapter I, Chapter 62, Code of Criminal Procedure*.

1. Notwithstanding any provision of *Subchapter A, Chapter 62, Code of Criminal Procedure*, on receiving notice under *Article 15.27, Code of Criminal Procedure*, or *Chapter 62, Code of Criminal Procedure*, that a student is required to register as a sex offender under that chapter, the District shall remove a student, as identified above, from the regular classroom and determine the appropriate placement of the student in the manner outlined below.
 - a. The District shall place a student, as identified in paragraph #1 above, who is under any form of court supervision, including probation, community supervision, or parole, in the appropriate alternative education program as provided by *Section 37.309* for at least one semester.

- b. The District may place a student, as identified in paragraph #1 above, who is not under any form of court supervision in the appropriate alternative education program as provided by *Section 37.309* for one semester or in the regular classroom. The District may not place the student in the regular classroom if the District Board of Trustees determines 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 interests of the district's students.
 - c. At the end of the first semester of a student's placement in an alternative education program under paragraphs (a) and (b) above, the District Board of Trustees shall convene a committee to review the student's placement in the alternative education program. The committee must be composed of:
 - (1) a classroom teacher from the campus to which the student would be assigned were the student not placed in an alternative education program;
 - (2) the student's parole or probation officer or, in the case of a student who does not have a parole or probation officer, a representative of the local juvenile probation department;
 - (3) an instructor from the alternative education program to which the student is assigned;
 - (4) a school district designee selected by the Board of Trustees; and
 - (5) a counselor employed by the District.
 - d. The committee by majority vote shall determine and recommend to the school district Board of Trustees whether the student should be returned to the regular classroom or remain in the alternative education program.
 - e. If the committee recommends that the student be returned to the regular classroom, the Board of Trustees shall return the student to the regular classroom unless the Board determines 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 interests of the district's students.
 - f. If the committee recommends that the student remain in the alternative education program, the Board of Trustees shall continue the student's placement in the alternative education program unless the Board determines that the student's presence in the regular classroom:
 - (1) does not threaten the safety of other students or teachers;
 - (2) will not be detrimental to the educational process; and
 - (3) is not contrary to the best interests of the district's students.
 - g. If, after receiving a recommendation under paragraph f above, the District Board of Trustees determines that the student should remain in an alternative education program, the Board shall, before the beginning of each school year, convene the committee described by paragraph (c) above, to review, in the manner provided paragraphs (c) through (f), the student's placement in an alternative education program.
 - h. The placement under these provisions of a student with a disability who receives special education services must be made in compliance with the *Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.)*. The review outlined above of the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal committee. The admission, review, and dismissal committee may request that the Board of Trustees convene a committee as described above to assist the admission, review, and dismissal committee in conducting the review.
2. The District shall place a student who is required by the Board of Trustees to attend an alternative education program under these provisions in a disciplinary alternative education program, subject to the following exception. The District shall place a student who is required by the Board of Trustees to attend an alternative education program under this subchapter in a juvenile justice alternative education program if:
 - (1) the memorandum of understanding entered into between the District and juvenile board under *Texas Education Code Section 37.011(k)* provides for the placement of students to whom this subchapter applies in the juvenile justice alternative education program; or
 - (2) a court orders the placement of the student in a juvenile justice alternative education program.
 4. If a student transfers from another school district during the student's mandatory placement in an alternative education program, the District may:
 - (1) require the student to complete an additional semester in the appropriate alternative education program without conducting a review of the student's placement for that semester as outlined in paragraphs (c) through (f) above; or
 - (2) count any time spent by the student in an alternative education program in the district from which the student transfers toward the mandatory placement requirement.
 5. If a student, as identified in paragraph #1 transfers from another school district at a time when he/she is not subject to the mandatory placement, the District shall determine whether to place the student in the appropriate alternative education program or in a regular classroom. The District shall follow the procedures specified under paragraphs (c) through (f) above in making the determination.
 6. A student or the student's parent or guardian may appeal a decision by the District Board of Trustees to place the student in an alternative education program under these provisions by requesting a conference among the Board of Trustees, the student's parent or guardian, and the student. The conference is limited to the factual question of

whether the student is required to register as a sex offender under *Chapter 62, Code of Criminal Procedure*. If the District Board of Trustees determines at the conclusion of the conference that the student is required to register as a sex offender under *Chapter 62, Code of Criminal Procedure*, the student is subject to placement in an alternative education program in the manner provided by these provisions. A decision by the Board of Trustees under this section is final and may not be appealed.

SB 6 / HB 2532 – Placement of Registered Sex Offenders – Section 37.301 et seq. TEC

Release of Students from School

If a student checks in or out during the school day, he or she must sign in and/or out. Failure to do so will result in a truancy designation for any class missed. No student will be allowed to leave with any person not named on the student registration card, unless prior written permission by a parent or guardian has been received. Identification may be required.

The District is committed to the protection of students entrusted to its custody during the school day. Therefore, campus administrators shall exercise caution in releasing students during the school day. The procedures controlling the release of a student from school are as follows:

1. Definite and satisfactory identification (i.e. driver's license or picture ID) shall be required of the person authorized to talk with a student or to take a student from school. The following persons will be allowed access to a student: a) the student's parents/guardians, unless restricted by court order; b) a person who has written authorization from the student's parent/guardian; or c) a person who is authorized by a legal order to have access to, or to take possession of, a student.
2. A teacher shall not allow a student to leave school without securing the permission of the principal or administrative designee.
3. A telephone call from a person representing himself/herself as a parent shall be verified by a principal or designee. The parent shall be notified any time a request for the release of a student is denied by the principal.
4. When checking a student out of school, a parent or guardian must report to the attendance office or front office.
5. High school students who have a car on campus must obtain an early dismissal pass to leave campus during the school day by presenting a signed and dated note from the parent. These students shall check out through the appropriate office before leaving the campus.

Parents requesting that a student be allowed to leave the campus for medical or family matters must make a request, in writing or by personal contact. The principal or principal's designee will verify the request.

Students who leave campus at any time without parental permission and administrative approval shall be considered truant and will be subject to disciplinary action.

(See "Closed Campus.")

Report Cards

(See "Grades and Grading Guidelines.")

Reports to Law Enforcement

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. In accordance with *Board Policy GRA (LEGAL)*, a principal or designee is required to make reports to local law enforcement authorities when there are reasonable grounds to believe that a student has engaged in any of the following activities that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property, without regard as to whether the activity is investigated by school security officers:

1. Conduct that may constitute an offense listed in *Government Code 508.149*; deadly conduct, as described by *Penal Code 22.05*; or a terroristic threat, as described by *Penal Code 22.07*. *Board Policy GRA (EXHIBIT)*
2. The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by *Chapter 481, Health and Safety Code*.
3. The possession of any of the weapons or devices listed in *Penal Code 46.01(1)-(14) or (16)*. *Board Policy FNCG (LEGAL)*
4. The possession of a weapon as defined by *18 USC 921*, in accordance with the *Gun-Free Schools Act*. *Board Policy FOD (LEGAL)*
5. Conduct that may constitute a criminal offense under *Penal Code 71.02*.
6. Engaging in organized criminal activity. *Board Policy GRA (EXHIBIT)*
7. Conduct that may constitute a criminal offense for which a student may be expelled under *TEC 37.007(a), (d), or (e)*.

The report shall include the name and address of each student the person believes may have participated in the activity, but is not required if the person reasonably believes that the activity does not constitute a criminal offense.

Texas Education Code 37.015 and 37.007(e)

Safety

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to, and promptly report to a teacher or the principal any safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Do not prop open doors or curtail campus security procedures.
- Immediately follow the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

**Scholarships/
Grants** (See “Graduation.”)

**School Health
Advisory Council** Information regarding the District’s School Health Advisory Council, including the number of meetings scheduled or held during the year and the duties of the council, is available from the District Health Coordinator. *Board Policies BDF (LEGAL) and EHAA (LEGAL)*

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

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

School officials may search a student’s outer clothing, pockets, or property if the official has reasonable suspicion to believe that the student possesses contraband or a prohibited item. School officials may also search a student’s outer clothing, pockets, or property by securing the student’s voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation; and
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The student’s parent or guardian shall be notified if any prohibited articles or materials are found in a student’s locker, in a student’s vehicle parked on school property, or on the student’s person as a result of a search conducted in accordance with *Board Policy FNF (LOCAL)*.

STUDENTS’ LOCKERS AND VEHICLES

Students have full responsibility for the security of their lockers and for vehicles parked on school property. It is the student’s responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property.

School officials may search lockers or vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student’s parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

TRAINED DOGS

The District uses specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in *Board Policy FNCF (LEGAL/LOCAL)*, and alcohol. This program was implemented with the objective of maintaining a safe school environment conducive to education.

Such visits by trained dogs to schools shall be unannounced. The dogs are used to sniff vacant classrooms, vacant common areas, student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials.

Searches of vehicles shall be conducted as described above. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the *Student Handbook and Code of Conduct*.
Board Policy FNF (LEGAL/LOCAL)

(See "Interrogations" and "Questioning of Students.")

Secret Societies The Board prohibits any fraternity, sorority, secret society, or gang defined by state law as any "organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities." *Texas Education Code (TEC) 37.121(d)*

A person commits a Class C misdemeanor if the person:

1. Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
2. Is not enrolled in a public school and solicits another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.

TEC 37.121(a)(c)

A person commits a felony if the person, with intent to coerce, induce, or solicit a child to actively participate in the activities of a criminal street gang, threatens the child with imminent bodily injury or causes the child bodily injury.

Penal Code 22.015

An appropriate administrator shall recommend placing in a Disciplinary Alternative Education Program (DAEP) any student who commits the offenses described above. *TEC 37.121(b) and Board Policy FOC (LEGAL)*

Board Policy FNCC (LEGAL)

Self-Defense Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself. A claim of self-defense is not a justification to avoid disciplinary action and/or police intervention unless there is documented evidence that the student could not flee. The District does not consider self-defense when evaluating disciplinary action.

(See "Fighting/Physical Contact/Assault.")

Sexual Assault Transfers 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 victim or the offending student to another campus, the victim or 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. *Board Policy FDD (LEGAL)*

Sexual Harassment "Sexual harassment" is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person or other offensive and unwelcome conduct aimed at another solely because of his or her gender. If a student believes he/she has been sexually harassed, the student or the student's parents should report the incident to any of the following: principal, assistant principal, counselor, or the District's Title IX Coordinator, Mona Benotti, Assistant Superintendent for Administrative Services.

If a student's conduct is offensive and unwelcome, the campus will determine if the conduct should be punished in accordance with this handbook. This policy applies to students of all ages.

(See "Freedom from Discrimination" and "Harassment")

Skateboards/ Scooters/ Roller Blades Students and others are not permitted to use skateboards, scooters, roller blades, and/or rollers on campus grounds at any time. If a student is using any one of these as a means of transportation to or from school, he or she must walk and carry the skateboard, scooter, roller blades, and/or rollers while on school property. Skateboards, scooters, roller blades, and/or rollers should be kept in a locker or designated place approved by campus administration or staff until the end of the school day.

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

OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WITH DISABILITIES, STUDENTS WHO HAVE LEARNING DIFFICULTIES, OR STUDENTS WHO NEED OR MAY NEED SPECIAL EDUCATION

Students having difficulty in the regular classroom should be considered for support services that are available to all students. Parents of students experiencing learning difficulties may contact Kandy Aydelotte, Director for Special Education, at 817-215-0075, to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation.

Parents are entitled to request an evaluation for special education services at any time. Within a reasonable amount of time, the District must decide if the evaluation is needed. If a request for an evaluation is approved, the parents will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and report within 60 calendar days of the date the District received the written consent. The District must give a copy of the completed assessment report to the parents.

If the District determines that an evaluation is not needed, the District will provide parents with a written notice that explains why their child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the District. Additionally, the notice must inform the parents how they can obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

Parents of students with learning difficulties or who may need special education services that qualify or may qualify for services under the *Individuals with Disabilities Education Improvement Act* should contact Kandy Aydelotte, Special Education Director, at 817-215-0075.

Parents of students with disabilities that qualify or may qualify for services under Section 504 should contact Cindy Brown, Executive Director of Student Services, at 817-215-0083.

SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Cindy Brown, Executive Director of Student Services, 817-215-0083
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Cindy Brown, Executive Director of Student Services, 817-215-0083

***Standardized
and District-
Administered
Tests***

ITBS/CogAT

The Iowa Test of Basic Skills (ITBS) and the Cognitive Ability Test (CogAT) examine the areas of reading, writing, mathematics, social studies, science, and reasoning abilities. The ITBS is administered in second grade and the CogAT is administered in second, fourth, and sixth grades.

PSAT/NMSQT

The Preliminary Scholastic Assessment/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered to selected grade 8 and 9 students, grade 10 students, and registered grade 11 students. The PSAT/NMSQT is developed by The College Board to test verbal, mathematical, and writing skills. It provides practice for the Scholastic Aptitude Test (SAT) and gives students an opportunity to qualify for scholarship and recognition programs.

TEXAS READING ASSESSMENT

In accordance with the *Texas Education Code*, students in kindergarten through second grade will be administered the Texas Primary Reading Inventory to measure student growth in reading. This instrument drives instruction in order to ensure that every child is reading on or above grade level by the end of third grade.

STATE-MANDATED ASSESSMENT TESTS

In addition to routine tests and other measures of achievement, students at certain grade levels will take state mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subject:

- Mathematics, annually in grades 3-11
- Reading, annually in grades 3-9.
- Writing, including spelling and grammar, in grades 4 and 7.
- English language arts in grade 10 and 11.
- Social studies in grades 8, 10, and 11.
- Science in grades 5, 8, 10, and 11.
- Any other subject and grade required by federal law.

Board Policy EKB (LEGAL)

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. [Prior to enrollment in a Texas public college or university, most students must take an assessment test, such as the Texas Higher Education Assessment (THEA) test.]

Steroids

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, body-building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing.

Texas Education Code 38.008

Student Records

The District maintains general education records required by law. The District makes available to parents and guardians information concerning their child enrolled in school. A request in writing may be submitted to the school or to the District records management officer at the District administrative office. Until parental rights are legally terminated, each parent, guardian, or “eligible” student may access the records. (For purposes of student records, an “eligible” student is one who is 18 or older, or who is attending an institution of postsecondary education, or no longer a dependent for tax purposes). After that time, only the student has access to his or her records, unless certain exceptions apply.

(See “Student Records—Notification of Rights—Family Educational Rights and Privacy Act” on page 16.)

Student Speakers

The District allows a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion. Student speakers shall be given a limited public forum to introduce morning announcements and award banquets at all District schools. The forum shall be limited in the manner provided by Board Policy FNA (LOCAL) on nongraduation events.

Students Taken into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services (CPS), Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the *Family Code* relating to the student’s physical health or safety.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. *Board Policy GRA (LEGAL/LOCAL) and Family Code 52.01(a)*

The Superintendent shall notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody as provided by a law enforcement agency. *Code of Criminal Procedure, Article 15.27(a)*

Summer Programs

Identified students in first through fifth grade will be placed in summer interventions for additional support. These programs will offer instruction in essential knowledge and skills and will give students opportunities to study and practice these skills.

Participation in summer interventions and subsequent essential knowledge and skills mastery will be a prerequisite for promotion for some students. Middle school and high school students who do not pass required courses during the school year should attend the tuition-based summer school program. Assistance will be provided to those that qualify for reduced fees, based on financial need.

Every effort will be made to provide students with opportunities for remediation in non-mastered areas. However, if mastery is not achieved, students will be retained in the same grade level and/or required to earn the needed credit. Enrichment programs, fine arts programs, and athletic camps are also offered for tuition throughout the summer.

Students attending summer school are expected to adhere to the same discipline standards as outlined in this booklet. Failure to comply with the discipline standards may result in the student's dismissal from the summer school program. If the infraction represents a mandatory removable or expellable offense, the student will be placed in the appropriate Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP) in the upcoming year as specified in this handbook.

Students assigned to a DAEP (on or off campus) or JJAEP in which the period of placement extends into the next school year must complete an application to request permission to attend summer school. An administrator from the home campus and summer school campus (as well as the DAEP or JJAEP, if appropriate) must approve the request in order for the student to attend. The application can be obtained by contacting a campus principal or assistant principal.

