

**Galveston ISD**

**Parent/Student Handbook**

**&**

**Student Code of Conduct**



*The vision of the  
Galveston Independent School District  
is*  
**All Children Can and Will Learn.**

*The mission of the  
Galveston Independent School District  
is to provide*  
**Excellence and Equity in Education.**

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2004-2005**

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Regular meetings of the Galveston ISD Board of Trustees are held on the third Wednesday of each month. The meetings begin at 7:30 p.m. in the boardroom of the GISD Administration Building at 3904 Avenue T in Galveston. The public is invited to attend. For additional information about the district, please refer to the GISD website at [www.gisd.org](http://www.gisd.org).

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## Welcome Back Parents and Students:

We are looking forward to an exciting and productive new school year of working with you and your children. This GISD Parent/Student Handbook & Student Code of Conduct is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

**Section I—IMPORTANT INFORMATION FOR PARENTS**—with information all parents will need about assisting their child and responding to school-related issues;

**Section II—CURRICULUM-RELATED INFORMATION**—providing information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

**Section III—GENERAL INFORMATION AND REQUIREMENTS**—describing school operations and requirements such as safety procedures, the dress code and fees that may be charged.

Please note that the term “the student’s parent” is used to refer to the parent, legal guardian or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Galveston Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. The Student Code of Conduct is also provided in this booklet and may be obtained in the offices at all school campuses.

The Parent/Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that may affect handbook provisions are made by the GISD School Board of Trustees in open meetings, which are publicized locally. A copy of the District’s policy manual is available on line at [www.gisd.org](http://www.gisd.org) or in the superintendent’s office.

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

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please be sure to complete and return the Parent/Student Handbook Acknowledgment, the Survey Consent/Opt-Out Form, the Publicity Release Form and the Acceptable Use for Computers Form, included at the back of the handbook section on pages 39-47, so that the district may have a record of your decisions in your child’s file.

We are looking forward to a great school year of working with you and serving your children.

***Lynn Hale, Superintendent***

## **Nondiscrimination**

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

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

- Title IX Coordinator for concerns regarding discrimination on the basis of sex: Terri Watkins, Executive Director of Human Resources, Galveston ISD, 3904 Avenue T, Galveston TX 77550, 409/766-5100.
- Section 504 Coordinator for concerns regarding discrimination on the basis of disability: Mary Patrick, Director of Special Services, Galveston ISD, 3904 Avenue T, Galveston, TX 77550, 409/766-5100.

## **Services for the Homeless and for Title I Participants**

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youth who coordinates services for homeless students: Kelly Romar, Galveston ISD, 3904 Avenue T, Galveston, TX 77550, 409/766-5100.
- Parent Involvement Coordinator who works with parents of students participating in Title I programs: Rena Lidstone, Assistant to the Superintendent, Galveston ISD, 3904 Avenue T, Galveston, TX 77550, 409/766-5100.

## **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Mary Patrick, Director of Special Services, Galveston ISD, 3904 Avenue T, Galveston, TX 77550, 409/766-5100.

*If you need translation of this booklet or any other school information, please contact your child's school counselor, and a translator will be arranged for you.*

Si necesita un interprete de este librete o otra informacion de escuela, favor de visitor el conserjero de su hijo y podemos hacer harglos para un interprete.

NEU CAC PHU HUYNH HOC SINH MUON THONG DICH SACH VO.

HAY TAI IUU HOC HANII.

HOAT MUON BIET CON EM CUA MINH HOC HANH THE NAO HAY XIN GHE DEN NHA TRUONG CHYNG TOI SE GIAI DAP TAT CA THAC MAC CHO QUY VI.

# Section I

## Important Information for Parents





## **SECTION I**

### ***IMPORTANT INFORMATION FOR PARENTS***

This section of the GISD Parent/Student Handbook includes information on topics of particular interest to you as a parent.

### ***BEFORE AND AFTER SCHOOL PROCEDURES FOR ELEMENTARY SCHOOL STUDENTS***

School begins at 7:45 a.m. at all GISD elementary schools. Students should not be on campus before 7:15 a.m. as there is no staff available to provide supervision. Parents who habitually drop their children off before this designated time will be contacted by the principal so that other arrangements can be made for the child's safety.

The elementary school day ends at 2:45 p.m., and students should be picked up promptly thereafter. Staff is not available to supervise students who are not involved in an after school activity and not picked up on time. Therefore, GISD Police will be contacted at 3:30 p.m. to assist with students who have not been picked up and who are not involved in any after school activity.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor or principal, please call the school office for an appointment. A teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a volunteer at your child's school and participating in campus parent organizations such as the Parent Teacher Organization (PTO).
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.
- Attending School Board meetings regularly to learn more about District operations.

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

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation.

### **“Opting Out” of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any 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.

#### **As a parent, you also have a right:**

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a cocurricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your 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 your child to be excused from participation in the required moment of silence or silent activity that follows
- To request that your 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) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- To request in writing, if you are a noncustodial parent, that you 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. See the Student Code of Conduct.

## ***GRADING GUIDELINES***

Elementary and middle schools in GISD have established guidelines and expectations for student grades. This information is available in the campus handbook. In grades 9-12, individual teachers establish expectations and guidelines for student grades. Students and/or parents may request information for individual teachers about how grades are determined and what percentages are assigned to daily grades, homework, participation, quizzes, tests, projects and any other efforts by which students earn grades.

## ***HOME SCHOOLING PROCEDURES***

Under the Texas Compulsory Attendance Law (21.033), certain exemptions are provided. Exemptions are for private, parochial or home school.

Parents wishing to home school their children must complete the following activities:

- Withdraw their child from the school they currently attend.
- Bring the withdrawal papers to the Office of Curriculum and Instruction at the GISD Administration Building.
- Complete the home school packet with GISD.

## ***PARENT CONTACT INFORMATION***

It is imperative that all parent contact information be current at each student's school. This information includes: changes in address, home and work phone numbers as well as additions or changes in persons authorized to pick students up from school.

Accurate parent contact information is important in the event that a child becomes ill or an emergency occurs and the school must contact the parent immediately.

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

Students in grades kindergarten through five (elementary) are issued a report card, outlining their academic grades, conduct and attendance, every nine weeks. GISD elementary students also receive a progress report during the fifth week of each nine-week reporting period to provide parents an update on their student's academic performance and conduct in class. Progress reports and report cards are sent home directly with students. If a student receives a grade below 70 in any course, parents are requested to schedule a conference with the student's teacher.

