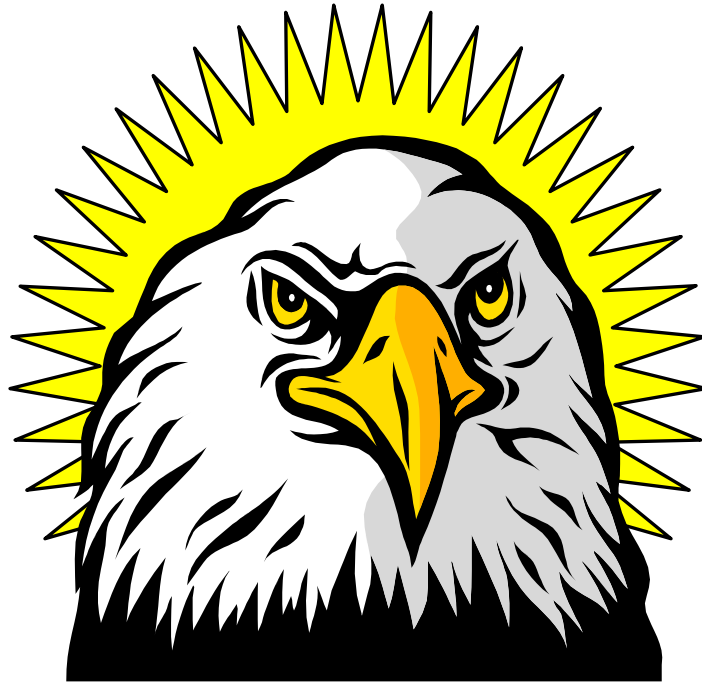


JONESBORO  
INDEPENDENT SCHOOL DISTRICT  
2011-2012



HANDBOOK  
&  
STUDENT CODE OF CONDUCT

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## **PREFACE**

To Students and Parents:

Welcome to 2011-2012 school year. Education is a **team effort**, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Jonesboro ISD Student Handbook 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 two sections:

**Section I**—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

**Section II**—INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Jonesboro ISD ***Student Code of Conduct***, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook.

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

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

After reading through the entire handbook with your child, 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 Mr. Dossey or your child’s teacher.

Also, please complete and return to your child's campus the following required forms provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms
4. Consent/Opt-Out Forms.
5. **Partnership Pledge (Added 09-10 School Year)**

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office.

## **Nondiscrimination**

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

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

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

## **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

## **Investigation of Reported Harassment**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by board policy.

If the district’s investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. A student or parent who is dissatisfied with an outcome of the investigation may appeal in accordance with policy FNG.

In its efforts to promote nondiscrimination, the district makes the following statements:

Jonesboro I.S.D. 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 and/or organizations have been designated to coordinate compliance with these requirements:

Office for Civil Rights, Dallas Office

U.S. Department of Education  
1999 Bryan Street, Suite 2600  
Dallas, Texas 75201  
Telephone: (214) 880-2459; Fax (214) 880-3082  
TDD: (214) 880-2456; E-Mail: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

Title IX Coordinator, for concerns regarding sex discrimination and Section 504  
Coordinator, for concerns regarding disability discrimination:

Matt Dossey, Superintendent

#1 Eagle Drive

Jonesboro, Texas 76538

254-463-2111 ext. 12

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

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Matt Dossey- Superintendent
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Matt Dossey- Superintendent

## **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.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. 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. Each 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. [See policy EC for more information.]

## **AMERICAN CREED**

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from a consent of the governed, a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon these principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I support its constitution and will obey its laws; respect its flag; and defend it against all enemies.

## **PLEDGE TO THE UNITED STATES FLAG**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible with liberty and justice for all.

## **PLEDGE TO THE TEXAS FLAG**

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

## **MISSION STATEMENT**

Since the future of our state and nation is changing dramatically, the education system must prepare children to live and work among these changes. The school is responsible for preparing children for the 21<sup>st</sup> century.

All students need to develop essential academic skills and to acquire knowledge based on the ability to build their lives. Life-long learning must start from a core curriculum of English, language arts, mathematics, science, social studies, fine arts, health, physical education and technological literacy. All students will acquire knowledge of citizenship and economic responsibilities and an appreciation of our common American heritage including its multicultural richness. To the full extent of their individual abilities, students will be provided the opportunity to develop the ability to think logically, independently, and creatively and to communicate effectively. Educating our children to be productive in a changing future demands an excellent educational system. A system that can accomplish this mission must be characterized by quality, equity and accountability.

## **MOTTO: PREPARING TODAY'S YOUTH FOR TOMORROW'S WORLD**

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

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.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. [See Academic Counseling]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 254-463-2111 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school. [See Report Cards, Progress Reports, and Conferences]
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Becoming a school volunteer. For further information, see policy GKG and contact the principal.
- Participating in campus parent organizations. Parent organizations include: PTO and Athletic Booster Club.

- Offering to serve as a parent representative on the District-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the Principal at 254-463-2111.
- Attending Board meetings to learn more about District operations, including the procedures for addressing the Board when appropriate. [See policies BE and BED for more information].

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.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of individuals with whom the student or the student’s family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information 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 any teaching materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

Reviewing your child’s student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child. [See Student Records]

Granting or denying 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 co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Removing 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.

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

As a parent, you also have a right to receive notice of and deny permission for your child’s participation in:

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

### **Display of your child’s artwork, projects, and other special work products:**

As a parent, if you choose that your child’s artwork, special projects, photographs, and the like not be displayed to the community on the district’s Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

### **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.

**[See Student Records]**

- 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 co-curricular 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 minute 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. [See policy EHBK]

- To request in writing, if you are a non-custodial 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 policies FL(LEGAL) and (LOCAL), FO(LEGAL), and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent [See policy FDB]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD(LOCAL)]

## **Accommodations for Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

## **ACADEMIC PROGRAMS**

The school counselor provides students and their parent’s information regarding academic programs to prepare for higher education and career choices. Freshmen will be

required to enroll in the Recommended or Distinguished Achievement Program. [For more information, see policy EIF.]

## **AWARDS AND HONORS**

- Student of the Month
- Beta Club
- Honor Roll
- Perfect Attendance
- Course Awards
- Academic Achievement
- President’s Award
- High School Citizenship Award
- Elementary Citizenship Award
- Honor Graduates

[See also Class Rank and Academic Counseling.]

## **ATTENDANCE**

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

### **Compulsory Attendance**

The state compulsory attendance law requires that:

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

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

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

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

- Is absent on three or more days or parts of days within a four-week period.

**A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.**

## **Compulsory Attendance Exemptions**

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

## **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, except those for religious holy days and documented health care appointments for which routine make-up work has been completed, will be reviewed.
- 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 whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student’s absences.

- 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, parent, or other representative 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.

If credit is lost because of excessive absences, the attendance committee will decide how the student may 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.

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.

### **Parent’s Note After An Absence**

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.

### **Doctor’s Note After An Absence for Illness**

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school.

### **Driver License Attendance Verification**

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

### **Make-up Work**

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. **One (1) day of make-up time is permitted per one (1) day of absence.** At teacher discretion due dates for previously assigned projects may or may not be extended and/or may receive penalty.

For any class missed, the teacher may assign the student make-up 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 make-up work in a satisfactory manner and within the time specified by the teacher. [See EIA]

Make-up work will not be accepted after the fifth (5<sup>th</sup>) day of attendance after the absence occurs unless extenuating circumstances prevent this.

