

# LITTLEFIELD INDEPENDENT SCHOOL DISTRICT

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LITTLEFIELD, TEXAS

*HOME OF THE FIGHTING WILDCATS*

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## The Ways of Wildcats

Student Handbook

2017 2018

ADMINISTRATION	1207 E. 14 <sup>th</sup> St. .... 385-3844 Superintendent.....Robert Dillard
CURRICULUM & INSTRUCTION	1207 E. 14 <sup>th</sup> St. ....385-3952 Asst. Superintendent...Rick Richards
PRIMARY (K-2)	815 W. 2nd Street..... 385-4551 Principal.....Jan Richards
ELEMENTARY (3-5)	120 North Westside Ave.....385-6217 Principal .....Tom Whistler
JUNIOR HIGH (6-8)	105 Lake Ave.....385-3922 Principal.....Mitch McNeese
SENIOR High (9-12)	1100 W. Jennings Blvd.....385-5683 Principal ..... Ricky Hobbs

**BOARD OF TRUSTEES**

Lance Broadhurst.....President	Pat Demel.....Vice-President
Richard Thompson .....Member	Adrian Solis.....Secretary
Will Williams .....Member	Gary Birkelbach .....Member
Johnny Castillo.....Member	

**Mission Statement**

**Littlefield Independent School District, in cooperation with parents and community, will develop well educated citizens, who are assets to society, by maintaining a high quality staff utilizing the latest technology and resources.**

The Littlefield Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services. Robert Dillard has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments. Rick Richards has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act.

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

This school periodically applies pesticides. Information concerning these applications may be obtained from Rick Richards at (806)385-3952.

**Acknowledgment Form**

"I understand and consent to the responsibilities outlined in the District's Student Code of Conduct.

I also understand and agree that my child, \_\_\_\_\_ shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school related misconduct, regardless of time or location.

I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the District to anyone who requests it unless I object to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold."

Si necesita asistencia para interpretar este libro, por favor contacte a el principal encargado de el edificio.

Signature of Parent or Guardian \_\_\_\_\_

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

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

Date \_\_\_\_\_

**Acknowledgment of Electronic Distribution of Student Handbook**

My child and I have been offered the option to receive a paper copy of or to electronically access at <http://www.littlefield.k12.tx.us> the Littlefield ISD Student Handbook and Student Code of Conduct for 2016-2017.

I have chosen to:

\_\_\_\_\_ Receive a paper copy of the Student Handbook and the Student Code of Conduct.

\_\_\_\_\_ Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Student Code of Conduct, I should direct those questions to the campus principal.

Printed name of student: \_\_\_\_\_

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

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

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

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# Littlefield High School

## Bell Schedule

First Bell	7:55
Tardy Bell	8:00
1 <sup>st</sup>	8:10 – 8:55
2 <sup>nd</sup>	9:00 – 9:45
Pledge	9:45 – 9:55
3 <sup>rd</sup>	10:00 – 10:45
4 <sup>th</sup>	10:50 – 11:35
5 <sup>th</sup>	11:40 – 12:25
Lunch	12:30 – 1:15
6 <sup>th</sup>	1:20 – 2:05
7 <sup>th</sup>	2:10 – 2:55
8 <sup>th</sup>	3:00 – 3:45

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## Pep Rally Schedule

1 <sup>st</sup>	7:55 – 8:50
Hoorah	8:50 – 9:05
2 <sup>nd</sup>	9:05 – 9:45
3 <sup>rd</sup>	9:50 – 10:30
4 <sup>th</sup>	10:35 – 11:15
5 <sup>th</sup>	11:20 – 12:00
Lunch	12:05 – 12:50
6 <sup>th</sup>	12:55 – 1:35
7 <sup>th</sup>	1:40 – 2:20
8 <sup>th</sup>	2:25 – 3:05
Pep Rally	3:10 – 3:45

# Littlefield Junior High School

## Bell Schedule

1 <sup>st</sup>	7:55 – 8:50
2 <sup>nd</sup>	8:55 – 9:40
Pledge	9:40 – 9:45
3 <sup>rd</sup>	9:50 – 10:35
4 <sup>th</sup>	10:40 – 11:25
5 <sup>th</sup>	11:30 – 12:15
Lunch	12:15 – 1:00
6 <sup>th</sup>	1:05 – 1:55
7 <sup>th</sup>	2:00 – 2:50
8 <sup>th</sup>	2:55 – 3:35

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### Primary & Elementary Bell Schedule

7:50	1 <sup>st</sup> bell
7:55	Tardy Bell
3:30	End of School

## **MAROON AND WHITE (School Song)**

*Maroon and White  
You know how to fight  
We know you'll win -  
And if you fight, it won't be long  
'Til we'll all see  
A new victory.  
So loyal and true  
To your colors  
You must ever be.*

*Our colors gay,  
They shine out today  
They fill our hearts  
With courage and the will to win.  
Let's pledge our might  
To honor and fight.  
Press onward and upward  
With loyalty to L.H.S*

## **WILDCAT LOYALTY**

The High School Student Council asks that all faculty and students observe the tradition of not stepping on the Wildcat" embedded in the floor in front of the High School Principal's office.

At all school events show your loyalty to the Wildcats by cheering, standing, and keeping silent at the appropriate time. Good sportsmanship shows a willingness of the student body to unite its efforts behind the traditionally outstanding image of Littlefield ISD.

When attending an athletic event, or any other occasion where the Littlefield Wildcats are represented, remember to conduct yourself toward your competition the way you want them to behave toward you.