Students in grades six through 12 (secondary) are issued a report card, outlining their academic grades, conduct and attendance, every six weeks. GISD secondary students also receive a progress report halfway during each six-week reporting period, or during the fourth week of each six-week grading period, to provide parents an update on their student's academic performance and conduct in class. Progress reports and report cards are sent home directly with students. If a student receives a grade below 70 in any course, parents are requested to schedule a conference with the student's teacher.

Teachers follow grading guidelines 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

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.

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

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

## ***SCHOOL HOURS***

GISD elementary school hours, including the three-year-old and Pre-Kindergarten programs, are 7:45 a.m. to 2:45 p.m.

GISD's middle schools each have a different instructional schedules. Austin Middle School's schedule is 7:45 a.m. to 3:40 p.m. Central Middle School's day is 8 a.m. to 3:45 p.m. Weis Middle School's schedule is 8:05 a.m. to 3:40 p.m.

The daily schedule at Ball High School is 8 a.m. to 3 p.m. All schools are in session Monday through Friday of each week, unless holidays, conference days or training days have been pre-scheduled.

## ***STATE-MANDATED ASSESSMENT TESTS***

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

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

- Social studies in grades 8 and 10
- Science in grades 5, 8, and 10 [See note below.]
- Any other subject and grade required by federal law.

Note: The science assessment test in grade 8 will be administered beginning in the 2006–2007 school year.

## ***PROMOTION AND RETENTION***

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

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

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

Parents of students in grades 1-8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is 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 the student's educational goals and include consideration of the parent's educational expectations for the student.

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

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

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the

appropriate exam to take; entrance exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take an assessment test, such as the Texas Higher Education Assessment (THEA) test [formerly the TASP test].)

## ***MEDICINE AT SCHOOL***

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container. It must also be prescribed by a physician licensed to practice in the State of Texas.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the District's medical advisor and
  - When the parent has previously provided written consent to emergency treatment on the District's form.

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

## ***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. In addition, 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.

"Psychotropic drug" means a substance used in the 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.

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

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

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school

nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### **Late Arrival to School**

A student who is tardy to class will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action such as possible loss of credit.

### **Withdrawing from School**

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

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

## ***STUDENT RECORDS***

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

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

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

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

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

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

Release to any other person or agency—such as a prospective employer or for a scholarship application—will

occur only with parental or student permission as appropriate.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will 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.

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

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

**Please note:**

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

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

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.

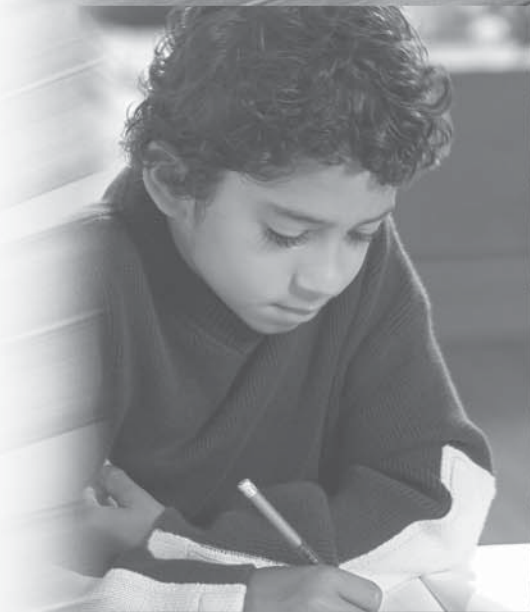
## ***STUDENT OR PARENT COMPLAINTS AND CONCERNS***

Usually, student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy is on line at [www.gisd.org](http://www.gisd.org) or is available in the superintendent's office.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

# Section II

## Curriculum- Related Information





## **SECTION II**

### ***CURRICULUM-RELATED INFORMATION***

This section of the handbook contains pertinent requirements for academics and extracurricular activities for both parents and students.

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

The school counselor at each school provides students and their parents information regarding academic programs. Middle school and high school counselors provide information to students to prepare for higher education and career choices.

#### ***ACCELERATED INSTRUCTION MODEL (AIM) PROGRAMS***

GISD created its AIM High School program during the 2003-2004 school year to serve students at risk of dropping out of school as well as recent high school dropouts. The program features small class sizes, self-paced learning and instructional software. More than 70 students graduated from high school as part of the AIM program in its first year of operation, and AIM High School is equipped to accept up to 90 students simultaneously for the 2004-2005 school year.

Based on the success of the high school program, GISD will offer AIM Elementary and AIM Middle Schools this year. AIM Elementary will predominantly serve third-graders who have previously been retained or have not successfully completed some or all portions of the Texas Assessment of Knowledge and Skills (TAKS) test. AIM Middle will also serve over-aged students who were previously retained and who have not experienced success on the TAKS test. Students are referred into both programs by school administrators and teachers, and parents must approve their admission to the new program. AIM Elementary offers admission to 30 students district-wide and will be housed on the Oppe Elementary campus. AIM Middle, located at Central, will serve up to 70 students who will receive instruction in the four core areas.

#### ***BEHAVIOR MANAGEMENT PROGRAM***

GISD introduced a new student behavior management program, using the tenets of the Girls and Boys Town Curriculum, in all grades during the 2003-2004 school year. The program fundamentally promotes self-respect, respect of others and appropriate social and communications skills and trains teachers to integrate these skills as part of the overall educational program. All GISD teachers and several employee groups were trained throughout the school year, and the model will be fully implemented at all GISD schools in the 2004-2005 school year.

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

The District offers career and technology programs, beginning at the middle school level, such as business, health care, home economics, industrial technology, marketing and personal finance. Lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

#### ***COMPUTER RESOURCES***

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign the Computer Acceptable Use Form (pages 45-47) in this handbook regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the counselor's or the principal's office for assistance.

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

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

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

The attendance review committee may offer a student with excessive absences an opportunity to 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.

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2004–2005 school year are available through the GISD Performance Office at 766-5100.

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education.

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

Information about college level courses and credit while attending Ball High School is outlined in the Ball High School Curriculum and Course Guide or through the counselors' office.

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

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

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

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

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

### **Extracurricular Travel**

A student participating in extracurricular activities may not be removed from school bus transportation for disciplinary reasons. If a disciplinary infraction occurs while in route to or from an extracurricular activity, the student will be transported to and from the sponsored event, regardless of whether or not the activity is within the district or outside of the district. A student shall not be taken off a bus as a disciplinary measure other than at his or her regular drop off point or the location of the event. When an infraction occurs, the school sponsor, coach and/or bus driver will prepare a disciplinary bus conduct report no later than the following work day and forward it to the director of transportation. The director of transportation will notify the appropriate principal(s), director of athletics and administrative staff of any such incident. A student's regular transportation privileges or transportation privileges to and from a school-sponsored event or both may be suspended or revoked by the director of transportation.

