

Northwest Independent School District

Student Handbook and Code of Conduct

2011-2012

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

Revisions to the Student Handbook and Code of Conduct are subject to change due to updates from the 82nd Texas Legislative session. Updates will be added as received in an addendum format to the 2011-2012 Student Handbook and Code of Conduct.



Dear Northwest ISD Families,

On behalf of the faculty and staff, I want to welcome you to Northwest for an exciting and challenging year. We are committed to providing the best possible learning environment for our students and understand that partnering with you is the optimum way to reach that goal.

To acquaint you with campus expectations and student management, a committee of teachers and administrators developed the *Northwest ISD Student Handbook and Code of Conduct*. The handbook addresses school-related issues such as attendance, grades, testing, safety, and the *Student Code of Conduct*. It also contains a review of appropriate student-related Board policies and administrative procedures. The handbook is meant to serve as a resource for some of the most basic information that you and your child will need during the school year and is not intended to be a detailed report of state and local laws and policies. The complete *Northwest ISD Board Policy Manual* may be found at the District's administration offices and/or on the District's website at www.nisdtx.org/Policy-online.

Based on state mandates, the *Student Handbook and Code of Conduct* is intended to promote school safety and an atmosphere conducive to learning. It also outlines administrator, teacher, parent, and student rights and responsibilities regarding student conduct and discipline.

We strongly recommend that you review this guide with your child and keep it as a reference during the school year. The *Student Handbook and Code of Conduct* is designed to be in harmony with Board Policy. Please be aware that the handbook is updated yearly while policy adoption and revisions may occur throughout the year. In the event of conflict between this handbook and Board Policy, the most recent adoptions of Board Policy are to be followed. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communication sources. If you have questions about the contents, please contact your child's teachers, counselor, or principal.

The District is making the Northwest ISD *Student Handbook and Code of Conduct* available online, but printed copies are available by request. Please complete and sign the Required Signature Page and return the form to your school along with the other applicable forms provided in the envelope sent home with your child so that we can operate more efficiently and honor your choices.

Believing that schools should be safe havens of learning, we take our responsibility to maintain order and discipline seriously. Thank you for your involvement in helping Northwest ISD have a successful and rewarding year.

Together for Children,

A handwritten signature in black ink that reads "Karen G. Rue". The signature is written in a cursive style with a large initial "K".

Karen G. Rue, Ed.D.
Superintendent of Schools

Northwest Independent School District

Parent Involvement Policy

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

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

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

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

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

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

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

An annual review of Parent Involvement Policy is a Title I Part requirement.

Revised June 1, 2010

Northwest Independent School District

Overview of the Student Handbook and Code of Conduct

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

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

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

As the District's discipline management plan, The *Northwest ISD Student Handbook and Code of Conduct* includes a discipline level system. Discipline offenses in the *Student Handbook and Code of Conduct* are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. Located on the next page is a "Quick Reference Guide to the 2011-2012 Discipline Level System," a simple one-page summary of the District's discipline management plan. This quick reference guide is not a substitute for reading the *Northwest ISD Student Handbook and Code of Conduct*, but rather a quick reference for parents and students. In the event of a conflict, the *Student Handbook and Code of Conduct* and District Board of Trustees' policies prevail.

Northwest Independent School District

Quick Reference Guide to the 2011-2012 Discipline Level System

This chart depicts examples of offenses at each of the disciplinary levels and the possible consequences available to administrators. The consequences outlined in this chart are not an exhaustive list and do not require administrators to implement consequences in a particular hierarchy.

For more specific detail, refer to Disciplinary Chart by Level and Grade in the Code of Conduct portion of the handbook.

| Level I | Level III | Level IV Removals to DAEP |
|---|---|---|
| <ol style="list-style-type: none"> 1. Being tardy to class 2. Running or making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, or building/supervised settings 3. Neglecting to bring required materials or assigned work to class 4. Failing to follow classroom guidelines and expectations 5. Failing to participate in classroom activities or fulfill assignments 6. Eating, drinking, or chewing gum in an undesignated area 7. Chewing gum or consuming food/candy 8. Throwing objects or passing unauthorized notes 9. Talking back/arguing or name calling 10. Horseplaying/scuffling (not fighting) 11. Possessing and/or using nuisance items 12. Disrupting the orderly classroom process 13. Violating dress code and grooming standards (Elementary) 14. Telling a falsehood (Elementary) 15. Spitting (without bodily contact) (Secondary) 16. Cheating/copying/academic dishonesty | <ol style="list-style-type: none"> 1. Committing persistent offenses from Level II, including bus infractions 2. Engaging in conduct that disrupts the school environment or educational process, including DAEP 3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal) or obscene gestures 4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others 5. Using ethnic, racial, or gender-related slurs (verbal or written) or inappropriate acts toward a specific racial/ethnic person/group 6. Mutual combat/fighting; encouraging or promoting a fight 7. Using lighters or matches 8. Possessing or using tobacco 9. Using a laser pointer other than for approved use (Secondary) 10. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, or other noxious chemicals 11. Possessing ammunition, including paintballs (Secondary) 12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District's computer system. 13. Possessing, distributing, or concealing a weapon not included as a removable or expellable offense 14. Stealing or unauthorized possession of another person's property; theft; committing burglary 15. Exhibiting, possessing (Secondary), delivering, using, or selling look-alike weapons 16. Forging or altering school records, parent notes, forms, or other school/home communications 17. Assaulting another student or an adult that is not a removable or expellable offense 18. Vandalizing, defacing, or damaging school property, including non-felony graffiti 19. Failing to disclose information, hiding/covering up info/evidence for self or others, committing perjury, or lying as a witness 20. Engaging in behavior that is illegal that does not constitute an expellable offense 21. Engaging in inappropriate sexual conduct 22. Engaging in sexual harassment (verbal, written, or by gesture), including stalking 23. Public lewdness / Indecent Exposure 24. Hazing, harassing, stalking (non sexual), or bullying 25. Creating a potential health or safety hazard or a situation that may result in possible injury 26. Being in an area designated for the opposite gender (e.g. locker rooms, restrooms) (High School) 27. Hacking (illegal or unauthorized entry or attempted entry into computer files) 28. Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report 29. Committing extortion, coercion, or blackmail 30. Gambling 31. Possessing a current prescription (student's own medication) or possessing, distributing, using, or being under the influence of a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements (Secondary Level III) 32. Participating in an unauthorized organization, secret society, or gang / gang related activity (Elementary and Middle School) | <ol style="list-style-type: none"> 1. False alarm or report involving a public school or terroristic threat 2. Conduct punishable as a felony 3. Assault with bodily injury 4. Marijuana or controlled substances (non-felony) 5. Dangerous drugs (non-felony) 6. Alcohol (non-felony) 7. Abusable volatile chemicals 8. Public lewdness or indecent exposure 9. Retaliation against any school employee (regardless of location) 10. Title 5 felonies (off-campus) <p>Discretionary Placements</p> <ol style="list-style-type: none"> 1. Persistent misbehavior at Level III 2. Non-Title 5 felonies (off-campus) 3. Selling, giving, or delivering to another person a non-prescription drug or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance 4. Attempting to sell/purchase a prohibited substance through verbal or written communication without being in possession 5. Gang activity 6. Fraternity, sorority, or secret society activity 7. Expellable offenses occurring on another district's property in Texas 8. Aggravated robbery against a student (regardless of location) |
| Level II | | |
| <ol style="list-style-type: none"> 1. Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions) 2. Inappropriate use of food 3. Inappropriate language (verbal or written) 4. Noncompliance with the directives of a member of the school staff; disrespectful 5. Being truant, including skipping class and/or leaving school/class without permission 6. Being tardy repeatedly (secondary) 7. Physically contacting another student creating a disruptive environment 8. Violating dress code (Secondary); repeated dress code violations (Elementary) 9. Creating or participating in a disturbance 10. Failing to serve detention/Saturday detention (Secondary) 11. Abusing the use of a hall pass 12. Possessing lighters or matches 13. Possessing a laser pointer 14. Possessing a current prescription (student's own medication) or possessing, distributing, using, or being under the influence of a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements (Elementary Only Level II) 15. Displaying or using a cell phone/other electronic device during instructional time (visual or auditory) without expressed permission 16. Violating the acceptable use policy for computers 17. Telling a falsehood to an adult (not associated with an investigation) 18. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing/damaging another's property 19. Possessing or using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices 20. Possessing or using a camera, radio, CD player, MP3 player, hand-held electronic game, or other unauthorized electronic device without expressed permission 21. Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member 22. Being present in area without authorization 23. Engaging in an act of familiarity with another and/or public display of affection 24. Loitering on school campus before or after school 25. Selling or soliciting for sale unauthorized merchandise 26. Posting or distributing unauthorized publications 27. Violating parking guidelines /procedures 28. Possessing a look-alike weapon (Elementary Only) | | |
| Consequences for Levels I, II, and III | | |
| <ol style="list-style-type: none"> 1. Verbal reprimand 2. Cooling off time or "time out" 3. Confiscation of item (possible fine assessed) 4. Behavioral contracts 5. Loss of privilege(s) 6. Parent call or conference 7. Counselor/Student conference 8. Change of seat assignment 9. Special assignment or duties 10. Grade penalty | <ol style="list-style-type: none"> 11. Correct dress code violation 12. Restitution of damages/restoring to order 13. Exclusion from extracurricular activities 14. Withdrawal or restriction of bus privileges 15. Detention (before, during lunch, after school) 16. Saturday School (secondary) 17. Temporary removal from class | <ol style="list-style-type: none"> 18. Required Parent Meeting 19. In-school suspension (elementary /middle school) 20. Extended Classroom Opportunities (high school) 21. Out-of-school suspension 22. DAEP placement (discretionary) 23. Referral to law enforcement |
| Consequence at all Levels | | |
| <p>School officials shall notify local law enforcement authorities any time it is suspected that a criminal act occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> | | |

Northwest ISD Student Handbook and Code of Conduct

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Student Code of Conduct

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Northwest Independent School District

Mission, Vision, Beliefs, Goals

Mission Statement

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

Vision Statement

The best and most sought-after school district where every student is future ready:

- Ready for college
- Ready for the global workplace
- Ready for personal success

Core Beliefs

1. Kids come first.
2. Continuous improvement is critical for success of the Northwest Independent School District.
3. The success of each student is the shared responsibility of students, families, schools and communities.
4. Environment influences learning.

Strategic Goals

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

2011-2012 Board of Trustees

Mark Schluter, President, Place 2
Mel Fuller, Vice President, Place 7
Josh Wright, Secretary, Place 1
Devonna Holland, Trustee, Place 5
Kerry Jones, Trustee, Place 6
Daryl Laney, D.C., Trustee, Place 3
Jeannette Leong, Trustee, Place 4

Board Meetings:

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

To Address the Board:

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

Northwest Independent School District
Central Administration Offices

Physical Address:
2001 Texan Drive
Justin, Texas 76247

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

817-215-0000

817-490-6473

940-648-3224

Fax: 817-215-0170

Karen G. Rue, Ed.D.
Northwest ISD Superintendent of Schools
817-215-0030

Department Phone Numbers

Administrative Services/Human Resources.. 817-215-0168
Athletics..... 817-215-0011
Communications/Community Relations..... 817-215-0175
Curriculum and Instruction..... 817-215-0080
Facilities, Planning, and Construction 817-215-0136
Finance 817-215-0024
Fine Arts 817-215-0159
Food Services 817-215-0005
Records Retention..... 817-215-0042
Safety and Security 817-215-0004
Student Services 817-215-0083
Superintendent 817-215-0030
Technology 817-215-0034
Transportation..... 817-698-1287

Secondary Schools

Nelson, Byron High School

2775 Bobcat Blvd.
Trophy Club, TX 76262
817-698-5600
Fax: 817-698-5670
Grades 9-12
School Hours: 8:35a.m. - 3:45 p.m.

Principal: Linda Parker

Associate Principal: Kathleen Eckert

Assistant Principals: Jason Childress, Steve Cofer, Barry Fox, and Cheryl Hunt

Counselors: Alicia Edwards, Mark Hard, Paige Smith, and Nedra Simmons

Northwest High School

2301 Texan Drive
Justin, Texas 76247
817-215-0200 940-648-2211
Fax: 817-215-0262
Grades 9-12
School Hours: 8:35a.m. - 3:45 p.m.

Principal: Rose Brenner

Associate Principals: Shawn Duhon and Bobby Morris

Lead Academic Counselor: Jamie Farber

Assistant Principals

*Andy Gebert
Ron Hastings
Cynthia Holt
Carol McDaniel-White
Dr. Philo Waters*

Counselors

*(A-Con) Sheneka Davis
(Coo-G) Mike Hays
(H-Le) Cayce Feemster
(Lf-Per) Amber Ward
(Pes-Ste) Keith Tremethick
(Stf-Z) Jamie Farber, Lead Counselor*

Steele, James M. Accelerated High School

606 N. Walnut
Roanoke, TX 76262
817-698-5800
Fax: 817-698-5840
Grades 10-12
School Hours: 8:25a.m. - 3:35 p.m.

Principal: Robin Ellis

Counselor: Teresa English

Chisholm Trail Middle School

583 FM 3433 - Rhome, Texas 76078
Phone: 817-215-0600
Fax: 817-215-0648
Grades 6-8
School Hours: 9:20 a.m. - 4:30 p.m.

Principal: Rob Thornell, Ed.D.
Assistant Principals: Chris Jones, James Logue,
and Susan Moore
Counselors: Stephen Bates, Barbara Henderson,
and Leigh Trice

Medlin Middle School

601 Parkview Drive - Trophy Club, Texas 76262
Phone: 817-215-0500
Fax: 817-215-0548
Grades 6-8
School Hours: 9:20 a.m. - 4:30 p.m.