## Student Records

### Notice of Parents and Student Rights Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g

The Littlefield Independent School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The 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 reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent's office is:                   1207 E. 14<sup>th</sup> Street  
Littlefield, Texas 79339  
(806) 385-3844

The address of the principal's office is:                   Primary  
815 W. 2nd Street  
806-385-4551

Elementary  
120 N. Westside Ave.  
806-385-6217

Junior High  
105 Lake Ave.  
806-385-3922

High School  
1100 W. Jennings Blvd.  
806-385-5683

Parents of a minor or a student who is a dependent for tax purposes. The student (if 18 or older) and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic action, the student's case, or a handicapped student's individual education plan;

3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student. The district forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials such as, but not limited to teachers' personal notes on a student do not have to be made available to the parents or student.

Students over 18 and parents or minor students may inspect the student's records and request corrections if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on the information.

Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the Superintendent if they feel that the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes: (2) when the student is attending an institution of post-secondary education: or (3) if the parent fails to follow proper procedures.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal within ten days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and other similar information.

The District's complete policy regarding student records is available from the Principal's or Superintendent's office.

### **SCHOOL BUSES OR OTHER VEHICLES**

A student being transported in school-owned vehicles is required to comply with the Student Code of Conduct. Any student who fails to comply with that code of established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand if there is a seat available. If a passenger must ride standing, the passenger shall face the front and hold on to the seat rails.
4. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.

6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504.

## **ATTENDANCE**

Between a student's 6th and 18th birthdays, attendance is required each day during the instructional year unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action and referred to the local court of law.

A student who voluntarily remains enrolled after the age of 18 is required to attend school. If an 18-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

If your child is ill enough that they cannot attend regular classes for the entire day, they may need the attention of a health care professional. We highly encourage parents to bring their children to their school for a few minutes during the school day on days when this occurs. LISD offers the services of our school nurses to assess your child's basic condition by checking temperature, etc. By bringing your child to school, you can also pick up any assignments that they may be able to complete at home. It is important for you to know that if you follow this procedure, we will be able to count your child as being present on official attendance. This is beneficial for your child in earning credit and avoiding attendance issues. It is also important to the District in earning a good overall attendance percentage. We thank you for your cooperation and look forward to working with you.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances.

When returning to school after an 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 forgery and the student will be disciplined.

A student may be excused for temporary absence:

Resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable to the Superintendent or principal.

- for the purpose of observing religious holy days, including traveling for that purpose.
- for treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment.
- for the purpose of sounding "Taps" at a military honors funeral held in this state for a deceased veteran. Also, the student is counted in average daily attendance.
- due to a required court appearance, including travel for that purpose. Also, the student is counted in average daily attendance.

The District recognizes the following as extenuating circumstances for the purpose of granting credit for a class:

1. Excused absences, as noted above.
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.
10. Homelessness, as defined in federal law.
11. Approved college visitations.
12. Family emergencies or unforeseen or unavoidable instances requiring immediate attention.

If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent.

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

1. Complete additional assignments as specified by the committee.
2. Satisfy time-on-task requirements before and/or after school.
3. Attend tutorial sessions as scheduled.
4. Attend Saturday classes.
5. Maintain the attendance standards for the rest of the semester or year.
6. Attend extended year classes (summer school).

In all cases, the student must also earn a passing grade to receive credit. Parents are requested to call the Principals office when students are absent.

Absences for pleasure trips will be unexcused. In the event an absence can be foreseen, clarification of school policies regarding that specific absence should be obtained from the Principal's office before the absence occurs.

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

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.

Students enrolled in prekindergarten or kindergarten are required to attend school.

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 ten or more days or parts of day

### **GRADING AND REPORT CARDS**

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. All classroom teachers must assign a grade that reflects the student's relative mastery of an assignment or examination. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child's performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

### **PROMOTION, RETENTION, AWARD OF CREDIT**

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

If your child was enrolled in Kindergarten or first grade in the 2000-2001 school year or thereafter, he or she will have to pass the reading and math portions of the STAAR examination (state assessment instruments) in the fifth grade in order to be promoted to the sixth grade. These same students must satisfy both the reading and mathematics requirements in the eighth grade to be promoted to the ninth grade.

### **UNEXCUSED TARDIES**

Almost all tardiness is avoidable. Habits of punctuality and promptness are, in a measure, the elements of reliability. Lack of such habits will work against your ultimate success.

Consequences for tardies are specific to each campus. Please contact your student's campus office for further details.

## **MAKE-UP WORK**

Students shall be expected to make up assignments and tests after absences and shall have three days, plus one additional day for each consecutive absence, to complete the make up work. Students shall receive a zero for any assignment or test not made up within the allotted time.

## **CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION**

Students may use credit by examination to demonstrate mastery on any subject in elementary grades or to earn credit in any academic course at the secondary level, with the prior approval of the appropriate administrator. Such examinations shall assess the student's mastery of the essential knowledge and skills and shall be approved by the Superintendent or designee.

To be eligible to earn credit by examinations, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. A student must have received a grade of at least 60 in the course failed in order to gain credit by such an examination.

On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. [See EHDB]

Credit by examination shall not be used to gain eligibility for participation in extracurricular activities.

To receive credit, students shall score a grade of 70 or above on the examination.

Tests shall be administered according to procedures approved by the superintendent or designee.

## **CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION**

The Superintendent or designee shall be responsible for development or selection of tests to be used to grant credit to students without prior instruction in a subject area or grade level. Whether tests are developed by the District or purchased from a State Board-approved university or other appropriate source, each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area.

The Superintendent or designee shall establish a schedule of dates when examinations for acceleration shall be administered and shall ensure that such dates are published in the student handbook and in other District publications, as appropriate. Test dates may be obtained from your campus administrator.

A student planning to take an examination for acceleration shall be required to register with the principal or designee no later than 30 days prior to the scheduled testing date on which the student wishes to take the test.