During school-sponsored events out-of-town, the supervising school sponsor, teacher, aide and/or coach are responsible for maintaining student discipline on school transportation. If a serious incident occurs on the bus, GISD or local law enforcement and the parent/legal guardian may be contacted at the discretion of the supervising staff member.

## **GRADE LEVEL ACCELERATION**

GISD student in grades kindergarten through five may be accelerated one grade level if the student meets the following criteria:

- The student scores 90 percent or greater on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science and social studies.
- A District representative recommends that the student be accelerated; and
- The student's parent or guardian provides written approval for the acceleration.

If a student plans to take an acceleration exam, the student (or parent) must obtain an application from the campus administration office. The completed application must be submitted to the GISD Performance Office at the Administration Building, 3904 Avenue T in Galveston, no later than 30 days prior to the scheduled testing date.

## **HOMEWORK**

Homework is routinely required of students, as assigned by the teacher. It is assigned to provide reinforcement, extra practice and supplemental information to classroom instruction. Homework also fosters the development of good study habits, a practice that is critically important for students who plan to pursue advanced education. Homework may include, but is not limited to, reading, writing, experiments, projects and problems. The district urges parents to ensure that their children, especially those in grades kindergarten through 5, read at least 20 minutes at home each evening. For more specific information about homework, please contact the campus administration.

In GISD middle schools and at Ball High School, homework assignments and guidelines vary for each subject area. Parents are encouraged to contact their child's teacher(s) with specific questions about homework requirements.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the Special Services Department at 766-5100.

### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below 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. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If an evaluation is needed, the parent 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 receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the

parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Mary Patrick, Director of Special Services, at 766-5100.

## **STATE SCHOLARSHIPS AND GRANTS**

Under the Texas Early High School Graduation Scholarship Program, eligible students may earn financial credits in varying amounts, depending on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned. Students may choose public or private Texas higher education institutions within the state. Except for ninth graders who entered high school in the 2003–2004 school year, these financial credits will be limited to students who complete the Recommended or Advanced (Distinguished Achievement) High School Program. Exceptions will apply if necessary courses were unavailable at the appropriate times in the student’s high school years because of course scheduling, lack of enrollment capacity or another reason outside the student’s control. If the exception applies, the District will indicate the fact on the student’s transcript. The counselor can provide additional information about meeting the program’s eligibility requirements.

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.

## **SUMMER SCHOOL**

Summer school is offered each year to students in grades 1 through 12 who did not meet promotion standards. At the elementary level, students who are functioning below grade level in core courses may also be referred for summer school.

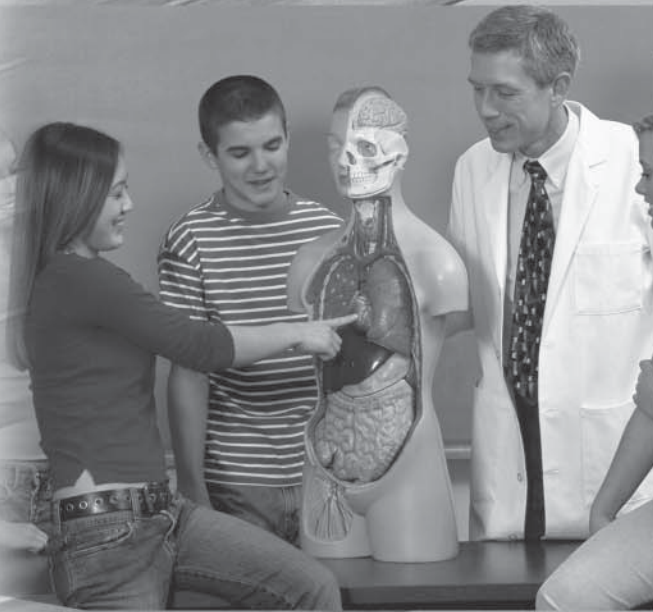
## **TEXTBOOKS**

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



# Section III

## Other General Information & Requirements





## **SECTION III**

### **GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information, please see the campus principal.

### **ASSIGNMENT TO SCHOOLS**

GISD students are assigned to the campus in the attendance zone in which the student's permanent residence is located. At the time of registration, parents are required to submit the student's current immunizations record and a copy of the birth certificate. The parent must also provide a driver's license or other photo identification and two forms of proof of residency in the attendance zone, such as utility bills. Qualifying students may be eligible to transfer to a school other than the one in their assigned zone. Information relating to the student's residence may be subject to verification by the district. Parents and guardians are advised that providing false information during the admissions/enrollment process is a violation of state law.

### **ATTENDANCE**

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

#### **Compulsory Attendance**

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction") 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 school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

#### **Three Day Rule**

- When returning after an absence, a student is required to bring a note signed by his or her parent(s)

describing the reason for the absence. If the note is not submitted to the school office within three days of the absence, the student's absence will be considered unauthorized or unexcused. GISD schools do not accept absence notes after three days.

### **Ten Day Rule**

- After 10 or more absences during the school year, a student must bring a medical excuse signed by a licensed physician for subsequent absences, which describes the reason for the absences. All absences are counted against the student's attendance record. Notes signed by the student, even with the parent's permission, will be considered forgery, and the student will be disciplined.

### **Attendance for Credit**

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

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

- All absences 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 to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

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

### **Driver's License Attendance Verification**

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

## **MAKEUP WORK**

### **Routine and In-Depth Makeup Work Assignments**

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

### **DAEP or In-School Suspension Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning or summer school. The District will not charge the student for any method of completion provided by the District.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning or summer school.

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

### **Bacterial Meningitis**

State law requires the District to provide the following information:

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

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

## **CONDUCT**

### **Applicability of School Rules**

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

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

## **Social Events**

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

## **Disruptions**

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

- Interferes with the movement of people in an exit or an entrance.
- 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; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras or electronic devices or games at school, unless prior permission has been obtained from the principal. Cell phones with cameras are not permitted; regular cell phones may be in a student's possession at school but must be turned off at all times.

Without such permission, the teacher will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged.

## **Bullying or Taunting Behaviors**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

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

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

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

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

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

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation.

## **Sexual Harassment / Sexual Abuse**

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator Terri Watkins, Executive Director of Human Resources. The student or parent may appeal the decision regarding the outcome of the investigation.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

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

### **Notification of Law Violations**

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct.