Principal: Joe Harrington
Assistant Principals: James Drewery and Bronwyn Werts
Counselors: Shannon Noble and Shannon Wickstrom

Pike, Gene Middle School

2200 Texan Drive - Justin, Texas 76247
Phone: 817-215-0400
Fax: 817-215-0425
Grades 6-8
School Hours: 9:20 a.m. - 4:30 p.m.

Principal: Mike Blankenship
Assistant Principals: Twila Kelcourse,
Leigh Anne Romer, and Andrea White
Counselors: Megan Dubose, Toni Ferrell, and Kim McKinnie

Tidwell, John M. Middle School

3937 Haslet-Roanoke Road - Roanoke, Texas 76262
Phone: 817-698-5900
Fax: 817-698-5870
Grades 6-8
School Hours: 9:20 a.m. - 4:30 p.m.

Principal: Shane Conklin
Assistant Principals: Josh Martin and Gwen McCormick
Counselors: Tara Allred and Tara Teague

Denton Creek

3505 Haynes Road
Roanoke, Texas 76262
Phone: 817-215-0920
Fax: 817-490-0329
Grades: 7-12
School Hours: 8:00 a.m. - 3:45 p.m.

Principal: Monty Brown, Ed.D.

Special Programs Center

1800 Highway 114
Justin, Texas 76247
Phone: 817-215-0900
Fax: 817-215-0120
Grades: 6-12
School Hours: 8:25 a.m. - 3:35 p.m.

Principal: Paula Myers

Elementary Schools

Beck, Samuel Elementary School

401 Parkview Drive
Trophy Club, Texas 76262
Phone: 817-215-0450
Fax: 817-215-0498
Grades K-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Deborah McCune
Counselor: Patricia Porter*

Haslet Elementary School

501 Schoolhouse Road
Haslet, Texas 76052
Phone: 817-215-0850
Fax: 817-215-0870
Grades K-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Michael Griffin
Counselor: Stefanie Jardine*

Hughes, J. Lyndal Elementary School

13824 Lost Spurs Road
Roanoke, Texas 76262
Phone: 817-698-1900
Fax: 817-698-1915
Grades PK-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Jessica McDonald
Assistant Principal: Kelley Carr
Counselor: Rebecca Briggs*

Lakeview Elementary School

100 Village Trail
Trophy Club, Texas 76262
Phone: 817-215-0750
Fax: 817-215-0770
Grades PK-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Kristen Streeter
Counselor: Kimberly Hardy*

Granger, Kay Elementary School

12771 Saratoga Springs Circle
Keller, Texas 76244
Phone: 817-698-1100
Fax: 817-698-1170
Grades K-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Kimmie Etheredge
Assistant Principal: Linda Ruhs
Counselor: Aimee Goodson*

Hatfield, W. R. Elementary School

2051 Texan Drive
Justin, Texas 76247
Phone: 817-215-0350
Fax: 817-215-0369
Grades PK-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Cathy Sager
Counselor: Karen Ellsworth*

Justin Elementary School

425 Boss Range Road
Justin, Texas 76247
Phone: 817-215-0800 940-648-2255
Fax: 817-215-0840
Grades PK-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Lisa Ransleben
Counselor: Karissa Fairly*

Love, Clara Elementary School

16301 Elementary Drive
Justin, Texas 76247
Phone: 817-698-6600
Fax: 817-698-6670
Grades K-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Julie M. Nerby
Assistant Principal: Yolanda Wallace
Counselor: Michelle Gelnaw*

Nance, Sonny & Allegra Elementary School

701 Tierra Vista Way
Fort Worth, Texas 76131
Phone: 817-698-1950
Fax: 817-698-1960
Grades PK-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Anita Chaney
Counselor: Ann Garrett*

Prairie View Elementary School

609 FM 3433
Rhome, Texas 76078
Phone: 817-215-0550
Fax: 817-215-0598
Grades PK-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Sandy Conklin
Counselor: Cathy Harper*

Schluter, Carl E. Elementary School

1220 Mesa Crest Drive
Fort Worth, Texas 76052
Phone: 817-698-3900
Fax: 817-698-3970
Grade K-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Kim Caley
Counselor: Sarah Kassuba*

Seven Hills Elementary School

654 FM 3433
Newark, Texas 76071
Phone: 817-215-0700
Fax: 817-215-0740
Grades PK-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Stephanie Espinosa
Counselor: Jennifer Morales*

Peterson, O.A. Elementary School

2000 Winter Hawk Drive
Fort Worth, TX 76177
Phone: 817-698-5000
Fax: 817-698-5070
Grades PK-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Todd Rogers
Assistant Principal: Heather McMahan
Counselor: Amy Neely*

Roanoke Elementary School

1401 Lancelot
Roanoke, Texas 76262
Phone: 817-215-0650
Fax: 817-215-0670
Grades K-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Kristi King
Assistant Principal: Merritt Dobecka
Counselor: Joseph Guerin*

Sendera Ranch Elementary School

1216 Diamondback Lane
Haslet, Texas 76052
Phone: 817-698-3500
Fax: 817-698-3515
Grades K-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Suzie McNeese
Counselor: Laurie House*

Thompson, J. C. Elementary School

440 Wishbone Lane
Fort Worth, Texas 76052
Phone: 817-698-3800
Fax: 817-698-3870
Grade K-5
School Hours: 7:45 a.m. - 2:45 p.m.

*Principal: Deborah Merki
Counselor: Lezlee Duty*

Other Facilities

BNHS Bobcat Baseball and Softball Complex

2775 Bobcat Blvd. – Trophy Club, Texas 76262

BNHS Performing Arts Center

2775 Bobcat Blvd. – Trophy Club, Texas 76262

NHS Texan Baseball and Softball Complex

2000 Texan Drive – Justin, Texas 76247

Phone: 817-215-0018

NISD Agricultural Sciences Learning Center

1960 Texan Drive – Justin, Texas 76247

Phone: 817-215-0239

NISD Outdoor Learning Center

7773 Mulkey Lane – Justin, Texas 76247

NISD Texan Stadium

1901 Texan Drive – Justin, Texas 76247

Phone: 817-215-0018

NISD Transportation Center

1950 Texan Drive – Justin, Texas 76247

Phone: 940-242-3900 817-698-1287

Northwest ISD Stadium

1937 Texan Drive – Justin, Texas 76247

Phone: 817-215-0011

Support Services

(Includes members of the Facilities, Planning, and Construction Department; Family Involvement Program; and ARAMARK)

1800 State Hwy. 114 – Justin, Texas 76246

Phone: 817-215-0020

Vernon Solomon Performing Arts Center

2201 Texan Drive – Justin, Texas 76247

Phone: 817-215-0038

Notices to Parents

Revisions to the Student Handbook and Code of Conduct are subject to change due to updates from the 82nd Texas Legislative session. Updates will be added as received in an addendum format to the 2011-2012 Student Handbook and Code of Conduct.

General Notices

Board Policies

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

Complaints and Concerns

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

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

Student Code of Conduct

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

The *Northwest ISD Student Code of Conduct* is the District's specific response to requirements of Chapter 37 of the *Texas Education Code*. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This handbook is an outgrowth of collaboration among District and campus staff, parents, other community members, and representatives of the Juvenile Board. Because the *Student Code of Conduct* is adopted by the Board of Trustees, it has the force of policy. It provides information and direction to students and parents regarding expected standards of behavior as well as potential consequences for misconduct. Please sign and return the "Required Signature Page" (included in the back-to-school packet sent home with your child) as evidence that the school has supplied the website or at your request provided you with a copy of this booklet. Failure to sign the "Required Signature Page" does not exempt the student from following the *Student Handbook and Code of Conduct*.

Required Notices

Attendance Warning Notice

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

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

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

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

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

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

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

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

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

You should seek proper medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

Child Find

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

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

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

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

under Section 504 should contact their home campus.

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

SECTION 504

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

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

Any student and/or parent or guardian of a student who desires more information regarding the District's procedures for complying with Section 504 may obtain information about the District's Section 504 procedures by contacting the 504 Coordinator at the student's home campus or by contacting Cindy Brown, Executive Director Student Services Department, 817-215-0083.

ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students, including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on struggling students.

If a child is experiencing learning difficulties, the parent may contact the child's campus to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation.

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

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

Human Sexuality Instruction

GRADES 5 AND 6 HUMAN SEXUALITY INSTRUCTION

In order to be proactive in our delivery of education concerning human sexuality, the NISD School Health Advisory Committee has determined that the district will show growth and development videos to our fifth and sixth grade students as part of the health curriculum. Parents may preview this program during a parent preview session which is scheduled at the campus prior to viewing. District staff will be available at the parent preview session to answer questions regarding the human sexuality program.

The video will describe the physical and emotional changes that occur in a child's life and help students understand what will soon be happening to their own bodies. A physical education teacher and school nurse will be available for questions at the conclusion of the program.

You have the option of requesting that your child not participate in the above program. Prior to viewing, a form will be sent home to parents to designate the viewing options for their child. If the form is not completed, and sent to school, the child will participate in the program.

GRADE 8-12 HEALTH I – HUMAN SEXUALITY INSTRUCTION COMPONENT

In order to be proactive in our delivery of education concerning human sexuality, the NISD School Health Advisory Committee has determined that the district will include a component on sexual education within the Health I course. The objectives and focus of the course are curriculum based and cover the reproductive systems and the birth process.

You have the option of requesting that your child not participate in the above program. Prior to participating in the sexual education component, a form will be sent home to parents to designate the viewing options for their child. If the form is not completed, and sent to school, the child will participate in the component.

TEC 28.004 / Board Policy EFAA and EHAA (Legal/Local)

Title IX and Other Discriminatory Protections

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

Cindy Brown, Executive Director of Student Services, has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973. Inquiries/complaints concerning 504 may be referred to Cindy Brown at PO Box 77070, Ft. Worth, TX 76177, 817-215-0083.

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

Other Notices

Alcohol-Free Zone

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

Asbestos Management Plan

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

Board Policy CKA (LEGAL)

Child Abuse or Neglect

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

Concealed Handgun License Holder

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

Drug-Free School Zone

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

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

Firearms/Weapons

A person commits an offense if the person knowingly, intentionally, or recklessly possesses or goes with a firearm, illegal knife, or prohibited weapon listed in *Penal Code 46.05(a)* onto the physical premises of a school or educational institution or any grounds or building in which an

activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, unless pursuant to written regulations or written authorization of the District. *Penal Code 46.03*

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

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

Fireworks

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

Gang-Free Zone

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Granting Permission to Video or Audio Record a Student

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

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

Texas Education Code 26.009(b)

Homeless Students

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

Integrated Pest Management (IPM)

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

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

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

Notification to Staff

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

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

Board Policy GRA (LEGAL/LOCAL)

The Superintendent or person designated by the Superintendent may send to a school District employee having direct supervisory responsibility over a student the information contained in the confidential notice under Article 15.27(a) of the *Code of Criminal Procedure* if the Superintendent or the person designated by the Superintendent determines that the employee needs the information for educational purposes or for the protection of the person informed or others. *Code of Criminal Procedure, Article 15.27(a-1)*. Within 24 hours of

notification to the Superintendent by the office of the prosecuting attorney that a current or transfer student has been convicted, received deferred prosecution, or deferred adjudication or an adjudication of delinquent conduct, for an offense or for any conduct listed in Article 15.27(h) of the *Code of Criminal Procedure*, the Superintendent shall notify all instructional and support staff who have regular contact with the student. *Code of Criminal Procedure Article 15.27 (a-1), (b), and (c)*.

Pledges of Allegiance and a Moment of Silence

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

Raptor

Raptor is a visitor tracking system that enhances school security. The system reads visitor's driver's licenses (or other United States government-issued photo IDs), compares information to a sex offender database, alerts campus administrators if a match is found, then (assuming no match was made) prints a visitor badge that includes a photo of the visitor. Campus administration will have final approval regarding visitor access if the visitor is without proper identification.

Requesting Classroom Assignment for Multiple Birth Siblings

Parents of multiple birth siblings (e.g. twins, triplets, etc.) assigned to the same grade and campus may request that their children be placed either in the same classroom or in separate classrooms. A written request must be submitted no later than the 14th day after the enrollment of the children.

Requesting Professional Qualification of Teachers and Staff

Parents may request information regarding the professional qualification of their child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. Parents also have the right to request information about the qualifications of any paraprofessional who may provide services to their child.

Reviewing Instructional Materials

Parents have a right to review teaching materials, textbooks, and other teaching aides and instructional materials used in the curriculum, and to examine campus, district, or locally developed tests that have been administered to their child.