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.

[For further information, see policies at EHBC, EIA, FDC, and FDD.]

## **Acceptable excuses/notes**

When returning to school after absence, a student must bring a note signed by the parent that describes the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered as forged and the student will be disciplined. The note signed by the parent must be presented to the school **within 5 school days of the absence or the absence will be considered unexcused.**

The district accepts the following as extenuating circumstances\* for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, or death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable to the superintendent, teacher, or principal.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competency-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his or her child.
9. Participation in a substance abuse rehabilitation program.

\*If the attendance committee finds that there are no extenuating circumstances for the absence or if conditions established by the committee for earning or regaining credit are not met, the committee shall deny credit for the class. A student whose petition for credit is denied may appeal the attendance committee's decision to the Board of Trustees.

The district shall provide the following alternative ways for a student to make up work or regain credit lost because of absences:

1. Saturday School.
2. Other alternatives as selected by the attendance committee.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Failure to make up assigned work within the time allotted by the teacher will result in a grade of zero for the assignment.

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

A student who is absent from 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 or administrator. The nurse or administrator will decide whether or not the student should be sent home and will notify the student's parent.

## **Types of Admission Permits**

One of the following types of admission permits will be issued to a student when he returns to school after an absence:

1. Excused:
  - A. Illness of student.
  - B. Illness or death of a family member.
  - C. Visit to doctor – a signed doctor's permit is produced or parent/guardian signs the child in/out of the office.
  - D. Visit to dentist- a signed permit is produced.
  - E. Permission from principal – evidence must be shown that absence is necessary, and parents should make contact with school authorities.
  - F. A valid (generally accepted) emergency.

The make-up work shall be done as outlined by the teacher of the course. It is the student's obligation to arrange the time and method of doing make-up work upon returning to school. After a five-day period no credit will be given for make-up work.

2. Unexcused:

The type for which no permission was given the student by his parent or the school authorities. Disciplinary penalties will be assessed. If not excused (a-f above), student is unexcused.

Zero grades will be given for any work missed during the unexcused absence.

## **Bullying**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so **severe, persistent, or pervasive** that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI (LOCAL).]

## **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the principal to apply. Regular student price is \$2.25 for lunch and \$1.00 for breakfast. Students qualifying for reduced meals are: lunch - 40 cents and breakfast - 30 cents.

Students will be given a code that they will use to access their account in order to purchase meals in the cafeteria. Students will not be allowed to exceed \$40 in cafeteria charges. If a student has charged up to the \$40 limit an alternative meal will be provided. Cafeteria debt/credit statements will be generated every 3 weeks and sent home with progress reports for monitoring purposes.

## **CAREER AND TECHNOLOGY PROGRAMS**

The District offers career and technology programs in Family and Consumer Sciences, Business and Agriculture.

Jonesboro I.S.D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **CELLULAR PHONES**

For safety and educational purposes, JISD permits students to possess cell phones. However, cell phones must be put away and turned off during instructional time unless being utilized for instructional purposes in the classroom setting and monitored by the supervising teacher. Students will be allowed to use cell phones during non-instructional times at school.

Students will not be permitted to use such items as pagers, radios, CD players, tape recorders, iPod's, camcorders, BlackBerry's, DVD players, cameras, or electronic devices or games at school during instructional time unless being utilized for instructional purposes in the classroom setting and monitored by the supervising teacher. During non-instructional times students will be allowed to listen to music on iPod's, Mp3 players, etc... as long as it is not a distraction to others. Use of any recording device without permission will result in confiscation of the device and a referral to the principal for disciplinary consequences.

**When cell phones or other paging devices\* are confiscated, the owner of the device or the student's parent will be charged an administrative fee of \$15 (in compliance with Texas Education Code Section 37.082) to retrieve the device or the device will be confiscated for 15 days. (This will be referred to as the "\$15 or 15 Day Rule") The fees collected will be placed in an activity fund.**

\* A paging device is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

## **Inappropriate Use of Technology**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or

photographs will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

## **Child Sexual Abuse**

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://savn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Hepatitis A (acute)	Ringworm of the scalp
Campylobacteriosis	Impetigo	Rubella (German Measles), including congenital
Chicken pox (varicella)	Infectious mononucleosis	Salmonellosis, including typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease, invasive (group A or B)
Giardiasis	Mumps	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)

[Further information may be found at policy FFAD.]

### **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>.

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

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. 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.

Some complaints require different procedures as listed below. Any campus office or the superintendent's office can provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the principal's and superintendent's offices.

Specialized complaint procedures exist regarding:

- Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB. See Special Programs
- Loss of credit because of excessive absences: policy FDD
- Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.
- Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.
- Expulsion of a student: policy FOD and the Student Code of Conduct.
- Discrimination on the basis of sex: policy FB.
- Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct. See Harassment on the Basis of Race, Color, Religion, National Origin, or Disability
- Sexual abuse or sexual harassment of a student: policy FNCL and the Student Code of Conduct. See Sexual Harassment / Sexual Abuse
- Instructional materials: policy EFA.
- On-campus distribution of non-school materials to students: policy FMA.
- Complaints against District peace officers: policy CKE.

## **COMPUTER RESOURCES**

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

Students and their parents should be aware that electronic communications - e-mail –that are created on District computers are not private and may be monitored by District staff. [For additional information, see policy CQ.]

## **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, 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 or 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 or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

### **Applicability of School Rules**

To achieve the best possible learning environment for all our 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:

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.
  - A student leaving before the official end of the social event will not be readmitted.
  - When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.

- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

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.

## **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 established by the sponsor in accordance with Board policy.

When a student arrives to school they should go immediately to the cafeteria, where they will stay until this first bell.

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.

## **CORPORAL PUNISHMENT**

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being used
2. Corporal punishment shall be administered only by the principal or a teacher.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

The disciplinary record of any corporal punishment shall include any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of the punishment.

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence courses—courses by mail—for credit toward high school graduation. Students who plan to graduate during the current school year shall complete all correspondence courses no later than the last week of March.

Students may earn a maximum of two state-required credits through correspondence courses and may be enrolled in only one correspondence course at a time. The Superintendent or designee may waive limitations on an individual basis for extenuating circumstances.

[For further information, see policy EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 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 pursuing some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should go by the counseling office or call to make an appointment.

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. [For more information, refer to policy FFE.]

## **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 by the District 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.

Students who plan to graduate during the current school year shall complete all credit by exam testing no later than the last week of March.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

### **If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit on an exam is 90.

Students who plan to graduate during the current school year shall complete all credit by exam testing no later than the last week of March.

## **DISCIPLINARY CONSEQUENCES**

In assessing discipline, administrators will consider:

1. The seriousness of the offense.
2. The student's age and grade level.
3. The frequency of the misbehavior.
4. The potential effect of the misconduct on the school environment.
5. Whether the student was defending himself or herself.
6. The student's intent or lack of intent at the time the student engaged in the conduct.
7. The student's disciplinary history.
8. Statutory requirements.
9. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, but only as required by federal law and regulations related to discipline of students with disabilities.