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

### **School Materials**

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

All school publications are under the supervision of a teacher, sponsor and the principal.

### **Student Nonschool Materials**

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

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

### **Nonstudent Nonschool Materials**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the superintendent or designee for specific prior review. The superintendent or designee will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours.

- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

## ***DRESS AND GROOMING***

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the guidelines established at each campus. All GISD campuses, except Bolivar and Ball High, have adopted a uniform dress code. Please contact the campus for more specific dress code information.

## ***STUDENT FEES***

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus administration.

## ***FIELD TRIPS***

Student field trips are considered a privilege in GISD. State law prohibits students from attending field trips without written permission from the child's parent or guardian. Please remember that permission slips must be signed and returned to the teacher prior to the field trip. Students will not be allowed to call home on the day of the field trip to receive parental permission. Please note that teachers may deny a student's participation in a field trip because of inappropriate behaviors. Parents may contact the campus administrator for additional information on field trip procedures.

## ***FUND-RAISING***

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. All fundraising activities must have prior approval from the school principal.

## ***IMMUNIZATION***

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

If a student 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.

## ***PHYSICAL EXAMINATIONS / HEALTH SCREENINGS***

GISD students may receive physical examinations, health screenings, routine health care checkups and non-emergency health care services through the Teen Health Clinics located at Ball High School, Central Middle School and Weis Middle School. The Teen Health Clinics provide services at no charge to students. Appointments or walk-in service are available.

## ***PLEDGES OF ALLEGIANCE AND A MINUTE 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 day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A 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.

## ***PRAYER***

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

## ***SAFETY***

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any

additional rules for behavior and safety set by the principal, teachers or bus drivers.

- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers and other District employees who are overseeing the welfare of students.

## **Accident Insurance**

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

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

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When drills are in progress, students are expected to follow teacher/administration directives and procedures outlined in the campus handbook.

## **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 an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

In the event of an emergency or inclement weather, please tune into KTRH Radio at 740 AM or any Houston television channel for instructions about school closings or early release.

# ***SCHOOL FACILITIES***

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

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

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

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

## **Conduct Before and After School**

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

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a

hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact GISD's Child Nutrition Office for additional information.

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.

All other GISD students and staff members must pay for their meals. Parents of GISD students are encouraged to prepay for meals to expedite service in the school cafeterias and also to prevent money loss problems. Charges are not allowed.

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

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

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

### **Pest Control Information**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the district's Maintenance Department at 762-8181.

### **Vandalism**

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

## ***SEARCHES***

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

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

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

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

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

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

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any

vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

## ***TRANSPORTATION***

### **School-Sponsored**

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

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

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained through the GISD Transportation Department at 740-1208.

See the Student Code of Conduct for provisions regarding transportation to the disciplinary alternative education program.

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

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

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

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

## ***VIDEOTAPING OF STUDENTS***

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

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

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

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

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

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

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

## ***VOLUNTEERS***

School volunteers contribute thousands of hours to enhance the education of students in GISD. Volunteers serve as assistants in the media center, classrooms, office, cafeteria and other areas as needed. Some volunteers serve as tutors and classroom speakers or assist with various special projects or events throughout the school year. School volunteers must submit to a criminal background history check. If you are interested in becoming a GISD School Volunteer, contact your child's school or the Public Information Office at 766-5100.

## GLOSSARY

**Accelerated Instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a disciplinary alternative education program (DAEP), ISS removes the student from the regular classroom.

**NCLBA** is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides for parent information and opportunities for "opting" their students out of certain activities or surveys.

**Personal Graduation Plan (PGP)** is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to the second of the two most frequently used college or university admissions exams: the

Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**State assessment tests** are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

**Alternate assessment tests**, developed by the state, may be given to students in special education and students identified as limited English proficient.

**Student Code of Conduct**, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAKS** is short for the Texas Assessment of Knowledge and Skills the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

**UIL** refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests.



# APPENDIX I

## PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT FORM

My child and I have received a copy of the Galveston ISD Student Handbook (and the Student Code of Conduct) for 2004–2005. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

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

Directory information includes my child’s:

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

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

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

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

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

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



## APPENDIX II

### CONSENT/OPT-OUT FORM

To the GISD Parents:

The District is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as “protected information surveys.”

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following are activities requiring parental notice and consent or opt-out for the 2004–2005 school year. Please note that this notice and authority to consent transfer from parent to student when the student reaches 18 or is an emancipated minor under state law.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to [school official, address]. [School official] will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

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I, \_\_\_\_\_ (parent’s name), give my consent for \_\_\_\_\_ (child’s name) to participate in student surveys, analysis or evaluations in the areas listed above:

Parent’s signature \_\_\_\_\_

Date \_\_\_\_\_



**APPENDIX III**  
**STUDENT PUBLIC RELATIONS RELEASE**

Dear Parent:

GISD routinely publicizes awards, events, programs and endeavors of its students and staff in local, regional and state media, on the district web site and in promotional materials such as brochures, fliers, posters and videotape. Please check your preference below .

My child may \_\_\_\_\_ /may not \_\_\_\_\_ be included and/or featured in district publications and public relations efforts.

Student's Name \_\_\_\_\_ Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

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## APPENDIX IV

# Acceptable Computer Use /Internet Access Guidelines

### ***Introduction and Background***

Though the use of Local Taxpayer Funds, State Technology Funds, Grant Funds and Bond Proposal Funds Galveston ISD provides computers for students to use for instructional purposes. Networking Technology provides access to the Internet for all students in the school district. Our goal at GISD is to facilitate responsible use of computers and the Internet as tools to promote educational excellence in our schools.

The Internet connects millions of computers users all over the world. Global e-mail and the Internet enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange ideas with other Internet users around the world. Students and their families should be aware that some material accessible via the Internet contains items that might be considered by some to be illegal, defamatory, inaccurate, or offensive.

While the purpose of technology resources is for student use toward constructive educational goals, some individuals may find ways to use these resources that are inappropriate. Galveston ISD is in agreement with the view of many educational institutions that the benefits from access to computers and the Internet in the form of information resources and opportunities for collaboration exceed the potential disadvantages.

**Ultimately, each student is responsible for making the decision to do the right thing when using the PC and when accessing the Internet. Also, Parents and guardians of GISD students must take responsibility for communicating the standards that their children should follow when using these resources.** Students are instructed by GISD staff to *always* refrain from intentionally accessing objectionable materials, even in the absence of direct staff supervision. If a child accesses objectionable materials, it is the duty of the parent or guardian to emphasize to him or her that this is not acceptable behavior, and that depending on the subject matter, there may be consequences which are imposed in the school setting, such as suspension from computer privileges, or other discipline as determined by severity of the infraction.