Students or parents may request a high school transcript of the student's high school work. The first transcript a student receives as a junior or senior is free, and all additional copies will cost \$1.00 each.

***Student
Transcripts***

Surveys

See ("Opting Out of Activities.")

Tardies

Students are expected to be seated in the classroom when the tardy bell rings with all needed materials prepared for instruction. There are no excused tardies to first period classes for those students who arrive by a mode of transportation other than riding a school bus. Tardies are also considered "parts of days" and are generally considered unexcused except for illness or doctor/dentist appointments. Students with excessive tardies may be assigned disciplinary consequences and a referral may be made to the Truancy Courts.

See ("Truancy.")

***Terroristic
Threat***

"Terroristic threat" is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type 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, 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).

Penal Code 22.07 and Board Policy GRA (EXHIBIT)

Textbooks

State-approved textbooks are provided free of charge for each subject or class. Books must be treated by the student with care. A student who is issued a damaged book should report the damage to the teacher at the time the book is issued. Fines, up to the actual replacement cost of the textbook, will also be assessed for damage based on severity. It is important to note that textbooks can be expensive, ranging in price from \$10 to approximately \$100 depending on the book. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

Threats

All threats will be taken seriously and will be investigated by campus administrators or law enforcement personnel, as appropriate. Disciplinary consequences will be assessed based on the outcome of the investigation.

(See "Terroristic Threat.")

***Title 5 Felonies
—Offenses
Against a Person***

Title V felonies are offenses against a person. These offenses include the following:

1. Murder;
2. Capital murder;
3. Manslaughter;
4. Criminally negligent homicide;
5. Unlawful restraint (in certain circumstances);
6. Kidnapping;

7. Aggravated kidnapping;
 8. Unlawful transport;
 9. Trafficking of persons;
 10. Indecency with a child;
 11. Improper relationship between educator and student;
 12. Improper photography or visual recording;
 13. Assault (if against a public servant or other circumstances);
 14. Sexual assault;
 15. Coercing, soliciting, or inducing gang membership;
 16. Aggravated assault;
 17. Aggravated sexual assault;
 18. Injury to a child, elderly individual, or disabled individual;
 19. Abandoning or endangering a child;
 20. Deadly conduct;
 21. Terroristic threat;
 22. Aiding suicide;
 23. Tampering with a consumer product; or
 24. Harassment by persons in certain correctional facilities.
- Title 5, Penal Code and Board Policy FOC (EXHIBIT)*

Tobacco Use and Possession Students shall be prohibited from smoking, using, or possessing tobacco products at a school-related or school-sponsored activity on or off school property. These prohibitions will be strictly enforced on school property and at school-related or school-sponsored activities on or off campus. Appropriate disciplinary consequences will be assessed for violations.

Smoking and smokeless tobacco are not permitted in District buildings, vehicles, or on District property or at school-related or school-sponsored events off school property. Violators are subject to prosecution of any offense punishable by a fine not to exceed \$500 as found in *Penal Code 48.01*. In addition, students may not possess tobacco products at any of the locations or activities listed above. *Board Policy FNCD (LEGAL) and GKA (LEGAL)*

Transfers The District allows for both intradistrict and interdistrict transfers as specified in Board Policies FDA and FDB. Students who have been granted a transfer may have the transfer revoked for violating the *Student Handbook and Code of Conduct* or:

- Documented pattern of late arrivals, late pick ups, and/or poor attendance.
- Falsification of information.

In addition, under very specific circumstances involving bullying and sexual assaults, students/parents may request a transfer to another campus or be transferred to another campus or placed in the District's Disciplinary Alternative Education Program (DAEP) as allowed by policy.
Board Policies FDA (LEGAL/LOCAL), FDB (LEGAL/LOCAL), and FDD (LEGAL/LOCAL)

(See "Bullying" and "Sexual Assaults")

Transportation Northwest ISD contracts with Durham School Services for bus service. In an effort to provide safe bus transportation, students are expected to assist staff in maintaining a clean and orderly bus. When riding school buses, students are held to behavioral standards established in the *Student Handbook and Code of Conduct*. Riding a school bus is a privilege.

Misconduct will be disciplined in accordance with the *Student Handbook and Code of Conduct*, and bus-riding privileges may be suspended as a disciplinary consequence.

The following safety rules shall be followed by students as related to boarding, riding, and exiting a bus:

1. Students will board and exit the bus in an orderly manner at the designated bus stop nearest his or her home.
2. Arrive at the bus stop five (5) minutes before the scheduled stop-time and wait a safe distance from where the bus stops. Three giant steps away from the stop is a good rule.
3. When the bus arrives, do not approach the bus until it has come to a complete stop. Form a single line and board the bus (no pushing or breaking in line). Students will go directly to their assigned seat and sit in a safe position.
4. Students will keep books, band instruments, feet, and other objects out of the aisle of the bus. Objects carried on the bus must be small enough to be held in the lap of the owner.
5. When it is time to exit the bus, students will wait for the bus to come to a complete stop before getting up from the seat.
6. Upon exiting the bus, students needing to cross the street shall wait until directed by the bus driver before crossing immediately in front of the bus.

The following rules will apply to student conduct on District transportation:

1. Observe the same conduct as in the classroom and follow the driver's directions at all times.
2. Enter the bus and immediately go to the assigned seat.
3. Talk in a normal tone of voice.
4. Remain seated and facing forward in the assigned seat until time to exit the bus.
5. Keep head, hands, and feet inside the bus.
6. Refrain from throwing objects within the bus or out of the windows.
7. Use acceptable language; obscene, profane, unacceptable language, and/or gestures are prohibited.
8. Refrain from eating and/or drinking on the bus.
9. Keep the bus clean.
10. Keep prohibited items [alcohol, drugs, weapons, tobacco products, paging devices (as applicable), radios, skateboards, etc.] off the bus.
11. Refrain from tampering with the bus equipment.
12. Students are required to be picked up and dropped off at their scheduled bus stop.
13. Follow all rules outlined in the District's *Student Handbook and Code of Conduct*, as well as safety rules established by the driver.

The following procedures will be adhered to when inappropriate behavior occurs on a bus serving a regular route or an activity trip.

1. The driver or District employee will attempt to correct the misbehavior of the passengers.
2. If the driver or District employee is unable to resolve the problem, or if the driver or District employee believes it is appropriate, the principal will be notified as soon as possible.
3. The principal or designee will investigate the incident and notify the driver of the action taken.
4. If the misconduct is a violation of the *Student Handbook and Code of Conduct*, the principal will send written notice of the violation to the student's parent.
5. If determined necessary by the principal, a conference involving the principal, the student passenger(s), the driver, and parent(s) will be held.
6. The principal may suspend the student's bus riding privileges or other listed behavior interventions in accordance with the *Student Handbook and Code of Conduct*.
7. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver has the authority to call for law enforcement assistance; the principal and parent(s) will be notified of the situation as soon as possible. In such an instance, the student will not be provided bus service until a conference involving all persons listed above has been held in accordance with the *Student Handbook and Code of Conduct*.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the provisions in the student's Individual Education Plan or 504 Accommodation Plan.

RESTRICTION FOR VIOLATION OF SCHOOL BUS RULES AND REGULATIONS

Bus drivers will report all violations to the school principal. The principal or designee will enforce the bus safety rules and evaluate the report to determine whether the violation should be considered an offense. The following guidelines will generally be followed; however, the guidelines do not constitute a hierarchy that must be followed for all violations.

- | | |
|-----------------|---|
| First Offense: | A principal will warn the student and send a letter of warning to the student's parents. The warning should include a reminder that the student will lose his or her bus riding privileges for five school days on the third offense. |
| Second Offense: | A principal will warn the student and send a letter of warning to the student's parents. The warning should include a reminder that the student will lose his or her bus-riding privileges for five school days on the third offense. |
| Third Offense: | The student will be removed from the bus for five school days. The school principal will attempt to notify the student's parents by phone and/or letter within twenty-four (24) hours. |
| Fourth Offense: | The student will lose his or her riding privileges for the remainder of the semester or ten school days, whichever is longer. The school principal will attempt to notify the student's parents by phone and/or by letter within twenty-four (24) hours. |
| Fifth Offense: | The student will lose his or her riding privileges for the remainder of the school year. The school principal will attempt to notify the student's parents by phone and/or by letter within twenty-four (24) hours. |
| Major Offense: | Any offense considered "major" by the school principal, including but not limited to, conduct that constitutes a discretionary or mandatory removal under the <i>Student Handbook and Code of Conduct</i> , will result in the immediate removal of bus privileges for whatever length of time deemed appropriate. The school principal will attempt to notify the student's parents by phone and/or by letter within twenty-four (24) hours. |

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

This is a privilege and service offered to the students. All school bus rules apply to field trip and extracurricular activity buses.

BUS LANES

Bus lanes are designated for buses only. For the safety of our students, parents are requested to drop off and pick up their students in the designated parent pick-up/drop-off area.

EMERGENCY PHONE NUMBERS

Please remember to update home and emergency phone numbers at the school and transportation offices. In the event of an emergency, we must be able to contact someone.

SEAT BELTS

When students ride in a District van, passenger car, or bus equipped with seat belts, the seat belts must be used at all times.

CONCERNS/COMPLAINTS

Students or parents who have a complaint shall contact the campus principal or designee. Depending on the nature of the concerns/complaints, the principal or designee may refer the issue to Durham School Services.

TRANSPORTATION CONTACT

If you have any questions or concerns, please call Durham School Services at 940-242-3900 or 817-698-1287.

Trespassing

Trespassing on District property is defined as being on District property without permission, entering a building without a staff member present to supervise, or failing to leave after being told to do so. Campus administrators may issue a verbal or written trespass warning to a student. If the conditions of the warning are violated within the timeframe established, the student may be ticketed with trespass and subject to additional discipline under the Student Code of Conduct.

Students found on Northwest ISD property during periods of suspension or expulsion will be subject to arrest and charged with criminal trespass. Students assigned to in-school suspension or to an on-campus Disciplinary Alternative Education Program (DAEP) at the elementary level are prohibited from attending any school-sponsored or school-related activities after school hours until the day after the period of their assignment ends.

Secondary students assigned to the DAEP or JJAEP, for disciplinary reasons, are prohibited from returning to their home campuses or from attending any school-related extracurricular activities. By special permission, students may come on campus accompanied by their parent or guardian or be allowed to attend educational-type activities such as College Night, SAT/ACT testing, Summer School, etc.

Truancy

School employees must investigate and report, by statute, violations of the state compulsory attendance law. A student's absence from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action. A court of law may assess a penalty against both the student and his/her parents if a school-aged student deliberately does not attend school. A complaint against the parent may be filed in the appropriate court if the student:

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

Board Policies FD (LEGAL/LOCAL), FEA (LEGAL/LOCAL), and TEC 25.094

"Truancy" is defined as an absence of a student from school for other than excused reasons without the knowledge of a parent or guardian. Truancy may be for:

- a full day;
- any part of a day;
- an individual class period; or
- leaving campus during the school day without permission.

In addition to disciplinary consequences, a student and his/her parent may be referred to the District's attendance officer for violating the compulsory attendance laws which include all types of unexcused absences.

(See "Attendance," "Release of Students from School," and "Tardies.")

Tutorials

All teachers shall provide tutorials as scheduled by the campus. Any student not demonstrating at least 70 percent mastery of a subject for a six-week grading period is required to attend these tutorials before, during, and/or after school. Parents will need to provide transportation for tutorials before or after school (unless there is a special exception). Unless specially exempt, an enrolled student must attend an extended-year program or required tutorial classes that are provided by the District for students identified as likely not to be promoted to the next grade level. Tutorials are considered to be an extended-year program. Students who fail to attend required extended-year programs may be filed against the student's/parent's failure to comply with compulsory attendance laws. *Board Policy EIE (LEGAL/LOCAL)*

Under the Influence

"Under the influence" means lacking the normal use of mental or physical faculties. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use. A student "under the influence" need not be legally intoxicated to trigger disciplinary action. The following list contains examples of indicators of possible drug or alcohol use, which includes, but is not limited to, the following:

1. While walking or standing, the person may stumble, stagger, fall, or be unsteady.
2. The person's speech may be incoherent, rambling, slurred, inappropriately loud, or shouting in tone of voice. Conversely, the person may be silent when it is inappropriate to be so.
3. The person's actions may be marked by profanity, fighting, extreme hostility, overly aggressive behavior, sleepiness, or crying.
4. The person's eyes may have dilated or constricted pupils, or may be bloodshot/red, or may be glassy.
5. The person may smell like alcohol or like an illicit drug, such as marijuana.
6. There may be physical evidence of alcohol or drug use, such as a bottle, pills, and/or drug paraphernalia.

Use

"Use" means 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. In addition, "use" shall include introducing any amount of a drug or alcohol into a student's body by any manner regardless of whether physical signs of use are detectable at the time of the investigation or whether criminal charges are filed. Additionally, student self-admission of use of prohibited substances is considered "use" for the purposes of the disciplinary consequences.

Vandalism

(See "Damage to School Property.")

Vehicles on Campus

Students who drive to and from school in personal vehicles must:

1. Obtain and appropriately display a student parking permit;
2. Park in a designated student parking area on campus;
3. Adhere to individual school parking rules; and
4. Obey all Texas laws.

Failure to obtain the required permit and/or to park in an approved student parking area may result in the loss of driving and parking privileges and other appropriate disciplinary action. Temporary permits may be acquired from an appropriate school office by students needing to drive on a short-term basis or using a substitute car they do not regularly drive to school.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicions exist to do so. A student has full responsibility for the security of his/her vehicle and will make certain that it is locked and that the keys are not given to others. 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 referral for criminal prosecution for having such objects or substances on school property. Searches of vehicles may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student. Students who park on campus must adhere to all regulations outlined in the *Student Handbook and Code of Conduct* and other campus publications.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents are unavailable or refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them. *Board Policy FNF (LOCAL)*

The District is not responsible for damage to vehicles or items in vehicles parked on campus at any time.

Illegally parked cars may be towed or impounded by a boot locked on a car tire at the owner's expense.

A campus administrator may terminate a student's driving and/or parking privileges at any time that he/she feels this action is appropriate. Loss of driving and/or parking privileges does not allow another student driver to drive the offender's vehicle while he/she (the offender) rides as a passenger.

Videotapings and Recordings of Students

For the safety and protection of students and drivers, video/audio equipment may be used on any or all buses and in commons areas on campuses at anytime without parental consent for District use. The principal or designee may review the tapes routinely and document student misconduct. Discipline will be in accordance with this handbook. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access; however, access may be restricted in accordance with *Board Policy FL (LEGAL/LOCAL)*, the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, and the *Individuals with Disabilities Education Improvement Act*.

A District employee may, without consent of a child's parent, make a videotape or recording of the child if the videotape or recording is to be used only for:

1. Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; *Board Policy FO (LEGAL)*
2. A purpose related to a co-curricular or extracurricular activity; *Board Policy FM (LEGAL)*
3. A purpose related to regular classroom instruction; *Board Policy EHA (LEGAL)* or
4. Media coverage of the school.

Texas Education Code 26.009(b)

Visitors to the Campus

Parents and others are welcome to visit District schools. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

A campus principal has the authority to require all visitors to sign-in and receive a visitor pass prior to proceeding to any area of the campus in order to maintain student safety and/or an orderly environment.

Visitor passes are issued through Raptor. Raptor is a visitor tracking system that enhances school security. The system reads visitor driver's licenses (or other government-issued photo IDs), compares information to a sex offender database, alerts campus administrators if a match is found, then (assuming no match was made) prints a visitor badge that includes a photo of the visitor.

Safety of students is the district's highest priority. Raptor provides a consistent system to track visitors and volunteers while limiting access by people who present a danger to students and staff.