Violations of Student Code of Conduct fall into three categories: Level 1- teacher intervention, Level 2- administrator intervention and Level 3- administrator second intervention. Discipline management techniques are discussed in the Student Code of Conduct. **Typically**, consequences at the different intervention levels are as follows:

Level 1- Detention/Corporal Punishment/Saturday School

Level 2- Detention/ On-Campus Suspension/ Corporal Punishment/Saturday School

Level 3- On-Campus Suspension/ Corporal Punishment/ Off-Campus Suspension/ AEP

**However**, administration may determine that the severity of the offense warrants stricter punishment.

## **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 non-student, who:

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

## **DISTANCE LEARNING**

Credit toward state graduation requirements may be granted for distance learning courses only as follows:

1. Students may earn course credit through distance learning technologies, such as, but not limited to, satellite, Internet, two-way videoconferencing, and instructional television.
2. The distance learning courses must include the state-required essential knowledge and skills for such a course.

Class schedules are available upon request in the high school office.

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

### **Partnership programs**

Eligible students may enroll in partnership programs with Texas colleges or universities in accordance with the agreement between the District and the college or university.

These partnership programs may include:

1. Award of high school credit only.
2. Award of concurrent course credit at community colleges.
3. Award of dual credit at universities.
4. Tech-prep programs.
5. Remedial or developmental instruction to pass TAKS or THEA

Credit toward high school graduation for completed courses shall be earned in accordance with District regulations and guidelines.

### **Other college-level courses**

According to District criteria and guidelines, students may be awarded credit toward high school graduation for completing a college-level course in an accredited college or university that is not in a partnership program with the District.

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

### **School-sponsored materials**

All publications edited, printed, or distributed in the name of or within the District schools shall be under the control of the school administration and the Board. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and all shall be carefully edited to reflect the high ideals and expectations of the citizens of the District for their schools. The exercise of appropriate economy in materials and production is expected without jeopardy to the content. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to the superintendent's approval.

### **Advertising**

Advertising in individual school publications may be accepted from bona fide business firms, subject to the approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.

### **Complaints**

Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with FNG (LOCAL).

### **Non-school materials distribution**

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

facilitating the movement of students between classes and allowing access to assigned lockers. Hallways shall not be used for the distribution of any materials over which the school does not exercise control.

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

## **Prior Review**

All written material over which the school does not exercise editorial control that is intended for distribution to students shall be submitted for prior review according to the following procedures:

- Material shall be submitted to the building principal or designee for review.
- Using the standards at LIMITATIONS ON CONTENT in policy FMA, preceding, the principal or designee shall approve or disapprove submitted material within 24 hours of the time the material is received. Failure to act within the 24-hour period shall be interpreted as disapproval.
- The student may appeal disapproval to the superintendent, who shall decide the appeal within three days of its receipt. Failure of the superintendent to act within the three-day period shall be interpreted as disapproval.
- If the request to distribute material was initiated by a student, disapproval may be appealed to the Board under FNG (LOCAL), beginning at Level Three. If the request to distribute material was initiated by someone other than a student, disapproval may be appealed to the Board under GF (LOCAL), beginning at Level Three.

Students who fail to follow the procedures for submitting material for approval shall face disciplinary action. [See FO series] Appropriate law enforcement officials shall be called when someone other than a student refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]

## **Non-school Materials...from others**

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 person or organization, and be submitted to the superintendent for prior review. The superintendent 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. [See policy DGBA, FNG, or GF.]

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 in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school 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.

There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is very important. Students and parents share in the responsibility for proper grooming and hygiene of the student. **Modesty will be the dominant feature in all clothing.** Attire shall be clean and not offensive. Extreme fashion statements of any kind will not be allowed.

In determining acceptability of specific items of dress the principal's judgment will be final. In all cases of dress code violation, the principal has the responsibility to have the student correct the item. If correction of the item of violation is not possible at school, the student:

- will have to call home, and then wait in the office until a parent brings the item to school, or
- will be allowed to wear clothing provided by the JISD if the item of violation cannot be corrected that day, and
- receive disciplinary consequences for repeated violation.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

### **General Statements (Highschool 6-12)**

- 1 1. Clothing and / or depictions must not be lewd, offensive, vulgar, obscene and suggestive, depict satanic or cult symbols, advertise or depict tobacco products, alcoholic beverages, drugs or any items prohibited under school policy, or disrupt the educational environment. (Scenes depicting killing or violence, bloody scenes, and weapons are prohibited.)
- 2 2. Tattoos, brands, or intentional burns are prohibited. These items shall be covered and not visible.
- 3 3. All clothing shall be properly hemmed, neat, in good repair and in good taste.
- 4 4. Sunshades, dark glasses and/or goggles may not be worn anywhere on the body while in the building except for medical reasons verified by a doctor's note.
- 5 5. Hair shall be kept clean and neat. No unusual or distracting hair styles or cuts will be allowed. Shaved stripes, Mohawks, numbers, tails, dyed patches, and other unusual styles are considered distracting. Unnatural or unusual coloring is prohibited. No distracting or disrupting hair will be allowed, such as the top hair being a distinct different color from the sides and back.

- 6 6. Any shirt / blouse with straps less than 2 inches in width are prohibited. Shirts must be buttoned unless used as a jacket. Fishnet shirts or shirts with large armholes are prohibited unless a shirt is worn under or over the shirt.
- 7 7. Hats, caps, bandanas, hoods, or headbands will not be worn in the building. Sweatbands are not allowed. Students shall place the above items in their lockers from 8:00 a.m. - 3:30 p.m.
- 8 8. Appropriate shoes must be worn at all times. Unacceptable footwear includes destructive, noisy and/or distractive shoes, such as house shoes and slippers.
- 1 9. Shirt and pant tops must meet when elbows are raised above the shoulders. The midsection should not be visible when sitting, stooping, or with other normal classroom movement. Shirts not meeting this requirement must be properly covered at all times.
- 2 10. Shorts and skirts must be worn no shorter than 4 inches above the top of the knee cap! Wind shorts, cutoffs, short shorts are prohibited.
- 3 11. Torn, ripped or tattered clothing is not allowed. This also includes garments that were purchased in that condition. Any existing holes must be appropriately patched.
- 4 12. Proper undergarments must be worn and not visible.
- 5 13. Chains worn on clothing such as wallet chains are not allowed.
- 6 14. Skin tight attire (bicycle shorts, leotards) is prohibited unless covered with proper attire.
- 7 15. Waist bands must be kept at waist level and all straps correctly fastened. Droopy pants, wide legged or oversized garments are not allowed.
- 8 16. Duffle bags are not allowed in classrooms and must remain in the students' lockers not on hallway floors.
- 9 17. Ordinary cotton sweats are not suitable for high school. These garments are designed for athletic wear and not the classroom. Dress-type jogging suits may be worn.
- 10 18. Pajama tops/bottoms are prohibited.
- 11 19. Tailed shirts designed to be tucked in or excessive in length (extend below back pockets) must be tucked in.
- 12 20. Dresses/clothing worn for proms and/or evening socials and banquets shall be modest and school appropriate in appearance.
- 13 21. Swimsuits/swimwear is prohibited.
- 14 22. Rollers or wheels are not allowed on footwear.
- 15 23. Tongue rings should not be visible or in any way apparent.
- 16 24. Facial jewelry, with the exception of girls' earrings, is prohibited.