No fee shall be charged for an examination for acceleration provided by the District. If a parent or student requests an alternate examination, the District may administer a test purchased by the parent or student from a State Board approved university.

Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules.

## **SPECIAL PROGRAMS**

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

## **OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior 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 45 calendar days of the date the District receives the written consent and have an ARD to discuss the findings 30 school days from the date of the report. . 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 within 15 school days explaining 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 the Director of Special Education at 385-3292.

## **NOTIFICATION OF ASBESTOS-RELATED ACTIVITY**

Littlefield Independent School District, in compliance with the 1987 Asbestos in schools Final Rule, has contracted with King Consultants Environmental to conduct the required "6/month Periodic Inspections and the Three Year Re-inspection" of all our buildings.

When completed, the reports may be viewed in our business office. Interested parties may contact our business office to make an appointment.

## **ELECTRONIC DEVICES**

The District shall prohibit students from using paging devices, cellular telephones/radios, portable audio devices, or other electronic/telecommunication devices during the school day. Paging devices, cell phones/ radios, portable audio devices, or other electronic/telecommunication devices shall not be in use, visible, or audible on school property during the school day. The campus principal shall define the school day.

Students who violate this policy shall be subject to a \$15 fee on each offense and to established disciplinary measures in accordance with the Student Code of Conduct. (See below) Any District employee observing a student using a device during the day that is prohibited by this policy shall confiscate the device and turn it over to the appropriate administrator.

- 1" Offense      \$15 fee and a verbal warning with device returned to student after payment
- 2"" Offense    \$15 fee and a choice of three days of ISS or two swats with device returned to a parent/guardian after payment
- 3"" Offense    \$15 fee and a mandatory ISS placement of 3-5 days with device returned to a parent/guardian after payment

Further offenses will be viewed as persistent misconduct and noncompliance with this policy which will result in the device being held until the last instructional day in May and a possible AEP placement.

Littlefield ISD is not responsible for loss, theft, or damage of any electronic device brought to school by a student.

### **DRESS CODE**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

The District prohibits any clothing or grooming that in the principal's judgement may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF(L). The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

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 determined by the principal or sponsor and may be subject to other disciplinary action.

### **HAZING**

Hazing means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to:



1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a district school, or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Students shall have prior approval from the principal or designee for types of "initiation rites" of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing and failure to report known hazing can result in criminal penalties, as well as school discipline.

#### **TOBACCO USE**

Students shall not possess or use tobacco products, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, snuff, or chewing tobacco, while under the school's jurisdiction.

#### **DRUG/ALCOHOL USE**

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Students shall not possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term on or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind altering, or behavior-altering drugs.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drank, or otherwise taken internally a prohibited substance recently enough that is detectable by the student's physical appearance, actions, breath, or speech.

"under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this rule.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

## **USE OF TRAINED DOGS**

The District may use trained dogs to help keep its campus free of all illegal substances.

## **WEAPONS**

A student shall not go onto the school premises with a firearm, explosive weapon, or knife, unless pursuant to written regulations or written authorization of the district. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon, or knife.

Students are also prohibited from bringing to school or a school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to:

1. Fireworks of any kind.
2. Clubs or night sticks.
3. Razors.
4. Metallic knuckles.
5. Chains.
6. Any other object used in a way that threatens to inflict bodily injury on another person.
7. Knives of any size, including pocketknives.
8. Firearms of any type, size, caliber, including air guns, pellet guns, etc.

The possession or use of articles not generally considered weapons may be prohibited when, in the principal's or designee's judgement, a reasonable apprehension or danger exists to the student in possession, other students, staff, or school property by virtue of, possession or use.

## **ASSAULTS**

Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact offensive or provocative.

## **DISRUPTION OF CLASSES**

For the purpose of this rule, "School Property" includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by district schools for assemblies or other school-related activities, and "Public Property" includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others school activities. Conduct that disrupts the educational activities of a school includes:

1. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
4. Entrance into a classroom without consent or either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

### **DISRUPTION OF LAWFUL ASSEMBLY**

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the district.

Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization or the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat or violence any lawful assembly authorized by the school administration.
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.
6. Interfering with the normal activity, occupancy, or use of any school bus engaged in the transportation of students to and from school-sponsored activities by exhibiting or using or threatening to exhibit or use a firearm.

A lawful assembly is disrupted when any person in attendance is rendered incapable or participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by students, either in or out of class, that for any reason-whether because of time, place, or manner of behavior-materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of or material interference with, normal school operations or approved school activities

## PUBLICATIONS

### *School-Sponsored Publications*

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

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

1. Might reasonably be perceived to advocate drug or alcohol use, inappropriate and irresponsible sexual behavior, or conduct otherwise inconsistent with the shared values of a civilized social order.
2. Is inappropriate for the level of maturity of the readers.
3. Does not meet the standards of the professional employees who supervise the production of the publication.
4. Can be reasonably interpreted to associate the school with any position other than neutrality on matters of political controversy.

### *Non-School Publications*

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

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

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

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

toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.

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

### **PRIOR REVIEW**

All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures:

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

### **SEXUAL HARASSMENT / SEXUAL ABUSE**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or superintendent, or assistant superintendent who serves as the District Title IX coordinator for students.

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

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than seven calendar days of receipt of the complaint. The principal [principal's

designee] or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the principal(principal's designee] or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4 ) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in the District's Policy Manual.

### **MEDICINE AT SCHOOL**

A student who must take prescription (or nonprescription) medicine during the school day must bring a written request from his or her parent and the medicine, in its properly labeled container, to the principal's office. The office staff will either give the medicine at the proper times or give the student permission to take the medication as directed.

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

### **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. Under state law, the District cannot pay for medical expenses associated with a student's injury.