School Closings

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

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

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

Services for Title I Participants

The Family Involvement Facilitator has been designated to work with parents of students participating in Title I programs. Inquiries concerning Title I programs may be referred to the Title I Student Services Representative at PO Box 77070, Fort Worth, TX 76177, 817-215-0198.

Steroids

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

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

The Family Educational Rights and Privacy Act (FERPA) provide parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records without charge. Parents or eligible students shall submit to the appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of records must be requested in writing. The first copy of an educational record is provided at no charge to the parent. Additional copies may be obtained in accordance with the fees established in Board Policy *FL (LEGAL)(LOCAL)*; *GBAA (LEGAL)(EXHIBIT)*.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate, misleading, or in violation of the student's right of privacy or other rights. Parents or eligible students shall submit a request in writing to the appropriate school official, clearly identify the portion of the record for which the request is being made, and specify why it is inaccurate and/or contested. If the school decides not to amend the record requested by the parent or eligible student, the school official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without parental consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District or a school has contracted to perform a special task or institutional service (i.e. an attorney, a consultant, a contractor, a volunteer, and any outside service provider); an employee of a cooperative and/or a contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

Additional information about Student Records may be found in the District's Policy Manual *FL (LEGAL)* and *FL (LOCAL)*.

STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act permits the District the right to designate as directory information any or all information defined as directory information by FERPA. Directory information under FERPA that is not designated by the District as directory information is exempt from disclosure by the District. Northwest ISD has designated the following as directory information: student's name, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, honors and awards received, grade level, and the most recent educational institution attended by the student. *Board Policy FL(LOCAL)*.

A parent or eligible student may object to the release of any or all student directory information. Parents may designate preferences of release information on the appropriate back-to-school packet forms which should be returned within the first 10 days of instruction or after the first 10 days of enrollment.

RELEASE OF STUDENT DIRECTORY INFORMATION TO MILITARY RECRUITERS AND COLLEGES

In addition to the release of student information required under FERPA, to be in compliance with the Elementary and Secondary Education Act (ESEA), the District will release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of any secondary student enrolled in the District.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. A form has been provided in the forms packet for the parent to complete if the parent does not want the District to provide this information to military recruiters or institutions of higher education. *Policy FL (LEGAL)*

Tobacco-Free School Zone

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

Waiver of Fees

Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver.

Board Policy FP (LEGAL/LOCAL)

General Information

Revisions to the Student Handbook and Code of Conduct are subject to change due to updates from the 82nd Texas Legislative session. Updates will be added as received in an addendum format to the 2011-2012 Student Handbook and Code of Conduct.

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue.

Accident Insurance

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

After-School Assignments

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

Alcohol

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

Arson

Arson is a crime that involves starting a fire regardless of whether the fire continues after ignition or causes an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
 - a. Knowing that it is within the limits of an incorporated city or town;
 - b. Knowing that it is insured against damage or destruction;
 - c. Knowing that it is subject to a mortgage or other security interest;
 - d. Knowing that it is located on property belonging to another;
 - e. Knowing that it has located within it property belonging to another; or
 - f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
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. *Penal Code 28.02*

Assaults

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

“Assault” is defined as:

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

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

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

“Aggravated sexual assault” is defined as sexual assault in which the actor causes serious bodily injury or attempts to cause the death of the victim or another person; by acts of words causes fear of death, serious bodily injury, or

kidnapping of any person; threatens to cause death, serious bodily injury, or kidnapping; uses or exhibits a deadly weapon; or acts in concert with another in commission of the offense. *TEC 37.007(a)(2)(A) and Penal Code 22.021*

Attendance

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

When illnesses and emergencies occur, parents are asked to call the school each day the student is absent. Upon returning to school, the student must bring a note signed by the parent, or the parent must send an e-mail from an authorized account or fax from a legitimate location, that describes the reason for the absence. A note signed by the student, even with the parent's/legal guardian's permission, will not be accepted unless the student is 18 or older.

ABSENT STUDENT ASSISTANCE PROGRAM

State attendance laws require school districts to investigate, enforce, and take legal action (*TEC 25.091*). The Absent Student Assistance Program (ASAP) provides help for truant students through the County Constable's Office. For instance, a constable might be sent to a home if a student is absent and a parent or guardian has not notified the school office by 10 a.m. The purpose of the constable's visit is to inform the parent/guardian of the absence and to offer assistance to any student who may have demonstrated a pattern of being truant.

UNEXCUSED ABSENCE

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

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

Board Policy FEA (LEGAL/LOCAL)

Absences such as vacations and trips, babysitting, working, and non-school-sponsored athletic events and programs shall be considered unexcused.

RELIGIOUS HOLY DAYS

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

COURT APPEARANCES

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

STUDENTS WITH AUTISM SPECTRUM DISORDER

A temporary absence on the day of an appointment with a health care professional, including applied behavioral analysis, speech therapy, and occupational therapy, for a student diagnosed with autism spectrum disorder is an excused absence. *Education Code 25.087(b), (b-3); 19 TAC 129.21(k) [Board Policy FEB (Legal)]*

BOARD SANCTIONED, NON-SCHOOL EVENTS

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

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

COMPULSORY ATTENDANCE

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. The *Texas Education Code* states that a child who is at least 6 years of age, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be

considered trespass.

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

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

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

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

In addition, when a student exceeds five (5) consecutive, or a total of eight (8) cumulative absences in any six-month period for personal illness, the principal may notify the parent/guardian that a doctor's note is required to excuse absences. *Board Policy FEA (LEGAL/LOCAL)*

ATTENDANCE FOR CREDIT

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

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

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

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

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a single semester or for a full year. *TEC 25.092, and Board Policy FEC (LEGAL) (LOCAL)*

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

Authority of the District

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

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

School administrators will report crimes as required by law and will call local law enforcement when an

administrator suspects that a crime has been committed on campus. The District has the right to revoke student interdistrict and intradistrict transfers for violating the District's *Student Handbook and Code of Conduct*.

(See "Jurisdiction" and "Searches.")

Bullying

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

For the purpose of a victim requesting a transfer to another campus, the state statute *TEC 25.0341* defines bullying as written or verbal expression or physical conduct that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property, or that is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. *Board Policy FDB (LEGAL/LOCAL)*

(See "Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation.")

Buses

(See "Transportation.")

Cell Phones/ Pagers/Other Electronic Devices

CELL PHONE AND PAGERS

Students may have cell phones and pagers in their possession at school and on District transportation, subject to the restrictions provided herein and in Board Policies and procedures. These devices must be silenced and stored out of sight from the time the first bell rings in the morning to release students to classes until the last bell rings to end the school day, unless permitted by school personnel for approved purposes. Cell phones and pagers that are used, seen, or heard during classes or during these hours (unless permitted by school personnel for approved purposes) will be confiscated and given to the appropriate school administrator. Arrangement must be made with the parents to return the items. All campuses may assess and collect a \$15 fee on the device before releasing the item. Students will be subjected to disciplinary action in these cases. **The school will not be responsible for lost or stolen cell phones, pagers, or other electronic devices.** *Board Policy FNCE (LOCAL)*

OTHER ELECTRONIC DEVICES

Elementary students may not bring (unless for approved educational purposes) electronic devices, such as iPods, MP3 players, CD players, or other unauthorized electronic devices to school; however, possession is permissible at the secondary level. While the secondary schools may allow possession of these items, they will restrict the usage before, during, or after the school day. **The school will not be responsible for lost or stolen cell phones, pagers, or other electronic devices.**

INAPPROPRIATE USE OF CELL PHONES, PAGERS, ELECTRONIC DEVICES, AND TECHNOLOGY

Students are prohibited from showing, sharing, sending, or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct on or off school property, including District transportation, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

Cheating

Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. Such action shall be determined jointly by the teacher and campus administrator. Teachers are encouraged to consult with campus administrators.

Child Sexual Abuse

The District has established a plan for addressing child sexual abuse, which may be accessed on the District's website at www.nisdtx.org. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the *Texas Family Code 261.101(a)* is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp

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

- <http://www.tea.state.tx.us/index.aspx?id=2820>
- <http://sapn.nonprofitoffice.com/>
- <http://www.taasa.org/member/materials2.php>
- http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
- http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

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

Access the NISD Student Services webpage for information regarding the Prevention of Child Abuse.

Closed Campus

All NISD campuses are closed campuses. Students are not allowed to leave for any reason during the school day without properly checking out.

(See "Release of Students from School.")

Commencement

(See "Graduation.")

Communicable Diseases/ Conditions

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease or a suspected contagious disease should phone the Campus Health Coordinator or principal so that other students who might have been exposed to the disease can be alerted.

The more common of these diseases include, but are not limited to the following:

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

Board Policies FFAD (LEGAL/LOCAL)

Complaints and Concerns

The District encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to either the Executive Director of Elementary Instruction or the Executive Director of Secondary Instruction as appropriate. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Computer Resources

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. All students are provided with written guidelines pertaining to the acceptable use of computers, the Internet, and the District's network system. A violation of any of the guidelines

will result in the assignment of an appropriate disciplinary consequence. Examples include, but are not limited to, using inappropriate language, copyright violations, deleting or modifying files, changing computer settings without permission, or using another person's account. Students and their parents will be asked to verify that they have reviewed the acceptable use agreement by signing the "Required Signature Page" form included in the back-to-school packet regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

(See "Student Guidelines for Acceptable Use of Technology Resources.")

Conduct Before and After School

(See "Jurisdiction.")

Conferences

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

The District encourages conferences regarding any area of concern. Parents seeking a conference with a teacher should contact the teacher directly to set up an appointment. Parents wishing to conference with a group of teachers should call the office for an appointment at a mutually convenient time. Unscheduled parent conferences are not conducive to an accurate portrayal of student progress and may be disruptive to the learning environment. *Board Policy EIA (LEGAL/LOCAL)*

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

Counseling

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

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

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

Credit by Exam with Prior Instruction

Credit by examination (CBE) for students in grades 8 - 12 who have lost credit is available in courses approved by the board of trustees. Students must have had prior formal instruction to be eligible for CBE. Students must correctly answer 70 % of the items on the test instrument to receive credit. The cost for this testing is the student's responsibility. CBE shall not be used to gain eligibility for participation in extracurricular activities. A campus principal and/or attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing a CBE. High school students should contact their counselor for additional information. Exams may be administered when needed, but are administered outside of the school day. Preregistration and parental approval is required. Grades earned through CBE are not included in the GPA ranking. *Board Policy EHDB (LEGAL/LOCAL)*

***Updated
9/16/2011***

Credit by Exam without Prior Instruction

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The exams are given the third week in June and the third week in July. The passing score required to earn credit on an exam is 90%. The student (or parent) must register with the campus counselor no later than 60 days prior to the scheduled testing date. See the District Web site at www.nisdtx.org for Acceleration by Examination information. *Board Policy EHDC (LEGAL/LOCAL)*

Criminal Charges

If a student has engaged in conduct punishable as a felony for which disciplinary actions are mandated by law, the student is disciplined based on the criminal charge(s) accepted by the county district attorney (DA). Certain offenses require mandatory removal to a Disciplinary Alternative Education Program (DAEP) and others require mandatory expulsion to a Juvenile Justice Alternative Education Program (JJAEP). In some circumstances, a student may be arrested for an offense that initially requires mandatory removal to a DAEP; however, after

completion of the criminal investigation, if charges are upgraded to an expellable offense, the school will be required to recommend expulsion based upon the charges being filed. Since school discipline does not have to meet the same standards of evidence as law enforcement, the disciplinary assignment is not necessarily reduced or dropped based on the outcome of the criminal case.

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

(See "Deferred Adjudication/Deferred Prosecution.")

Cyber-bullying / Online Harassment

Cyber-bullying is defined as using the Internet, cell phones, or other devices to send or post text messages or images intended to hurt, torment, threaten, harass, humiliate, or embarrass another person. Cyber-bullying is bullying at a higher level because of the wider audience and ease with which information can be broadcast. Some of the methods of cyber-bullying include pretending to be someone else online to deceive others, spreading lies and rumors about victims, using deception to obtain personal information from others, sending or forwarding mean messages, and posting images of victims without their consent.

Texas Penal Code 33.07 defines on-line harassment as when a person uses the name or persona of another person to create a Web page on or to post one or more messages on a commercial social networking site without obtaining the other person's consent and with the intent to harm, defraud, intimidate, or threaten any person. On-line harassment also occurs when a person sends an electronic mail, instant message, text message, or similar communication that references a name, domain address, phone number, or other item of identifying information belonging to any person without obtaining the person's consent, with the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication, and with the intent to harm or defraud any person.

Parents are encouraged to monitor their child's access on-line and through texting. Victims of cyber-bullying and on-line harassment should report these occurrences as soon as possible.

Cyber-bullying and on-line harassment that occurs in the school setting will be disciplined accordingly. However, because of the limited access to these venues during the school day, most situations occur in the community and in the home setting when the District does not have jurisdiction. In these cases if the matter rises to the level of a crime, it should be reported to the local law enforcement agency. Only in those situations where there is a direct impact to the educational setting would the District have jurisdiction for disciplinary purposes.

(See "Bullying" and "Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation.")