#### Boys:

- 1 • Beards, goatees and mustaches are prohibited.
- 2 • Sideburns shall not extend below the bottom of the earlobe.
- 0 • Hair shall not be longer than the eyebrows in front, extend beyond the bottom of dress shirt collar in back, and the ear lobe must be visible on the sides when hair is **combed straight down**. Students will receive one warning and be given a reasonable timeline in which the hair needs to be cut to meet the dress code by the administrator. If the hair is not cut within this timeline the student will be assigned to ISS until their hair meets the dress code.
- 3 • No visible body piercing or paraphernalia (wallet chains, spiked wrist bands, etc...) will be allowed.
- 4 • Fingernails and toenails shall not be painted or colored.

#### Girls:

- 1 • Off-the-shoulder blouses are prohibited, whether one or both shoulders.

- 2 • All hemlines must be worn no shorter than 4 inches above the knee. No see-through blouses will be allowed. Sheer garments should have full slips under them. No halter tops. No tube tops. No backless garments or dresses with halter type straps.
- 3 • If a jacket or cover-up is worn over an otherwise prohibited item, it must remain in place and fastened such that the prohibited item is not ever visible. If at any time during the day the jacket or cover –up is removed or unfastened, the student is in violation of the dress code, and subject to the same disciplinary consequences as if they had not worn the jacket or cover-up.
- 4 • Low necklines are not permitted.
- 5 • No more than 2 earrings per ear are allowed. No other form of visible body piercing is allowed.

Due to constantly changing fashions and fads, it is impossible to foresee all clothing alternatives or options. Therefore, the administration reserves the right to determine acceptability regarding items of dress that may or may not be addressed in this handbook.

### **General Statements (Elementary K-5)**

1. Shorts may be worn at school. Absolutely no short shorts, miniskirts, nylon shorts, bike shorts, cutoffs, gym clothes, or tennis shorts and no split shorts.
2. Shoes will be worn at all times.
3. Fishnet shirts, backless outfits, halter tops, un-hemmed clothing, see through clothing, shirts split up the side, clothing that exposes underwear, shirts with oversized armholes are unacceptable attire for school. There shall be no exposed midriff.
4. Tops or dresses with straps on one-half (1/2) inch or less are not acceptable. Undergarments must be covered.
5. No item of clothing will be worn that displays a symbol or advertisement for an alcoholic beverage, tobacco product, illegal drug, or controlled substance. Clothing which advertises or promotes merchandise not allowed on campus or violence is prohibited.
6. Necklines shall not expose cleavage in front or be lower than the armpits in the back.
7. Hats, caps, headbands, or bandannas, will not be worn within any building nor permitted in class.
8. Excessively baggy or large pants, worn low on the hips (gang type) are not allowed. If a belt is worn, it must be kept in the loops.
9. Earrings for males are not allowed.
10. Boys' hair will not be longer than dress collar length. Sideburns shall not be lower than the ear lobes.
11. Distracting hairstyles will not be allowed.
12. Billfold chains are not allowed.
13. There shall be no exposed tattoos.
14. Visible body piercing other than in girls' ears (limit three per ear) is prohibited (tongue, nose, etc.). If a student refuses to remove the object piercing the body, parents will be called to deal with the student.

15. Any form of dress that attracts undue attention, disrupts school, or provokes criticism is not permitted.
16. Skirts must be no higher than six inches from the floor to the hem, or the top of the split in split skirts, measured at a kneeling position.
17. **Rollers or wheels are not allowed on footwear**
18. **No pocketknives**
19. **Any questionable attire will be referred to the principal for an administrative decision.**

Consequences of not following dress code:

- Students will be given a “warning” with the first instance of being out of dress code and be expected to correct whatever the violation is. (Example: Their shirt does not meet dress code then they will be asked to change and then they will be told the next dress code violation of any kind will result in the beginning of the consequence system.)
- See Disciplinary Consequences (page 30)

### **Spirit Days:**

Campus spirit days may bring a temporary adjustment to the dress code. The principal will designate these days and the temporary changes to the code.

### **Extracurricular Activities:**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period of time determined by the principal or sponsor and may be subject to other disciplinary action, up to suspension. A sponsor, coach or other person in charge, with the principal's approval, may establish dress standards for students who participate in these activities. **The dress and grooming code may be modified with administrative consent to accommodate extracurricular activities and special events.**

### **Backpacks**

Backpacks are useful items for transporting school supplies to and from school. They are not to be taken to the classrooms, but are to be left in the lockers.

### **ELECTRONIC DEVICES**

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games in the building during the school hours. Confiscated devices will be returned in accordance to the cell phone policy (see page 23).

## **EMERGENCY SCHOOL CLOSING INFORMATION**

On the mornings where weather conditions makes closing of schools a possibility, the Superintendent will review road conditions, consult with other key employees and determine if road conditions will allow for school to be open. At 5:45 A.M., a decision will be made and notice to employees and public broadcasting will be given by 6:00 A.M. if school is to be canceled. No calls will be made when school is to be continued on regular schedule.

Radio Stations: WACO – FM (100), KBGO – FM (95.7), KWTX – FM (97.5),  
KBRQ – FM (102.5), KWTX – AM (1460)

Television Stations: KCEN CHANNEL 6, KWTX CHANNEL 10, KXXV CHANNEL  
25

If school closing is needed after students are present, all students will be allowed to contact their parents before departure.

**Alert Now will also be utilized to broadcast school closing information.**

## **EXEMPTION POLICY FOR FINAL EXAMINATIONS**

**In order to establish an incentive, yet maintain student academic preparation for future educational experiences, Jonesboro High School offers an exemption plan designed to stimulate students to their very best scholastic efforts. Also, the plan guides students to make good decisions for the real-world situations that call for punctuality and good citizenship. Semester exam exemptions will be granted for high school students that meet the following criteria:**

- Students with a grade average of 90 and above for the semester with 3 or fewer absences
- Students with a grade average of 80 and above for the semester with 2 or fewer absences
- Students may not have been assigned to and AEP, OCS or suspended during the current semester
- All students can exempt elective classes (Spanish, Yearbook, AG, Woodshop)
- Freshmen must take 3 core exams, sophomores must take 2 core exams, juniors must take 1 core exam
- **Only seniors may exempt all 4 core exams (English, math, science, social studies)**
- Students must have a passing grade in the class and on the TAKS test (spring) in the subject areas for which they are wanting to exempt

## **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 inter-district 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 advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten (10) absences not related to post-district competition, a maximum of five (5) absences for post-district competition, prior to state, and a maximum of two (2) absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

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

### **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.

- Class dues.
- Security deposits.
- 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 optional courses offered for credit that requires use of facilities not available on District premises.

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

## **FIELD TRIPS**

### **Class Content Related**

In certain subject areas field trips will be permitted that meet the educational requirements for that course. Students who participate in these field trips will be expected to adhere to all school rules for code of conduct and dress code. Any discipline problems will be dealt with according to the student code of conduct. Students will be required to return a permission slip prior to the trip. Students may be required to participate in a follow up assessment or project related to the trip.

### **Reward, Extra-Curricular, or Organizational**

Field trips for reward, extra-curricular, or organizational activities will be permitted when pre-approved by the administration. Students who participate in these field trips will be expected to adhere to all school rules for code of conduct and dress code. Any discipline problems will be dealt with according to the student code of conduct. Students will be required to return a permission slip prior to the trip. Students may be required to participate in a follow up assessment or project related to the trip. Students who meet the criteria set by the sponsors and the administration will be allowed to participate in these trips. These criteria will include but not be limited to:

- Academic Performance
- Attendance
- Discipline

## **FUND-RAISING**

### **School-sponsored**

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.