### ***Definitions:***

#### **User**

The term “user” describes students of Galveston I.S.D. who have access to computers. Users of GISD networks and computing resources must comply with governing rules.

#### **Prohibited Transmissions**

Transmission of any type of files which violate any national or state regulation is prohibited. This includes, but is not limited to confidential information, copyrighted material, and threatening or obscene material.

#### **Electronic Mail (E-Mail)**

Electronic mail transmissions enable users to communicate via sending messages to another person’s mail address. Please note that GISD may monitor e-mail to ensure appropriate use.

#### **Privilege of Use / Monitoring Users**

The use of the Internet and E-Mail is to be considered a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Guided by GISD Policy, the Administrators may monitor the use of GISD computers and have the authority to deem what is inappropriate use and also to revoke access when so warranted. GISD administration, faculty and staff may request the system administrators to deny, revoke, or suspend a user’s access if policy violation has been determined.

#### **Network Etiquette**

Users are expected to abide by the generally accepted rules of the network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not use any hateful language. All students, wherever they are, are just like you and want to have fun while they learn. Let’s share our joy and laughter. Tell them what you find interesting. The world is full of fun and fascination. Let technology and the Internet be a bridge to understanding.
- Be mindful of security. Do not reveal personal information to strangers. Examples are your last name, home address, or phone number.

- Access to the Internet is a shared resource. Do not use the network in such a way that would interfere with its use by others.
- Do not send chain letters, offers of money for forwarded e-mail, virus hoaxes, sales promotions, fund raisers, chain prayers, or other similar e-mail messages. When in doubt, ask before you send.

## User Responsibilities

Computer use requires that we all act responsibly. Users are reminded to display appropriate conduct on GISD computers. These actions reflect upon the image of the school district. Users should not create or post to official GISD Internet Communications web pages without written permission and review from GISD Administration..

The following standards will apply to all computer users at Galveston I.S.D.:

1. **Users will not load any software on computers** (unless specific permission is granted).
2. Users will not play games on G.I.S.D. equipment unless the game software has been approved as part of an instructional setting for students.
3. Users will not send or display offensive messages or pictures, use obscene language or harass others by using Internet access or e-mail.
4. Users will not make illegal copies, violate the copyright laws or plagiarize material found on the Internet - Copyrighted material can only be used with explicit written permission.
5. Users will not damage computers, computer systems or computer networks, nor modify configurations of computers in a way which make them inoperable or less usable by other users.
6. Network storage areas are GISD property. Network administrators may review file contents to maintain system integrity and responsible use. Please delete old files you do not need.
7. **PASSWORDS MUST NOT BE SHARED WITH ANYONE.** Use of a district user ID/Account by anyone other than the authorized owner may result in disciplinary and/or legal action. Please note that if someone uses your ID & Password to access the system and violates these guidelines it may jeopardize your access.
8. Users should be judicious in use of limited resources like disk space or when printing (save paper, toner, ink).
9. Users must not access or attempt to access protected files or User IDs not belonging to them.
10. Users must notify the facilitator or administrator when encountering objectionable and inappropriate material.
11. Internet access will not be used for political lobbying or commercial use.

## Additional Note on Security: Student Personal Information - Worth Repeating -

GISD Students should not reveal personal information, such as last name, address or phone number to others on the Internet. Also, students should not create or post to web pages on GISD equipment without written permission and review from the system administrators or their designees. (Web Authoring Classes will obtain approval from their instructor)

## System Security

Security on any computer system is a high priority, especially when the system involves many users. If a user suspects a security problem the system administrator should be notified immediately.

## PCs with Phone Line Modems Connected are not Allowed on the Network

Analog line(phone line/modem) access to computer workstations on GISD networks is prohibited. All exceptions require the Superintendent's approval and specific authorization / installation by the MIS Department.

## Vandalism

Vandalism to computational resources will result in cancellation of privileges and where applicable, may be prosecuted to the extent of the law. Vandalism is defined as any malicious attempt to cause harm, damage, render un-usable, or destroy equipment, data owned by someone other than the user, or to disrupt the use of the system. This includes, but is not limited to, the uploading, transmittal or creation of computer viruses.

## Disciplinary Action

Users who violate these guidelines will be subject to discipline according to the campus discipline plan, the Student Code of Conduct and other district policies. When applicable, Federal, State, and Local law enforcement agencies may be involved when infraction is in violation of the laws governing computer use.

## Disclaimer

The Galveston Independent School District makes no warranties of any kind, whether expressed or implied, for the Internet and e-mail service it is providing. Galveston I.S.D. will not be responsible for any damages users may suffer from the use of

the Internet. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mix-deliveries, data deletion, or service interruptions caused by the system's own negligence or student errors or omissions. Use of any information obtained via the Internet is at the users' own risk. Galveston I.S.D. specifically denies any responsibility for the accuracy or the quality of information obtained through Internet services.

As stated above, some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or controversial. With global access to computers and people, a risk exists that users may access material that may not be of educational or business value in the school or any other setting.

### **Internet Filtering**

In the interests of providing a reasonably safe Internet Access environment, Galveston ISD uses an Internet Filter. This is done to reduce the ability of individuals to access objectionable materials related to the following: Violence/Profanity, Nudity, Sexual Acts, Gross Depictions, Intolerance, Satanic/Cult, Drugs/Drug Culture, Militant/Extremist, Questionable/Illegal & Gambling, Alcohol & Tobacco. The Filtering Software is maintained by a company that supports the K-12 educational process and makes a sincere effort (1) not to restrict access to sites which are of educational value and (2) restrict access to sites which are not of educational value or are considered inappropriate for K-12 students. Because the Internet is a dynamic environment, no filtering process is perfect and therefore goals (1) & (2) are not 100 % successful. Administrators at GISD believe that Internet Filtering is a responsible approach to for a Public Education System to utilize in providing Internet Access to K-12 Students.

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**Please complete this form and return this page to the teacher  
This completed form should be maintained in the student's folder.**

### ***Student***

I understand and will abide by the above guidelines. I further understand that any violation of the guidelines above may be considered unethical, a violation of the Code of Conduct and may also constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or any appropriate legal action may be taken.