Damage to School Property

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

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

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

Family Code 41.001 and Board Policy FNCB (LEGAL)

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

***Dating Violence,
Discrimination,
Harassment,
Sexual
Harassment, and
Retaliation***

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, written, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

DISCRIMINATION

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

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

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property.

HARASSMENT

All students and employees should be treated with courtesy and respect. Students should avoid any behaviors known to be offensive, and stop these behaviors when asked or told to stop. "Harassment," is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially or unreasonably interferes with the student's academic performance; or otherwise adversely affects the student's educational opportunities. This includes online harassment and dating violence. *Board Policy FFH (LOCAL)*

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

SEXUAL HARASSMENT

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, written, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; or, has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or otherwise adversely affects the student's educational opportunities. Examples of prohibited sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal

conduct; or other conduct or communication of a sexual nature when a District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or the conduct is so severe, persistent, or pervasive that it: a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or b. Creates an intimidating, threatening, hostile, or abusive educational environment. All romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

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

Board Policies DH (LEGAL/LOCAL/EXHIBIT); Board Policy DIA(LOCAL); Board Policy FFH (LOCAL)

REPORTING PROCEDURES

Any student (or the student's parent) who believes that he or she has been harassed or has experienced prohibited harassment by fellow students or District employees are encouraged to and should immediately report the problem to a teacher, counselor, principal, or other District employee. Failure to promptly report alleged sexual harassment may impair an administrator's ability to investigate and address sexual harassment. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. *Board Policy FFH(Local)*

INVESTIGATION OF REPORT

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

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

RETALIATION

Retaliation against an individual that makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refused to cooperate with a District investigation may be subject to appropriate discipline.

Examples of retaliation include when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or comments of corrective feedback from a teacher that are justified by

a student's poor academic performance in the classroom unless they arise to the level of harassment.

APPEAL PROCESS

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

DISTRICT CONTACTS

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

- Title IX Coordinator, for concerns regarding discrimination: Gerard Gindt, Ed.D., Assistant Superintendent for Administrative Services, 817-215- 0074
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, contact Cindy Brown, Executive Director of Student Services, 817-215-0083

Deadly Conduct

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

Deferred Adjudication/Deferred Prosecution

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

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

(See "Criminal Charges.")

Delinquent Conduct

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

Diabetes

If a parent informs the school District that their child has diabetes, the District will develop a Diabetes Management and Treatment Plan. In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the Campus Health Coordinator or principal for information. (See *Board Policy FFAF*.)

Diploma Requirements

(See "Graduation.")

Discretionary

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

Discrimination

See "Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation.")

Disruption of Transportation

Students are prohibited from intentionally disrupting, preventing, or interfering with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by the District. Such disruption may result in referral to law enforcement authorities. *Board Policy CNA (LEGAL) and Texas Education Code 37.126*

Disruptive Activities

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

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without

authorization from an administrator

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

Conduct by students either in or out of class that for any reason — whether because of time, place, or manner of behavior — materially disrupts classwork or involves substantial disorder or invasion of the rights of others is prohibited.

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.

For purposes of this rule, “school property” shall include the public school campuses or school grounds or buildings used by the District schools for assemblies or other school-related activities, and “public property” includes any street, highway, alley, public park, or sidewalk. No person shall be permitted, on school property or on public property within 500 feet of school property, to intentionally disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct which disrupts the educational activities of a school includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction;
2. Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend;
3. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend; and
4. Entering a classroom without consent of either the principal or teacher and, either through acts of misconduct and/or use of loud or profane language, disrupting class activities.

Board Policy GKA (LEGAL) and FNCI (LEGAL)

Distribution of School Materials and Non-School Materials

SCHOOL MATERIALS

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

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

NON-SCHOOL MATERIALS

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

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

Elementary school students will be permitted to exchange materials 30 minutes before and after school at any entrance or exit, at recess, and in any gathering areas approved by the principal. Students may place items on the distribution table. Distribution is not permitted in the classrooms during school hours, with the exception of three annual parties, which are usually the winter holiday party, Valentine’s Day party, and one day designated by the campus. Elementary students may distribute materials in elementary campus cafeterias during designated lunch periods and non-instructional time. Elementary students may distribute materials in areas not addressed by this policy subject to the reasonable time, place, and manner restrictions developed by the campus principal and the guidelines outlined herein. *Board Policy FNAA(LOCAL)*

Secondary students may distribute materials 30 minutes before and after school at any entrance or exit and from the distribution table. In addition, secondary students may distribute materials in the hallways during non-

instructional time and in the cafeterias during lunch and non-instructional times. Distribution is not permitted in the classrooms during school hours. Students may leave materials on the “distribution table” and/or any other designated area so that others may obtain a copy. Each school campus principal shall designate an area where materials that have been approved for distribution by students in accordance with this policy may be made available or distributed. *Board Policy FNAA(LOCAL)*

Distribution of materials between elementary or secondary students while on campus is subject to the restrictions identified in “Limitations on Content,” *Board Policy FNAA (LOCAL); Board Policy GKDA(LOCAL)*.

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

Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal’s approval will be removed until the proper approval procedure has taken place.

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

Non-School Adult Distribution to Student:

- External non-school persons, including parents, third parties, groups or organizations, that provide a benefit to youth or parents shall have the opportunity for a limited time period, as specified by District guidelines, to be identified on a designated page of the District’s website. Such groups include, but are not limited to, governmental entities, nonprofit organizations, the YMCA, local youth sports leagues, and scout groups.
- Prior approval is required.
- May be distributed in the Community Folder on the District’s website for a specified time.
- Content of material is subject to limitations listed in the policy.
- Direct distribution of non-school materials to students is prohibited.

Non-School Adult to Non-School Adult:

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

Board Policies FNAA (Local) and GKDA (Local)

Dress and Grooming

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

GENERAL CRITERIA

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

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

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

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

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

DRESS CODE FOR ELEMENTARY SCHOOLS

Requirements regarding elementary student dress and grooming:

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

DRESS CODE FOR SECONDARY SCHOOLS

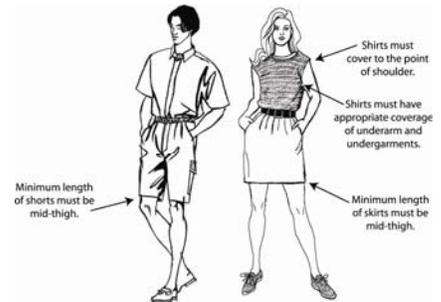
For security, secondary students shall wear a school-issued student identification badge in a visible manner on or above the waist. To properly identify the individual to whom the badge belongs, the badge should clearly identify the campus name, student name, student photo, and barcode.

Requirements regarding secondary student dress and grooming:

1. Shall project a positive image.
2. Shall not disrupt, interfere with, disturb, or detract from an environment conducive to learning.
3. Shall not create a health or other hazard to the student's safety or the safety of others.
4. Shall not display or refer casually or indirectly to alcohol or alcoholic products, drugs or drug paraphernalia, tobacco or tobacco products, profanity, or anything referring to sexuality.
5. Shall not include hats and caps, forehead bands, bandannas, sunglasses, other head coverings, gloves, or distracting accessories when students are inside school buildings.
6. Shall wear shoes or sandals at all times. (House shoes are not considered proper footwear for school.)
7. Shall not wear the following without appropriate outer garments that meet dress code requirements: revealing apparel such as shirts tied at the waist or that expose the midriff; tube tops; halter tops; torn, ragged, or "holey" garments (above mid-thigh); mesh or fishnet shirts; tank tops; spandex clothing; cut-

off T-shirts or clothing revealing shoulders; “scoop neck” tops; spaghetti straps; or shirts open at the side. No sheer or see-through clothing of any kind. Inappropriately exposed skin or undergarments is prohibited.

8. Clothing normally considered pajamas are not acceptable school attire.
9. Shall not wear shorts, “skorts,” mini-skirts, or culottes that are shorter than mid-thigh. See the following dress code diagram.
10. Shall not include sagging pants, trousers, or shorts that cause an abnormal gait or reveal underwear (must be worn at normal waist level). Students may be required to use an accessory, provided by campus, to ensure that pants are worn at normal waist level.
11. Shall not include chains (including those attached to pants or billfolds), cords, ropes, or other items which could be used as weapons or are deemed a health hazard.
12. Shall not include jewelry worn as a result of multiple body piercings (except for the ears), inappropriate make-up, or distracting accessories, such as dental grills, ear gauges, and jewelry with sharp points. Any items worn that cause a disruption or safety hazard are not allowable.
13. Shall not include inappropriate hairstyles or hairstyles that make use of unnatural hair color such as lime, blue, orange, green, pink etc., or that contain styles/haircuts which cause a disruption.



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

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

Board Policy FNCA (LEGAL/LOCAL/EXHIBIT)

Driver License Attendance Verification

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

Drug/Alcohol Use/Abusable Volatile Chemicals

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

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

Texas Education Code 37.006, 37.007

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

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

Health & Safety Code 485.031

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

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

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

No student shall – during any school term and while on school premises or off school premises at a school-sponsored activity, function, or event – sell, give, deliver, use, possess, or be under the influence of any amount of a restricted smoking material, as defined by “Restricted Smoking Material” on page 52.

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

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

***Drug
Paraphernalia***

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

***Emergency
Drills***

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

***Emergency
Medical
Treatment and
Information***

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

***Extracurricular
Activities, Clubs,
and
Organizations***

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

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

The following requirements apply to all extracurricular activities:

- A student who receives a grade below 70 at the end of a grading period may not participate in extracurricular activities for a time period, as stipulated in the *UIL Side-by-Side [FM (Legal)]*. Students in advanced courses, such as pre-AP, AP, GT courses, and dual credit college courses, are required to maintain a passing standard of 60 or higher in order to maintain UIL eligibility *FMF(Local)*. Students who fall below this passing standard will lose UIL eligibility in accordance with UIL regulations and for the period of time identical to students who lose eligibility in non-advanced courses.
- A student who has an individualized education program (IEP) who fails to meet the standards in the IEP may not participate for a time period, as stipulated in the *UIL Side-by-Side*.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence unless the absence is excused by campus administration.

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

Expected standards of behavior shall be approved by the principal and the Superintendent or designee before they are communicated to students. Students shall be informed of any extracurricular behavior standards at the

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

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

Administrators and sponsors are expected to discipline students according to established guidelines and expectations.

Board Policies FM (LEGAL/LOCAL), FNC (LOCAL), and FO (LEGAL/LOCAL)

Extra/Co-Curricular Activity Student Conduct

Participation in extracurricular and co-curricular activities is a privilege, not a right. Students who participate in extracurricular and/or co-curricular activities in grades 6-12 are held to a higher standard. Inappropriate behavior, continued behavioral offenses, and/or severe violations of the *Student Code of Conduct* may result in disciplinary consequences as outlined within the disciplinary violation levels within the Extra/Co-Curricular Student Pledge in addition to the *Student Code of Conduct*.

Behaviors including but not limited to the following will not be tolerated: drinking alcoholic beverages or using tobacco illegally, taking illegal drugs or being in possession of drug paraphernalia, or attending or remaining at an activity where alcohol, drugs, or tobacco are being consumed illegally. Other offenses that violate the *Student Code of Conduct* and compromise the integrity and credibility of the organization(s) may include other examples of such behaviors.

The consequences for violating the Extracurricular/Co-curricular Student Pledge of Conduct are outlined in detail on the pledge form. The Pledge is in effect at all times. The Pledge in no way replaces or supersedes the *Student Code of Conduct* or *Texas Education Code*, and in no way supersedes the mandates of the *Texas Education Code*. Violation of the Pledge may also constitute a violation of the *Student Code of Conduct*. If it does, disciplinary action under the *Student Code of Conduct* may also be imposed by the District. Students who participate in extra/co-curricular activities are required to follow the Pledge in order to participate in those activities. The "Extracurricular/Co-curricular Student Pledge of Conduct" follows:

EXTRACURRICULAR/CO-CURRICULAR STUDENT PLEDGE OF CONDUCT

**I pledge to abide by requirements
established by Northwest Independent School District
in order to be allowed to participate in any extracurricular/co-curricular activities.**

For specific club, activity, or organizational guidelines, contact the appropriate sponsor or refer to the website developed by the activity, organization, or club.

Extra/Co-Curricular Pledge Violation Consequences

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

VIOLATION LEVEL A

Violations at this level may include but are not limited to first time offenses, minor offenses, or repetitive violations of the Student Code of Conduct Levels I and II.

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

VIOLATION LEVEL B

Violations at this level may include but are not limited to multiple offenses, more severe offenses, or violations of the Student Code of Conduct Level III.

- The student shall be suspended from any extracurricular activity for 90 instructional school days, including

weekends and/or activities following the date the student and parent are notified. If the incident happened during a holiday the student may not participate during that time, and once school reconvenes, the student will continue the 90 day suspension from the activity.

- During the period of suspension, the student will be allowed to practice before or after school, attend, and participate in any practice of extracurricular or co-curricular activities.
- The University Interscholastic League may set other standards, which will require compliance of students in UIL-sponsored groups.

VIOLATION LEVEL C

Violations at this level may include but are not limited to continued violations at previous levels, extremely severe offenses, or violations of the Student Code of Conduct Levels IV and/or V.