It is the principal's responsibility to minimize interruptions during instructional time. To support the attainment of this goal, the following guidelines will apply to all visitors to the schools:

1. Upon arrival to a campus, visitors must report to the front office.
2. Visitors needing to go beyond the front office must sign-in and receive a visitor pass.
3. Visitor passes must be worn by visitors the entire time they are on the campus.
4. Visitors are expected to follow all campus- and District-based rules.
5. Parents wishing to visit their child's classroom should make arrangements at least one day in advance with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed-upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, parents should not bring their child's siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting.
6. Parents in classrooms are there as observers and are asked to sit in the rear of the room in an effort to minimize distractions to students. Parents should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent has need for discussion with the teacher, a conference must be scheduled outside instructional time.
7. Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. Principals or other administrative designees may restrict and/or preclude classroom visits if requests become excessive in terms of frequency, length of visit, and/or number of requests or are disruptive to the educational process.
8. Volunteers, who are also parents of one or more students, should follow the same procedures as other parents when requesting classroom visitations.
9. Parents requesting a conference with the teacher should make prior arrangements one day in advance (preferred) with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.
10. In the interest of safety, parents/guardians picking up a student during the school day must show photo identification, sign the student out, and wait in a designated waiting area for the student. Students needing to leave during the school day for appointments should remain in their classroom to maximize instructional time until their parent/guardian arrives. School personnel or student aides will inform the student that the parent/guardian has arrived.
11. The school will provide a designated waiting area in the school for parents to pick up children at the end of the school day. Parents must wait until their child is released by the teacher.
12. In an emergency, when it is necessary for a visitor to meet with a student, the principal or an administrative designee will call for or escort the student to the office.
13. Visitors may be asked to leave the classroom and/or campus if their presence disrupts the educational process or

school activities in any way.

14. Visitors are expected to sign-out upon leaving the campus.

Only parents/guardians are allowed to visit in their child's classroom in order to avoid disruptions to the educational setting. Other visitors will not be permitted to visit in classes or the campus, and students will not be permitted to bring friends to school with them. Special exceptions may be considered with prior approval by the principal or principal's designee.

Weapons

A student shall not be in possession of any prohibited weapon at school or any school-related activity; nor shall a student knowingly, intentionally, or recklessly go on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or passenger transportation vehicle of a school with any prohibited weapon, unless pursuant to written regulations or written authorization of the District. *Penal Code 46.03(a)(1), (f), (g) and Texas Education Code (TEC) 37.007(a)(1)*

A student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus or of any school bus or vehicle engaged in the transportation of students to and from school or school-sponsored activities by exhibiting, using, or threatening to exhibit or use a firearm. *TEC 37.125*

A person commits a third degree felony if the person, in a manner intended to cause alarm or personal injury to another person or to damage school property, intentionally exhibits, uses, or threatens to exhibit or use a firearm: 1) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school or 2) on a school bus being used to transport children to or from school-sponsored activities of a private or public school. *Texas Education Code 37.125(a)*.

"Prohibited weapons" are defined as follows:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). *Penal Code 46.01(3)*
2. An illegal knife (knife with a blade over 5 1/2 inches; hand instrument designed to cut or stab another by being thrown; dagger; including a dirk, stiletto, and poniard; bowie knife; sword; spear). *Penal Code 46.01(6) and Education Code 37.007(a)(1)(B)*
3. A club (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). *Penal Code 46.01(1)*
4. An explosive weapon (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). *Penal Code 46.01(2)*
5. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). *Penal Code 46.01(9)*
6. A short-barrel firearm (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). *Penal Code 46.01(10)*
7. A firearm silencer (any device designed, made, or adapted to muffle the report of a firearm). *Penal Code 46.01(4)*
8. A switchblade knife (any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device on the handle, or opens or releases from the handle or shaft by the force of gravity or centrifugal force). *Penal Code 46.01(11)*
9. Knuckles (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). *Penal Code 46.01(8)*
10. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). *Penal Code 46.01(12)*
11. A chemical dispensing device (device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a chemical capable of causing an adverse psychological or physiological effect on a human being). *Penal Code 46.01 (14)*
12. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). *Penal Code 46.01(16)*

Board Policy FNCG (LEGAL) and Penal Code 46.05(a)

Other prohibited items considered as weapons include: knives of any size (including pocket knives), devices designed to emit an electrical shock intended to incapacitate a person, fireworks of any kind, razors, box cutters, chains, or any other object that could be used in a way that threatens or inflicts bodily injury on another person. Possession of a knife, other than an illegal knife, and including a pocket knife and those designed to be used as manicure instruments, will be disciplined at Level III. Local law enforcement agencies will be notified any time a

knife is confiscated to ensure that the knife is not an illegal weapon. All illegal knives will be disciplined at Level V as required by statute.

Any device, not included as a removable or expellable offense by statute, that is designed to propel a projectile either by a spring-type mechanism, air, or gas shall be disciplined at Level III or Level IV. This includes, but is not limited to, items such as BB-guns, pellet guns, paintball guns, sling shots, etc. Local law enforcement agencies will be notified any time one of these devices is confiscated to ensure that it is not an illegal weapon.

The possession or use of articles not generally considered weapons, including school supplies, may be prohibited when the principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use of such articles.

Lockers and cars parked on school premises may be inspected by school personnel if there is reasonable suspicion to believe they contain weapons. *Board Policy FNF (LEGAL/LOCAL)*

Other than as stated above, students found to be in violation shall be subject to disciplinary action as specified in the *Student Handbook and Code of Conduct*.

In addition to policy provisions, students possessing "look-alike" weapons will be disciplined at Level II, and students exhibiting, using, or selling "look-alike" weapons will be disciplined at Level III.

(See "Prohibited Items.")

CONCEALED HANDGUN LICENSE HOLDER

See the "Concealed Handgun License Holder" notice on page 15 regarding the District prohibiting persons licensed to carry concealed handguns from doing so on District property, at sporting events, at interscholastic events, or at meetings of the Board of Trustees.

Withdrawal

In order for a student under 18 to withdraw from school, it is necessary for a parent, legal guardian, or court-appointed guardian to come to school and make a request to withdraw the student. The student, parent and/or guardian will then return textbooks and library books and clear any outstanding fines or records. A parent or guardian must sign the withdrawal form. A copy of the withdrawal form will be given to the parent/guardian and a copy will be placed in the student's permanent record.

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

Zip Gun

(See "Weapons.")

Student Code of Conduct

Development of the Plan

Each year the District's *Student Handbook and Code of Conduct* is developed with advice from District-level committees, including the Northwest Improvement Council (the District's planning and decision-making committee), and is adopted by the Northwest ISD Board of Trustees. This handbook provides information to parents and students regarding school-related issues, standards of conduct, consequences of misconduct, and procedures for administering discipline. In accordance with state law, this handbook will be posted on the District's Web site and will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled from the District. Because the *Student Handbook and Code of Conduct* is adopted by the District's Board of Trustees, it has the force of policy.

Discipline Management Plan

The District's discipline management plan, known as the *Northwest ISD Student Handbook and Code of Conduct*, contains information, policies, and regulations on the rights and responsibilities of students and outlines student disciplinary expectations and consequences. The *Student Handbook and Code of Conduct* shall be distributed to all students and parents, teachers, and administrators at the beginning of the school year. The *Student Handbook and Code of Conduct* must be posted and prominently displayed at each school campus or made available for review at the office of the campus principal. Copies also shall be provided to new professional employees, newly enrolled students, and any parent on request. Changes during the year may be published and distributed during the next semester, but no later than the beginning of the next school year.

Students and parents need to be familiar with the standards set out in the handbook, as well as campus and classroom rules. Annually, each student and parent shall sign a statement "Verification of Receipt" that they have received and read the *Student Handbook and Code of Conduct* and acknowledge the responsibilities outlined therein. Each parent and student should also be familiar with policies and procedures outlined in campus student handbooks/folders and campus discipline procedures.

Discipline Management Techniques

In general, 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 management techniques used when students violate the *Student Handbook and Code of Conduct* shall include, but not be limited to the following:

- Verbal correction;
- Cooling-off time or "time-out;"
- Seating changes within the classroom;
- Rewards or demerits;
- Counseling by teachers, counselors, or administrative personnel;
- Restitution of damages;
- Temporary removal from class;
- Parent-teacher conferences;
- Temporary confiscation of items;
- Behavioral contracts;
- Detention, including before and after school;
- Saturday school;
- Special assignments or duties;
- Loss of privileges;
- Exclusion from extracurricular activities, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations;
- Penalties identified in individual student organizations' extracurricular standards of behavior;
- Grade reductions as permitted by *Policy EIA (LOCAL)*;
- Withdrawal or restriction of bus privileges;
- Required Parent Conference (RPM);
- In-school suspension;
- Out-of-school suspension;
- Removal to a Disciplinary Alternative Education Program (DAEP);
- Expulsion to a Juvenile Justice Alternative Education Program (JJAEP); and/or
- Referral to law enforcement for criminal prosecution, in addition to school disciplinary consequences.

This plan utilizes all discipline management techniques allowed under Texas law other than corporal punishment.

A disabled student's Individual Education Plan (IEP) or accommodation plan will address his/her specialized needs in the area of discipline. Appropriate discipline management techniques may be included within the IEP or accommodation plan. In most instances, the discipline management techniques supplement the Student Code of Conduct.

Discipline Management Training

Each principal shall be responsible for providing discipline management in-service training for campus staff. The training must include a review of the District's *Student Handbook and Code of Conduct*, as well as a review of any campus-based discipline strategies or techniques.

Discipline Person

The discipline person(s) on each campus shall be the principal and the principal's designee(s). In conformance with District policy, school principals and assistant principals shall be responsible for establishing school rules and regulations that will ensure a safe educational program free from disruption for all students and for enforcing consistently and fairly all discipline policies and school rules and regulations regarding discipline.

Discipline Records

Campus administrators will maintain discipline records on each student that are separate from the student's permanent record file. Discipline records remain active for the current year only. At the end of the school year, these records are stored for the period of time specified in the District's records retention schedule before destruction; however, computer records are purged from the system at the end of the school year. Students start each year with a clean discipline record except for those assigned disciplinary consequences extending beyond the end of the school year.

Guidelines for Assessing Disciplinary Consequences

Students who violate the District's *Student Handbook and Code of Conduct* shall be subject to disciplinary action. The District's disciplinary options include using one or more discipline management techniques. When imposing discipline, District personnel shall adhere to the following general guidelines:

1. No student shall be subjected to corporal punishment of any kind. Corporal punishment is not permitted by Northwest ISD policy.
2. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
3. Students shall be treated fairly and equitably. Teachers and administrators have a variety of discipline consequences available. Consequences shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include the following:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct;
 - d. Student's attitude;
 - e. The potential effect of the misconduct on the school environment; and
 - f. Requirements of *Chapter 37 of the Texas Education Code*.

Board Policy FO (LOCAL)

Individual Campus Options

Each individual campus may impose campus or classroom rules, in addition to those found in the *Student Handbook and Code of Conduct*. The rules may be listed in the student handbook or posted in classrooms and may or may not constitute violations of the *Student Handbook and Code of Conduct*. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.

Intent and Self-Defense

Intent and self-defense will not be considered in code of conduct violations.

Level System

Disciplinary offenses in the *Student Handbook and Code of Conduct* are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. Depending on the circumstances and severity of the particular offense, progressive discipline may not be administered. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the action(s) most appropriate to the setting and the infraction, except in regard to mandatory placements specified in state law (Level IV and V offenses). Campus administrators have the authority to discipline students for violations of the *Student Handbook and Code*

of Conduct that occur on campus, on a school bus, or at school-related or school-sponsored activities, as well as certain off-campus offenses as specified by law.

Levels I, II, III, IV, and V

The discipline charts on the following pages depict examples of offenses and disciplinary options applicable at each campus level (elementary, middle school, and high school) for Levels I, II, and III. Level IV offenses are assessed DAEP placements and Level V offenses are assessed JJAEP placements. There is no appeal process for disciplinary consequences assigned at Levels I, II, and III and at Level IV if the placement in the DAEP does not extend beyond 60 days or the end of the next grading period, whichever is earlier. Level IV placements in the DAEP that extend beyond 60 days or the end of the next grading period, whichever is earlier, and Level V expulsions are the only disciplinary consequences that entitle students to a hearing. Parental questions or complaints regarding ancillary issues related to disciplinary measures taken in these cases should be addressed to the teacher or campus administration, as appropriate and in accordance with *Board Policy FNG (LOCAL)*. Refer to the charts for the offenses and consequences as follows:

Elementary	Level I (p. 65)	Level II (p.66)	Level III (p. 68)	Level IV (p. 80)	Level V (p.82)
Middle School	Level I (p. 70)	Level II (p. 71)	Level III (p. 73)	Level IV (p. 80)	Level V (p.82)
High School	Level I (p. 75)	Level II (p. 76)	Level III (p. 78)	Level IV (p. 80)	Level V (p.82)

Parent/Teacher Conferences

One or more conferences shall be held during each school year between a teacher and the parents of a student if the student is not maintaining passing grades, is not achieving the expected level of performance, presents some other problem to the teacher, or in any other case the teacher considers necessary.

Responsibilities

Each member of the community must fulfill certain responsibilities if a positive learning environment is to be achieved. Both experience and research tell us that a child’s education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. A cooperative relationship among students, parents, and educators requires that:

SCHOOL BOARD MEMBERS:

- Enact and enforce policies which facilitate the establishment and maintenance of a positive and safe learning environment;
- Approve and support the District’s *Student Handbook and Code of Conduct*; and
- Fulfill designated roles in due process and hearing procedures.

CENTRAL ADMINISTRATORS:

- Develop, with input from the District planning and decision making committee, a draft of a *Student Handbook and Code of Conduct* for the Board’s review and approval;
- Assure District compliance with state and federal laws;
- Publish and disseminate the Board-approved *Student Handbook and Code of Conduct* to individual campuses;
- Provide training for campus administrators on the Board approved *Student Handbook and Code of Conduct*;
- Fulfill designated roles in due process and hearing procedures;
- Report certain disciplinary infractions to the Texas Education Agency (TEA) as required by the *Texas Education Code (TEC)*; and
- Provide each certified employee with a copy of *Subchapter A, Chapter 37 of the TEC*, and local District policy.

CAMPUS ADMINISTRATORS:

- Assume responsibility for the distribution of the Board approved *Student Handbook and Code of Conduct*;
- Provide campus-based in-service to students and staff on the Board-approved *Student Handbook and Code of Conduct*;
- Ensure fair and impartial treatment of students in assigning consequences for disciplinary infractions;
- Maintain an atmosphere conducive to good behavior;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Monitor the delivery of differentiated instruction to meet the needs of individual students in accordance with IEPs, accommodation plans, and other individualized programs;
- Facilitate the resolution of school-related conflicts in a timely manner;
- Encourage parent/guardian participation in school affairs and actively promote open communications between parents/guardians and school personnel;
- Notify parents/guardians of receipt of a written report from a teacher of a violation of the *Student Handbook and Code of Conduct*;
- Ensure compliance with appropriate timeframes and procedures for disciplinary due process rights;
- Refer students who have repeated disciplinary violations to the intervention and referral process or a 504 or ARD committee to consider intervention strategies to address inappropriate behavior;
- Notify the appropriate law enforcement agency if there are reasonable grounds to believe that a crime has been committed; and
- Inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an offense for which the student is removed to a DAEP or JJAEP of the conduct that resulted in the student's removal or expulsion.

TEACHERS:

- Maintain an atmosphere conducive to good behavior;
- Develop, maintain, and communicate classroom guidelines and clear expectations for students;
- Maintain regular attendance and punctuality and are prepared to perform their duties with appropriate materials;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Differentiate instruction to meet the needs of individual students in accordance with IEPs, accommodation plans, and other individualized programs;
- Notify parents of student progress and of significant changes in achievement or behavior;
- Notify the principal or appropriate administrator in writing of violations of the *Student Handbook and Code of Conduct*;
- Adhere to District and campus policies and procedures;
- Establish and maintain open communications with parents; and
- Maintain confidentiality.