### **LEAVING CAMPUS**

Students who leave campus during times when classes are in session must have permission from a parent, teacher, or principal. A student who is authorized to leave the secretaries, assistant principal, or principal, (2) sign out on sheet provided in the office, and (3) sign back in when returning to the campus.

## CLASSIFICATION STANDARDS

Your classification for the year is determined by the number of credits you have at the opening of school.

<b>Classification</b>	<b>Credits Required</b>
Freshman.....	0 (Promotion)
Sophomore .....	6 or more
Junior .....	12 or more
Senior.....	18 or more

### GRADUATION PLAN

#### Requirements for a Diploma

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

Pupils will make a graduation plan during their Freshman year. These planning sheets should be checked very carefully each year. Pupils should check these regularly with their parents and Principal or Counselor.

## Foundation High School Program

### DISTINGUISHED

A student may earn a distinguished level of achievement by successfully completing  
 4 credits in Math (must include Algebra I)  
 4 credits in Science  
 Curriculum requirements for at least one Endorsement

A student must earn distinguished level of achievement and be in the top 10% to be eligible for top 10% automatic admission

### FOUNDATION + ENDORSEMENT – 28 CREDITS

22 Foundation Credits +  
 1 Additional Math  
 1 Additional Science  
 2 Additional Electives

\* Credits must meet curriculum requirements for one endorsement.

STEM

Business &  
IndustryPublic  
ServicesArts &  
HumanitiesMulti-  
disciplinary

### FOUNDATION – 24 CREDITS

4 English Language Arts (ELA I, II, III & 1 Advanced English)  
 3 Mathematics (Algebra I, Geometry & 1 Advanced Math)  
 3 Science (Biology + 1 lab-based science & 1 Advanced Science)  
 3 Social Studies (World Geography OR World History OR Combined WG/WH, US History, Government/Economics)  
 1 Fine Arts  
 1 Physical Education  
 5 Electives  
 LISD Also Requires:  
 1 credit of a Computer Class  
 .5 credit of Professional Communications (Speech)  
 .5 credit of Health

<b>STEM</b>	<b>Business &amp; Industry</b>	<b>Public Service</b>	<b>Arts &amp; Humanities</b>	<b>Multidisc.</b>
4 Maths + 5 Sciences OR 4 Sciences + 5 Maths  (may include Dual Credit classes)	4 Maths + 4 Sciences + 4 classes from: Livestock Principals of Ag Ag Mech. Ag Power Ag Fab Wildlife OR 2 Ag classes + 2 computer classes from: Bus. Info. Dig & Int Media Web Tech	4 Maths + 4 Sciences AND Dollars & Sense Lifeitme Nutr Interpersonal St Child Develop	4 Maths + 4 Sciences + 4 classes from 2 different areas: Band Theatre Choir OR <u>With parent            permission:</u> 5 credits from Band, Theatre, Choir + 4 English, 4 Math, 3 Soc. Studies, 3 Sciences	English I, English II, English III, English IV, + Algebra 1, Geom, Algebra II, Pre-Cal + Biology, Chemistry, Physics, Anat & Phys + World History, World Geography, US Hist, Gov/Eco

You can read more about the Foundation High School Program by visiting the TEA website at

<http://tea.texas.gov/graduation-requirements/hb5.aspx>

## COUNSELING

### *Academic Counseling*

You and your 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 you make the most of academic and vocational opportunities.

To plan for your future, including attendance at a college, university, or training school or pursuing some other type of advanced education, you should work closely with the counselor so that you take the high school courses that best prepare you. The counselor can also provide information about entrance examinations 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. If you wish to meet with the counselor, you should report to the counselor's office. If the counselor is unavailable, report to the Principal's office and ask the Principal or Assistant Principal to arrange a meeting with the counselor.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining your parent's written consent, unless required by state or federal law for special education purposes. For more information, refer to policy FFE



## **DIPLOMAS**

Graduates of high school are awarded the same type of diploma. The academic achievement record (transcript), rather than the diploma, records individual accomplishments, achievements, and courses completed.

## **EOC TESTS**

Satisfactory performance on the applicable assessments will be required for graduation.

## **WEIGHTED GRADE SYSTEM**

A weighted grade point system shall be used at Littlefield High School to determine valedictorian, salutatorian, honor graduates, and class rank.

## **CLASSIFICATION OF COURSES**

All courses that are given consideration in determining valedictorian, salutatorian, honor graduates, and class rank shall be classified as "standard" or "honors". These courses are listed below. The Board shall approve the classification of all courses.

### **Standard**

All eligible courses that are not honors.

### **Honors**

English I Honors  
English II Honors  
English III AP  
English IV AP  
Algebra I Honors  
Algebra II Honors  
Pre-Calculus Honors  
Calculus (AP)  
Biology (AP)  
Approved dual credit courses

Grades transferred from another school that cannot be classified as "basic" or "honors" shall be placed in the standard" category.

## **DUAL CREDIT COURSES**

Dual Credit Courses are offered at Littlefield High School through South Plains College and through Texas Virtual School Network. Students interested in enrolling in these courses should contact the High School Counselor for enrollment information.

### GRADE POINT CONVERSION SCALE

Grade points shall be assigned to each classification based upon the numerical grade average as follows:

Grade	Standard	Honors
100	4.0	5.0
99	3.9	4.9
98	3.8	4.8
97	3.7	4.7
96	3.6	4.6
95	3.5	4.5
94	3.4	4.4
93	3.3	4.3
92	3.2	4.2
91	3.1	4.1
90	3.0	4.0
89	2.9	3.9
88	2.8	3.8
87	2.7	3.7
86	2.6	3.6
85	2.5	3.5
84	2.4	3.4
83	2.3	3.3
82	2.2	3.2
81	2.1	3.1
80	2.0	3.0
79	1.9	2.9
78	1.8	2.8
77	1.7	2.7
76	1.6	2.6
75	1.5	2.5
74	1.4	2.4
73	1.3	2.3
72	1.2	2.2
71	1.1	2.1
70	1.0	2.0

Graduating seniors shall be ranked within the graduating class on the basis of this weighted grade point average for the four years in high school in all courses except physical education, athletics, music and choir, office aide, library aide, teacher's aide, and, courses taken on a pass-fail basis, by examination, by correspondence, or by summer school.