All fund-raising projects shall be subject to the approval of the principal.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD (LOCAL).

### **For outside organizations**

Students representing their school may participate in charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to students in all grades.

### **By outside organizations**

No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on the students at any time.

### **Loss of class time**

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]

The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.

## **Gang Free Zones**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

## **GRADE CLASSIFICATION**

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

Credits earned	Classification
5	10 <sup>th</sup> grade
10	11 <sup>th</sup> grade
15	12 <sup>th</sup> grade

## **GRADE POINT AVERAGES (GPA)**

In the high school, class rank will be determined on the basis of grade point average (GPA). Certain courses carry different grade point averages. The top ten percent of seniors will be figured through end of the 5<sup>th</sup> six week reporting period.

### **Class Rank**

The District shall calculate a student's class rank using only credits earned in the following content areas as defined by the Texas essential knowledge and skills (TEKS):

- ✓ English (4 credits)
- ✓ Mathematics (4 credits) (College Algebra may be used for 4<sup>th</sup> math credit)
- ✓ Science (3 credits) (Highest grade taken for Biology if College Biology taken)
- ✓ Social Studies (4 credits)
- ✓ Fine Arts (1 credit – highest grade if more than one taken)
- ✓ Technology (1 credit- highest grade if more than one taken)
- ✓ Speech (0.5 credit) (Highest grade taken for Speech if College Speech taken)
- ✓ Foreign Language (2 credits- first 2 years taken)
- ✓ Selected Electives

Beginning with the 2006-2007 freshman class the class ranking of a student shall be determined by the student's overall cumulative weighted grade average. At the end of each academic year, class rank shall be determined based on the student's cumulative weighted grade average. Certain courses that were predetermined by the school district (see list below) will carry a ten point weight added to the student average at the end of each semester. These ten points will be applied to courses of the highest academic rigor. These points will not be used when determining final grade point averages (GPA) that will be sent to institutions of higher learning. Grade averages higher than 100% will not be reported to institutions of higher learning. (Examples of the last two sentences: Student X has a final GPA of 4.7 a 4.0 will be reported. Student Y has a final Grade Average of 104.5 a grade of 100 will be reported.)

Weighted courses:

Physics  
 AP Biology  
 Anatomy and Physiology  
 Pre-Calculus  
 Spanish III or IV  
 BCIS II  
 Dual Credit courses  
 AP English courses

## **GRADING GUIDELINES**

### **In grades 6 - 12, achievement is reported to parents as:**

- Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.
- In computing the six weeks grades, daily work counts 50% and the average of tests given during the six weeks counts 50% of the six weeks average. There will be a minimum of 3 major grades which may include tests, projects, research projects, etc., and a minimum of 6 daily grades per 6 weeks. With prior principal approval, extenuating circumstances may cause a different grading plan to be used. **Grades will updated weekly on the RSCCC Parent Portal.**
- Progress reports will be sent to parents during the third week of each reporting period for all students scoring below an eighty percent average. All work completed should be graded and considered by this time.
- Homework is a very important part of a student's academic program. Homework should be used as a mass practice to solidify a student's knowledge and understanding. It should never be used as punishment. Students will be given the number of excused absence days missed plus one day to make up their work. After this time, work will not be accepted.
- Students in Special Education will have their grades computed with the regard to the ARD committee's decision as evidenced by the student's individual education plan (IEP).
- Re-teach/Retest Policy: Re-teaching should occur and be documented in the manner a teacher chooses. Discretion is granted in the way this is done. Retesting is in regard for test grades, whether they be daily or major test.
- Retesting is not to be done to raise a grade already 70 or above. The retest grade will replace the original grade if the retest grade is higher than the original grade.
- The final grade for a year long course will be determined by averaging the two semester grades. A student may receive one-half credit in a course if he passes one semester and fails the other when the overall average fails to be seventy or above. Semester courses are recorded on their own merits.
- Semester averages are computed from the three six weeks reporting periods and a semester exam. Semester exams count 1/7 and each six weeks grade counts 2/7.
- Parents will receive report cards through the mail. The report cards do not have to be returned to the school.

### **In grades K-5, achievement is reported to parents as:**

- Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

- The superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. Guidelines for grading shall be clearly communicated to students and parents.
- Progress reports will be sent to parents during the third week of each reporting period for all students scoring below an eighty percent average. All work completed should be graded and considered by this time.
- Homework is a very important part of a student's academic program. Homework should be used as a mass practice to solidify a student's knowledge and understanding. It should never be used as punishment. Students will be given the number of excused absence days missed plus one day to make up their work. After this time, work will not be accepted.
- Students in Special Education will have their grades computed with the regard to the ARD committee's decision as evidenced by the student's individual education plan (IEP).
- Re-teach/Retest Policy: Re-teaching should occur and be documented in the manner a teacher chooses. Discretion is granted in the way this is done. Retesting is in regard for test grades, whether they be daily or major test.
- Retesting is not to be done to raise a grade already 70 or above. The retest grade will replace the original grade if the retest grade is higher than the original grade.
- The final grade for a year long course will be determined by averaging the two semester grades. A student may receive one-half credit in a course if he passes one semester and fails the other when the overall average fails to be seventy or above. Semester courses are recorded on their own merits.
- Semester averages are computed from the three six weeks reporting periods and a semester exam. Semester exams count 1/7 and each six weeks grade counts 2/7.
- Parents will receive report cards through the mail. The report cards do not have to be returned to the school.

## **Modification of courses**

For purposes of determining class rank for honor positions, courses that have been modified by the student's ARD committee as to the required content of the Texas Essential Knowledge and Skills (TEKS) and reflected in the student's IEP shall not earn the same number of grade points as regular courses. However, courses modified as to methodology shall earn the same number of grade points assigned to regular courses.

## **Transfer Grades**

A student who transfers into the District high school with higher-level courses credits shall receive similar credits counted toward the GPA according to the list of higher-level courses offered in the District and the grade point scale used for credit earned in the District.

Students transferring into the District shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded as follows:

- A = 95
- B = 85
- C = 75
- D = 70
- F = 60

## **GRADUATION REQUIREMENTS**

### **Requirements for a Diploma**

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

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

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement (Advanced) Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL).]

<b>Courses</b>	<b>Number of Credits on Minimum Program</b>	<b>Number of Credits on Recommended Program</b>	<b>Number of Credits on Distinguished Program</b>
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies	3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1.5	1.5	1.5

Speech	0.5	0.5	0.5
Language other than English	0	2	3
Fine Arts	1 (effective for grade 9 in 2010-2011 and thereafter)	1	1
<b>Locally Required Courses</b>			
Health	0.5	0.5	0.5
BCIS	1	1	1
Electives	5.5 prior to 2010-2011 (4.5 2010-2011 and thereafter)	3.5	2.5
<b>Total Credits</b>	<b>22</b>	<b>26</b>	<b>26</b>

## Certificates of Coursework Completion

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

## Limitations and Exclusions

Grades earned in correspondence courses and credit by examination with or without prior instruction shall not count toward determination of class rank. Courses taken at the college or university campus for college credit only shall not count toward GPA or class rank.