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

VIOLATION DEFINITIONS

A violation is defined as follows:

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

VIOLATION CONDITIONS

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

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

False Alarm or Report

A “false alarm or report” occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

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

Penal Code 42.06

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including but not limited to:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books or netbooks.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Instrument repair/maintenance.

- Fees for items of personal use or products that a student may purchase at the student’s option, such as student publications, class rings, annuals, and graduation announcements.
- Summer school for courses that are offered tuition-free during the regular school year.

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

Field Trips

The primary purpose of a field trip is to give students an appropriate educational experience that is not otherwise possible in the classroom setting. Field trips shall have a direct relationship to the instructional activities in the classroom. These trips may serve as an introduction to concepts to be studied or as a culminating activity to finalize instruction regarding specific objectives. The activities involved during the trip should make a connection to the real world, foster relevance to subject matter, broaden cultural experience, and reinforce the engagement of the student. Field trips should be used for experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Field trips for the purpose of competition include academic competitions, musical competitions, and athletic competitions. These trips should foster both individual and collaborative efforts that will strengthen a student’s ability to be a successful and productive citizen. Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary guidelines and expectations in accordance with regulations to implement this policy. *FMF (LOCAL)*

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

Fighting/ Mutual Combat/ Physical Contact/ Abuse/ Spitting

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

Firearm

“Firearm” is defined as:

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

18 USC 921

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

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

***Food Allergy /
Severe Food
Allergy***

In this section, “severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Upon enrollment of a child in public school, a school district shall request, by providing a form or otherwise, that a parent or other person with legal control of the child under court order:

1. disclose whether the child has a food allergy or a severe food allergy that should be disclosed to the District to enable the District to take any necessary precautions regarding the child’s safety; and
2. specify the food to which the child is allergic and the nature of the allergic reaction.

Information regarding a child’s food allergy will be held confidential and shall be placed in the child’s medical records. Disclosure of medical information to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with District policy and permissible under the Family Educational Rights and Privacy Act (FERPA).

If a student has a food allergy or severe food allergy as defined, parents are encouraged to disclose the information and notification of the allergy to the school administrator, nurse, or teacher upon registration and/or medical updates. The school will take the necessary precautions to ensure the child’s safety.

Food and Drinks

The Texas Department of Agriculture (TDA) has established guidelines regarding Foods of Minimal Nutritional Value (FMNV) for public schools participating in the federally funded Child Nutrition Program. The federal regulations do not permit FMNV to be served until after the end of the last scheduled class. [See *Board Policy CO (LEGAL)*.] As a result, parents may not bring food or drinks to school for anyone other than their own children with the exception of birthday treats, Valentine, Winter Holiday, and one day designated by the campus. Birthday treats may be served to children in the classroom of the child on the occasion of the child’s birthday or to children at a school-designated function, as coordinated by the campus administration.

Food Services

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

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

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

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

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

Gambling

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

Gang

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

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

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

***Gifted and
Talented
(GATES)***

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

be given to the student's classroom teacher.

Grade-Level Classification

Reclassification of grade levels is made at the beginning of each school year. However, students who have not been promoted to a higher grade due to lack of credits, may be eligible for reclassification at the end of the 1st semester. In order to be considered for reclassification at the end of the 1st semester, the student must have administrator approval and a graduation plan for the student must be in place. Additionally, senior classification requires completion of English IV or enrollment in English IV. (See "Secondary Grading Guidelines")

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

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

Grades and Grading Guidelines

Northwest ISD will utilize electronic report cards and progress reports through the Home Access Center (HAC) in grades 1-12 beginning in the 2011-2012 school year. Electronic report cards and progress reports are designed to be convenient and easy for parents to access their student's grades, while supporting the district's efforts to reduce printing. Parents may request a printed copy of report cards and progress reports to be sent home with the student.

Updated 9/2/11

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

Progress will be reported as follows:

| | | | |
|---|--------------------------|---|-------------------------|
|  | Skill not yet introduced |  | Skill Still Developing |
|  | Skill Developed |  | Experiencing Difficulty |

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

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

In grades 1-12, grades in all subject areas shall be reported to parents, guardians, and students at the end of each six weeks.

Academic Student Report Card

| | | |
|------------------|------------------|----------------|
| 100-90 Excellent | 79-70 Fair | I - Incomplete |
| 89-80 Good | Below 70 Failing | NG – No Grade |

GRADING GUIDELINES

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

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

All schools use grading periods. Each teacher is responsible for keeping the parent informed of student progress. To assist parents in monitoring grades between grading periods, progress reports will be available online within the Home Access Center (HAC) for all students in grades 1-12. If a grade falls below 70, the posted grade reports shall serve as notice that the student will have the remainder of the six-weeks period to bring the grade up to 70 or above and that the student will be suspended from UIL related extracurricular activities if the grade is not brought up to that point by the end of the six-weeks period. Note that the eligibility standard for PreAP and AP courses is 60 or above. Also note that Dual credit college classes and credit recovery classes do NOT report grades on progress reports or six-week averages. Parents are asked to review posted grades regularly and consult with the classroom teacher(s). Parents can access their child's grades online at any time through the HAC. When a student's grade drops from passing to failing after the third-week of the grading period, parents will be notified immediately by the teacher. The District may require any student whose mid-reporting period grade average is

below 70 or borderline to attend tutorial sessions. An opportunity to conference will be made available to parents by teachers at least once every semester. Parents are encouraged to contact the campus for a conference at any time. Sign-up sheets will be provided at events such as Open House, Meet the Teacher, and Curriculum Nights to schedule conferences for a later date. These events are not appropriate venues for conferencing.

At the end of each period, electronic report cards will be available through the HAC one week following the end of a grading period. This report includes academic achievement grades, conduct status, and absences. Exceptions to this schedule occur when holidays or vacation days fall during the week.

For additional grading information, please see “Grading and Reporting Guidelines.” *Board Policies EI (LEGAL/LOCAL), EIA (LEGAL/LOCAL), and EIE (LEGAL/LOCAL)*

Graduation

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

| Graduation Program | Number of Credits |
|---------------------------|-------------------|
| Minimum* | 22 |
| Recommended | 26 |
| Distinguished Achievement | 26 |

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

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

*Students seeking the Minimum High School Program (MHSP) must meet eligibility as described in TAC Chapter 74. The student and/or parent should consult with the counselor if they believe the student qualifies. *EIF (LEGAL)*

DIPLOMA REQUIREMENTS

Note: More information on topics related to state assessments will be communicated when it is available and may be subject to change according to guidance received from TEA.

To receive a high school diploma from the District, students must successfully complete the required number of credits and perform satisfactorily on any state assessment instruments associated with graduation requirements. The state assessments will test various applications within English/language arts, mathematics, science, and social studies.

Board Policy EIF (LEGAL/LOCAL)

STUDENTS WITH DISABILITIES

Upon the recommendation of the Admission, Review, and Dismissal Committee, students with disabilities may be permitted to graduate under the provisions of an Individualized Education Plan (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. *Board Policy FMH(LEGAL)*

GRADUATION EXPENSES

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of caps and gowns, both student and parent should monitor progress toward completion of all requirements for graduation. Expenses for caps and gowns, invitations, senior rings, and senior pictures often are incurred in the junior year or first semester of the senior year and are the responsibility of the individual student and/or his/her parent(s).

GRADUATION SPEAKERS

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who hold one of the following positions of honor will be eligible to give these remarks:

- Student council officers of the graduating class,
- Class officers of the graduating class, or
- The top three academically ranked graduates.

However, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given the opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the valedictorian, salutatorian, student council officers of the graduating class, class officers of the graduating class, and the top three academically ranked graduates may also have speaking roles at the graduation ceremony. *Board Policy FNA(LOCAL)*

[For student speakers at other school events, see “Student Speakers”]

COMMENCEMENT

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

STATE SCHOLARSHIP AND GRANTS

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

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

Graffiti

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

Guests at Social Events

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

Hacking

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

Harassment

See “Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation.”)

Hazing

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

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

safety of the student;

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

Texas Education Code 37.151

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

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

Board Policy FNCC (LEGAL/LOCAL)

Hit List

A “hit list” is a list of people targeted to be harmed by any force that would be used with intent to cause bodily harm.

Homeless

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

Homework

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

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

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

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

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

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

Immunization Requirements

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

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

The vaccine requirements (<http://www.dshs.state.tx.us/immunize/school/default.shtm#requirements>) apply to all students entering, attending, enrolling in, and/or transferring to the District. Incomplete immunizations may prevent attendance in school or can restrict attendance once enrolled if immunizations fail to be updated according to the requirements.

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

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

Interrogations by School Officials

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

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

Jurisdiction

The District has disciplinary authority over a student:

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

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

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

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

Lockdown

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

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

An “external lockdown” occurs if a threat occurs in the vicinity of the school. During an external lockdown, all exterior school doors are locked.

In the event of an external or internal lockdown, the main entrance doors will be locked and a sign will be posted on all exterior doors indicating that the school is in a lockdown. Parents will be informed of the lockdown through the District’s calling system or other communication.

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

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

Loitering

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

Lunch Visitors

All lunch visitors are required to sign in at the front office and obtain a visitor pass prior to proceeding to the cafeteria. Visitor passes are issued through Raptor, the District’s visitor tracking system, which enhances school security. The system reads visitor driver’s licenses (or other government-issued photo IDs), compares information to a sex offender database, alerts campus administrators if a match is found, then (assuming no match was made) prints a visitor badge that includes a photo of the visitor.

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

ELEMENTARY

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

SECONDARY

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

Make-up Work

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

Mandatory

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

***Medical
Appointments***

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

(See “Attendance.”)

***Medicine at
School***

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

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

1. All medication (prescription and over-the-counter) must be provided by a parent or legal guardian. If it is a controlled substance, e.g. Ritalin, it must be transported by a parent or legal guardian and the medication will be counted upon its arrival in the health clinic. Students may have a special exception to this rule for asthma inhalers (see #8).
2. A parent or legal guardian must complete a “Northwest ISD Medication Administration Request Form” for all medications. Parents or legal guardians may get the forms from the school office.
3. Each prescription must be in the original prescription bottle with a prescription label bearing the student’s name, the name of the medication, and instructions for giving the medication. Pharmacies can supply two (2) labeled bottles for this purpose. An extra bottle is required if medication is to be administered on a field trip.
4. Non-prescription medicine must be in the original container labeled with the student’s name, the name of the medication, and instructions for giving the medication.
5. Sample prescription and alternative medicine must be labeled with the student’s name and accompanied by a signed Texas Board Certified physician order, with a patient information sheet listing its ingredients, actions, and side effects.
6. Herbal or dietary supplements and other nutritional aids not approved as medication by the FDA may not be dispensed by school personnel, unless accompanied by a physician’s directive and required by the student’s individualized education program (IEP) or Section 504 plan for a student with disabilities and provided by the parent.
7. All medication will be placed in a locked cabinet in the health clinic; an exception may be made for asthma inhalers (see #8 below).
8. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has the proper written authorization form completed by his or her parent and physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school health coordinator the ability to use the prescribed medication, including any device required to administer the medication.
9. The District can assume no responsibility for loss or negligent behavior when students carry conventional or alternative medication or dietary supplements without the knowledge of the campus health service personnel. Noncompliance may be subject to disciplinary action.
10. Any unused medication will be destroyed two weeks after last dosage. Medication will not be sent home with a student. It must be picked up by a parent or legal guardian at the school health clinic.

Board Policy FFAC (LEGAL/LOCAL)

In accordance with a student’s individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. *Board Policy FFA (LEGAL)*.

These guidelines and expectations are necessary for students’ safety. Students must have a note from their parent or legal guardian if they are not to participate in physical education classes due to illness or injury. This note will be accepted up to five consecutive days. Longer non-participation will require a physician’s written excuse.

(See “Prescription/Non-Prescription Drugs.”)

Miranda Warnings

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

Non-Sufficient Funds Fee

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

“Opting Out” of Activities

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

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

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

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

- Political affiliations or beliefs of the student or the student’s parent;

- Mental or psychological problems of the student or the student’s family;
 - Sexual behavior or attitudes;
 - Illegal, antisocial, self-incriminating, or demeaning behavior;
 - Critical appraisals of individuals with whom the student has a close family relationship;
 - Relationships privileged under law, such as relationships with lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; and
 - Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.
- 20 USC 1232h(b)*

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

Persistent Misbehavior

Persistent misbehavior is repeated violations of the *Student Handbook and Code of Conduct* in general or repeated occurrences of the same violation. Positive behavior techniques employed with positive, logical, and natural consequence models will be provided in a tiered model of application. While the positive behavior management techniques are a preferred method of approaching discipline, the severity of the behavior will be considered if the action requires a more intensive consequence as outlined in the leveled disciplinary charts for each specific grade level.

Personal Property

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

Physical Fitness Assessment

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

Physical Restraint

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

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

Board Policy FO (LOCAL)

In a case in which restraint is used, school employees, volunteers, or independent contractors shall implement the documentation requirements set forth at 19 TAC 89.1053(e). On the day restraint is utilized, a good faith effort shall be made to verbally notify the parent(s) regarding the use of restraint. Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent within one school day of the use of restraint.