STUDENTS:

- Read and adhere to the *Student Handbook and Code of Conduct* as well as campus and classroom rules;
- Exhibit an attitude of respect toward individuals and property, 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;
- Adhere to District and campus standards of grooming and dress;
- Obey all campus and classroom rules;
- Respect the rights and privileges of students, 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;
- Avoid violations of the *Student Handbook and Code of Conduct*;
- Express opinions and ideas in a respectful and courteous manner;
- Refrain from making profane, insulting, threatening, or inflammatory remarks;
- Pursue mastery of the Texas Essential Knowledge and Skills of the curriculum as prescribed in the District and the state;
- Establish an effective working relationship with parents, peers, and school personnel;
- Cooperate with all lawful and reasonable directives issued by school personnel;
- Follow the rules and regulations established by the teacher and the District as stated in the *Student Handbook and Code of Conduct*;
- Seek changes in school policies and regulations through approved channels in an orderly and responsible manner;
- Cooperate with school/District staff in investigations and all school-related matters;
- Give parent/guardian a copy of all notices, including discipline notices, promptly;
- Return papers requiring a parent signature promptly; and
- Pay required fees and fines in a timely manner, unless they are waived.

PARENTS/GUARDIANS:

- Review the *Student Handbook and Code of Conduct* and discuss the contents with their child;
- Submit the signed "Verification of Receipt" form in a timely manner;
- Encourage their child to put a high priority on education and work with their child on a daily basis to make the most of the educational opportunities the school provides;
- Ensure that their child completes all homework assignments and special projects;
- Become familiar with all of their child's school activities and with the academic programs, including special programs, offered in the District. If their child is entering the ninth grade, review the requirements of the graduation programs with their child;
- Monitor their child's academic progress and provide an appropriate area in the home for their child to use for study;
- Participate in meaningful conferences with school personnel regarding their child's academic progress, behavior, or general welfare;
- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel;
- Ensure their child's attendance at required tutorials;
- Assist their child in selecting appropriate attire for school and school-related activities;
- Communicate, in a courteous and respectful manner, with campus personnel regarding concerns about their child's educational progress or conduct;
- Send their child to school each day on time (except in the case of illness or extenuating circumstances) prepared, rested, and ready to learn;
- Ensure their child's immunizations are up-to-date according to state requirements and provide the school with documentation in a timely manner;
- Maintain up-to-date home, work, and emergency telephone numbers at the school;
- Be responsible for negligent, willful, or malicious conduct of their child;
- Be knowledgeable of state, District, and school policies, regulations, and requirements;
- Supply all records required for enrollment;

- Exercise their right to request information regarding the professional qualifications of their child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. Parents also have the right to request information about the qualifications of any paraprofessional who may provide services to their child;
- Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and examine tests that have been administered to their child;
- Inspect surveys created by a third party before the survey is administered or distributed to their child; (see “‘Opting Out’ of Activities”)
- Grant or deny any written request from the District to make a videotape or voice recording of their child; (see “Videotaping and Recordings”)
- Remove their child temporarily from the classroom if an instructional activity in which their child is scheduled to participate conflicts with their religious or moral beliefs. The written request for removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, their child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency; *Board Policy EMB (LEGAL/LOCAL)*
- Request that their child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow their child to be excused from participation in the required moment of silence or silent activity that follows; *Board Policy EC (LEGAL)*
- Request that their child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) the parent/guardian provides a written statement requesting that their child be excused, (2) the District determines that their child has a conscientious objection to the recitation, or (3) the parents/guardians are a representative of a foreign government to whom the United States government extends diplomatic immunity; *Board Policy EHBK (LEGAL)*
- Request in writing, if the parent is a noncustodial parent, that the parent be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion; *Board Policy FO (LEGAL)*
- Become a school volunteer; *Board Policy GKG (LEGAL/LOCAL)*
- Participate in campus parent organizations; *Board Policy GE (LEGAL/LOCAL)*
- Offer to serve as a parent representative on District- or campus-level planning committee that assist in the development of educational goals and plans to improve student achievement; *Board Policies BQ (LEGAL/LOCAL), BQA (LEGAL/LOCAL), and BQB (LEGAL/LOCAL)*
- Offer to serve on the School Health Advisory Council, assisting the District in ensuring that local community values are reflected in health education instruction; and *Board Policies BDF (LEGAL) and EHAA (LEGAL)*
- Attend Board meetings to learn more about District operations. *Board Policies BE (LEGAL/LOCAL) and BED (LEGAL/LOCAL)*

Students with Disabilities

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

Disciplinary actions regarding students with disabilities shall be in accordance with all applicable statutes, rules, and regulations. In addition to the general guidelines considered when determining whether suspension, DAEP, or JJAEP placement is an appropriate disciplinary sanction, administrators will consider whether the student’s misbehavior was directly caused by the disability.

DEFINITION OF A STUDENT WITH A DISABILITY UNDER SECTION 504

A student is considered to have a disability under Section 504 of the Rehabilitation Act of 1973 if the student:

- 1) Has a physical or mental impairment which **substantially** limits one or more of life’s major activities,
- 2) Has a record of such an impairment, or
- 3) Is regarded as having such an impairment.

34 CFR Section 104.3(j)

DEFINITION OF A STUDENT WITH A DISABILITY UNDER IDEA

For purposes of this section, a student with a disability is a student who has been evaluated in accordance with *34 Code of Federal Regulations* relating to full individual evaluation and determined by an Admission, Review, and Dismissal (ARD) Committee as meeting the eligibility criteria for being considered orthopedically impaired, visually impaired, deaf/blind, mentally retarded, emotionally disturbed, learning disabled, speech impaired, traumatic brain injured, or autistic and who because of these impairments needs special education and related services.

Level I Disciplinary Chart—Elementary

Level 1: Teacher Directed

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school.

Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the appropriate administrator.
3. The teacher may want to discuss the misbehavior with the parent, administrator, and/or support personnel.
4. **Level I Offenses and Disciplinary Options are not limited to those provided.**
5. **Repeated violations shall result in a more severe response and/or referral to Level II.**

Examples of Offenses	Examples of Disciplinary Options										
1. Being tardy to class	•		•	•	•			•		•	•
2. Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings	•	•	•	•	•		•	•	•	•	•
3. Failing to follow classroom rules	•	•	•	•	•		•	•	•	•	•
4. Neglecting to bring required materials or assigned work to class	•		•	•	•				•	•	•
5. Failing to participate in classroom activities or fulfill assignments	•		•	•	•		•	•	•	•	•
6. Eating, drinking, or chewing gum in an undesignated area	•		•			•		•		•	•
7. Throwing objects or passing unauthorized notes	•	•	•	•		•	•	•	•	•	•
8. Talking back/arguing or name calling	•	•	•		•		•	•	•	•	•
9. Horseplaying/scuffling (not fighting)	•	•	•	•				•		•	•
10. Possessing and/or using nuisance items	•		•			•	•	•	•	•	•
11. Disrupting the orderly classroom process	•	•	•	•	•		•	•	•	•	•
12. Spitting (without bodily contact)	•		•	•			•	•	•	•	•
13. Telling a falsehood	•		•	•	•			•		•	•
<p>NOTES: Disciplinary offenses in the Student Code of Conduct are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the disciplinary options most appropriate to the setting and the infraction.</p>	Verbal correction	Cooling off time or "time out"	Parent conference	Loss of privileges	Counselor/student conference	Confiscation of item	Change of seat assignment	Special assignment or duties	Temporary removal of student from class	Before, during lunch, or after school detention	Parent notification

Level II Disciplinary Chart—Elementary

Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

Procedures:

1. Written referral to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents are to sign and return the form to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors including, but not limited to, the overall disciplinary record of the students.
5. **Level II Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response and/or referral to Level III.**

Examples of Offenses	Examples of Disciplinary Options											
1. Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)	•	•	•	•	•	•	•	•	•	•	•	•
2. Using food inappropriately	•	•	•	•	•	•	•	•	•	•	•	•
3. Using inappropriate language (verbal or written)	•	•	•	•	•	•	•	•	•	•	•	•
4. Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate	•	•	•	•	•	•	•	•	•	•	•	•
5. Being truant, including skipping class and/or leaving school/class without permission	•	•	•	•	•	•	•	•	•	•	•	•
6. Being tardy repeatedly	•	•	•	•	•	•	•	•	•	•	•	•
7. Physically contacting another student creating a disruptive environment	•	•	•	•	•	•	•	•	•	•	•	•
8. Violating dress and grooming standards	•	•	•	•	•	•	•	•	•	•	•	•
9. Creating or participating in a disturbance, including discharging a fire extinguisher	•	•	•	•	•	•	•	•	•	•	•	•
10. Failing to serve detention	•	•	•	•	•	•	•	•	•	•	•	•
11. Possessing lighters or matches	•	•	•	•	•	•	•	•	•	•	•	•
12. Possessing a laser pointer for other than an approved use	•	•	•	•	•	•	•	•	•	•	•	•
	Parent conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Special campus service assignment	Withdrawal or restriction of bus privileges	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)	Parent notification

(continued from previous page)

Level II—Elementary

Examples of Offenses	Examples of Disciplinary Options											
13. Possessing a current prescription (student's own medication) or possessing, distributing, or using a non-prescription drug, natural and/or homeopathic-like substances, or dietary supplements	●				●	●		●	●	●	●	●
14. Displaying or using a cell phone/paging device during instructional time (visual or auditory)	●	●			●	●		●				●
15. Possessing a look-alike weapon	●	●		●	●	●	●	●	●	●	●	●
16. Violating the acceptable use policy for computers	●	●				●		●	●	●	●	●
17. Telling a falsehood	●	●		●		●		●	●	●		●
18. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's personal property	●	●	●			●		●	●	●	●	●
19. Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property	●	●	●		●	●		●	●			●
20. Possessing or using a camera, radio, CD player, MP3 player, video or cassette recorder, GameBoy, or other unauthorized electronic device without expressed permission	●	●			●	●		●	●			●
21. Being present in area without authorization	●	●		●		●		●	●	●		●
22. Cheating or copying the work of another	●	●		●	●	●		●	●	●	●	●
23. Engaging in an act of familiarity with another and/or public display of affection	●	●				●		●	●	●	●	●
24. Loitering on school campus before or after school	●	●				●		●	●			●
25. Selling or soliciting for sale unauthorized merchandise	●	●			●	●		●	●	●	●	●
26. Posting or distributing unauthorized publications	●	●			●	●		●	●	●	●	●
<p>NOTES:</p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>Sponsors and coaches of extracurricular activities, such as Student Council, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.</p>	Parent conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Special campus service assignment	Withdrawal or restriction of bus privileges	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)	Parent notification

Level III Disciplinary Chart—Elementary

Level III: Administrator Directed

Serious offenses are defined but not limited to those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

Procedures:

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian. The student is afforded proper due process.
3. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors including, but not limited to, the overall disciplinary record of the students.
4. **Level III Offenses and Disciplinary Options are not limited to those provided.**
5. **Repeated violations shall result in a more severe response.**

Examples of Offenses	Examples of Disciplinary Options										
1. Committing persistent offenses from Level II, including bus infractions	•	•	•	•	•	•	•	•	•	•	
2. Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP		•		•	•	•	•	•	•	•	
3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures	•	•		•	•	•	•	•	•	•	
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others	•	•		•	•	•	•	•	•	•	
5. Using ethnic, racial, or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group	•	•		•	•	•	•	•	•	•	
6. Fighting; encouraging or promoting a fight	•	•	•	•	•	•	•	•	•	•	
7. Using lighters or matches	•	•	•	•	•	•	•	•	•	•	
8. Possessing or using tobacco	•	•	•	•	•	•	•	•	•	•	
9. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices	•	•	•	•	•	•	•	•	•	•	
10. Possessing ammunition, including paintballs. Possessing, distributing, and/or concealing a weapon, including knives that are not illegal, BB guns, paintball guns, pellet guns, slingshots, etc., not included as a mandatory removable or expellable offense	•	•	•	•	•	•	•	•	•	•	
11. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the district's computer system.	•	•		•	•	•	•	•	•	•	
	Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extra-curricular activities	Confiscation of item	Special campus service assignment	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)	

(continued from previous page)

Level III—Elementary

Examples of Offenses	Examples of Disciplinary Options									
12. Selling, giving, or delivering to another person a non-prescription drug or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance	●	●		●	●	●	●	●	●	●
13. Attempting to sell or purchase a prohibited substance through verbal or written communication without being in possession	●	●		●	●	●	●	●	●	●
14. Stealing or unauthorized possession of another person's property, theft; committing burglary	●	●	●	●	●	●	●	●	●	●
15. Exhibiting, delivering, using, or selling look-alike weapons	●	●		●	●	●	●	●	●	●
16. Forging or altering school records, parent notes, forms, or other school/home communications	●	●	●	●	●	●	●	●	●	●
17. Assaulting another student or adult that is not a mandatory removable or expellable offense	●	●	●	●	●	●	●	●	●	●
18. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of personal or school property that has the potential to cause damage or injury	●	●	●	●	●	●	●	●	●	●
19. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury, or lying as a witness during a school investigation	●	●		●	●	●	●	●	●	●
20. Engaging in behavior that is illegal that does not constitute an expellable offense	●	●		●	●	●	●	●	●	●
21. Engaging in inappropriate sexual conduct	●	●		●		●	●	●	●	●
22. Engaging in sexual harassment (verbal, written, or by gesture), including stalking	●	●		●		●	●	●	●	●
23. Mooning, streaking, other forms of nudity, exposing undergarments or those of another ("pantsing")	●	●		●		●	●	●	●	●
24. Hazing, harassing or stalking (non sexual), bullying	●	●		●		●	●	●	●	●
25. Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids; pulling chair out from someone; taking more than the recommended dosage of a medicine, etc.)	●	●		●	●	●	●	●	●	●
26. Gambling	●	●		●	●	●	●	●	●	●
27. Hacking (illegal or unauthorized entry or attempted entry into computer files)	●	●	●	●		●	●	●	●	●
28. Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a report	●	●		●		●	●	●	●	●
29. Participating in an unauthorized organization, secret society, or gang; gang-related activity	●	●		●		●	●	●	●	●
30. Committing extortion, coercion, or blackmail	●	●		●		●	●	●	●	●

NOTES:

School officials **shall notify a local law enforcement authority** if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

Sponsors and coaches of extracurricular activities, such as Student Council, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.

If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.

Level IV and V offenses are listed on pages 80 and 82.

Persistent misconduct at Level III may result in placement in a Disciplinary Alternative Education Program (DAEP).

Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Special campus service assignment	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)
---	--------------------	---	---	----------------------	-----------------------------------	---	-------------------------------	----------------------	---

Level I Disciplinary Chart—Middle School

Level I: Teacher Directed

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior which impedes orderly classroom procedures or interferes with the orderly operation of the school.

Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the appropriate administrator.
3. The teacher may want to discuss the misbehavior with the parent, administrator, and/or support personnel.
4. **Level I Offenses and Disciplinary Options are not limited to those provided.**
5. **Repeated violations shall result in a more severe response and/or referral to Level II.**

Examples of Offenses	Examples of Disciplinary Options									
1. Being tardy to class	•		•	•	•			•		•
2. Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings	•	•	•	•	•		•	•	•	•
3. Failing to follow classroom rules	•	•	•	•	•	•	•	•	•	•
4. Neglecting to bring required materials or assigned work to class	•		•	•	•		•	•		•
5. Failing to participate in classroom activities or fulfill assignments	•	•	•	•	•		•	•	•	•
6. Eating, drinking, or chewing gum in an undesignated area	•	•	•	•	•	•	•	•		•
7. Throwing objects or passing unauthorized notes	•	•	•	•	•	•	•	•	•	•
8. Talking back/arguing or name calling	•	•	•	•	•		•	•	•	•
9. Horseplaying/scuffling (not fighting)	•	•	•	•	•		•	•	•	•
10. Possessing and/or using nuisance items	•	•	•	•	•	•	•	•	•	•
11. Disrupting the orderly classroom process	•	•	•	•	•		•	•	•	•
12. Spitting (without bodily contact)	•	•	•	•	•		•	•	•	•
<p>NOTES: Disciplinary offenses in the Student Code of Conduct are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the disciplinary options most appropriate to the setting and the infraction.</p>	Verbal / Written correction	Cooling off time or "time out"	Parent conference	Loss of privileges	Counselor/student conference	Temporary confiscation of item	Change of seat assignment	Special assignment or duties	Temporary removal of student from class	Before, during, or after school detention

Level II Disciplinary Chart—Middle School

Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

Procedures:

1. Written referral to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents are to sign and return the form to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors including, but not limited to, the overall disciplinary record of the students.
5. **Level II Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response and/or referral to Level III.**

Examples of Offenses	Examples of Disciplinary Options										
1. Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)	●	●	●	●	●	●	●	●	●	●	●
2. Using food inappropriately	●	●	●	●	●	●	●	●	●	●	●
3. Using inappropriate language (verbal or written)	●	●	●	●	●	●	●	●	●	●	●
4. Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate	●	●	●	●	●	●	●	●	●	●	●
5. Being truant, including skipping class and/or leaving school/class without permission	●	●	●	●	●	●	●	●	●	●	●
6. Being tardy excessively	●	●	●	●	●	●	●	●	●	●	●
7. Physically contacting another student creating a disruptive environment	●	●	●	●	●	●	●	●	●	●	●
8. Violating dress and grooming standards	●	●	●	●	●	●	●	●	●	●	●
9. Creating or participating in a disturbance	●	●	●	●	●	●	●	●	●	●	●
10. Failing to serve detention	●	●	●	●	●	●	●	●	●	●	●
11. Abusing the use of a hall pass	●	●	●	●	●	●	●	●	●	●	●
12. Possessing lighters or matches	●	●	●	●	●	●	●	●	●	●	●
	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Supervised campus service assignment	Withdrawal or restriction of bus privileges	Saturday School	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)

(continued from previous page)

Level II—Middle School

Examples of Offenses	Examples of Disciplinary Options										
13. Possessing a laser pointer for other than an approved use	•		•	•		•	•	•		•	
14. Displaying or using a cell phone/paging device during instructional day (visual or auditory)	•		•	•							
15. Violating the acceptable use policy for computers	•		•				•	•	•	•	•
16. Telling a falsehood to an adult	•		•		•	•	•	•	•	•	•
17. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property	•	•	•		•	•	•	•	•	•	•
18. Possessing or using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices	•		•	•		•	•	•		•	
19. Possessing or using a camera, radio, CD player, MP3 player, video or cassette recorder, GameBoy, or other unauthorized electronic device without expressed permission	•		•	•			•	•		•	
20. Being present in an area without authorization	•		•				•	•	•	•	•
21. Cheating or copying the work of another	•		•	•			•	•		•	
22. Engaging in an act of familiarity with another and/or public display of affection	•		•			•	•	•	•	•	•
23. Loitering on school campus before or after school	•		•				•	•	•	•	
24. Selling or soliciting for sale unauthorized merchandise	•		•	•		•	•	•	•	•	•
25. Posting or distributing unauthorized publications	•	•	•	•	•	•	•	•	•	•	•
NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. Sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Supervised campus service assignment	Withdrawal or restriction of bus privileges	Saturday School	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)

Level III Disciplinary Chart—Middle School

Level III: Administrator Directed

Serious offenses are defined, but not limited, to those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

Procedures:

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian. The student is afforded proper due process.
3. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors including, but not limited to, the overall disciplinary record of the students.
4. **Level III Offenses and Disciplinary Options are not limited to those provided.**
5. **Repeated violations shall result in a more severe response.**

Examples of Offenses	Examples of Disciplinary Options										
	●	●	●	●	●	●	●	●	●	●	●
1. Committing persistent offenses from Level II, including bus infractions	●	●	●	●	●	●	●	●	●	●	●
2. Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP		●	●	●	●		●	●	●	●	●
3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures	●	●	●	●	●		●	●	●	●	●
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others		●	●	●	●		●	●	●	●	●
5. Using ethnic, racial, or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group	●	●	●	●	●		●	●	●	●	●
6. Fighting; encouraging or promoting a fight	●	●	●	●	●				●	●	●
7. Using lighters or matches	●	●	●	●	●		●		●	●	●
8. Possessing or using tobacco	●	●	●	●	●				●	●	●
9. Using a laser pointer for other than an approved use	●	●	●	●	●		●	●	●	●	●
10. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices	●	●	●	●	●		●	●	●	●	●
11. Possessing ammunition, including paintballs	●	●	●	●	●		●	●	●	●	●
12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the district's computer system.	●	●	●	●	●		●		●	●	●
13. Possessing, distributing, and/or concealing a weapon, including knives that are not illegal, BB guns, paintball guns, pellet guns, slingshots, etc., not included as a mandatory removable or expellable offense	●	●	●	●	●				●	●	●
	Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Supervised campus service assignment	Saturday School	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)

(continued from previous page)

Level III—Middle School

Examples of Offenses	Examples of Disciplinary Options										
14. Stealing or unauthorized possession of another person's property, theft; committing burglary	•	•	•	•	•		•		•	•	•
15. Exhibiting, possessing, delivering, using, or selling look-alike weapons	•	•		•	•				•	•	•
16. Forging or altering school records, parent notes, forms, or other school/home communications		•	•	•			•	•	•	•	•
17. Assaulting another student or adult that is not a mandatory removable or expellable offense	•	•		•					•	•	•
18. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury	•	•	•	•					•	•	•
19. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury, or lying as a witness during a school investigation	•	•		•			•		•	•	•
20. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense	•	•		•					•	•	•
21. Engaging in inappropriate sexual conduct	•	•		•					•	•	•
22. Engaging in sexual harassment (verbal or written), including stalking	•	•	•	•			•		•	•	•
23. Mooning, streaking, other forms of nudity, exposing undergarments or those of another ("pantsing")	•	•		•					•	•	•
24. Hazing, harassing or stalking (non sexual), bullying	•	•		•			•		•	•	•
25. Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.)	•	•	•	•	•		•		•	•	•
26. Gambling	•	•			•				•	•	•
27. Hacking (illegal or unauthorized entry or attempted entry into computer files)		•	•						•	•	•
28. Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report	•	•		•					•	•	•
29. Participating in an unauthorized organization, secret society, or gang; gang-related activity	•	•		•					•	•	•
30. Committing extortion, coercion, or blackmail	•	•	•	•	•				•	•	•
31. Possessing a current prescription (student's own medication) or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements	•	•		•	•	•	•	•	•	•	•
<p>NOTES:</p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.</p> <p>Sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.</p> <p>Level IV and V offenses are listed on pages 80 and 82.</p> <p>Persistent misconduct at Level III may result in placement in a Disciplinary Alternative Education Program (DAEP).</p>	Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Supervised campus service assignment	Saturday School	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)

Level I Disciplinary Chart—High School

Level I: Teacher Directed

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior which impedes orderly classroom procedures or interferes with the orderly operation of the school.

Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the appropriate administrator.
3. The teacher may want to discuss the misbehavior with the parent, administrator, and/or support personnel.
4. **Level I Offenses and Disciplinary Options are not limited to those provided.**
5. **Repeated violations shall result in a more severe response and/or referral to Level II.**

Examples of Offenses	Examples of Disciplinary Options										
1. Being tardy to class	•		•	•				•		•	
2. Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings	•	•	•	•		•	•	•	•	•	
3. Failing to follow classroom rules	•	•	•	•				•		•	
4. Neglecting to bring required materials or assigned work to class	•		•	•				•		•	
5. Failing to participate in classroom activities or fulfill assignments	•		•	•	•		•	•		•	
6. Eating, drinking, or chewing gum in an undesignated area	•		•	•		•		•	•	•	
7. Throwing objects or passing unauthorized notes	•	•	•	•			•	•	•	•	
8. Talking back/arguing or name calling	•	•	•	•	•		•	•	•	•	
9. Horseplaying/scuffling (not fighting)	•	•	•	•	•		•	•	•	•	
10. Possessing and/or using nuisance items	•	•	•	•			•	•	•	•	
11. Disrupting the orderly classroom process	•	•	•	•		•	•	•	•	•	
12. Spitting (without bodily contact)	•	•	•	•	•		•	•	•	•	
13. Cheating	•		•	•	•	•	•	•	•	•	•
<p>NOTES:</p> <p>Disciplinary offenses in the Student Code of Conduct are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the disciplinary options most appropriate to the setting and the infraction.</p>	Verbal correction	Cooling off time or "time out"	Parent conference or call	Loss of privileges	Counselor/student conference	Temporary confiscation of item	Change of seat assignment	Special assignment or duties	Temporary removal of student from class	Before, during, or after school detention	Grading penalty

Level II Disciplinary Chart—High School

Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

Procedures:

1. Written referral to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents are to sign and return the form to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors including, but not limited to, the overall disciplinary record of the students.
5. **Level II Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response and/or referral to Level III.**

Examples of Offenses	Examples of Disciplinary Options											
1. Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)	•	•		•		•	•	•	•	•	•	•
2. Using food inappropriately	•		•	•	•	•		•	•	•	•	•
3. Using inappropriate language (verbal or written)	•	•		•		•	•	•	•	•	•	•
4. Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate	•	•		•		•		•	•	•	•	•
5. Being truant, including skipping class and/or leaving school/class without permission	•			•		•		•	•	•	•	
6. Being tardy excessively	•	•		•		•		•	•	•	•	•
7. Physically contacting another student creating a disruptive environment	•	•		•		•	•	•	•	•	•	•
8. Violating dress and grooming standards	•	•		•	•			•	•	•	•	•
9. Creating or participating in a disturbance	•	•	•	•	•			•	•	•	•	•
10. Failing to serve detention	•			•				•			•	•
11. Abusing the use of a hall pass	•	•			•	•	•	•	•	•	•	•
12. Possessing lighters or matches	•	•			•		•	•	•	•	•	•
	Parent conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Special assignment or duties	Withdrawal or restriction of bus privileges	Saturday School	Before, during lunch, or after school detention; ECO (Extended Classroom Opportunities)	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)

(continued from previous page)

Level II—High School

Examples of Offenses	Examples of Disciplinary Options											
13. Possessing a laser pointer for other than an approved use	•	•		•	•		•	•	•	•	•	•
14. Displaying or using a cell phone/paging device during instructional time (visual or auditory)	•				•			•	•	•	•	•
15. Violating the acceptable use policy for computers	•	•	•	•			•	•	•	•	•	•
16. Telling a falsehood to an adult (not associated with an investigation)	•	•						•	•	•	•	•
17. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property	•	•	•	•		•		•	•	•	•	•
18. Possessing or using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices	•	•	•		•			•	•	•	•	•
19. Possessing or using a camera, radio, CD player, MP3 player, video or cassette recorder, GameBoy, or other unauthorized electronic device without expressed permission	•	•		•	•			•	•	•	•	•
20. Being present in an area without authorization	•	•						•	•	•	•	•
22. Engaging in an act of familiarity with another and/or public display of affection	•	•		•		•		•	•	•	•	•
23. Loitering on school campus before or after school	•											
24. Selling or soliciting for sale unauthorized merchandise	•	•	•	•	•	•		•	•	•	•	•
25. Posting or distributing unauthorized publications	•	•	•	•	•	•		•	•	•	•	•
26. Violating parking rules/procedures	•	•	•	•	•	•		•	•	•	•	•
NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. Sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.	Parent conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Supervised campus service assignment	Withdrawal or restriction of bus privileges	Saturday School	Before, during lunch, or after school detention; ECO (Extended Classroom Opportunities)	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)

Level III Disciplinary Chart—High School

Level III: Administrator Directed

Serious offenses are defined, but not limited to, those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

Procedures:

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian. The student is afforded proper due process.
3. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors including, but not limited to, the overall disciplinary record of the students.
4. **Level III Offenses and Disciplinary Options are not limited to those provided.**
5. **Repeated violations shall result in a more severe response.**

Examples of Offenses	Examples of Disciplinary Options											
	●	●	●	●	●	●	●	●	●	●	●	●
1. Committing persistent offenses from Level II, including bus infractions	●	●	●	●	●	●	●	●	●	●	●	●
2. Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP	●		●		●	●		●	●		●	●
3. Using profane, vulgar, obscene, or threatening language (written or verbal) or obscene gestures	●		●		●			●	●		●	●
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others	●		●		●			●	●		●	●
5. Using ethnic, racial, or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group	●		●		●			●	●		●	●
6. Fighting; encouraging or promoting a fight	●		●		●			●	●		●	●
7. Using lighters or matches	●		●	●	●	●	●	●	●		●	●
8. Possessing or using tobacco	●					●	●	●	●		●	●
9. Using a laser pointer for other than an approved use	●		●		●	●		●	●		●	●
10. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices	●		●		●	●		●	●		●	●
11. Possessing ammunition, including paintballs	●		●	●	●	●		●	●		●	●
12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the district's computer system.	●		●	●	●	●		●	●		●	●
13. Possessing, distributing, and/or concealing a weapon, including knives that are not illegal, BB guns, paintball guns, pellet guns, slingshots, etc., not included as a mandatory removable or expellable offense	●		●	●	●	●		●	●		●	●
14. Possessing drug paraphernalia	●		●			●					●	●
15. Stealing or unauthorized possession of another person's property, theft, committing burglary	●		●		●	●		●	●		●	●
	Parent conference	Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Supervised campus service assignment	Saturday School	Before, during lunch, or after school detention; ECO (Extended Classroom Opportunities)	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)

(continued from previous page)

Level III—High School

Examples of Offenses	Examples of Disciplinary Options											
16. Exhibiting, possessing, delivering, using, or selling look-alike weapons	•		•		•	•		•		•	•	•
17. Forging or altering school records, parent notes, forms, or other school/home communications	•		•	•	•	•	•	•	•	•	•	•
18. Mutual combat with another student or adult that is not a mandatory removable or expellable offense	•		•	•	•					•		•
19. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury	•		•	•	•			•	•	•	•	•
20. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury, or lying as a witness during a school investigation	•		•		•			•	•	•	•	•
21. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense	•		•	•	•		•	•	•	•	•	•
22. Engaging in sexual conduct	•	•	•		•			•	•	•	•	•
23. Engaging in sexual harassment (verbal or written), including stalking	•	•	•		•			•	•	•	•	•
24. Mooning, streaking, other forms of nudity, exposing undergarments or those of another ("pantsing")	•	•	•		•			•	•	•	•	•
25. Hazing, harassing or stalking (non sexual), bullying	•	•	•		•			•	•	•	•	•
26. Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.)	•	•	•	•	•	•	•	•	•	•	•	•
27. Gambling	•		•	•	•	•		•	•	•	•	•
28. Hacking (illegal or unauthorized entry or attempted entry into computer files)	•		•	•	•	•	•	•	•	•	•	•
29. Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report	•	•	•	•	•	•	•	•	•	•	•	•
30. Committing extortion, coercion, or blackmail	•	•	•		•	•		•	•	•	•	•
31. Possessing a current prescription (student's own medication) or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements	•		•		•	•		•	•	•	•	•
<p>NOTES:</p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.</p> <p>Sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.</p> <p>Level IV and V offenses are listed on pages 80 and 82.</p> <p>Persistent misconduct at Level III may result in placement in a Disciplinary Alternative Education Program (DAEP).</p>	Parent conference	Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Supervised campus service assignment	Saturday School	Before, during lunch, or after school detention; ECO (Extended Classroom Opportunities)	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed three days at a time)

Level IV Disciplinary Chart – All Grade Levels

Level IV offenses are primarily acts of misconduct for which mandatory removal to a Disciplinary Alternative Education Program (DAEP) is required by law. [Texas Education Code (TEC) 37.006] Secondary students who commit one of the mandatory removable offenses listed below will be assigned to the District's DAEP.

A student **shall be removed** from class and placed in a DAEP if the student:

- Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under *Section 42.06, Penal Code*, or terroristic threat under *Section 22.07 Penal Code*; or
- Commits the following 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:
 - Engages in conduct punishable as a felony;
 - Engages in conduct that contains the elements of the offense of assault under Texas *Penal Code Section 22.01(a)(1)*;
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
 - A dangerous drug, as defined by *Chapter 483, Health and Safety Code*;
 - Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;
 - Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under *Sections 485.031 through 485.033*; or
 - Engages in conduct that contains the elements of the offense of public lewdness under *Section 21.07, Penal Code*, or indecent exposure under *Section 21.08, Penal Code*.
- Uses, exhibits, or possesses a firearm as defined by *Section 46.01(3)*
- Is involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang. *FNCC (LEGAL)*
- Is involved 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. *FNCC (LEGAL)*

In lieu of placement in a DAEP, the District may expel a student for conduct listed in items 1, 2(c), 2(d), or 2(e) above.