## Early Graduation

A student who completes the high school program requirements in fewer than four years shall be ranked in the class with which he or she actually graduates.

To be eligible to graduate in three years, the student shall complete all coursework and exit-level testing required of the ninth grade class in which he or she begins high school.

## Students with Disabilities

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

## **Graduation Activities**

Graduation activities will include:

- Baccalaureate Services
- Commencement Ceremony

## **Graduation Expenses**

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

## **Top Ten ranking**

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

## **Graduation Speakers**

Graduating seniors will be given an opportunity to provide opening and closing remarks during the graduation ceremony. However, if a student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation. Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the valedictorian and salutatorian may also have speaking roles at the graduation ceremony. [See FNA (LOCAL)]

## **HARASSMENT**

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's

ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

## **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

## **Investigation of Reported Harassment**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district.

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the

allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by policy.

If the district’s investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **HEALTH-RELATED MATTERS**

### **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, and FFA, the district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week.

The district offers at least 45 minutes of physical activity per day to students in middle or junior high school to meet district physical education requirements for these grades. For additional information on the district’s requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

### **School Health Advisory Council**

During the preceding school year, the district’s School Health Advisory Council held two meetings. Additional information regarding the district’s School Health Advisory Council is available from the superintendent. [See also policies at BDF and EHAA.]

### **Vending Machines**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the superintendent. [See policies at CO and FFA.]

### **Other Health-Related Matters**

#### **TOBACCO PROHIBITED**

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

## ASBESTOS MANAGEMENT PLAN

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent office. If you have any questions, please contact (254) 463-2111.

## PEST MANAGEMENT PLAN

The district applies only pest control products that comply with state and federal guidelines. 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's school assignment area may contact the superintendent.

## **HONOR ROLL**

Students making the A Honor Roll must have grades of at least 90 in each class with the satisfactory marks in citizenship. Students making the A/B Honor Roll must have grades of at least 80 in each class with satisfactory marks in citizenship.

## **IMMUNIZATION**

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB.]

## **LATE WORK**

If a student is not absent when work is assigned, then work should be turned in as requested. All students work will be graded on the basis of a 100 point scale and will be due on the date requested. Students are responsible for obtaining and completing make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. **One (1) day of make-up time is permitted per one (1) day of absence.**

## **LAW ENFORCEMENT**

### **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.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken Into Custody**

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

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

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

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

## **Notification of Law Violations**

The District is also required by state law to notify:

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

[For further information, see policy GRA.]

## **LIBRARY**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the day with a teacher permit.

## **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:

- Only authorized employees, in accordance with policy FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- 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, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only 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 or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related

events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal. In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF]

## **PSYCHOTROPIC DRUGS**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

## **MEETINGS OF NON-CURRICULUM-RELATED GROUPS**

### **Establishments of limited open forum**

For purposes of the Equal Access Act, the Board has created a limited open forum for students attending the District's secondary schools. District secondary schools shall offer an opportunity for non-curriculum-related student groups to meet on school premises during non-instructional time.

Each principal shall set aside non-instructional time before or after actual classroom instruction for meetings of non-curriculum-related student groups. Students wishing to meet on school premises shall file a written request with the campus principal. That request shall contain a brief statement of the group's purposes and goals, a list of the group's members, and a schedule of its proposed meeting times. Requests shall be approved by the principal and superintendent subject to availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings. Notices of meetings may be posted in a manner determined by the principal.

### **Staff participation prohibited**

School personnel shall not promote, lead, or participate in the meetings of non-curriculum-related student groups. The principal may assign staff to monitor student meetings, as needed, and may establish reasonable written guidelines for the conduct of

meetings so as to maintain order and discipline, protect the well-being of students and faculty, and ensure that student attendance is voluntary.

## **Violations**

Failure of a non-curriculum-related student group to comply with applicable rules may result in loss of the right to meet on school premises. The principal shall report rule violations to the superintendent.

## **Suspensions of Meeting Rights**

Regarding rule violations, the superintendent may suspend a non-curriculum-related student group's right to meet on school premises for the balance of the school year or some lesser time period, depending upon the seriousness of the violations. If a determination to suspend a group occurs during the last six-week reporting period of the school year, the suspension may extend through the end of the first semester of the next school year. Suspensions or warnings imposed by the superintendent may be appealed to the Board in accordance with policy FNG (LOCAL).

## **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 principal.

## **Integrated Pest Management Program (IPMP) standards**

The District's integrated pest management program (IPMP), developed in accordance with the requirements of the Texas Structural Pest Control Act and with the assistance of an advisory committee of knowledgeable persons, shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities. Additionally, it shall require:

1. Strategies that are consistent with EPA-defined management practices and that reflect the optimal combination of pest management tactics that are compatible with human health and environmental protection.
2. Proper identification of pest problems.
3. Monitoring programs to determine when pests are present or when pest problems are severe enough to justify corrective action.
4. Use of non-chemical management strategies whenever practical.
5. Preferential use of least toxic chemical controls when pesticides or herbicides are needed.
6. Detailed records of chemical products used.

## **Application time frame**

The designated IPM coordinator(s), in addition to the responsibilities set out in CLB (LEGAL), shall coordinate with appropriate District administrators or other employees pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall

determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

### **UIL Participation**

A student desiring to participate in the UIL athletic program shall submit a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and the first year and third year of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.

### **Additional screenings**

The District may provide additional screening as District and community resources permit.

### **Referrals**

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

## **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.

## **PROMOTION AND RETENTION**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Please be aware that, effective in the school years set out below, a student's satisfactory performance on state exams, called the Texas Assessment of Knowledge and Skills (TAKS), will be required for promotion. This requirement will be effective for the following students:

- Third graders in the 2002–2003 school year,
- Fifth graders in the 2004–2005 school year, and
- Eighth graders in the 2007–2008 school year.

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have 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; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level. [For further information, see policies at EHBC, EI, and EIE. Exit-level assessment testing for high school graduation purposes may be found at Graduation]

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. The overall average shall be derived by averaging the final numerical score for all courses taken. In addition, students shall attain a 70 or above in three of the four core academic areas:

1. Language Arts (including Reading Improvement if required)
2. Mathematics
3. Social Studies
4. Science

The parent or guardian of each student who has not successfully completed a subject or course for any semester shall be notified by the district as soon as practical of any summer program available in the district that may permit the student to complete successfully the failed subjects or courses.

## **RECORDS**

Both federal and state law safeguards 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 Jonesboro I.S.D. 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 on the District's computer network.

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 after the parent has been provided this notice. [See the acknowledgement form attached to this handbook.]

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

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

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate. The 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 during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the principal's office is:

Jonesboro High School  
#1 Eagle Drive  
Jonesboro, Texas 76538

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

complaint process defined by policy FNG. [See Student or Parent Complaints and Concerns]

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

## **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.

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

A student may 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. Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every 6 weeks.

At the end of each three-week period you will be given written notice of your child's performance in all courses. The progress report will be sent home with your child on the Wednesday following the end of the 3 week period. Progress reports will be mailed to parents of students who have a grade below a 79 in any subject. If your child receives a grade lower than 70 in any class or subject during a grading period, you should schedule a conference with the teacher of that class or subject.