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

Plagiarism

(See "Cheating.")

Police Intervention

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

Possession

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

1. On the student’s person or in the student’s personal property, including but not limited to the student’s clothing, purse, book bag, backpack, or briefcase;
2. In any private vehicle driven by the student to or from school or school-related activities, including but not

limited to an automobile, truck, motorcycle, or bicycle; or

3. In any school property used by the student, including but not limited to a locker or a desk.

(See "Vehicles on Campus.")

Prayer

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

Prescription / Non- Prescription Drugs

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

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

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

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

Natural and/or homeopathic-like substances (not FDA approved), restricted smoking materials (see "Restricted Smoking Material" on page 52), and dietary supplements are prohibited at school and will be treated as non-prescription drugs for disciplinary purposes as stated in this section.

(See "Medicine at School.")

Progress Reports

(See "Grades and Grading Guidelines.")

Prohibited Items

Prohibited items include, but are not limited to, the following: any weapons, knives of any size (including pocket knives), clubs/night sticks (or items that can be used as clubs), "look-alike" weapons, knuckles, alcohol, chains, laser pointers, ammunition, razors, rubber bands, squirt guns, fireworks of any kind, tobacco products, restricted smoking materials (see "Restricted Smoking Material" on page 52), drugs (even non-prescription drugs if not properly delivered to the Campus Health Coordinator), matches, lighters, handcuffs, mace, stink bombs, balloons, toys, or any other items which may be deemed to be disruptive, dangerous, or in violation of school policies.

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

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

Promotion and Retention

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

GRADES 1-3

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

GRADES 4-8

In grades 4-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas, and a grade of

70 or above in three of the following areas: language arts, mathematics, science, and social studies.

STATE ASSESSMENTS

Note: More information on topics related to state assessments will be communicated when it is available and may be subject to change according to guidance received from TEA.

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

2011-2012 Updates for Transition from TAKS to STAAR:

Because performance standards for the State of Texas Assessment of Academic Readiness (STAAR) for grades 3-8 will not be set until after the spring of the 2012 administration, SSI retest opportunities as usually provided for students in grades 5 and 8 for reading and mathematics will not be offered in May and June of 2012. For the 2011-2012 school year, districts will be advised to use relevant academic information to make promotion/retention decisions. More information is to be provided in the future from TEA.

As expected unless advised otherwise through additional updates to be released, parents of students who do not perform satisfactorily on their state assessments will be notified that their children will participate in special instructional programs designed to improve their student's academic performance.

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

PERSONAL GRADUATION PLAN

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

Psychotropic Drugs

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

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

Public Displays of Affection

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

Publications — Student Speech

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

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

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

Board Policy FMA (LEGAL)

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

Questioning of

There is no legal right on the part of a parent to be notified or to be present when students are in conversation with

Students

or being questioned by school officials concerning school-related behaviors or concerns.

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

1. The principal or principal's designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents shall not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

When a representative of the Department of Family and Protective Services or another lawful authority desires to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's requests regarding the conditions of the interview or questioning.

Board Policy GRA (LOCAL)

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

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

Reasonable Belief

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

Registered Sex Offenders

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

Students who are registered sex offenders are required to be disciplined at a Level IV as specified by state law.

Placement of Registered Sex Offenders – Texas Education Code, Section 37, Subchapter I

Release of Students from School

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

A student who will need to leave school during the day will follow the campus check-out procedures before leaving the campus. Failure to do so will result in a truancy designation for any class missed. Unless the superintendent/principal's designee has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. No student will be allowed to leave with any person not named on the student registration card, unless prior written permission by a parent or guardian has been received. Identification may be required.

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

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

the school day by presenting a signed and dated note from the parent. These students shall check out through the appropriate office before leaving the campus.

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

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

(See "Closed Campus.")

Report Cards

(See "Grades and Grading Guidelines.")

Reports to Law Enforcement

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

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

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

Texas Education Code 37.015 and 37.007(e)

Restricted Smoking Material

Definition:

"Restricted smoking material" is defined as any substance, however marketed, which can reasonably be converted for smoking purposes whether it is presented as incense, tobacco, herbs, spices, or any blend thereof, including but not limited to materials marketed as, but not limited to the following: K-2, K-2 Summit, K-2 Sex, Genie, DaScents, Zohai, Sage, Spice, KO Knock-Out 2, Spice Gold, Spice Diamond, Yucatan Fire, Solar Flare, Pep Spice, Fire N' Ice, and Saliva Divinorum. The Drug Enforcement Agency (DEA) is conducting studies related to many of the substances listed above and may consider them to be illegal.

Prohibition:

The District prohibits the possession, use, or being under the influence of restricted smoking material on school property or at school-related or school-sanctioned activities on or off school property. Appropriate disciplinary consequences will be assessed for violations of this prohibition. Possession, use, or being under the influence of restricted smoking materials will be treated as non-prescription drugs for disciplinary purposes as stated in this section.

Retaliation

See "Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation.")

Safety

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

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

the welfare of students.

**Scholarships/
Grants**

(See "Graduation.")

**School
Guidelines and
Expectations**

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

**School Health
Advisory Council**

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

Searches

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

School officials may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.

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

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

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

STUDENTS' LOCKERS AND VEHICLES

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

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

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

TRAINED DOGS

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

Such visits by trained dogs to schools shall be unannounced. The dogs are used to sniff vacant classrooms, vacant common areas, student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the *Student Handbook and Code of Conduct*.

Board Policy FNF (LEGAL/LOCAL)

(See "Interrogations by School Officials" and "Questioning of Students.")

Secret Societies

The Board prohibits any fraternity, sorority, secret society, or gang defined by state law as any "organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership

rather than on the free choice of a student in the school who is qualified by the guidelines and expectations of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities." *Texas Education Code (TEC) 37.121(d)*

A person commits a Class C misdemeanor if the person:

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

TEC 37.121(a)(c)

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

Penal Code 22.015

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

Self-Defense

“Self-defense” is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself. A claim of self-defense is not a justification to avoid disciplinary action and/or police intervention. but will be considered.

(See “Fighting/Mutual Combat/Physical Contact/Abuse/Spitting.”)

Sexting

Sexting is defined as the practice of sending sexually suggestive, nude, or partially nude photographs and/or sexually explicit messages via text message. Appropriate disciplinary measures will be taken when these types of messages are shared at times when administrators have jurisdiction. The police will also be notified when warranted.

Sexting has garnered significant media coverage as well as concern from school administrators. Parents should discuss this topic with their child especially due to the potential application of Texas child pornography and other criminal statutes when this practice involves photographs of minors (children under the age of 18 at the time the photo was taken). Since state and federal laws cannot keep up with the changes in technology and the increasing use of texting/sexting by students, it is important that students are educated about the possible ramifications when they make poor decisions or lack proper judgment and foresight. Current laws often result in convictions that require a student found guilty of possession and/or transmitting child pornography to register, for life, as a sex offender. (See “Bullying” and “Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation.”)

Sexual Assault Transfers

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

Sexual Harassment

(See “Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation.”)

Skateboards/ Scooters/ Roller Blades

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

Social Networking

Social networking sites such as Facebook, Twitter, and MySpace are quickly becoming tools for bullying and making threats. Students need to be reminded that the words they write and the images they post may have consequences offline. Parents should review the following tips with their child to assist them in using these sites safely:

1. Help the child to understand what information should be kept private.
2. Explain that the child should only post information that you — and they — are comfortable with others seeing.
3. Use privacy settings to restrict who can access and post on your child’s Web page.

4. Remind your child that once he/she posts information online and it is read, it cannot be taken back.
5. Talk to your child about avoiding suggestive talk online.
6. Encourage your child to tell you if they ever feel uncomfortable or threatened by anything online.

(See "Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation" for related information.)

Special Programs

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

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

Students having difficulty in the regular classroom should be considered for support services including tutorial, compensatory, and other academic or behavior support services that are available to all students within the support process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students. Parents of students experiencing learning difficulties may contact your campus counselor to learn about the District's overall general education referral or screening system for support services.

At any time, parents are 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 the evaluation is determined to be necessary, the parents will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and report within 60 calendar days of the date the District received the written consent. The District must give a copy of the completed assessment report to the parents.

If the District determines that an evaluation is not needed, the District will provide parents with prior written notice that explains why their child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the District. The District is required to give parent the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. Additionally, information regarding the Individuals with Disabilities Education Improvement Act (IDEA) is available from the school district in a companion document *A Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First @ www.texasprojectfirst.org
Partners Resource Network @ www.partnerstx.org

Parents of students with learning difficulties or who may need special education services that qualify or may qualify for services under IDEA are encouraged to contact the campus counselor.

Parents of students with disabilities that qualify or may qualify for services under Section 504 are encouraged to contact the campus counselor.

SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students, Executive Director of Student Services, 817-215-0083
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Family Involvement Facilitator, 817-215-0198

Standardized and District-Administered Tests

ITBS/CogAT

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

ReadiStep

The ReadStep is a college readiness assessment that consists of three multiple choice tests in the areas of critical reading, mathematics, and writing skills. Readistep provides students with preparation for the Preliminary Scholastic Aptitude Test (PSAT) and informs educators and parents of college readiness skills. The ReadStep is given to all Grade 8 students.

PSAT/NMSQT

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

TEXAS READING ASSESSMENT

In accordance with the *Texas Education Code*, students in kindergarten through second grade will be administered the Developmental Reading Assessment (DRA2) to measure student growth in reading. This instrument drives instruction in order to ensure that every child is reading on or above grade level by the end of third grade.

STATE-MANDATED ASSESSMENT TESTS*

Note: More information on topics related to state assessments will be communicated when it is available and may be subject to change according to guidance received from TEA.

In order to fulfill the requirements of House Bill 3 passed by the 81st Texas Legislature and incorporated into Texas Education Code (TEC) Chapter 39, the Texas Education Agency (TEA) is developing the new State of Texas Assessment of Academic Readiness (STAAR). STAAR is a more rigorous assessment program that will provide the foundation for a new accountability system for Texas public education.

STAAR will replace the Texas Assessment of Knowledge and Skills (TAKS) beginning in spring 2012. The STAAR program at grades 3-8 will assess the same subjects and grades that are currently assessed on TAKS. At high school, however, grade-specific assessments will be replaced with 12 end-of-course (EOC) assessments.

STAAR Grades 3-8*

Students will take state mandated tests in the following subject areas:

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

**If a student enrolled in grade 8 or below is taking a course for which there is a STAAR End-of-Course (EOC) assessment, that student will be required to take both the applicable grade level STAAR assessments and the applicable STAAR EOC assessment. See applicable subject areas listed below.*

STAAR EOC Grades 9-12*

- Algebra I
- Geometry
- Algebra II
- Biology
- Chemistry
- Physics
- English I
- English II
- English III
- World Geography
- World History
- U.S. History

**Students entering 9th Grade in the 2011-12 school year, will be assessed in the required STAAR End-of-Course (EOC) high school assessments.*

**If a student enrolled in grade 8 or below is taking a course for which there is a STAAR End-of-Course (EOC) assessment, that student will be required to take both the applicable grade level STAAR assessments and the applicable STAAR EOC assessment.*

**If a student is repeating 9th grade in 2011-2012, TAKS is still his or her assessment graduation requirement.*

TAKS*

**If a student enrolled in grade 9 or above prior to 2011-2012 school year, TAKS will remain as his or her assessment graduation requirement and will be tested as follows.*

Exception: *Beginning in the fall of the 2011-2012 school year, STAAR Alternate will be the only alternate assessment offered for students with significant cognitive disabilities rather than continuing TAKS-Alt only for students in grades 10 and 11.*

**If a student is repeating 9th grade in 2011-2012, TAKS is still his or her assessment graduation requirement.*

- Mathematics, grades 9, 10, and 11
- Reading, grade 9
- English Language Arts, grades 10 and 11
- Social studies, grades 10 and 11
- Science, grades 10 and 11

Board Policy EKB (LEGAL)

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

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

In order to use accommodations on ACT or College Board tests, accommodations must be approved by the Services for Students with Disabilities. Students are required to apply separately for ACT testing and/or College Board testing accommodations. Not all students with disabilities require accommodations. Some accommodations received by students in school are not necessary for the purposes of participating in ACT or College Board tests. To ensure that ACT or College Board provides the right accommodations, a student's documentation must meet their criteria. Consult the campus counselor for more information.

Services for Students with Disabilities (SSD), College Board SSD Program, (609) 771-7137

Services for Students with Disabilities for ACT, (319) 337-1332

DISTRICT AND CAMPUS ASSESSMENTS

The district and campuses measure ongoing progress through various locally developed district assessments which provide academic indicators of student performance. Data from these assessments assist in designing the curriculum implementation and interventions for the students in Northwest ISD.

Steroids

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

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

Texas Education Code 38.008

Student Guidelines for Acceptable Use of Technology Resources

Students who have access to District Netbooks shall comply with the Student Guidelines for Acceptable Use of Technology Resources as referenced in the Netbook Guidelines. (Refer to Netbook Guidelines.)