Except as provided by *TEC 37.007(d)*, (expellable offenses related to retaliation), a student **shall be removed** from class and placed in a DAEP if the student engages in conduct on or off school property that contains the elements of the offense of retaliation under *Section 36.06, Penal Code*, against any school employee.

A student **shall be removed** from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

- The student received deferred prosecution under *Section 53.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
- A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
- The student is charged with engaging in conduct defined as a felony offense in *Title 5, Penal Code*;
- The student has been referred to a juvenile court for allegedly engaging in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
- The student has received probation or deferred adjudication for a felony offense under *Title 5, Penal Code*;
- The student has been convicted of a felony offense under *Title 5, Penal Code*; or
- The student has been arrested for or charged with a felony offense under *Title 5, Penal Code*; and the Board or the Board's designee determines that the student's presence in the regular classroom: a) threatens the safety of other students or teachers; b) will be detrimental to the educational process; and c) is not in the best interests of the district's students.

Northwest ISD administrators **may recommend** placing a student in the DAEP (in lieu of expulsion) who has committed the following violations of the code of conduct:

- Student found to have engaged in the offense of aggravated robbery under *Section 29.03, Penal Code*, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.
- Student found to have engaged in conduct described in *TEC 37.007(a)* if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.
- Student who sells, gives, or delivers to another person a non-prescription drug or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance.
- Is in possession of any device, not included as a removable or expellable offense by statute, that is designed to propel a projectile either by a spring-type mechanism, air, or gas. This includes, but is not limited to, items such as BB-guns, pellet guns, paintball guns, slingshots, etc.
- Student who attempts to sell or purchase a prohibited substance through verbal or written communication without being in possession.

Secondary students who continue to engage in serious or persistent misbehavior at the home campus may be recommended for a discretionary placement at the DAEP.

In addition, a student **may be removed** from class and placed in a Disciplinary Alternative Education Program (DAEP) based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in *Title 5, Penal Code*; and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

Students who are younger than six years of age may not be removed from class and placed in a DAEP. Elementary students may not be placed in a DAEP with students not in elementary school.

(See "Disciplinary Alternative Education Program" on page 84 for more information.)

Level V Disciplinary Chart – All Grade Levels

Level V offenses are primarily acts of misconduct for which mandatory expulsion is required by law. (*TEC 37.007*) Secondary students who commit one of the following mandatory expellable offenses will be assigned to a Juvenile Justice Alternative Education Program (JJAEP).

A student **shall be expelled** from school if the student, on school property or while attending a school-sponsored or school-related event on or off school property:

1. Uses, exhibits, or possesses:
 - a. A firearm as defined by *46.01(3), Penal Code*;
 - b. An illegal knife as defined by *46.01(6), Penal Code*;
 - c. A club as defined by *46.01 (1), Penal Code*; or
 - d. A weapon listed as a prohibited weapon under *46.05, Penal Code*.
2. Engages in conduct that contains the elements of the offense of:
 - a. Aggravated assault under *22.02, Penal Code*, sexual assault under *22.011, Penal Code*, or aggravated sexual assault under *22.021, Penal Code*;
 - b. Arson under *28.02, Penal Code*;
 - c. Murder under *19.02, Penal Code*, capital murder under *19.03, Penal Code*, or criminal attempt to commit murder or capital murder under *15.01, Penal Code*;
 - d. Indecency with a child under *21.11, Penal Code*;
 - e. Aggravated kidnapping under *20.04, Penal Code*;
 - f. Aggravated robbery under *29.03, Penal Code*;
 - g. Manslaughter under *19.04, Penal Code*; or
 - h. Criminally negligent homicide under *19.05, Penal Code*.
3. Engages in the following conduct, if the conduct is punishable as a felony:
 - a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - 1) Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
 - 2) A dangerous drug, as defined by *Chapter 483, Health and Safety Code*; or
 - b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.

A student **shall be expelled** if the student engages in conduct that contains the elements of any offense listed in items #1, #2, or #3 above against any employee or volunteer in retaliation for or as a result of the person's employment or association with the District without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property.

A student **shall also be expelled** if the student brings a firearm, as defined by *18 USC Section 921*, to school. The student must be expelled from the student's regular campus for a period of **at least one year**, except that:

1. The Superintendent or other chief administrative officer of the District **may modify** the length of the expulsion in the case of an individual student;
2. The District **shall provide** educational services to an expelled student in a DAEP if the student is younger than ten (10) years of age on the date of expulsion; and
3. The District **may provide** educational services to an expelled student who is ten (10) years of age or older in a DAEP.

A student **may be expelled** if, while on school property, while 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 event on or off school property, the student engages in conduct that contains the elements of an offense of:

1. Assault under *Section 22.01(a)(1), Penal Code*, against a District employee or a volunteer as defined by *Section 22.053, TEC*; or
2. Deadly conduct under *Section 22.05, Penal Code*.

A student **may also be expelled** if the student engages in conduct that contains the elements of an offense of an assault against any employee or volunteer in retaliation for or as a result of the person's employment or association with a district, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property.

A student **may be expelled** if the student, **while placed** in a Disciplinary Alternative Education Program (DAEP) for disciplinary reasons, continues to engage in serious or persistent misbehavior that violates the District's *Student Handbook and Code of Conduct*.

A student who engages in conduct that contains the elements of the offense of criminal mischief under *Section 28.03, Penal Code*, **may be expelled** if the conduct is punishable as a felony. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

A student **may be expelled** for engaging in the offense of aggravated robbery under *Section 29.03, Penal Code*, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

A student **may be expelled** for engaging in conduct described in *TEC 37.007(a)* if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

A student **shall be removed** from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student received deferred prosecution under *Section 53.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
2. A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
3. The student is charged with engaging in conduct defined as a felony offense in *Title 5, Penal Code*;
4. The student has been referred to a juvenile court for allegedly engaging in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
5. The student has received probation or deferred adjudication for a felony offense under *Title 5, Penal Code*;
6. The student has been convicted of a felony offense under *Title 5, Penal Code*; or
7. The student has been arrested for or charged with a felony offense under *Title 5, Penal Code*; and the Board or the Board's designee determines that the student's presence in the regular classroom: a) threatens the safety of other students or teachers, b) will be detrimental to the educational process, and c) is not in the best interests of the district's students.

A student between 6 and 10 years of age **may not be expelled, but must be placed** in a DAEP for an expellable offense. A student between 6 and 10 years of age, who brings a firearm to school, and thereby violates the federal firearms provision, **must be expelled** but provided educational services in a DAEP [*TEC 37.007(e) and (h)*]. A student younger than 6 years of age **may not be expelled or placed** in a DAEP [*TEC 37.006(l) and 37.007(h)*] except for firearm violations. Elementary students cannot be placed in a DAEP with students not in elementary school.

(See "Expulsions" on page 87 for more information.)

Disciplinary Consequences Outlined

Detentions/Saturday School

For infractions of the *Student Handbook and Code of Conduct*, other policies/regulations, or individual classroom rules, students may be assigned a campus detention before, during, or after school or on Saturday. Before assigning a student to a campus detention, the student shall be informed of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his/her version of the incident. Failure to serve a campus detention will result in a more serious consequence.

Saturday School may be assigned for disciplinary infractions as appropriate. Students assigned to Saturday School are to report to the assigned school on the date and time indicated on the discipline notice on the Saturday indicated on their discipline notice. Students must bring enough material to study for the entire detention period and must observe the standard dress code. Transportation, to and from Saturday detention, must be provided by the student or his/her parent(s).

Notice to Parents

When a student is assigned detention, a copy of the discipline notice shall be given to the student to inform his/her parents of the reason for the detention and to afford them an opportunity to arrange for the student's transportation, if necessary. If a parent needs to change the date or time of an assigned detention, this may be easily accomplished by calling the school or sending a signed note prior to the scheduled detention.

Conference (Due Process)

A student who is assigned a campus detention will be given an informal conference with the teacher, principal, or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

Restrictions/Prohibitions

A student assigned to a campus detention is not prohibited from attending or participating in school-sponsored or school-related activities on or off school property, except during the actual timeframe of the detention. Penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a campus detention, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 12.)

Extended Class Opportunity (ECO):

Extended Class-time Opportunity (ECO) is an after-school administrative detention. This provides the students with the advantage of remaining in a regular class setting for instruction during the school day. Teachers may send tutorial work, tests, or other assignments to students serving the ECO detention.

There is no transportation provided. Parents should plan or make arrangements to pick up their child immediately at the conclusion of the detention.

Disciplinary Alternative Education Program (DAEP)

The *Texas Education Code (TEC)* requires districts to assign students to a Disciplinary Alternative Education Program (DAEP) for certain offenses. Northwest ISD shall provide a DAEP that:

1. Is provided in a setting other than a student's regular classroom;
2. Is located on or off a regular school campus;
3. Provides for the students who are assigned to the DAEP to be separated from students who are not assigned to the program;
4. Focuses on English language arts, mathematics, science, history, and self-discipline;
5. Provides for students' educational and behavioral needs;
6. Provides supervision and counseling;
7. Employs only teachers who meet all certification requirements established under *Subchapter B, Chapter 21*; and
8. Provides not less than the minimum amount of instructional time per day required by *Section 25.082(a)* of the *Texas Education Code*.

The Special Programs Center serves as the District's DAEP site for secondary students. Elementary students placed in a DAEP will be accommodated on their home campuses. An elementary student may be placed in a DAEP at another location. Elementary students may not be placed in a DAEP with students not in elementary school.

Academically, the mission of a DAEP shall be to enable students to perform at grade level. However, **Northwest ISD is not required to provide a course necessary to fulfill a student's high school graduation requirements other than the core areas specified above in item #4 while placed in the off-campus DAEP setting.** Students may be withdrawn from a course for the remainder of the semester if the course is not offered at the DAEP. Advanced courses, such as, but not limited to, Pre-AP, AP, dual credit, and CTE courses, are not offered at the DAEP. The District is required to offer a student placed in a DAEP an opportunity to complete coursework necessary to stay on track for graduation before the beginning of the next school year. The District will not charge the student for any method of completion provided by the District. *Board Policy FOCA (LEGAL)*

**Students
Under Six**

As specified in the TEC, students who are younger than six years of age may not be removed from class and placed in a DAEP.

**Mandatory
Placement**

Secondary students committing offenses for which mandatory removal to a Disciplinary Alternative Education Program (DAEP) is required will be placed at the DAEP. Elementary students requiring long-term placements **may** be bused to a central elementary location.

A student **shall be removed** from class and placed in a DAEP if the student:

1. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under *Section 42.06, Penal Code*, or terroristic threat under *Section 22.07 Penal Code*; or
2. Commits the following 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:
 - a. Engages in conduct punishable as a felony;
 - b. Engages in conduct that contains the elements of the offense of assault under *Section 22.01(a)(1), Penal Code*;
 - c. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - 1) Marijuana or a controlled substance, as defined by *Chapter 48, Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
 - 2) A dangerous drug, as defined by *Chapter 483, Health and Safety Code*;
 - d. Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;
 - e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under *Section 485.031 through 485.033, Health and Safety Code*; or
 - f. Engages in conduct that contains the elements of the offense of public lewdness under *Section 21.07, Penal Code*, or indecent exposure under *Section 21.08, Penal Code*.

In lieu of placement in a DAEP, the District may expel a student for conduct listed in items 1, 2(c), 2(d), or 2(e) above.

Except as provided by *TEC 37.007(d)*, (expellable offenses related to retaliation), a student **shall be removed** from class and placed in a DAEP if the student engages in conduct on or off school property that contains the elements of the offense of retaliation under *Section 36.06, Penal Code* against any school employee.

A student in possession of any device, not included as a removable or expellable offense by statute, that is designed to propel a projectile either by a spring-type mechanism, air, or gas shall also be removed from class and placed in a DAEP according to local policy. This includes, but is not limited to, items such as BB-guns, pellet guns, paintball guns, slingshots, etc.

Northwest ISD administrators **shall recommend** placing a student in a DAEP who is found to be:

1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
2. Involved 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.

Northwest ISD administrators **will recommend** placing a student in the DAEP (in lieu of expulsion) who is found to have engaged in the offense of aggravated robbery under *Section 29.03, Penal Code*, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

Northwest ISD administrators **will recommend** placing a student in the DAEP (in lieu of expulsion) who is found to have engaged in conduct described in *TEC 37.007(a)* if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another

district in this state.

A student **shall be removed** from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student received deferred prosecution under *Section 53.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
2. A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
3. The student is charged with engaging in conduct defined as a felony offense in *Title 5, Penal Code*;
4. The student has been referred to a juvenile court for allegedly engaging in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
5. The student has received probation or deferred adjudication for a felony offense under *Title 5, Penal Code*;
6. The student has been convicted of a felony offense under *Title 5, Penal Code*; or
7. The student has been arrested for or charged with a felony offense under *Title 5, Penal Code*; and the Board or the Board's designee determines that the student's presence in the regular classroom: a) threatens the safety of other students or teachers, b) will be detrimental to the educational process, and c) is not in the best interests of the district's students.

Any decision of the Board of Trustees or the Board's designee regarding such removal is final and may not be appealed. The Board of Trustees or the Board's designee may expel the student and order placement in accordance with this section 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. Notwithstanding *Section 37.009(c) or (d)* or any other provision of this subchapter, a student expelled and ordered to be placed in an alternative setting by the Board of Trustees or the Board's designee is subject to that placement until: (1) the student graduates from high school; (2) the charges described by *Subsection (a)(1)* are dismissed or reduced to a misdemeanor offense; or (3) the student completes the term of the placement or is assigned to another program. A student placed in an alternative setting in accordance with this section is entitled to the periodic review prescribed by *Section 37.009(e)*. *Section 37.009(d)* continues to apply to the student if the student transfers to another school district in the state.

Discretionary Placement

Secondary students who continue to engage in serious or persistent misbehavior at the home campus **may be recommended** for a **discretionary** placement at the DAEP.

In addition, a student **may be removed** from class and placed in a DAEP based on **conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:**

1. The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in *Title 5, Penal Code*; and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the *Penal Code*, the Superintendent or the Superintendent's designee may consider all available information including the information furnished under *Article 15.27, Code of Criminal Procedures*. The length of stay for this offense will be determined on an individual basis.

Emergency Placement

The principal or principal's designee may order the immediate placement of a student in an off-campus DAEP if the principal or principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of the school or a school-sponsored activity. *TEC 37.019* (See "Emergency Placement/Expulsion" below.)

Complaint or Appeal

DAEP assignments that do not extend beyond 60 days or the end of the semester, whichever is earlier, are final and may not be appealed following the decision of campus administrator. Parents may exercise their right to file a parent complaint regarding any issue, other than the disciplinary placement decision outlined herein which is final and not be appealed, through Board Policy FNG (LOCAL)

Emergency Placement/Expulsion

The principal or the principal's designee may order the immediate placement of a student in a Disciplinary Alternative Education Program (DAEP) if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the student's class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

The principal or the principal's designee may also order the immediate expulsion of a student if the principal or the principal's designee reasonably believes that the action is necessary to protect persons or property from imminent harm.

Conference or Hearing Rights

When an emergency placement/expulsion occurs, the student will be given oral notice of the reason for the action. The reason must be a reason for which placement in a DAEP or JJAEP may be made in a non-emergency basis. Within a reasonable amount of time after the emergency placement/expulsion but not later than the 10th day after the date of placement, the student will be given appropriate conference or hearing rights required for a student facing placement in a DAEP or expulsion. The principal or appropriate administrator shall not be liable for civil damages for an emergency placement/expulsion. If an emergency placement/expulsion involves a student with disabilities who receives special education services, the term of the student's emergency placement/expulsion is subject to the requirements of appropriate federal law.

The student who is removed under an emergency placement/expulsion will be released to the student's parent, guardian, parent's representative, medical providers, or law enforcement authorities. The conditions of an emergency placement/expulsion may restrict the student's extracurricular activities according to the *Student Handbook and Code of Conduct*.