User's Full Name: \_\_\_\_\_

User's Signature: \_\_\_\_\_

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

### ***Parent or Guardian***

As the parent or guardian of this student, I have read the GISD Acceptable Computer Use / Internet Access Guidelines. I understand that this access is designed for educational purpose only. I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold them responsible for materials accessed over the Internet or for any actions that result from access to materials on the Internet, and I shall hold GISD harmless for information this student may access over the Internet. Further, I accept full responsibility for supervision of my child's Internet use when not in school and for communicating to the student the standards to follow when using these resources at home and at school. I understand that that my child will have access to the Internet at GISD and certify that the information contained on this form is correct.

Parent or Guardian's Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

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

*Please Note: This page is an acknowledgment of the receipt of this information document stating student and guardian responsibilities for accessing technology resources in GISD and does not constitute an approval or denial of authorization for the student to participate in the use of these resources.*



The background of the page features a grayscale photograph of palm fronds. The fronds are long, slender, and curve gracefully across the frame, creating a sense of movement and depth. The lighting is soft, highlighting the texture of the leaves against a slightly darker, hazy background.

# Galveston ISD Student Code of Conduct



# PURPOSE OF STUDENT CODE OF CONDUCT

The Student Code of Conduct that follows is the District’s response to the requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in or removal from a Disciplinary Alternative Education Program (DAEP) or expulsion from school. This Student Code of Conduct has been adopted by the Galveston Independent School District Board of Trustees and provides information to parents and students regarding expectations for behavior, consequences of misconduct and procedures for administering discipline. In accordance with state law, the Student Code of Conduct will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any Student Code of Conduct violation that may result in a student being suspended, removed to a DAEP or expelled from the district.

## **CONTENTS**

This Student Code of Conduct is organized into the following sections:

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

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

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

# STANDARDS FOR STUDENT CONDUCT

## ***EXPECTED BEHAVIORS***

Each student is expected to:

- Demonstrate courtesy even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers and other District staff.
- 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 Code of Conduct.

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

## ***CONSEQUENCES FOR MISCONDUCT***

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

School rules and the authority of the District to administer discipline apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

### **The District has disciplinary authority over a student:**

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

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 whenever there is reasonable cause to believe that it

contains articles or materials prohibited by the District.

A school administrator will report crimes as required by law. A school administrator who suspects that a crime has been committed on campus will call the GISD Police Department at 766-5824.

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

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management options. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment and statutory requirements.

The District will take into consideration self-defense as a factor in a decision to order suspension, removal to a DAEP or expulsion. (See glossary)

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

## ***DISCIPLINE MANAGEMENT OPTIONS FOR MISCONDUCT***

The following discipline management options may be used—alone or in combination—for misbehavior violating the Student Code of Conduct or campus or classroom rules:

- Verbal correction.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Counseling by teachers, counselors or administrative personnel.
- Parent-teacher conferences.
- Temporary confiscation of items that disrupt the educational process.
- Grade reductions for academic dishonesty as permitted by policy.
- Rewards or demerits.
- Behavioral contracts.
- Detention.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Out-of-school suspension.
- Placement in a DAEP as specified in the DAEP section of the Student Code of Conduct.
- Expulsion as specified in the expulsion section of the Student Code of Conduct.
- Assignment of school duties such as scrubbing desks or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
- Other strategies and consequences as specified by the Student Code of Conduct.

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate and in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the district's on-line policy manual at [www.gisd.org](http://www.gisd.org). Consequences will not be deferred pending the outcome of a grievance.

## **GENERAL MISCONDUCT VIOLATIONS**

### ***PROHIBITED BEHAVIORS***

The following behaviors are prohibited at all school and school-related activities:

- Cheating or copying the work of another from any source.
- Throwing objects that can cause bodily injury or property damage.
- Failing to comply with directives given by school personnel.
- Leaving school grounds or school-sponsored events without permission.
- Disobeying rules for conduct on school buses.
- Directing profanity, vulgar language or obscene gestures toward other students or District employees.
- Fighting or scuffling.
- Hazing.
- Stealing from students, staff or the school.
- Damaging or vandalizing property owned by others.
- Defacing or damaging school property – including textbooks, lockers, furniture and other equipment – with graffiti or by other means.
- Possessing fireworks of any kind, smoke or stink bombs or any other pyrotechnic device.
- Discharging a fire extinguisher.
- Possessing a razor, a box cutter, a chain or any other object used in a way that threatens or inflicts bodily injury to another person.
- Possessing or selling a “look-alike” weapon.
- Possessing an air gun or BB gun.
- Possessing ammunition.
- Possessing a stun gun.
- Possessing mace or pepper spray.
- Possessing or using articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.
- Gambling.
- Making false accusations or hoaxes regarding school safety.
- Falsifying records, passes or other school-related documents.
- Committing extortion, coercion or blackmail (obtaining money or another object of value from an unwilling person).
- Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Being insubordinate.
- Refusing to accept discipline management techniques assigned by a teacher or principal.
- Forcing an individual to act through the use of force or threat of force.
- Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed later in the Student Code of Conduct).

- Bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.
- Engaging in threatening behavior toward another student or District employee on or off school property.
- Engaging in harassment motivated by race, color, religion, national origin, disability or age and directed toward another student or District employee.
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
- Engaging in inappropriate verbal, physical or sexual contact directed toward another student or District employee.
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee.
- Inappropriate or indecent exposure of a student's private body parts.
- Possessing or using matches or a lighter.
- Possessing, smoking or using tobacco products.
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband.
- Possessing or selling seeds or pieces of marijuana in less than a usable amount.
- Possessing, using, giving or selling paraphernalia related to any prohibited substance.
- Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
- Violating the District's policy on taking prescription drugs and over-the-counter drugs at school.
- Using or having visible a paging device or cellular telephone during the school day.
- Possessing or using a laser pointer for other than an approved use.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Engaging in verbal or written exchanges that threaten the safety of another student, a school employee or school property.
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.
- Possessing material that is pornographic.
- Violating dress and grooming standards as communicated in the student handbook.
- Repeatedly violating other communicated campus or classroom standards of behavior.

## ***CONSEQUENCES FOR PROHIBITED BEHAVIORS***

General misconduct identified in the list of prohibited behaviors will result in application of one or more discipline management options, consistent with law and the Student Code of Conduct.

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

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

## ***DISCRETIONARY REMOVAL***

General misconduct violations will not necessarily result in the formal removal of the student from class or another placement but may result in a routine referral, formal removal or the use of one or more discipline management options.

### **Formal Removal**

Formal removal from class will be initiated by the teacher if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
2. The behavior is so unruly, disruptive or abusive that the teacher cannot teach and the students in the classroom cannot learn.

A teacher or administrator **must remove** a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled.