The Student Guidelines for Acceptable Use of Technology Resources are provided so that students and parents are aware of the responsibilities they accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, digitized information, communications technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources. *Board Policy CQ*

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

Student Records The District maintains general education records as required by law. The District makes available to parents and guardians information concerning their child enrolled in school. A request in writing may be submitted to the school or to the District records management officer at the District administrative office. Until parental rights are legally terminated, each parent, guardian, or “eligible” student may access the records. A student becomes eligible when the student has attained 18 years of age or is attending an institution of postsecondary education. At that time, the rights accorded to, and consent required of, parents transfer from the parents to the student.

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

Student Speakers The District provides a limited public forum by giving students the opportunity to introduce the following school events:

- Morning announcements.
- Awards banquets.

Students are eligible to introduce these events if they:

- volunteer,
- are affiliated with the organization or class sponsoring the activity or event, and
- are not in a disciplinary placement at the time of the speaking event.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events. *Board Policy FNA(LOCAL)*

Students Taken into Custody

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

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

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

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

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

Summer Programs

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

Participation in summer interventions and subsequent essential knowledge and skills mastery may be considered for some students to continue content acceleration and academic mastery. Students who do not pass required courses during the school year should attend the tuition-based summer school program. Assistance will be provided to those that qualify for reduced fees, based on financial need.

Enrichment programs, fine arts programs, and athletic camps are also offered for tuition throughout the summer.

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

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

***Student
Transcripts***

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

Surveys

See ("Opting Out of Activities.")

Tardies

Students are expected to be in the classroom when the tardy bell rings with all needed materials prepared for instruction. Tardies are also considered "parts of days" and are generally considered unexcused except for illness or doctor/dentist appointments. Students with excessive tardies may be assigned disciplinary consequences and a referral may be made to the Truancy Courts.

(See "Truancy.")

***Terroristic
Threat***

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

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

Penal Code 22.07 and Board Policy GRA (EXHIBIT)

Textbooks

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

Threats

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

(See "Terroristic Threat.")

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

Title 5 felonies are offenses against a person. These offenses include the following:

1. Murder;
2. Capital murder;
3. Manslaughter;
4. Criminally negligent homicide;
5. Unlawful restraint (in certain circumstances);
6. Kidnapping;
7. Aggravated kidnapping;
8. Unlawful transport;
9. Trafficking of persons;
10. Indecency with a child;
11. Improper relationship between educator and student;
12. Improper photography or visual recording;

13. Assault (if against a public servant or other circumstances);
14. Sexual assault;
15. Coercing, soliciting, or inducing gang membership;
16. Aggravated assault;
17. Aggravated sexual assault;
18. Injury to a child, elderly individual, or disabled individual;
19. Abandoning or endangering a child;
20. Deadly conduct;
21. Terroristic threat;
22. Aiding suicide;
23. Tampering with a consumer product; or
24. Harassment by persons in certain correctional facilities.

Title 5, Penal Code and Board Policy FOC (EXHIBIT)

Tobacco Use and Possession

Students shall be prohibited from smoking, using, or possessing tobacco products, including restricted smoking materials (see “Restricted Smoking Material” on page 52), at a school-related or school-sponsored activity on or off school property. These prohibitions will be strictly enforced on school property and at school-related or school-sponsored activities on or off campus. Appropriate disciplinary consequences will be assessed for violations.

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

Transfers

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

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

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

Board Policies FDA (LEGAL/LOCAL), FDB (LEGAL/LOCAL,) and FDE (LEGAL/LOCAL)

(See “Bullying,” “Dating Violence, Discrimination, Harassment, Sexual Harassment, and Retaliation,” and “Sexual Assault Transfers.”)

Transportation

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

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

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

1. School buses are to be considered extensions of the school environment subject to the *Student Handbook and Code of Conduct*.
2. All cell phones are to be turned off and stored out of sight anytime a student is on the bus, unless permitted by the driver or school personnel for approved purposes. Students that do not adhere to this requirement are subject to disciplinary referral and/or confiscation of the cell phone in accordance with District Policies and procedures.
3. Students will board and exit the bus in an orderly manner at the designated bus stop nearest his or her home.
4. Arrive at the bus stop five (5) minutes before the scheduled stop-time and wait a safe distance from where the bus stops. Three giant steps away from the stop is a good rule.
5. When the bus arrives, do not approach the bus until it has come to a complete stop. Form a single line and board the bus (no pushing or breaking in line). Students will go directly to their assigned seat and sit in a safe position.
6. Students will keep books, band instruments, feet, and other objects out of the aisle of the bus. Objects carried on the bus must be small enough to be held in the lap of the owner.
7. When it is time to exit the bus, students will wait for the bus to come to a complete stop before getting up from the seat.

8. Upon exiting the bus, students needing to cross the street shall wait until directed by the bus driver before crossing immediately in front of the bus.

The following guidelines and expectations will apply to student conduct on District transportation:

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

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

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

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

RESTRICTION FOR VIOLATION OF SCHOOL BUS GUIDELINES AND EXPECTATIONS AND REGULATIONS

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

- | | |
|-----------------|--|
| First Offense: | A principal will warn the student and send a letter of warning to the student's parents. The warning should include a reminder that the student will lose his or her bus riding privileges for five school days on the third offense. |
| Second Offense: | A principal will warn the student and send a letter of warning to the student's parents. The warning should include a reminder that the student will lose his or her bus-riding privileges for five school days on the third offense. |
| Third Offense: | The student will be removed from the bus for five school days. The school principal will attempt to notify the student's parents by phone and/or letter within twenty-four (24) hours. |
| Fourth Offense: | The student will lose his or her riding privileges for the remainder of the semester or ten school days, whichever is longer. The school principal will attempt to notify the student's parents by phone and/or by letter within twenty-four (24) hours. |
| Fifth Offense: | The student will lose his or her riding privileges for the remainder of the school year. The school principal will attempt to notify the student's parents by phone and/or by letter within twenty-four (24) hours. |

Major Offense: Any offense considered “major” by the school principal, including but not limited to, conduct that constitutes a discretionary or mandatory removal under the *Student Handbook and Code of Conduct*, will result in the immediate removal of bus privileges for whatever length of time deemed appropriate. The school principal will attempt to notify the student’s parents by phone and/or by letter within twenty-four (24) hours.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

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

BUS LANES

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

EMERGENCY PHONE NUMBERS

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

SEAT BELTS

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

CONCERNS/COMPLAINTS

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

TRANSPORTATION CONTACT

Durham School Services may be contacted at 940-242-3900 or 817-698-1287.

Trespassing

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

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

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

Truancy

School employees must investigate and report, by statute, violations of the state compulsory attendance law. A student’s absence from school without permission from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A court of law may assess a penalty against both the student and his/her parents if a school-aged student deliberately does not attend school. A complaint against the parent may be filed in the appropriate court if the student:

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

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

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

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

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

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

Tutorials

All teachers shall provide tutorials as scheduled by the campus. Any student not demonstrating at least 70 percent mastery of a subject for a grading period is required to attend these tutorials before, during, and/or after school. Parents will need to provide transportation for tutorials before or after school (unless there is a special exception). *Board Policy EHBC(LEGAL)*

School districts must ensure that **any** student who fails to demonstrate proficiency on the state assessments for mathematics or reading completes required accelerated instruction before being promoted or placed in the next grade, and, when promoted to the next grade level, receives instruction in that subsequent grade from a teacher who meets all state and federal qualifications to teach that subject and grade. *Board Policy EIE(LEGAL)*

Under the Influence

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

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

Use

"Use" means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. In addition, "use" shall include introducing any amount of a drug or alcohol into a student's body by any manner regardless of whether physical signs of use are detectable at the time of the investigation or whether criminal charges are filed. Additionally, student self-admission of use of prohibited substances is considered "use" for the purposes of the disciplinary consequences.

Vandalism

(See "Damage to School Property.")

Vehicles on Campus

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

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

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

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicions exist to do so. A student has full responsibility for the security of his/her vehicle and will make certain that it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his/her car and will be subject to disciplinary action by the District as well as referral for criminal prosecution for having such objects or substances on school property. Searches of vehicles may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student. Students who park on campus must adhere to all regulations outlined in the *Student Handbook and Code of Conduct* and other campus publications. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents are unavailable or refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them. *Board Policy FNF (LOCAL)*

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

Illegally parked cars may be towed or impounded by a boot locked on a car tire at the owner's expense. A campus administrator may terminate a student's driving and/or parking privileges at any time that he/she feels this action is appropriate. Loss of driving and/or parking privileges does not allow another student driver to drive the offender's vehicle while he/she (the offender) rides as a passenger.

Videotapings and Recordings of Students

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

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

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

Texas Education Code 26.009(b)

Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member and according to parent consent or policy noted above.

Visitors to the Campus

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

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

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

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

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

1. Upon arrival to a campus, visitors must report to the front office.
2. Visitors needing to go beyond the front office must sign-in through the District's visitor check-in system and receive a visitor pass.
3. Visitor passes must be worn by visitors the entire time they are on the campus.
4. Visitors are expected to follow all campus- and District-based guidelines and expectations.
5. Parents wishing to visit their child's classroom should make arrangements at least one day in advance with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed-upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, parents should not bring their child's siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting.
6. Parents in classrooms are there as observers and are asked to sit in the rear of the room in an effort to minimize distractions to students. Parents should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent has need for discussion with the teacher, a conference must be scheduled outside instructional time.
7. Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. If necessary, the principal or designee will accompany the parent on the classroom visit. Principals or other administrative designees may restrict and/or preclude classroom visits if requests become excessive in terms of frequency, length of visit, and/or number of requests or are disruptive to the educational process.
8. Volunteers, who are also parents of one or more students, should follow the same procedures as other parents

- when requesting classroom visitations.
9. Parents requesting a conference with the teacher should make prior arrangements one day in advance (preferred) with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.
 10. In the interest of safety, parents/guardians picking up a student during the school day must show photo identification, sign the student out, and wait in a designated waiting area for the student. Students needing to leave during the school day for appointments should remain in their classroom to maximize instructional time until their parent/guardian arrives. School personnel or student aides will inform the student that the parent/guardian has arrived.
 11. The school will provide a designated waiting area in the school for parents to pick up children at the end of the school day. Parents must wait until their child is released by the teacher.
 12. In an emergency, when it is necessary for a visitor to meet with a student, the principal or an administrative designee will call for or escort the student to the office.
 13. Visitors may be asked to leave the classroom and/or campus if their presence disrupts the educational process or school activities in any way.
 14. Visitors are expected to sign-out upon leaving the campus.

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

Weapons

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

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

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

"Prohibited weapons" are defined as follows:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). *Penal Code 46.01(3)*
2. An illegal knife (knife with a blade over 5 1/2 inches; hand instrument designed to cut or stab another by being thrown; dagger; including a dirk, stiletto, and poniard; bowie knife; sword; spear). *Penal Code 46.01(6) and Education Code 37.007(a)(1)(B)*
3. A club (an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk). *Penal Code 46.01(1)*
4. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). *Penal Code 46.01(2)*
5. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). *Penal Code 46.01(9)*
6. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). *Penal Code 46.01(10)*
7. A firearm silencer (any device designed, made, or adapted to muffle the report of a firearm). *Penal Code 46.01(4)*
8. A switchblade knife (any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device on the handle, or opens or releases from the handle or shaft by the force of gravity or centrifugal force). The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm, to overcome the bias toward closure and open the knife. *Penal Code 46.01(11)*
9. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist

- enclosed in the knuckles). *Penal Code 46.01(8)*
10. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). *Penal Code 46.01(12)*
 11. A chemical dispensing device (device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a chemical capable of causing an adverse psychological or physiological effect on a human being). *Penal Code 46.01 (14)*
 12. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). *Penal Code 46.01(16)*
- Board Policy FNCG (LEGAL) and Penal Code 46.05(a)*

Other prohibited items considered as weapons include: knives of any size (including pocket knives), devices designed to emit an electrical shock intended to incapacitate a person, fireworks of any kind, razors, box cutters, chains, or any other object that could be used in a way that threatens or inflicts bodily injury on another person. Possession of a knife, other than an illegal knife, and including a pocket knife and those designed to be used as manicure instruments, will be disciplined at Level III. Local law enforcement agencies will be notified any time a knife is confiscated to ensure that the knife is not an illegal weapon. All illegal knives will be disciplined at Level V as required by statute.

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

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

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

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

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

(See "Prohibited Items.")

CONCEALED HANDGUN LICENSE HOLDER

See the "Concealed Handgun License Holder" notice on page 18 regarding the District prohibiting persons licensed to carry concealed handguns from doing so on District property, at sporting events, at interscholastic events, or at meetings of the Board of Trustees.

Withdrawal

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

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

Student Code of Conduct

Revisions to the Student Handbook and Code of Conduct are subject to change due to updates from the 82nd Texas Legislative session. Updates will be added as received in an addendum format to the 2011-2012 Student Handbook and Code of Conduct.

Development of the Plan

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

Discipline Management Plan

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

Students and parents need to be familiar with the standards set out in the handbook, as well as campus and classroom guidelines and expectations. Annually, each student and parent shall sign a "Required Signature Page," which includes a statement of receipt and awareness of the online or hard copy availability of the *Student Handbook and Code of Conduct* and acknowledges the responsibilities outlined therein. Each parent and student should also be familiar with policies and procedures outlined in campus student handbooks/folders and campus discipline procedures.