Expulsion

A student **must** be expelled for any Level V offense requiring expulsion in compliance with *Chapter 37 of the Texas Education Code*.

In deciding whether to order suspension, the District will **not** take into consideration:

- Self-defense; or
- Intent or lack of intent at the time the student engaged in the conduct.

Mandatory Expulsions

A student **shall be expelled** from school if the student, on school property or while attending a school-sponsored or school-related event on or off school property:

1. Uses, exhibits, or possesses:
 - a. A firearm as defined by *46.01(3), Penal Code*;
 - b. An illegal knife as defined by *46.01(6), Penal Code*;
 - c. A club as defined by *46.01 (1), Penal Code*; or
 - d. A weapon listed as a prohibited weapon under *46.05, Penal Code*.
2. Engages in conduct that contains the elements of the offense of:
 - a. Aggravated assault under *22.02, Penal Code*, sexual assault under *22.011, Penal Code*, or aggravated sexual assault under *22.021, Penal Code*;
 - b. Arson under *28.02, Penal Code*;
 - c. Murder under *19.02, Penal Code*, capital murder under *19.03, Penal Code*, or criminal attempt to commit murder or capital murder under *15.01, Penal Code*;
 - d. Indecency with a child under *21.11, Penal Code*;
 - e. Aggravated kidnapping under *20.04, Penal Code*;
 - f. Aggravated robbery under *29.03, Penal Code*;
 - g. Manslaughter under *19.04, Penal Code*; or
 - h. Criminally negligent homicide under *19.05, Penal Code*.
3. Engages in the following conduct, if the conduct is punishable as a felony:
 - a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - 1) Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
 - 2) A dangerous drug, as defined by *Chapter 483, Health and Safety Code*.
 - b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*; commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.

A student **shall be expelled** if the student engages in conduct that contains the elements of any offense listed in items #1, #2, or #3 above against any employee or volunteer in retaliation for or as a result of the person's employment or association with the District without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity in or off school property.

A student **shall also be expelled** if the student brings a firearm, as defined by *18 USC Section 921*, to school. The student must be expelled from the student's regular campus for a period of **at least one year**, except that:

1. The Superintendent or other chief administrative officer of the District **may modify** the length of the expulsion in the case of an individual student;
2. The District **shall provide** educational services to an expelled student in a DAEP if the student is younger than ten (10) years of age on the date of expulsion; and

3. The District **may provide** educational services to an expelled student who is ten (10) years of age or older in a DAEP.

Discretionary Expulsions

A student **may be expelled** if, while on school property, while 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 event on or off school property, the student engages in conduct that contains the elements of an offense of:

1. Assault under *Section 22.01(a)(1), Penal Code*, against a District employee or a volunteer as defined by *Section 22.053, TEC*; or
2. Deadly conduct under *Section 22.05, Penal Code*.

A student **may be expelled** if the student engages in conduct that contains the elements of the offense of assault against any employee or volunteer in retaliation for or as a result of the person's employment or association with the District, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property.

A student **may be expelled** if the student, **while placed** in an off-campus Disciplinary Alternative Education Program (DAEP) for disciplinary reasons, continues to engage in serious or persistent misbehavior that violates the District's Board-approved *Student Handbook and Code of Conduct*.

A student who engages in conduct that contains the elements of the offense of criminal mischief under *Section 28.03, Penal Code* **may be expelled** if the conduct is punishable as a felony. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

A student **may be expelled** for engaging in the offense of aggravated robbery under *Section 29.03, Penal Code*, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

A student **may be expelled** for engaging in conduct described in *Section 37.007(a), TEC*, if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

A student **shall be removed** from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student received deferred prosecution under *Section 53.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
2. A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
3. The student is charged with engaging in conduct defined as a felony offense in *Title 5, Penal Code*;
4. The student has been referred to a juvenile court for allegedly engaging in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
5. The student has received probation or deferred adjudication for a felony offense under *Title 5, Penal Code*;
6. The student has been convicted of a felony offense under *Title 5, Penal Code*; or
7. The student has been arrested for or charged with a felony offense under *Title 5, Penal Code*; and the Board or the Board's designee determines that the student's presence in the regular classroom: a) threatens the safety of other students or teachers, b) will be detrimental to the educational process, and c) is not in the best interests of the district's students.

Any decision of the Board of Trustees or the Board's designee regarding such removal is final and may not be appealed. The Board of Trustees or the Board's designee may expel the student and order placement in accordance with this section 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. Notwithstanding *Section 37.009(c)* or *(d)* or any other provision of this subchapter, a student expelled and ordered to be placed in an alternative setting by the Board of Trustees or the Board's designee is subject to that placement until: (1) the student graduates from high school; (2) the charges described by *Subsection (a)(1)* are dismissed or reduced to a misdemeanor offense; or (3) the student completes the term of the placement or is assigned to another program. A student placed in an alternative setting in accordance with this section is entitled to the periodic review prescribed by *Section 37.009(e)*. *Section 37.009(d)* continues to apply to the student if the student transfers to another school district in the state.

Under the Age of Ten

A student between 6 and 10 years of age **may not be expelled**, but **must be placed** in a DAEP for an expellable offense. A student between 6 and 10 years of age who brings a firearm to school, and thereby violates the federal firearms provision, **must be expelled** but provided educational services in a DAEP [*TEC 37.007(e) and (h)*]. A

student younger than 6 years of age **may not be expelled or placed** in a DAEP [TEC 37.006(l) and 37.007(h)] except for firearm violations. Elementary students cannot be placed in a DAEP with students not in elementary school.

**Emergency
Expulsion**

A principal or principal's designee is authorized to order the immediate expulsion of a student if the principal or designee reasonably believes that action is necessary to protect persons or property from imminent harm. TEC 37.019 (b)

(See "Emergency Placement/Expulsion" on page 86.)

**Placement and
Length of
Expulsions**

As required by TEC 37.011, the Northwest ISD Board of Trustees has entered into an agreement with the Denton County Juvenile Board to have the Denton County Justice Alternative Education Program (JJAEP) provide educational services to secondary students expelled from the District for mandatory and discretionary reasons. The length of the student's assignment to the JJAEP is determined by the Memorandum of Understanding (MOU) with the Denton County Juvenile Board. The minimum placement for secondary students is until the end of the semester. The maximum assignment is for four (4) six-week periods (except for firearms as described below) which occurs when the offense occurs in the 3rd or 6th six-week grading period and the student is assigned until the end of the next semester. If an administrator recommends a period of placement that is inconsistent with these guidelines, written notice of the inconsistency must be provided in the written notice to parents.

Elementary students who commit expellable offenses will be recommended for expulsion; however, the student may be placed in a DAEP setting in accordance with law and in consideration of the age and maturity of the child. Elementary placements may range from a minimum of one (1) day to a maximum of a six-week grading period except for firearms as described below.

**Placement and
Length for
Firearms**

State and federal laws 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. The District may provide educational services to the expelled secondary student in a Juvenile Justice Alternative Education Program. Appropriate placements will be made according to the age and maturity of an elementary student. TEC 37.007(e)

**Notice to
Parents**

Parents will be provided written notice of a recommendation for expulsion. To afford a reasonable opportunity for preparation, the written notice shall include the date and time of the hearing, the names of witnesses against the student, and the nature of the evidence and documents to be used.

**Restrictions/
Prohibitions**

Expelled students are prohibited from being on any school grounds or attending any school-related or school-sponsored extracurricular activities on or off school property during the period of expulsion, except by special permission from the home campus principal. This restriction includes seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines when the student returns to the campus.

The student will be allowed to return to the campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice, **on the day following the last day of the JJAEP assignment.**

Students expelled for a period in which the placement extends into the next school year must have the approval of the appropriate principal(s) and a review committee in order to attend summer school in Northwest ISD.

Transportation

The parents of students who are placed in a JJAEP will be required to provide transportation for their student as determined by the memorandum of understanding with the appropriate JJAEP.

**Due Process—
Campus Level**

Before a student may be expelled, the Board or its designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the District. If the District makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. **Unless the student's parent/guardian signs a waiver forfeiting the student's rights to a hearing, a hearing must be held.**

TEC 37.009(f)

For a secondary student who has committed a disciplinary infraction for which expulsion is mandatory under statute, the student shall, to the extent provided by law or by the memorandum of understanding, immediately attend an educational program in a Juvenile Justice Alternative Education Program (JJAEP) upon completion of the campus-

level hearing and a decision to recommend placement at the JJAEP. The JJAEP will be the student's assigned placement pending the outcome of any further appeals. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

In an expulsion hearing, the student or the student's representative will be provided an opportunity to testify, present evidence or witnesses in his/her defense, examine evidence presented by the school, and question the school's evidence. The District may rely on the hearsay evidence of school administrators who investigate disciplinary infractions. The decision shall be based exclusively on the evidence presented at the hearing and shall be communicated promptly to the student and parent.

The campus principal or designee may make a recommendation for expulsion to the District's Chief Hearing Officer. If the student does not appeal the campus-level decision, the District's Chief Hearing Officer will review the record from the campus-level hearing and accept or reject the recommendation and write the expulsion order if appropriate.

***District-Level
Appeal of
Expulsion***

A parent or guardian may appeal a campus-level recommendation for expulsion. In order to do so, a written request must be made in writing within three (3) school days of the receipt of written notification of the campus-level decision. The written request should be addressed to the District's Chief Hearing Officer:

Damon Edwards
Executive Director for Instruction and Campus Support
PO Box 77070
Ft. Worth, TX 76177

The District's Chief Hearing Officer shall provide the student an opportunity for a hearing before a District-level hearing committee at which the student will be afforded the requisite due process. The District's Chief Hearing Officer shall contact the parent within five (5) school days of receipt of the written request for appeal to schedule a hearing. After scheduling the hearing, the District's Chief Hearing Officer shall provide written notice of the hearing including the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The decision of the District-level hearing committee shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated in writing to the student and the parent(s) as promptly as possible.

***Appeal to the
Board***

A decision by the District-level hearing committee to expel a student may be appealed to the Board. Request for a Board review of a decision to expel a student shall be made in writing to the Superintendent within three (3) school days after receipt of the written decision. The Superintendent shall provide the parent written notice of the date, time, and place of the meeting within five (5) school days of receipt of the appeal request. The Board shall review the record created in the hearing before the District-level hearing committee and shall base its decision on that record. No new evidence will be presented to the Board. A student may be denied privileges of the home campus pending an appeal of an expulsion recommendation at the campus level and/or the decision by the District-level hearing committee. A secondary student will remain in the JJAEP pending the outcome of the appeal process, or the student may be emergency expelled as outlined in the District's *Student Handbook and Code of Conduct*. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

***Appeal of
Board's
Decision***

The Board's decision may be appealed by trial de novo to a state district court in the county in which the District's central administrative office is located. The student will remain in the JJAEP pending the outcome of the appeal.

Complaints

Parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 12.)

***Notice to
Authorities***

The Board or its designee shall deliver to the student and the student's parent or guardian a copy of the order expelling the student. The Board or its designee shall also mail a copy of the order to the authorized officer of the juvenile court in the county in which the student resides **within two (2) business days after the final hearing at the local level.**

TEC 37.010(a)

Notice to Staff

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an expellable offense. Each educator shall keep the information confidential from any person not entitled to the information. Likewise, the District is obligated to notify all instructional and support personnel who have regular contact with

the student when the student engages in certain criminal activity listed in *Section 37.015 of the TEC*.
TEC 37.007(g)

Reporting

In the manner required by the Texas Commissioner of Education, the District shall annually report for each expulsion:

1. Information identifying the student, including the student's race, sex, and date of birth, that will enable the agency to compare placement data with information collected through other reports
2. Information indicating whether the expulsion was based on
 - a. Conduct for which expulsion is required under *TEC 37.007*, including information specifically indicating whether a student was expelled on the basis of *TEC 37.007(e)*
 - b. Conduct, other than conduct described by subparagraph (c) for which expulsion is permitted under *TEC 37.007* or
 - c. Serious or persistent misbehavior occurring while the student was placed in a Disciplinary Alternative Education Program
3. The number of full or partial days the student was expelled
4. Information indicating whether
 - a. The student was placed in a Juvenile Justice Alternative Education Program under *TEC 37.011*
 - b. The student was placed in a Disciplinary Alternative Education Program
 - c. The student was not placed in a juvenile justice or other Disciplinary Alternative Education Program
5. The number of placements that were inconsistent with the District's *Student Handbook and Code of Conduct*.

TEC 37.020

Restrictions on Court Orders

A court may not order an expelled student to attend a regular classroom, a regular campus, or a DAEP as a condition of probation or deferred prosecution.

Withdrawal During Process

When a student recommended for placement in the expulsion withdraws from the District before the placement order is completed, the District may complete the proceedings and issue a placement order. If the placement order is not completed, the next district in which the student enrolls may complete the proceedings and issue a placement order. If a student expelled from Northwest ISD enrolls in another school district before the expiration of the period of placement, the District is required to forward a copy of the expulsion order along with other student records. The district in which the student enrolls may continue the expulsion under the terms of the order or may allow the student to attend regular classes without completing the period of placement. If a secondary student withdraws from the District after being assigned to a JJAEP and returns within the same school year or in the school year in which the expiration of the placement ends without serving his/her time in the JJAEP, the student will be required to serve the remainder of his/her time in the JJAEP. If the JJAEP will no longer provide services to the student because the period of the expulsion expired, the student will serve the remainder of the year in the District's off-campus DAEP.

TEC 37.009(i)

Transfers

If a student who is under an expulsion order from another school district attempts to enroll in Northwest ISD, Northwest ISD will continue the expulsion under the terms specified upon receipt of the written order and will consider placement in an appropriate JJAEP or DAEP based on whether the grounds for placement are consistent with the *Student Handbook and Code of Conduct*.

If a student enrolling in the District is under the age of 18 years and is establishing a residence separate and apart from the person's parent/guardian, the District is not required to admit the student if the student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion;
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
3. Has been convicted of a criminal offense and is on probation or other conditional release.

TEC 25.001(d)

Information Related to Discretionary and/or Mandatory DAEP Placements

Length of Removal

The minimum assignment for secondary students assigned to the DAEP for engaging in conduct that constitutes a discretionary or mandatory removal to a DAEP will be for the remainder of the semester. **If an offense occurs during the third six weeks or the sixth six weeks of the school year, the student will be placed at the DAEP through the end of the next semester;** therefore, the maximum length of an initial placement to the DAEP is four (4) six-week periods. Elementary students persistently misbehaving or committing mandatory removable offenses will be placed in accordance with law and in consideration of the age and maturity of the child. The minimum DAEP placement for elementary students will be for one (1) day and a maximum placement of six (6) weeks. A student who is younger than six (6) years of age may not be placed in a DAEP. Elementary students may not be placed in a DAEP with students not in elementary. If an administrator recommends a period of placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

While placements at the DAEP are for a specified period of time, students must also successfully complete the DAEP's behavior expectation levels before they are eligible to return to their home campus. Likewise, students who successfully complete the behavior expectation levels and meet other criteria based on exemplary behavior may be recommended for early release. (The behavior expectation levels and the early-release option will both be explained to the student/parent during the intake conference.) Students whose early release falls during the last three weeks of a semester will remain on the DAEP campus but will be allowed to attend after-school activities sponsored by their home campus during that time period as long as no disciplinary infractions are committed at the DAEP or home campus.

Students who commit an offense which requires a mandatory removal to a DAEP while already assigned to the DAEP will have their assignment extended a minimum of a six-week grading period and/or may be discretionarily expelled to the JJAEP. Parents will be notified in writing of the additional misconduct and will be informed of the appropriate due process rights based on the disciplinary consequence assessed.

Students assigned to a DAEP in which the period of placement extends into the next school year must have the approval of the appropriate principals and a review committee in order to attend summer school in Northwest ISD.

Before a student may be placed in a Disciplinary Alternative Education Program for a period that extends beyond the end of the school year, the Board or its designee must make one of the following determinations:

1. The student's presence in the regular classroom or at the student's regular campus poses a danger of physical harm to the student or another individual.
2. The student has engaged in serious misbehavior that violates the District's *Student Handbook and Code of Conduct*.