A teacher or administrator **may remove** a student from class for a behavior that the District has determined is a violation of the Student Code of Conduct. Within three school days, the principal will schedule a conference with the student's parent, the student and the teacher in the case of a teacher, principal or administrator removal. At the conference, the principal or appropriate administrator will inform the student of the misconduct for which he or she is charged and will give the student an opportunity to give his or her version of the incident. The principal or administrator will notify the student of the consequences of the Student Code of Conduct violation.

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

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program (DAEP).

When a student has been formally removed from class by a teacher, the principal may not return the student to the teacher's class without the teacher's consent, unless the placement review committee determines that the teacher's class is the best or only alternative available.

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

### ***SUSPENSION***

Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, DAEP placement or expellable offense.

State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

A student who is to be suspended will have an informal conference with the principal or appropriate administrator advising the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the principal or other appropriate administrator, but will not exceed three school days.

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

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

## ***PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM***

### **Mandatory Placement in a DAEP**

A student **must be placed** in a DAEP if the student engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

A student **must be placed** in a DAEP for any of the following offenses, if the student commits these offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault under Penal Code 22.01(a)(1).
- Sells, gives or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the expulsion section in this Student Code of Conduct.) (See glossary)
- Sells, gives or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the expulsion section in this Student Code of Conduct.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness.
- Behaves in a manner that contains the elements of the offense of indecent exposure.
- Engages in expellable conduct, if the student is between six and nine years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the expulsion section of this Student Code of Conduct.)
- Engages in conduct punishable as a felony listed under Title 5 of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  1. The student receives deferred prosecution. (See glossary)
  2. A court or jury finds that the student has engaged in delinquent conduct. (See glossary)
  3. The Superintendent or designee has a reasonable belief that the student engaged in the conduct. (See glossary)

A principal or other appropriate administrator **may, but is not required to, place a student** in a DAEP for off-campus conduct for which DAEP placement is required by state law if the principal or other appropriate administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

## Discretionary Placement in a DAEP

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

- Engaging in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

In accordance with Education Code 37.0081, after an opportunity for a hearing before the Board or its designee, a student **may be placed** in a DAEP if:

- o The student receives deferred prosecution for conduct defined as a felony offense in Title 5 of the Texas Penal Code; or
- o The student has been found by a court to have engaged in delinquent conduct defined as a felony offense in Title 5 of the Texas Penal Code.

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

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

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

1. The date on which the student's conduct occurred;
  2. The location at which the conduct occurred;
  3. Whether the conduct occurred while the student was enrolled in the District; or
  4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.
- Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
  - Involvement in a public school fraternity, sorority or a secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority or secret society.
  - Criminal mischief not punishable as a felony.
  - A federal firearms violation, for a student six years of age or younger.

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

- Cheating or copying the work of another.
- Throwing objects that can cause bodily injury or property damage.
- Failing to comply with directives given by school personnel.
- Leaving school grounds or school-sponsored events without permission.
- Disobeying rules for conduct on school buses.
- Directing profanity, vulgar language or obscene gestures toward other students or a District employee.
- Fighting
- Hazing
- Stealing from students, staff or the school.

- Damaging or vandalizing property owned by others.
- Defacing or damaging school property including textbooks, lockers, furniture and other equipment, with graffiti or by other means.
- Possessing fireworks of any kind, smoke or stink bombs or any other pyrotechnic device.
- Discharging a fire extinguisher.
- Possessing a razor, a box cutter, a chain or any other object used in a way that threatens or inflicts bodily injury to another person.
- Possessing or selling a “look-alike” weapon.
- Possessing an air gun or BB gun.
- Possessing ammunition.
- Possessing a stun gun.
- Possessing mace or pepper spray.
- Possessing or using any articles not generally considered to be a weapon, including school supplies, when the principal or designee determines that a danger exists.
- Gambling.
- Making false accusations or hoaxes regarding school safety.
- Falsifying records, passes or other school-related documents.
- Committing extortion, coercion or blackmail (obtaining money or another object of value from an unwilling person.)
- Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Being insubordinate.
- Refusing to accept discipline management techniques assigned by a teacher or principal.
- Forcing an individual to act through the use of force or threat of force.
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed elsewhere in the Student Code of Conduct.)
- Bullying, including intimidation by name-calling, using ethnic or racial slurs or making derogatory statements that could disrupt the school program or incite violence.
- Engaging in threatening behavior toward another student or District employee, on or off school property.
- Engaging in harassment motivated by race, color, religion, national origin, disability or age and directed toward another student or a District employee.
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
- Engaging in inappropriate verbal, physical or sexual contact directed toward another student or District employee.
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture or any other sexual conduct, including requests for sexual favors directed toward another student or District employee.
- Inappropriate or indecent exposure of a student’s private body parts.
- Possessing or using matches or a lighter.
- Possessing, smoking or using tobacco products.
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband.
- Possessing or selling seeds or pieces of marijuana in less than a usable amount.

- Possessing, using, giving or selling paraphernalia related to any prohibited substance.
- Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
- Violating the District's policy on taking prescription drugs and over-the-counter drugs at school.
- Using a cellular telephone or other telecommunications device at school during the school day.
- Possessing or using a laser pointer for other than an approved use.
- Violating computer use policies, rules or agreements signed by the student, and/or agreements signed by the student's parent.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- Engaging in verbal or written exchanges that threaten the safety of another student, a school employee or school property.
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, using e-mail or Web sites at school to encourage illegal behavior, or threatening school safety.
- Possessing material that is pornographic.
- Violating dress and grooming standards as communicated in the student handbook.
- Repeatedly violating other communicated campus or classroom standards of behavior.

## **Process for DAEP Placement**

Removals to a DAEP will be made by the superintendent or the superintendent's designee.

The duration of a student's placement in a disciplinary Alternative Education Program will be determined by the superintendent or the superintendent's designee.

The duration of a student's placement in a DAEP will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude and statutory requirements.

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

The District will decide on a case-by-case basis whether to place in a DAEP or expel a student who:

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

When a student is removed from class by a teacher (formal removal) or an administrator for a mandatory or discretionary DAEP offense, the principal or other appropriate administrator will schedule a conference within three school days with the student's parent, the student and the teacher, in the case of a teacher removal.

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

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension

- A Disciplinary Alternative Education Program (DAEP)

At the conference, the principal or appropriate administrator will inform the student, orally or in writing, of the reasons for the removal, an explanation of the basis for the removal and provide the student an opportunity to respond to the reasons for the removal.

Following valid attempts to require the student's or the student's parent's attendance, the District may hold the conference and make a placement decision regardless of whether the student or the student's parent attends the conference.