# **SAFETY**

## **Accident Prevention**

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

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

## **Accident Insurance**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

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

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

### **Fire Drill**

Fire Alarm (1 continual high pitch)  
P.A. Voice Command  
P.A. Voice Command

leave the building  
halt; stand at attention  
return to the room

### **Tornado Drill Bells**

P.A. Voice Command (1 continual low pitch)  
  
P.A. Voice Command

students will move quietly but  
quickly to the designated locations  
return to classroom

## **Emergency Information Cards**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an Emergency Information Card (EIC). 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.

## **SCHEDULE CHANGES**

Under ordinary circumstances, a student may not change their schedule after three school days. If a change is needed they should complete a schedule change request and turn it in to the counselor's office for review.

## **SCHOLARSHIPS AND GRANTS**

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policies at EIC and FJ.]

## **SCHOOL FACILITIES**

### **Use by Students before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The cafeteria is open at 7 a.m. 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.

## **SEARCHES**

### **Interrogations by school officials**

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

### **Interrogations by police or other authorities**

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA (LOCAL).

## **Lockers and vehicles**

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

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

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

## **Use of trained dogs**

The District shall use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF (LEGAL), and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used to search students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it. Searches of vehicles shall be conducted as described above.

## **Notice**

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:

1. Trained dogs may sniff lockers at any time.
2. Trained dogs may sniff vehicles parked on school property at any time.
3. Trained dogs may sniff classrooms and other common areas at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

## **Parent notification**

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

## **SPECIAL PROGRAMS**

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 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 of 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:

Contact Person:           Counselor  
Phone Number:           254-463-2111

## **STEROIDS**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

## **SUMMER SCHOOL/EXTENDED YEAR PROGRAM**

### **Extended Year Program**

A student who has failed to pass the required courses in K-8 must take summer school for a 30-day period. The student must be in attendance 90% of the time and pass the course with a 70% grade or better to advance to the next grade.

### **Summer School**

Summer school courses must be approved by local school administration before a student enrolls in course.

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

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

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

[See policy EKB(LEGAL).]

**A schedule of TAKS testing dates and subjects was sent with the required forms at the beginning of the school year. A schedule is also available in the principal's office.**

To receive a high school diploma, students must successfully pass exit-level tests. [See Graduation for information regarding new exit-level tests required by state law.] Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

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.

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day, but especially on test days, after:

- A good night's sleep;
- A good breakfast; and
- Dressing in layers to ensure comfort (temperature) inside the testing center.

## **TARDIES**

A student who is tardy four times overall (not per class period) will be assigned to detention hall. Each set of four subsequent tardies will result in an increased discipline level (See Discipline Consequences).

## **Testing to Meet 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, students must take the Texas Higher Education Assessment (THEA).

## **Textbooks, Electronic Textbooks and Technological Equipment**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item or book in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

## **TRANSPORTATION**

### **School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent. Also, an exception may be made if the parent presents, before the scheduled trip, a written request that the student be permitted to ride with an 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.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop
- Keep feet, books, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.

- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

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

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

## **VALEDICTORIAN / SALUTATORIAN**

Beginning with the 2006-2007 freshman class only students who complete either the Recommended or Distinguished Achievement graduation programs shall be honor graduates (including valedictorian and salutatorian). To be eligible for valedictorian, salutatorian, or honor graduate, a student shall not have been placed in AEP at any time during his or her junior and senior years. Students eligible for valedictorian and salutatorian will have been in continuous enrollment in Jonesboro ISD for their junior and senior school years.

\*\*\*Please note: Class rank for the classes of 2007, 2008, 2009 will remain as stated in the 2005-2006 handbook on page 33.

### **Breaking a tie among honor students**

In case of a tie, the student with the highest numerical grade average of all AP, Pre-AP or Honor courses taken shall be the valedictorian.

## **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 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

## **VEHICLES**

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 consent or presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain it is locked and that the keys are not given to others.

The driver shall maintain a current driver's license and at least liability insurance.

## **VIDEOTAPING OF STUDENTS**

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

The principal will review the tapes routinely and document student misconduct.

Discipline will be in accordance with the Student Code of Conduct.

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

## **VISITORS TO THE SCHOOL**

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 main 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.

## **Unauthorized Personnel**

Unauthorized personnel will not be permitted on school campuses at any time. All staff members and students are requested to report to the Principal anyone on the campus that cannot be identified as having permission to be on campus.

Loitering may be dealt with as prescribed by law: Article 295 (P.C.) "Any person who loiters or loafs upon any public school ground or within 500 feet of school property during the session of such school, after being warned by the person in charge of such school to leave such ground, shall be fined not less than twenty-five dollars nor more than two thousand dollars."

## **WITHDRAWAL FROM SCHOOL**

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; 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.

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 CODE OF CONDUCT**

## **Purpose**

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

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

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Jonesboro ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code 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 conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

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

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

## **School District Authority and Jurisdiction**

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

The district has disciplinary authority over a student:

During the regular school day and while the student is going to and from school on district transportation;

During lunch periods in which a student is allowed to leave campus;

While the student is in attendance at any school-related activity, regardless of time or location;

For any school-related misconduct, regardless of time or location;

When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;

When criminal mischief is committed on or off school property or at a school-related event;

For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;

For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas; and

When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

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

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

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

## **Standards for Student Conduct**

**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.

Obeys all campus and classroom rules.

Respects the rights and privileges of students, teachers, and other district staff and volunteers.

Respects the property of others, including district property and facilities.

Cooperates with and assists the school staff in maintaining safety, order, and discipline.

Adheres to the requirements of the Student Code of Conduct.

## **General Conduct Violations**

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

### **The district prohibits the following:**

#### **Disregard for Authority**

Failing to comply with directives given by school personnel (insubordination).

Leaving school grounds or school-sponsored events without permission.

Disobeying rules for conduct on school buses.

Refusing to accept discipline management techniques assigned by a teacher or principal.

#### **Mistreatment of Others**

Using profanity or vulgar language or making obscene gestures.

Fighting or scuffling. (For assault see DAEP Placement and Expulsion)

Threatening another student or district employee on or off school property.

Engaging in bullying, harassment, and making hit lists. (See glossary for all three terms)

Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee.

Engaging in inappropriate or indecent exposure of private body parts.

Hazing. (See glossary)

Causing an individual to act through the use of or threat of force (coercion).

Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).

Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or a district employee.

## **Property Offenses**

Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)

Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.

Stealing from students, staff, or the school.

Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

## **Possession of Prohibited Items**

Possessing or using:

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

## **Possession of Telecommunications Devices**

Using or possessing a cellular telephone or other telecommunications device at school during the school day.

## **Illegal and Prescription Drugs**

Possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)

Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)

Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.

Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.

Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### **Misuse of Computers and the Internet**

Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student’s parent.

Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.

Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

### **Safety Transgressions**

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

Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.

Making false accusations or perpetrating hoaxes regarding school safety.

Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

Throwing objects that can cause bodily injury or property damage.

Discharging a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

Violating dress and grooming standards as communicated in the student handbook.

Cheating or copying the work of another.

Gambling.

Falsifying records, passes, or other school-related documents.

Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities.

Repeatedly violating other communicated campus or classroom standards of conduct.

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

## **Discipline Management Techniques**

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

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

## **Students with Disabilities**

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

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

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

## **Techniques**

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

Verbal (oral or written) correction.

Cooling-off time or "time-out."

Seating changes within the classroom.