Students who engage in serious or persistent misconduct while assigned to the DAEP will be expelled to a Juvenile Justice Alternative Education Program (JJAEP).

Notice to Parents

Parents will be provided with written notification of student placements in the DAEP. The notice will specify the nature of the offense, the length of the assignment, due process rights, and other sanctions.

Restrictions/Prohibitions

A student removed to either an on-campus or off-campus Disciplinary Alternative Education Program is prohibited from attending or participating in school-sponsored or school-related activities on or off school property except by special permission from their home campus principal. This restriction includes seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines when the student returns to the campus. The student will be allowed to return to their home campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice or participation in extracurricular activities, **on the day following the last day of the DAEP placement.**

Seniors who complete their assignment at the DAEP may participate at graduation if graduation requirements are met. Seniors whose assignments extend into the next school year may receive their diploma if graduation requirements are met at the end of the school year and are not obligated to continue their assignment in the fall; however, these students will not be allowed to participate at graduation.

Students assigned to a DAEP in which the period of placement extends into the next school year must have the approval of the appropriate principal(s) and a review committee in order to attend summer school in Northwest ISD.

Transportation

Elementary students placed in an on-campus DAEP may continue their regular mode of transportation.

A secondary 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.

Conference (Due Process)

Not later than the third class day after the day on which a student is removed from class, the principal or other appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, and the student. The conference may be held over the phone with the designated individuals present with parent permission. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reason for the removal. The student may not be returned to class pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall order the placement of the student. Students assigned to the off-campus DAEP will be suspended for three (3) school days prior to reporting to the DAEP to allow time for the conference and for transportation to be arranged. Parents, who wish to do so, may transport their student to a DAEP on the first day of removal.

TEC 37.009

If the principal or other appropriate administrator orders a DAEP placement that extends beyond 60 days or the end

of the next grading period, whichever is earlier, parents are entitled to notice of and opportunity to participate in a campus-level hearing (see "Appeals"). Until the hearing can be held and transportation can be arranged, a principal or other appropriate administrator may:

- Suspend the student for three (3) days.
- Place the student in a DAEP during the hearing and/or appeal process.

Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for DAEP placements which do not extend beyond 60 days or the end of the next grading period, whichever is earlier, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 12.)

Appeals (Due Process)

Assignments to a DAEP that do not extend beyond 60 days or the end of the next grading period, whichever is earlier, may not be appealed. (See "**Complaints**" above.)

If placement in a DAEP extends beyond 60 days or the end of the next grading period, whichever is earlier, the student and/or the student's parent or guardian will be given notice and the opportunity to participate in a proceeding before the building principal or administrator assigned by the district. [TEC 37.009(b)] The parent must notify the principal in writing within three (3) school days of receipt of the disciplinary notice if a hearing is to be requested. In order to appeal the campus-level hearing decision, a written request for an appeal must be submitted to the Executive Director for Instruction and Campus Support within three (3) school days of the notice of the campus-level hearing officer's decision or the right to appeal is waived. **The student will be placed in the DAEP during the appeal process.**

The Executive Director for Instruction and Campus Support will contact the parent within five (5) school days of receipt of the written request for appeal to schedule an informal District-level committee to hear the appeal. The proceeding will be recorded to provide an accurate record of the proceedings, and the parents will be notified in writing of the decision as promptly as possible. The decision of the District-level committee is final. However, parents/students may still exercise their right to avail themselves of the complaint process outlined in *Board Policy FNG (LOCAL)*. A disciplinary consequence cannot be overturned as a result of the complaint process. (See "Complaints and Concerns" on page 12.)

Placement Reviews for Long-Term Placements

A student placed in a DAEP shall be provided a review of the student's status, including a review of the student's academic status, by the Board's designee at intervals not to exceed 120 days. In the case of a high school student, the Board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student. (The District is not required to provide courses other than those specified in statute while the student is attending a DAEP.) At the review, the student or the student's parent or guardian must 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. The teacher must not be coerced to consent.

Placement Reviews under Article 15.27(g)

When the Superintendent or the Superintendent's designee receives notice under *Article 15.27(g), Code of Criminal Procedure*, i.e. the office of the prosecuting attorney or the office or officer designated by the juvenile court notifies the District that prosecution of the student's case was refused for lack of prosecutorial merit or insufficient evidence, or the court or jury found the student not guilty or made a finding that the student did not engage in delinquent conduct or conduct in need of supervision and the case is dismissed with prejudice, the Superintendent or designee shall review the student's placement in the DAEP. The student may not be returned to the regular classroom pending the review. The Superintendent or designee shall schedule a review of the student's placement with the student's parent or guardian not later than the third class day after the Superintendent or designee receives notice from the office or official designated by the court. After reviewing the notice and receiving information from the student's parent or guardian, the Superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. *TEC 37.009(e)*

The student or the student's parent or guardian may appeal the Superintendent's decision described above to the Board of Trustees. The student may not be returned to the regular classroom pending the appeal. The Board shall, at the next scheduled Board meeting, review the notice provided under *Article 15.27(g) of the Code of Criminal Procedure*, and receive information from the student, the student's parent or guardian, and the Superintendent or designee and confirm or reverse the decision described above. If the Board confirms the decision of the Superintendent or designee, the Board shall inform the student and the student's parent or guardian of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending an

appeal to the Commissioner. This appeal process does not apply to placement to the DAEP made in accordance with *Texas Education Code 37.006(a)*.

Order of Removal

An appropriate campus administrator shall deliver to the student and the student's parent or guardian a copy of a written order placing the student in a DAEP. If an administrator removes a student to a DAEP for misconduct for which the penalty is mandatory removal and the term of the removal extends beyond 60 days or the end of the next grading period, whichever is earlier, **no later than the second business day after the date of a final appeal hearing is held** by the Board or its designee, the Board or designee shall deliver a copy of the order placing the student in a DAEP to the authorized officer of the juvenile court in which the student resides.

Notice to Staff

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an offense requiring placement in a DAEP. Each educator shall keep the information confidential from any person not entitled to the information. *TEC 37.006(o)*

Reporting

In the manner required by the Texas Commissioner of Education, the District shall annually report for each placement in a DAEP:

1. Information identifying the student, including the student's race, sex, and date of birth, that will enable the agency to compare placement data with information collected through other reports;
2. Information indicating whether the placement was based on:
 - a. Conduct violating the Student Code of Conduct;
 - b. Conduct for which a student may be removed from class under teacher removal provisions;
 - c. Conduct for which placement in a DAEP is required; and/or
 - d. Conduct occurring while a student was enrolled in another school district and for which placement in a DAEP is permitted;
3. The number of full or partial days the student was assigned to the program and the number of days the student attended the program.; and
4. The number of placements that were inconsistent with the District's *Student Handbook and Code of Conduct*.

TEC 37.020

In addition, the District is required to forward a copy of the order of removal for students placed in a DAEP under *TEC 37.006* to the authorized officer of the juvenile court in the county in which the student resides.

TEC 37.010(a)

Withdrawal During Process

When a student recommended for placement in the DAEP withdraws from the District before the placement order is completed, the District may complete the proceedings and issue a placement order. If the placement order is not completed, the next district in which the student enrolls may complete the proceedings and issue a placement order. If a student placed in a DAEP enrolls in another school district before the expiration of the period of placement, the District is required to forward a copy of the placement order along with other student records. The district in which the student enrolls may continue the DAEP placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement. If a secondary student withdraws from the District after being assigned to a DAEP and returns within the same school year or in the school year in which the placement ends, the student will be required to serve the remainder of his/her time in the appropriate DAEP if the placement was not completed in another district's DAEP.

TEC 37.009(i)

Transfers

Northwest ISD will require a student coming from a DAEP in another school district, an open-enrollment charter school, or a private school to complete his/her DAEP assignment in Northwest ISD as specified upon receipt of the written order. The determination of an appropriate placement will be made on a case-by-case basis and based on whether the grounds for placement are consistent with the *Student Handbook and Code of Conduct*. The District is required to provide information regarding a transferring student's conduct resulting in a DAEP placement to staff members as noted previously at "Notice to Staff."

TEC 37.009(i)

If a student enrolling in the District is under the age of 18 years and is establishing a residence separate and apart from the person's parent/guardian, the District is not required to admit the student if the student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion;
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
3. Has been convicted of a criminal offense and is on probation or other conditional release.

TEC 25.001(d)

In-School Suspension

In-school Suspension (ISS) is an in-house disciplinary setting where a student may be assigned for infractions as appropriate. ISS is provided in a classroom setting other than the student's regular classroom on the student's home campus. The student's regular classroom teachers provide daily coursework for the student to complete in a structured, non-social setting.

Length of Removal

The period of removal for secondary students assigned to ISS ranges from a minimum of one (1) school day to a maximum of twenty (20) school days and is decided on a case-by-case basis considering the seriousness of the infraction and the student's total disciplinary record. The period of placement for elementary students may range from three (3) or more hours up to ten (10) school days depending on the age and maturity of the child and the seriousness of the offense. If an administrator recommends a period of placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

Notice to Parents

Administrators will make reasonable efforts to contact parents when a student has been assigned to ISS. The student assigned to ISS will also receive a copy of the discipline notice to be given to his/her parents.

Conference (Due Process)

A student who is assigned ISS will be given an informal conference with the principal or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

Restrictions/ Prohibitions

A student assigned to ISS is prohibited from attending or participating in school-sponsored or school-related activities on or off school property except by special permission for educational-type events only (i.e. PSAT/SAT/ACT testing and College Night). **The student will be allowed to attend and/or participate in school-sponsored or school-related activities, including practice, on the day following the last day of the assignment.** If the student receives additional assignments while serving an ISS placement, this prohibition is extended until the day following the completion of all consecutive assignments. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for in-school suspension, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 12.)

Continuation of Placement

If a student who is assigned to ISS withdraws and enrolls in another school district before the expiration of an ISS assignment, the District will forward a copy of the disciplinary notice along with other student records. The District in which the student enrolls may continue the assignment or may allow the student to attend regular classes without completing the days assigned. If a student withdraws from the District after being assigned to ISS and returns within the same school year, the student will be required to serve the remainder of his/her ISS assignment if the assignment was not completed in another district.

Transfers

Northwest ISD will require a student enrolling in the District to complete an ISS assignment ordered by the previous school district upon receipt of the written notice.

Out-of-School Suspension

State law allows a student (elementary or secondary) to be assigned out-of-school suspension for up to three (3) school days, with no limit on the number of times a student may be suspended in a semester or school year. The student's absence, if assigned out-of-school suspension, shall be considered to be an excused absence. The student shall be responsible for all assignments missed during the period of suspension. If the student satisfactorily completes assignments for the period of the out-of-school suspension within a reasonable time determined by the District, no grade penalty will be imposed. It is the responsibility of the parent to provide adequate supervision of the student during the period of out-of-school suspension. All bus privileges are revoked during the Out-of-School Suspension (OSS) period.

Length of Removal

The duration of the student's out-of-school suspension, which cannot exceed three (3) school days, will be determined by the principal or other appropriate administrator.

Notice to Parents

Every effort will be made to notify the parent prior to suspending the student from school. Parents will be provided with written notification of student suspensions. The notice will specify the nature of the offense, the length of the out-of-school suspension, due process rights, and other sanctions.

Conference

A student who is assigned an out-of-school suspension will first be given an informal conference with the principal

<i>(Due Process)</i>	or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.
<i>Restrictions/Prohibitions</i>	A student who is assigned an out-of-school suspension is prohibited from attending or participating in school-sponsored or school-related activities on or off school property except by special permission for educational-type events only (i.e. PSAT/SAT/ACT testing and College Night). The student will be allowed to return to the campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice, on the day following the last day of the out-of-school suspension. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.
<i>Complaints</i>	Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for out-of-school suspension, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with <i>Board Policy FNG (LOCAL)</i> . This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 12.)
<i>Continuation of Placement</i>	If a student who is assigned an out-of-school suspension withdraws and enrolls in another school district before the expiration of the period of suspension, the District is required to forward a copy of the suspension notice along with other student records. The district in which the student enrolls may continue the out-of-school suspension or may allow the student to attend regular classes without completing the period of suspension. If a secondary student withdraws from the District after being assigned a suspension and returns within the same school year, the student will be required to serve the remainder of his/her out-of-school suspension if the suspension was not completed in another district.
<i>Transfers</i>	Northwest ISD will require a student enrolling in the District to complete an out-of-school suspension ordered by the previous school district upon receipt of the written notice.

Required Parent Meeting (RPM)

If a Required Parent Meeting (RPM) is requested for a student, a parent/guardian must accompany the student to school the next school day for a conference. If the parent has prior commitments, the parent must contact the administrator to request a delay in the conference. If a delay is agreed upon, the student may return to school during the delay. Student absences, caused by the student's failure to appear with a parent or guardian, are considered unexcused absences. RPM does not constitute a removal from school.

<i>Notice to Parents</i>	Administrators will make reasonable efforts to contact parents when a RPM is requested. Parents will also be notified in writing that a RPM has been requested, and the Transportation Department will be notified that the student is not to ride the bus to school.
<i>Complaints</i>	Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for RPM, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with <i>Board Policy FNG (LOCAL)</i> . This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 12.)

Students with Disabilities

Before a student who has been identified as having a disability under Section 504 or IDEIA can be removed to the Disciplinary Alternative Education Program (DAEP), or expelled, and Admission, Review, and Dismissal (ARD) Committee must conduct a manifestation determination.

Teacher Removal of Students

<i>Informal Removal</i>	A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with the <i>Student Handbook and Code of Conduct</i> and local policy.
<i>Formal Removal</i>	A teacher may also remove from class a student: <ol style="list-style-type: none"> 1. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or 2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's

classmates to learn.

A teacher **shall remove** a student from class who engages in conduct described in *Texas Education Code (TEC) 37.006 (Removal to a DAEP) or 37.007 (Expulsion)*. *TEC 37.002(d)*

If a teacher removes a student from class under this provision, pending the conference, the principal may place the student in:

1. Another appropriate classroom; or
2. Into in-school suspension or a Disciplinary Alternative Education Program.

When a student has been formally removed from class, the principal may not return the student to that teacher's class without the teacher's consent unless a placement review committee determines that such placement is the best or only alternative available. However, if the teacher removed the student from class because the student engaged in the elements of any offense listed in *TEC 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C)* against the teacher, the student may not be returned to the teacher's class without the teacher's consent. The terms of removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

Notice to Parents

The principal shall send a copy of the teacher's written report documenting the conduct to the student's parents or guardians. The principal will also inform the parent of the student's assignment during the period of removal.

Conference

Not later than the third class day after the day on which a student is removed from class by a teacher, the principal or other appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, and the student. At the conference, the student is entitled to written or oral notice 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. The student may not be returned to the regular classroom pending this conference. Following the conference, and whether or not each requested person was in attendance after valid attempts to require a person's attendance, the principal shall order the placement of the student back in the teacher's class, into in-school suspension, a Disciplinary Alternative Education Program, or in another teacher's classroom and specify the duration of the placement.

If the teacher does not consent to the return of the student, the Placement Review Committee must meet.

Placement Review Committee

Each campus shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the District regarding readmission of the student. Members shall be appointed as follows:

1. The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternative member; and
2. The principal shall choose one member from the professional staff.

The teacher refusing to re-admit the student may not serve on the committee.

The Placement Review Committee may override the teacher's objection to the return of the student if the committee members agree that the placement is the best or only alternative available unless the teacher removed the student from class because the student engaged in the elements of any offense listed in *TEC 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C)* against the teacher. In the latter case, the student may not be returned to the teacher's class without the teacher's consent.

Placement

If the Placement Review Committee agrees with the principal that the teacher's classroom is the best or only available alternative, the student will be returned to the teacher's classroom unless the teacher removed the student from class because the student engaged in the elements of any offense listed in *TEC 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C)* against the teacher. In the latter case, the student may not be returned to the teacher's class without the teacher's consent. The committee's placement determination regarding a student with disabilities is subject to IDEIA and state law.

Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a teacher removal of a student, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint alleging that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. (See "Complaints and Concerns" on page 12.)