After the conference, if the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in the Student Code of Conduct, the DAEP placement order will give notice of the inconsistency.

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

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

A DAEP placement in accordance with Education Code 37.0081 may be for any length of time determined necessary by the Board or its designee in light of the factors considered before placement. A student placed under this section is entitled to periodic status reviews by the Board or designee at intervals not to exceed 120 days.

The Board's designee will send the student and the parents a copy of the DAEP order. Not later than the second business day after the conference, the Board's designee will deliver to the juvenile court a copy of the order placing the student in a DAEP and all information required by Section 52.04 of the Family Code.

After the conference, if the student is placed in a DAEP, the appropriate administrator will write a DAEP placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Parental questions or complaints regarding disciplinary measures should be addressed to the campus administration, in accordance with the policy FNG (LOCAL). A copy of this policy may be obtained from the district's on-line policy manual at [www.gisd.org](http://www.gisd.org). Consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board.

State law prohibits students placed in a DAEP for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular or noncurricular activities.

The District does not permit a student who is placed in a DAEP for any reason determined by the District to participate in any school-sponsored or school-related extracurricular and co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

The District will provide transportation to students in a DAEP.

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the superintendent or the superintendent's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student's or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without the teacher's consent.

For a placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the Board or the Board's designee. Any decision is final and may not be appealed beyond the Board.

For placement in a DAEP to extend beyond the end of the school year, the superintendent or the superintendent's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others; or

2. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

When a student violates the District's Student Code of Conduct in a way that requires or permits the student to be placed in a DAEP, and the student withdraws from the District before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student then re-enrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the principal, or other appropriate administrator, or the Board fails to issue a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP placement order.

The District will decide on a case-by-case basis the placement of a student who enrolls in the District and was assigned to a DAEP in another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district.) The District may place the student in the District's DAEP or a regular classroom setting.

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

The office of the prosecuting attorney will notify the District if a student was placed in a DAEP and:

1. Prosecution of the student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication or deferred prosecution will be initiated; or
2. The court or jury found the student not guilty, or made a finding that the child did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for conduct other than a false alarm or report, or a terroristic threat involving a public school, or conduct on or within 300 feet of school property for which DAEP placement is required by law, on receiving the notice from the prosecutor, the Superintendent or designee will review the student's placement in the DAEP and schedule a review of the student's placement with the student's parent not later than the third day after the Superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

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

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

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

### **Emergency Removal to a DAEP**

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

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

## ***EXPULSION***

A student **must be expelled** for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

- Bringing to school a firearm, as defined by federal law.  
“Firearm” under federal law includes:
  1. Any weapon (including a starter gun) that will, is designed to or may readily be converted to expel a projectile by the action of an explosive.
  2. The frame or receiver of any such weapon.
  3. Any firearm muffler or firearm weapon.
  4. Any destructive device, such as any explosive, incendiary or poison gas bomb or grenade.
- Using, exhibiting or possessing the following, as defined by the Texas Penal Code:
  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).
  2. An illegal knife, such as a knife with a blade over 5 ½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto and poniard; bowie knife; sword; or spear.
  3. A club such as an instrument specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace and tomahawk.
  4. A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun. (See glossary)
- Behavior containing the elements of the following offenses under the Texas Penal Code:
  1. Aggravated assault, sexual assault or aggravated sexual assault.
  2. Arson. (See glossary)
  3. Murder, capital murder or criminal attempt to commit murder.
  4. Indecency with a child.
  5. Aggravated kidnapping.
  6. Aggravated robbery.
  7. Manslaughter.
  8. Criminally negligent homicide.
  9. Behavior punishable as a felony that involves the selling, giving or delivering to another person, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug or alcohol; or committing a serious act or offense while under the influence of alcohol.
  10. Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

A student **may be expelled** for engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

A student **may be expelled** for any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity at a school in another district in Texas.

A student **may be expelled** for committing any of the following offenses on or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property.

- Selling giving or delivering to another person, or possessing, using or being under the influence of any amount of marijuana, a controlled substance or a dangerous drug.
- Selling, giving or delivering to another person or possessing, using or being under the influence of any amount of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01 (a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary)

A student **may be expelled** for the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Committing aggravated assault, sexual assault or aggravated sexual assault.
- Committing arson.
- Committing murder, capital murder or criminal attempt to commit murder or capital murder.
- Committing indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide or aggravated robbery.
- Committing a felony drug- or alcohol-related offense.
- Using, exhibiting or possessing a firearm (as defined by state law) an illegal knife, a club or prohibited weapon or possessing a firearm (as defined by federal law).

A student **may be expelled** if the student engages in the following conduct no matter where the conduct takes place:

- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Engaging in criminal mischief, if punishable as a felony.

A student **may be expelled** if the student engages in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:

- Aggravated assault.
- Sexual assault.
- Aggravated sexual assault.
- Murder.
- Capital murder.
- Criminal attempt to commit murder or capital murder.
- Aggravated robbery.

A student **may be expelled** for engaging in serious or persistent misbehavior that violates the District's Student Code of Conduct, while placed in a DAEP. The District defines "persistent" as two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation. Serious offenses

include, but are not limited to, the following:

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

## Process for Expulsion

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

When a student under the age of ten engages in behavior that is expellable behavior, the student **will not be expelled** but will be placed in a DAEP. Students under age six will not be removed from class or placed in a DAEP unless the student commits a federal firearm offense.

State and federal law requires a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis and/or the District may provide educational services to the expelled student in a DAEP. The District must provide educational services in the DAEP if the student is less than ten years of age.

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

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

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A DAEP.

The duration of a student's expulsion will be determined on a case-by-case basis. The length of the expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude and statutory requirements.

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

1. Representation by the student's parent or another adult who can provide guidance to the student and

who is not an employee of the District.

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

The superintendent or designee is authorized by the Board to expel students.

A student expelled by the superintendent or designee after the due process hearing may request that the Board review the expulsion decision. The student or parent must submit a written request to the Superintendent within seven days after receipt of the written decision. The Superintendent must provide the student or parent written notice of the date, time and place of the meeting at which the Board will review the decision. Consequences will not be deferred pending the outcome of the hearing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The out-of-state district provides the District with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

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

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

## **Emergency Expulsion**

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

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

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Knuckles** is any instrument consisting of finger rings or guards made of hard substance that is designed, made or adapted for the person with a fist enclosed in the knuckles.

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

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

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

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

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

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

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

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

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

**Title 5 offenses** involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful

restraint; coercing, soliciting or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

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

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

**Zip gun** is 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.