### CLASS RANK

Class rank shall be based on grades earned through the completion of the fifth six-week period of the eighth semester of high school. For the purpose of class rank the fourth and fifth six-week grades of the eighth semester of high school shall be averaged; this average shall be the equivalent of a semester grade.

## **FOUNDATION + ENDORSEMENTS GRADUATES**

Requirements for Foundation + Endorsements graduates include

1. Complete all requirements of the Foundation + Endorsements program.
2. Earn a minimum of five credits from courses classified as "honors".
3. Earn a minimum four year weighted grade point average of 3.0 in all courses considered for class ranking purposes.

## **DISTINGUISHED HIGH SCHOOL HONOR GRADUATES**

Requirements for distinguished high school honor graduates include:

1. Complete all requirements, of the distinguished achievement high school program.
2. Earn a minimum of five credits from courses classified as "honors".
3. Earn a minimum four year weighted grade point average of 3.0 in all courses considered for class ranking purposes.

## **VALEDICTORIAN/SALUTATORIAN**

Requirements for selection as valedictorian/salutatorian shall include:

1. Attendance at Littlefield High School for at least four consecutive semesters prior to graduation.
2. Completion of all requirements of either the Foundation + Endorsements program or the distinguished high school program.
3. Enrollment in a minimum of four classes at the time of selection.
4. Only courses taken after the completion of the eighth grade.

The valedictorian shall be the student with the highest weighted grade point average in the graduating class. Should a tie occur, the valedictorian shall be selected using the following steps:

1. The student having taken the most honor courses shall be the valedictorian.
2. If a tie still exists, the student having the highest numerical grade average in all honors courses shall be the valedictorian.

Following selection of valedictorian, the salutatorian shall be the student with the next highest weighted grade point average in the graduating class. Should a tie occur, the salutatorian shall be selected using the same tie-breaking steps used for selecting the valedictorian.

## **CORRESPONDENCE COURSES**

All high school students shall be eligible to take correspondence courses and earn credit toward graduation. Prior to enrollment of correspondence courses, students shall make written request to the principal or designee for approval to enroll in the course. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment.

The correspondence program shall be supervised by the high school counselor.

Students may earn a maximum of two state-required credit(s) through correspondence courses and may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall not be used in computing class rankings.

Seniors who reenrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty days prior to the graduation date in order to be eligible for graduation at the end of the term.

### **SUMMER SCHOOL**

Summer school credits will be accepted for graduation credit provided the summer school course and the institution is approved by the Texas Education Agency and the Littlefield Independent School District Board of Trustees or its designee.

### **SCHOLARSHIPS**

A number of scholarships are available to graduating Seniors. These scholarships vary from year to year both in number and amounts. The recipients for these scholarships are chosen by the different local organizations giving the awards.

### **SCHEDULE CHANGES**

Any schedule change must be approved by the principal and counselor. No student will be admitted to a class without a completed schedule change. Schedule changes after the first week of school will be made only in emergency situations. Students may change courses at the end of each semester if approved by the principal and counselor. No student will be admitted to a class without a completed schedule change.

### **EXTRACURRICULAR ACTIVITIES**

A student shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. During the initial six-week period of the school year, a student must have been promoted into the next grade level or must have accumulated the required number of units toward graduation.
  - a. Beginning of the tenth grade year - at least 6 units toward graduation.
  - b. Beginning of the eleventh grade year - at least 12 units toward graduation or 5 units from the previous 12 months.
  - c. Beginning of the twelfth grade year - at least 18 units toward graduation or 5 units from the previous 12 months.
2. A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than an identified honors or advanced class). This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70.

3. A student is permitted up to ten activity-related absences during a full-year course and five absences in any one-semester course in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision as do organizations approved under 19 TAC 75-411. A complete list of these organizations is maintained in the Principal's office.

Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused.

### **CLUBS AND ORGANIZATIONS**

Student clubs, organizations and performing groups such as band, choir, and athletic teams may establish rules of conduct and 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 school shall apply in addition to any consequences specified by the organization.

### **TEXTBOOKS**

Textbooks are furnished by the State and/or the Littlefield Independent School District. The textbook coordinator for the school is under bond to the State for the careful accounting of books issued to the Littlefield Independent School District. The Superintendent, Principals and Teachers are charged with strict obedience to all State laws governing the use of free textbooks; they are requested to collect the full contract price of any book lost or too badly damaged for further use. Subject teachers are responsible for keeping an accurate record of all books received from the book room and of all books issued to pupils. They must see that all books issued to pupils are returned in good order and the proper amount of fine paid for a textbook lost or damaged. All textbooks found shall be turned in to the Principal's office. All textbooks must be properly covered.

### **FIRE DRILL**

The importance of good fire drill cannot be overemphasized. Unless the drills are conducted efficiently and orderly, a serious tragedy could easily result in case of an actual emergency. Each room is furnished with instructions for fire drills. These rules are to be taught thoroughly in all rooms at all periods. These rules should be strictly observed:

1. Walk fast but do not run;
2. Walk two abreast;
3. Do not talk;
4. Avoid contact with anyone;
5. Observe signals promptly.

### **FIRE DRILL SIGNALS:**

3 bells - March out of the building. 2 bells - March back to room.