Temporary confiscation of items that disrupt the educational process.

Rewards or demerits.

Behavioral contracts.

Counseling by teachers, counselors, or administrative personnel.

Parent-teacher conferences.

Grade reductions as permitted by policy.

Detention.

Sending the student to the office or other assigned area, or to in-school suspension (On-Campus Suspension (OCS)).

Assignment of school duties such as cleaning or picking up litter.

Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.

Penalties identified in individual student organizations' extracurricular standards of behavior.

Withdrawal or restriction of bus privileges.

School-assessed and school-administered probation.

Corporal punishment.

Out-of-school suspension, as specified in the Suspension section of this Code.

Placement in a DAEP, as specified in the DAEP section of this Code.

Expulsion, as specified in the Expulsion section of this Code.

Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.

Other strategies and consequences as determined by school officials.

## **Notification**

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

## **Appeals**

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

## **Removal from the Regular Educational Setting**

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

## **Routine Referral**

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

## **Formal Removal**

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

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

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

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

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

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

- Another appropriate classroom

- In-school suspension (OCS)

- Out-of-school suspension

- DAEP

## **Returning Student to Classroom**

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

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

## **Suspension**

### **Misconduct**

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

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

Self-defense (see glossary),

Intent or lack of intent at the time the student engaged in the conduct, and

The student's disciplinary history.

### **Process**

State law allows a student to be suspended for no more than 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.

Before being suspended a student will have an informal conference with the appropriate administrator who shall advise 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 appropriate administrator, but will not exceed three school days.

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

## **Disciplinary Alternative Education Program (DAEP)**

### **Placement**

#### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

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

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

Self-defense (see glossary),

Intent or lack of intent at the time the student engaged in the conduct, and

The student's disciplinary history.

#### **General Misconduct**

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

## Misconduct Identified in State Law

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

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

Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

Any criminal mischief, including a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

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

## Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault (see glossary) under Penal Code 22.01(a)(1).
- Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")
- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-

related felony alcohol offenses are addressed in the Expulsion section.)

- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  - The student receives deferred prosecution (see glossary),
  - A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  - The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

## **Sexual Assault and Campus Assignments**

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

## **Emergencies**

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.

## **Process**

Removals to a DAEP will be made by the principal.

## **Conference**

When a student is removed from class for a DAEP offense, the 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.

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

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

## **Placement Order**

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

## **Length of Placement**

The duration of a student's placement in a DAEP will be determined by the principal.

The duration of a student's placement 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 misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

## **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that:

The student is a threat to the safety of other students or to district employees, or

Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student in a DAEP so that the students are not assigned to the same campus.

## **Exceeds School Year**

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.

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

- The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
- The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### **Appeals**

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal's office. Disciplinary 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.

### **Restrictions during Placement**

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

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

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

### **Placement Review**

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

## **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

## **Notice of Criminal Proceedings**

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or

The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review 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 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. In the case of an 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 student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

## **Withdrawal during Process**

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate

administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

## **Newly Enrolled Students**

A student assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district), at the time he or she enrolls in the district will be placed directly into the district's DAEP.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

## **Emergency Placement**

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 assignment to a DAEP.

## **Placement and/or Expulsion for Certain Serious Offenses**

This section includes two categories of serious offenses for which the Education Code provides unique procedures and specific consequences.

### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

- Threatens the safety of other students or teachers,
- Will be detrimental to the educational process, or
- Is not in the best interests of the district's students.

## **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation. The placement review of a student with a disability who receives special education services must be made by the ARD committee.

## **Newly Enrolled Student**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

## **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

## **Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student **may** be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

Have received deferred prosecution for conduct defined as a Title 5 felony offense;

Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as a Title 5 felony offense;

Have been charged with engaging in conduct defined as a Title 5 felony offense;

Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as a Title 5 felony offense; or

Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

- The date on which the student's conduct occurred,
- The location at which the conduct occurred,

- Whether the conduct occurred while the student was enrolled in the district, or
- Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

- Threatens the safety of other students or teachers,
- Will be detrimental to the educational process, or
- Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

- The student graduates from high school,
- The charges are dismissed or reduced to a misdemeanor offense, or
- The student completes the term of the placement or is assigned to another program.

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

## **Expulsion**

### **Discretionary Expulsion: Misconduct That May Result in Expulsion**

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

Self-defense (see glossary),

Intent or lack of intent at the time the student engaged in the conduct, and

The student's disciplinary history.

### **A student may be expelled for:**

#### **Any Location**

Engaging in the following no matter where it takes place:

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

Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:

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

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

### **At School, Within 300 Feet, or at School Event**

Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

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

### **Within 300 Feet of School**

Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson.

- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Felony drug- or alcohol-related offense.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

### **Property of another District**

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

### **While in DAEP**

Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district’s Code, while placed in a DAEP.

### **Mandatory Expulsion: Misconduct That Requires 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:

#### **Federal Law**

Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

#### **Texas Penal Code**

Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

- A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an

explosion or burning substance or any device readily convertible to that use).

- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)

Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See glossary)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Aggravated robbery.
- Manslaughter.
- Criminally negligent homicide.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

## **Under Age Ten**

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. A student under age six will not be removed from class or placed in a DAEP unless the student commits a federal firearm offense.

## **Emergency**

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

## **Process**

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
- DAEP

## **Hearing**

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

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,

An opportunity to testify and to present evidence and witnesses in the student's defense, and

An opportunity to question the district's witnesses.

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 of trustees delegates to the superintendent authority to conduct hearings and expel students.

## **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. 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.

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

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the

review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

## **Expulsion Order**

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.

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

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.

## **Length of Expulsion**

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

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

An expulsion may not exceed one year unless, after review, the district determines that:

- The student is a threat to the safety of other students or to district employees, or
- Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

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.

## **Withdrawal during Process**

When a student has violated the district's Code 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 reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the 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.

## **Additional Misconduct**

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 appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

## **Restrictions during Expulsion**

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

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

## **Newly Enrolled Students**

The district will decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

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

- The out-of-state district provides the district with a copy of the expulsion order, and
- 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:

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

## **Emergency Expulsion**

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.

## **DAEP Placement of Expelled Students**

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## **Glossary**

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

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

**Arson** is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

Any vegetation, fence, or structure on open-space land; or

Any building, habitation, or vehicle:

- Knowing that it is within the limits of an incorporated city or town;
- Knowing that it is insured against damage or destruction;
- Knowing that it is subject to a mortgage or other security interest;
- Knowing that it is located on property belonging to another;
- Knowing that it has located within it property belonging to another; or
- When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

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

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

**Chemical dispensing device** is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

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

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

**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. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

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

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism 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.

**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:

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

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

**Harassment** is:

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

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

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

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

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

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

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

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

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

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

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect him or herself.

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

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

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

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

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

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

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

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

**Use** means voluntarily introducing into one’s body, by any means, a prohibited substance.

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

# **JONESBORO SCHOOL SONG**

**Deep within the heart of Texas  
There's a school we love  
Jonesboro High we shout thy praises  
To the skies above.**

**Onward Eagles, fly your colors  
Let your flag unfold  
And the world will know the Eagles  
By the black and gold.**

**Happy days we've spent together  
And our lives shall be  
Guided by the lofty spirit  
Live to honor thee.**

**Onward Eagles, fly your colors  
Let your flag unfold  
And the world will know the Eagles  
By the black and gold.**