### **TORNADO DRILL**

Tornado or disaster drills are held periodically through the year. A long bell, 10 seconds or more in duration signals the drill. Students are instructed each year in the safest and most orderly methods.

## **BUILDING ACCESS / RESTRICTIONS**

Students will not be allowed in any part of the building before the first bell rings in the morning, or during lunch except for the following purposes:

1. Obtaining class permits.
2. Organizational meetings.
3. Appointments with teachers or administrators.
4. Inclement weather

Primary and Elementary campuses allow early access as determined by the principal.

The office will be open to students from 7:30-8:00 for the purpose of obtaining permits to class after absences. Students who need excuses should come in at that time.

Students are not allowed to bring soft drinks or food into any building on campus. Students are not allowed to chew gum in any building on campus.

## **VISITORS**

Parents and other visitors are welcome to visit District schools. All visitors must first report to the principal's office and sign in. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

## **LIBRARY INFORMATION**

Campus libraries are open during school hours.

### **Circulation Information**

1. Books are checked out for a two-week period. Renewal is permitted when needed.
2. A student must bring his book with him in order to recheck it.
3. Reference books and other materials may be checked out for one period or overnight. Overnight checkouts will be made following the student's last class of the day. This material is due the next morning at 9:00.
4. Books which are placed on reserve by teachers may be checked out overnight in the same way as other reference materials.
5. Students books will be checked at the door as they enter and as they leave.

### **Penalties and Fines**

1. Secondary students keeping books overdue will be fined ten cents for each school day the book is overdue.
2. Overnight book fines are ten cents per day.
3. Payment for damaged books will be in proportion to the damages.
4. Students will be charged the full purchase price for any books lost or damaged beyond repair.

## **VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his or her vehicle and will make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in his or her car and will be subject to disciplinary action by the District as well as referral for criminal prosecution. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

All student vehicles will be registered, usually during registration, a parking space assigned in the east parking lot and parking permit placed on the vehicle at that time. Students must park in the assigned space. Students shall not park in the driveways, on the grass, or areas other than their assigned space.

Students who drive vehicles to school shall obey all traffic laws of the State Of Texas and any rules set by HS for operating a vehicle on campus. Vehicles are to be driven onto the campus and parked; they are not to be operated on the parking lots or driven through the service drives on the campus.

## **LOCKERS**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present.

## **TELEPHONES**

Students will not be allowed to use school phones except in emergencies or unless approved by a school official. The office will usually relay messages to you if they are important.

## **STUDENT NUTRITION PROGRAM**

Littlefield ISD participates in the Community Eligibility Program (CEP) and provides free breakfast and lunch to all students in the district.

## **PEST CONTROL INFORMATION**

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Districts Central Administration Office.

## **POSTERS**

Signs and posters that a student wishes to display must first be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

## **STUDENT COMPLAINTS**

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within ten calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within ten calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of sex should contact Superintendent Robert Dillard.

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student should be brought to Assistant Superintendent Rick Richards.

## **EMERGENCY MEDICAL TREATMENT**

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

## **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious.

## **IMMUNIZATIONS**

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states 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 lifelong contraindication.

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) that states 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.



## **BACTERIAL MENINGITIS INFORMATION**

Senate Bill 31 requires every school district and charter school to provide information about bacterial meningitis to its students and their parents each school year.

### *What Is Meningitis?*

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. 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 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 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 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 causes 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%)

It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

### *What Should You Do If You Think You Or A Friend Might Have Bacterial Meningitis?*

Seek prompt medical attention.

## For 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 websites for the Center for Disease Control and Prevention @[www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health @[www.tdh.state.tx.us](http://www.tdh.state.tx.us)

## **OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS**

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

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

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

## "Opting Out" of Surveys and Activities

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

Any survey concerning the private information listed above, regardless of funding.

School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

As a parent, you also have a right:

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

- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores.
  - Grades.
  - Disciplinary records,
  - Counseling records,
  - Psychological records.
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child

To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a 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 moment of silence or silent activity that follows.
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

### **SCHOOL SAFETY TRANSFERS**

The parent of a student who becomes a victim of a violent criminal offense or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer.

### **FOOD ALLERGIES**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment . The district's food allergy management plan can be accessed at the Principal's Office.

Also see policy FFAF.

## STUDENT CODE OF CONDUCT

### The Purpose Of The Student Code Of Conduct

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

The Student Code of Conduct that follows is the District's specific response to requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. The Code is an outgrowth of collaboration among District and campus staff, parents, and other community members. This Code adopted by the Board of Trustees provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct.

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

### INDEX

This code is organized into the following sections:

1. Standards for Student Conduct.....39-40
2. General Misconduct Violations.....41-44
3. Removal from the Regular Educational Setting:
  - a. Suspension ..... 44
  - b. Placement in a Disciplinary Alternative Education Program .....44-51
  - c. Expulsion .....51-56

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

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

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

## **STANDARDS FOR STUDENT CONDUCT**

### **Behaviors**

Each student is expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Be well-groomed and dress appropriately.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of 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.

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

### **Consequences**

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

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

The District has disciplinary authority over a student:

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

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

The District has the right to search a student's locker whenever there is reasonable cause to believe it contains articles or materials prohibited by the District. A school administrator will report crimes as required by law. A school administrator who suspects that a crime has been committed on campus will call local law enforcement. In general,

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

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. The District will take into consideration self defense as a factor in a decision to order suspension, removal to a DAEP, or expulsion.

A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques. For these violations, the teacher is not required to make a Student Code of Conduct violation report, and the principal is not required to notify parents.

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

- Oral correction.
- Cooling-off time or "time-out."
- Seating changes in the classroom.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Temporary confiscation of items that disrupt the educational process.
- Grade reductions as permitted by policy.
- Rewards or demerits.
- Behavioral contracts.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Detention.
- Assigned school duties other than class tasks.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices and/or membership in school-sponsored clubs or organizations.
- Techniques or penalties identified in individual student organizations codes of conduct.
- Withdrawing or restricting bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment.
- Out-of-school suspension, as specified in the suspension section of this Student Code of Conduct.
- Placement in a Disciplinary Alternative Education Program (DAEP), as specified in the DAEP section of this Student Code of Conduct.
- Expulsion, as specified in the expulsion section of this Student Code of Conduct.
- Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
- Other strategies and consequences as specified by the Student Code of Conduct.

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

## **GENERAL MISCONDUCT VIOLATIONS**

### **Behaviors**

Students are prohibited from:

- Cheating or copying the work of another.
- Throwing objects that can cause bodily injury or property damage.
- Leaving school grounds or school-sponsored events without permission.
- Directing profanity, vulgar language, or obscene gestures toward other students or District employees.
- Scuffling or fighting.
- Stealing from students, staff, or the school.
- Damaging or vandalizing property owned by others.
- Disobeying school rules about conduct on school buses.
- Hazing.
- Failing to comply with directives given by school personnel.
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force.
- Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed later in the Student Code of Conduct)
- Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence.
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual contact.
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture or any other sexual favors.
- Possessing or using matches or a lighter.
- Possessing, smoking, or using tobacco products or electronic cigarettes.
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband.
- Using a cellular telephone or other telecommunications device at school during the school day.
- Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.
- Violating computer use policies, rules, agreements signed by the student, and/or agreements signed by the student's parent or guardian.
- 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.
- Possessing or using a laser pointer for other than an approved use.



- Violating dress and grooming standards as communicated in the student handbook or by sponsors of extracurricular activities.
- Defacing or damaging school property - including textbooks, lockers, furniture, and other equipment - with graffiti or by other means. (See glossary)
- Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
- Discharging a fire extinguisher.
- Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
- Possessing or selling a "look-alike" weapon.
- Possessing an air gun or BB gun.
- Possessing ammunition.
- Possessing a stun gun.
- Possessing mace or pepper spray.
- Possessing or using any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.
- Possessing or selling seeds or pieces of marijuana in less than a usable amount.
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary)
- Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school related event.
- Violating the District's policy on taking prescription drugs and over-the-counter drugs at school.
- Being insubordinate.
- Refusing to accept discipline management techniques assigned by a teacher or principal.
- Forcing an individual to act through the use of force or threat of force.
- Engaging in threatening behavior toward another student or District employee on or off school property.
- Engaging in harassment motivated by race, color, religion, national origin, disability, sex, or age and directed toward another student or District employee. (See glossary)
- Gambling.
- Making false accusations or hoaxes regarding school safety.
- Falsifying records, passes, or other school related documents.
- Inappropriate or indecent exposure of a student's private body parts.
- Repeatedly violating other communicated campus or classroom standards of behavior.

### **Consequences**

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

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

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

## DISCRETIONARY REMOVAL

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

## FORMAL REMOVAL

Formal removal will result 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.

Any removal of a student by a teacher requires that a Student Code of Conduct violation report be made by the teacher if the student's conduct is a violation of this Code. The principal or appropriate administrator must send a copy of the report to the student's parent or guardian within 24 hours of receiving the teacher's report.

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

A teacher or administrator may remove a student from class for a behavior that the District has determined is a violation of the Student Code of Conduct.

Within three school days, the principal will schedule a conference with the student's parent, the student, and the teacher in the case of a teacher, principal, or administrator removal.

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

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

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program in which the student must be separated from other students for the entire school program day, and which will provide counseling and instruction in the
- core subjects.

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

State law prohibits students placed in a disciplinary Alternative Education Program for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular and noncurricular activities during the period of placement including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

AND

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

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate and in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office.

## **REMOVAL FROM THE REGULAR EDUCATION SETTING**

### ***SUSPENSION***

#### **Behaviors**

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 out-of-school suspension, the district will take into consideration:

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

#### **Consequences**

### **SUSPENSION**

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

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

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

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

Any restrictions on participation in school sponsored or school-related extracurricular and noncurricular activities will be determined by the principal or other appropriate administrator.

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

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

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

Removals to a DAEP will be made by the campus Principal.

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

The duration of a student's placement in a DAEP will be determined on a case-by-case basis. The maximum period of DAEP placement is as follows:

<u>Conduct</u>	<u>Maximum length of time</u>
1. 1st offense	Up to 60 school day placement
2. 2nd offense	Up to 180 school days and subsequent offenses

### **Behaviors**

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

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

- Engages in conduct punishable as a felony.
- Commits an assault under Penal Code 22.01(a)(1). (See glossary)
- Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the expulsion section in this Student Code of Conduct.)
- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act of 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 (School-related felony alcohol offenses are addressed in the expulsion section in the Student Code of Conduct.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness.
- Behaves in a manner that contains the elements of the offense of indecent exposure.
- A student under the age of ten engages in expellable conduct.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee, regardless of where or when the conduct occurs. (Committing retaliation in combination with another expellable offense as addressed in the expulsion section of this Student Code of Conduct.)
- Engages in delinquent conduct that contains the elements of the offense of Continuous Sexual Abuse of a Young Child or Children, on school property or while attending a school-sponsored or school-related activity on or off of school property.
- Engages in conduct punishable as a felony that occurs off school property and not at a school-sponsored or school-related event and that injures a person in a way listed as a Title 5\* offense in the Texas Penal Code and

that the student receives deferred prosecution; or Engages in conduct punishable as a felony that occurs off school property and not at a school-sponsored or school-related event and that injures a person in a way listed as a Title 5\* offense in the Texas Penal Code and a court or jury finds that the student has engaged in delinquent conduct; or

- Engages in conduct punishable as a felony that occurs off school property and not at a school-sponsored or school-related event that injures a person in a way listed as a Title 5\* offense in the Texas Penal Code and the Superintendent or designee has reasonable belief that the student has engaged in the conduct.
  - \*Title 5 offenses include murder; kidnapping; sexual assault; 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.

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

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

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

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

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

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

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

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

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.

A federal firearms violation, for a student six years of age or younger.

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

- Cheating or copying the work of another.
- Throwing objects that can cause bodily injury or property damage.
- Failing to comply with directives given by school personnel.
- Leaving school grounds or school-sponsored events without permission.
- Disobeying rules for conduct on school buses.
- Directing profanity, vulgar language, or obscene gestures toward other students or a District employee.
- Fighting.
- Hazing.
- Stealing from students, staff, or the school.
- Damaging or vandalizing property owned by others.
- Defacing or damaging school property - including textbooks, lockers, furniture, and other equipment - with graffiti or by other means.
- Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
- Discharging a fire extinguisher.
- Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
- Possessing or selling a "look-alike" weapon.
- Possessing an air gun or BB gun.
- Possessing ammunition.
- Possessing a stun gun.
- Possessing mace or pepper spray.
- Possessing or using any articles not generally considered to be a weapon, including school supplies, when the principal or designee determines that a danger exists.
- Gambling.
- Making false accusations or hoaxes regarding school safety.
- Falsifying records, passes, or other school related documents.
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
- Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Being insubordinate.
- Refusing to accept discipline management techniques assigned by a teacher or principal.
- Forcing an individual to act through the use of force or threat of force.
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed elsewhere in the Student Code of Conduct.)
- Bullying, including intimidation by name calling, using ethnic or racial slurs, or making derogatory statements that could disrupt in the school program or incite violence.
- Engaging in threatening behavior toward another student or District employee, on or off school property.
- Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or a District employee.
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.

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

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

### **Consequences**

A student who on school property or at a school related event on or off school property sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs, alcohol, or an inhalant if the conduct is not punishable as a felony will be placed in a disciplinary Alternative Education Program on the first offense; however, if the student sells, gives, delivers, possesses, uses or is under the influence of prohibited drugs, alcohol, or an inhalant of any amount a second time in the same school year, the student will be expelled.

Within three school days of receiving the Student Code of Conduct violation report, the principal will schedule a conference with the student's parent, the student, and the teacher in the case of a teacher removal.

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

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

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

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

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

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

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

A DAEP placement in accordance with Education Code 37.0081 may be for any length of time determined necessary by the Board or its designee in light of the factors considered before placement.

A student placed under this section is entitled to periodic status reviews by the Board or designee at intervals not to exceed 120 days.

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

After the conference, if the student is placed in a DAEP, the appropriate administrator will write a DAEP placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Parental questions or complaints regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office. Consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board.

State law prohibits students placed in a DAEP for any reason determined by the District to participate in any school-sponsored or school related extracurricular and co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

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

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



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

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

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

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

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

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

A student assigned to a DAEP placement in another district or open-enrollment charter school at the time he or she enrolls in the District will be placed directly into the District's DAEP.

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

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

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

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

Superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

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

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

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

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

## **EXPLUSION**

### **Behaviors**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

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

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

Bringing to school a firearm, as defined by federal law.

"Firearm" under federal law includes:

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

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

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
2. An illegal knife, such as a knife with a blade of 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.

3. A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk. (See glossary)
4. A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun. (See glossary)

Behavior containing elements of the following offenses under the Texas Penal Code:

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

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

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

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

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

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

- Committing aggravated assault, sexual assault, or aggravated sexual assault.
- Committing arson.

- Committing murder, capital murder, or criminal attempt to commit murder or capital murder.
- Committing indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Committing a felony drug- or alcohol-related offense.
- Using, exhibiting, or possessing a firearm (as defined by state law, an illegal knife, a club, or prohibited weapon, or possessing a firearm (as defined by federal law).
- A student may be expelled (if the student engages in the following conduct no matter where the conduct takes place:
  - Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
  - Engaging in criminal mischief, if punishable as a felony.

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

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

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

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

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

## Consequences

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

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

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

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

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

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is as follows:

<u>Conduct</u>	<u>Maximum length of time</u>
1. Possessing a firearm	1 calendar year
2. All other offenses for which a student days must and/or may be expelled	Up to 180 school days

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

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

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the District.
2. An opportunity to testify and to present evidence and witnesses in the student's defense.
3. An opportunity to question the District's witnesses.

The Board delegates to the Superintendent authority to expel students.

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

After providing notice to the student and parent of the hearing, the District may hold the hearing regardless of whether the student or the student's parents attends. The Board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The Board may also hear a statement from the student or parent and from the Board's designee.

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

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

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

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

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

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

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

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

No District academic credit will be earned for work missed during the period of expulsion.

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

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

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

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

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

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

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

## Glossary

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

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

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
  - a. Knowing that it is within the limits of an incorporated city or town;
  - b. Knowing that it is insured against damage or destruction;
  - c. Knowing that it is subject to a mortgage or other security interest;
  - d. Knowing that it is located on property belonging to another;
  - e. Knowing that it has located within it property belonging to another; or
  - f. When the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
3. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
4. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damages or destroys a building belonging to another, or
  - b. Recklessly causes another person to suffer bodily injury or death.

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

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

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

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

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

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

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

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine that is designed,



made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a load report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

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

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

**Firearm silencer** means any device designed, made, or adapted to muffle the report of a firearm.

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

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

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

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

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

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

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

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

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

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

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

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

**Switchblade** is any knife with a blade that fold, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force. Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

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

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

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

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

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

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