Positive Behavior and Discipline Management Techniques

In general, discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Positive behavior techniques employed with positive, logical, and natural consequence models will be provided in a tiered model of application. While the positive behavior management techniques are a preferred method of approaching discipline, the severity of the behavior will be considered if the action requires a more intensive consequence as outlined in the leveled disciplinary charts for each specific grade level.

Positive Behavior and Discipline Management Training

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

Behavior / Discipline Person

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

Behavior / Discipline Records

Each year the campus administration will maintain a discipline file separate from the permanent records for each student. Discipline records will include the following:

1. A record of all instances of a student coming to the office for disciplinary reasons;
2. A record of all calls or conferences held with a parent(s) regarding a student's behavior; and
3. A record of the disciplinary action for each offense including the length of the assignment for suspensions, alternative education placements, and expulsions.

In addition to the discipline file, discipline records must be entered into the computer system to accurately reflect PEIMS reportable offenses. Discipline files do not follow students from one year to the next unless the student’s assignment to an alternative education program or juvenile justice alternative education program extends into the next school year. Students begin each year with a “clean slate” in regard to discipline. However, hard copies of discipline records are maintained on the home campus according to the District’s records retention schedule. In addition, computerized discipline records are purged from the system at the end of each school year once the PEIMS data is extracted for reporting purposes. *Records Management FL (Regulation)*

Positive Behavior Management Techniques

Each tier within the Positive Behavior Management chart successively increases the level of positive support to elicit desired behaviors. Additional resources or alternative options may be explored for each individual student need.

| | Tier 1 | Tier 2 | Tier 3 |
|---|--|---|--|
| Examples of Strategies/Interventions | <ul style="list-style-type: none"> ● Know Your Kids ● Interest Survey ● Goal Setting ● Letter from parents introducing the student ● Posted classroom plan ● Fred Jones Classroom Management Techniques ● Room arrangement ● Classroom structure ● Minimize distractions ● Use high and low level lighting ● Alternate active and passive learning ● Use music to calm or signal a change in activity ● Revisit expectations and procedures ● Visual/Verbal/Tactile reminder ● Visual Schedule ● Closely monitor transitions ● Clear student expectations ● Provide wait time ● Differentiate instruction as needed ● Check for understanding ● Cooperative Learning ● Student Choice ● Encourage class participation and peer interaction ● Private discussions ● Classroom job/responsibility ● Foster friendships | <ul style="list-style-type: none"> ◆ Small group w/ counselor ◆ Behavior incentive chart ◆ Adult mentor ◆ Peer mentor ◆ Chill out zone ◆ Study carrel ◆ Think Sheet ◆ Private signals ◆ Frequent breaks ◆ Learning Style Inventory ◆ Self-Talk and Self-Questioning (What am I doing? How does it affect others? What should I do differently?) ◆ Gross motor movement breaks ● Sensory breaks | <ul style="list-style-type: none"> ● One on one counselor sessions focused with progress monitoring ● LSSP consult ● Daily discussion with administrator ● Behavior chart (smaller time increments, + specials time, etc...) ● Role Playing ● Modeling replacement behavior ● Check-in, Check out with counselor, teacher, or administrator |
| Positive reinforcement | <ul style="list-style-type: none"> ● Classroom culture ● Positive routines ◆ Preferred activity based on interest survey ● Preferred Activity Time (PAT) ● Record of behavior on monthly calendar ● Token system ● Verbal/Visual/Tactile praise ● Acknowledge kids outside of school ● Leadership opportunities ● Positive Affirmations ● Positive parent communication – email, note, phone call 2:1 (2 glows for every 1 grow) | <ul style="list-style-type: none"> ◆ Lunch Bunch ◆ Lunch/coffee with teacher ◆ Parent Communication ● Child choosing own PAT time activity ◆ Token system | <ul style="list-style-type: none"> ● Token system ● Lunch with administrator |
| Progress monitoring | <ul style="list-style-type: none"> ◆ Monthly calendar ● Tier 1 Data Collection Form | <ul style="list-style-type: none"> ◆ Copies of Behavior chart ◆ Tier 2 Data Collection Form ◆ Counselor attendance with lesson focus | <ul style="list-style-type: none"> ◆ Disciplinary referrals ● Behavior contracts ● Teacher /Counselor / Licensed Specialist in School Psychology (LSSP) anecdotal notes ● 504 plans |

Guidelines for Assessing Disciplinary Consequences

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

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

Board Policy FO (LOCAL)

Other factors may include but are not limited to:

- Intent or lack of intent;
- Documented evidence of self-defense
- Student's disciplinary record; and
- Student disability.

Disciplinary Consequences

Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary management techniques used when students violate the *Student Handbook and Code of Conduct* shall include, but not be limited to the following:

Verbal/written correction;

Cooling-off time or "time-out;"

Seating changes within the classroom;

Rewards or demerits;

Counseling by teachers, counselors, or administrative personnel;

Restitution of damages;

Temporary removal from class;

Parent-teacher conferences;

Temporary confiscation of items;

Behavioral contracts;

Detention, including before, during, and after school;

Saturday detention;

Special assignments or duties (only with parent approval)

Loss of privileges;

Exclusion from extracurricular activities, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations;

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

Grade reductions as permitted by *Policy EIA (LOCAL)*;

Withdrawal or restriction of bus privileges;

Required Parent Meeting;

In-school suspension;

Out-of-school suspension;

Removal to a Disciplinary Alternative Education Program (DAEP);

Expulsion to a Juvenile Justice Alternative Education Program (JJAEP); and/or

Referral to law enforcement for criminal prosecution, in addition to school disciplinary consequences.

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

A student's Individual Education Plan (IEP) or 504 accommodation plan will address his/her specialized needs in the area of discipline. Appropriate disciplinary management techniques may be included within the IEP or 504 accommodation plan. In most instances, the disciplinary management techniques supplement the *Student Code of Conduct*.

Individual Campus Options

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

Intent and Self-Defense

Consideration will be given in each decision concerning disciplinary action taken, intent or lack of intent at the time the student engaged in the conduct, a student's disciplinary history, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Level System

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

Levels I, II, III, IV, and V

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

| | | | | | |
|---------------|-----------------|------------------|-------------------|------------------|-----------------|
| Elementary | Level I (p. 73) | Level II (p.74) | Level III (p. 76) | Level IV (p. 88) | Level V (p. 91) |
| Middle School | Level I (p. 78) | Level II (p. 79) | Level III (p. 81) | Level IV (p. 88) | Level V (p. 91) |
| High School | Level I (p. 83) | Level II (p. 84) | Level III (p. 86) | Level IV (p. 88) | Level V (p. 91) |

Parent/Teacher Conferences

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

Responsibilities

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

SCHOOL BOARD MEMBERS:

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

CENTRAL ADMINISTRATORS:

- Develop, with input from the District planning and decision making committee, a draft of a *Student Handbook and Code of Conduct* for the Board's review and approval;
- Assure District compliance with state and federal laws;
- Publish and disseminate the Board-approved *Student Handbook and Code of Conduct* to individual campuses;
- Provide training for campus administrators on the Board approved *Student Handbook and Code of Conduct*;

- Fulfill designated roles in due process and hearing procedures;
- Report certain disciplinary infractions to the Texas Education Agency (TEA) as required by the *Texas Education Code (TEC)*; and
- Provide each certified employee with a copy of *Subchapter A, Chapter 37 of the TEC*, and local District policy.

CAMPUS ADMINISTRATORS:

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

TEACHERS:

- Maintain an atmosphere that is a safe and secure environment conducive to learning;
- Develop, maintain, and communicate classroom guidelines and clear expectations for students;
- Maintain regular attendance and punctuality and are prepared to perform their duties with appropriate materials;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Differentiate instruction to meet the needs of individual students;
- Notify parents of student of significant changes in behavior;
- Notify the principal or appropriate administrator on the disciplinary report of violations of the *Student Handbook and Code of Conduct*;
- Adhere to District and campus policies and procedures;
- Establish and maintain open communications with parents; and
- Maintain confidentiality.

STUDENTS:

- Follow the *Student Handbook and Code of Conduct*;
- Exhibit an attitude of respect toward individuals and property;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes, regularly and on time;
- Prepare for each class; take appropriate materials and assignments to class;
- Adhere to District and campus standards of grooming and dress;
- Obey all campus and classroom guidelines and expectations;
- Exhibit respect for the rights and privileges of students, teachers, and other District staff and volunteers;
- Exhibit respect for the property of others, including District property and facilities;
- Cooperate with and assist the school staff in maintaining safety, order, and discipline;
- Express opinions, needs, and ideas in a respectful and courteous manner;
- Refrain from making profane, insulting, threatening, or inflammatory remarks;
- Pursue mastery of the Texas Essential Knowledge and Skills of the curriculum as prescribed in the District and the state;
- Establish an effective working relationship with parents, peers, and school personnel;
- Cooperate with all lawful and reasonable directives issued by school personnel;
- Seek changes in school policies and regulations through approved channels in an orderly and responsible manner;
- Cooperate with school/District staff in investigations and all school-related matters;
- Give parent/guardian a copy of all notices, including disciplinary notices, in a timely manner;
- Return papers requiring a parent signature in a timely manner; and
- Pay required fees and fines in a timely manner.

PARENTS/GUARDIANS:

- Review the *Student Handbook and Code of Conduct* and discuss the contents with their child;
- Submit the signed "Required Signature Page" form in a timely manner;

- Encourage their child to put a high priority on education and work with their child on a daily basis to make the most of the educational opportunities the school provides;
- Ensure that their child completes all homework assignments and special projects;
- Become familiar with all of their child's school activities and with the academic programs, including special programs, offered in the District. If their child is entering the ninth grade, review the requirements of the graduation programs with their child;
- Monitor their child's academic progress and provide an appropriate area in the home for their child to use for study;
- Participate in meaningful conferences with school personnel regarding their child's academic progress, behavior, or general welfare;
- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel;
- Ensure their child's attendance at required tutorials;
- Assist their child in selecting appropriate attire for school and school-related activities;
- Communicate, in a courteous and respectful manner, with campus personnel regarding concerns about their child's educational progress or conduct;
- Send their child to school each day on time (except in the case of illness or extenuating circumstances) prepared, rested, and ready to learn;
- Maintain up-to-date home, work, and emergency telephone numbers at the school;
- Be responsible for negligent, willful, or malicious conduct of their child;
- Be knowledgeable of state, District, and school policies, regulations, and requirements;
- Request in writing, if the parent is a noncustodial parent, that the parent be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion; *Board Policy FO (LEGAL)*

Students with Disabilities

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

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

DEFINITION OF A STUDENT WITH A DISABILITY UNDER SECTION 504

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

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

34 CFR Section 104.3(j)

DEFINITION OF A STUDENT WITH A DISABILITY UNDER IDEA

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

Level I Disciplinary Chart—Elementary

Level 1: Teacher Directed

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

Procedures:

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

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | | |
|---|----------------------------------|--------------------------------|-------------------|--------------------|------------------------------|----------------------|---------------------------|---|---|---|---------------------|
| 1. Being tardy to class | • | | • | • | • | | | • | | • | • |
| 2. Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings | • | • | • | • | • | | • | • | • | • | • |
| 3. Failing to follow campus or classroom guidelines and expectations | • | • | • | • | • | | • | • | • | • | • |
| 4. Neglecting to bring required materials or assigned work to class | • | | • | • | • | | • | • | • | • | • |
| 5. Failing to participate in classroom activities or fulfill assignments | • | | • | • | • | | • | • | • | • | • |
| 6. Eating, drinking, or chewing gum in an undesignated area | • | | • | • | • | • | • | • | • | • | • |
| 7. Throwing objects or passing unauthorized notes | • | • | • | • | • | • | • | • | • | • | • |
| 8. Talking back/arguing or name calling | • | • | • | • | • | | • | • | • | • | • |
| 9. Horseplaying/scuffling (not fighting) | • | • | • | • | • | | • | • | • | • | • |
| 10. Possessing and/or using nuisance items | • | | • | • | • | • | • | • | • | • | • |
| 11. Disrupting the orderly classroom process | • | • | • | • | • | | • | • | • | • | • |
| 12. Violating dress and grooming standards | • | • | • | • | • | | • | • | • | • | • |
| 13. Telling a falsehood | • | | • | • | • | | • | • | • | • | • |
| 14. Cheating or copying the work of another | • | | • | • | • | | • | • | • | • | • |
| <p>NOTES: Disciplinary offenses in the <i>Student Code of Conduct</i> are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the <i>Student Code of Conduct</i> specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the disciplinary options most appropriate to the setting and the infraction.</p> | Verbal / Written correction | Cooling-off time or "time out" | Parent conference | Loss of privileges | Counselor/Student conference | Confiscation of item | Change of seat assignment | Special assignments or duties (only with parent approval) | Temporary removal of student from class | Before, during lunch, or after school detention | Parent notification |

Level II Disciplinary Chart—Elementary

Level II: Administrator Directed

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

Procedures:

1. Disciplinary report to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents may be required to sign and return the notice(s), report(s), and/or form(s) to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences on page 69.
5. **Level II Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response and/or referral to Level III.**

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

(continued from previous page)

Level II—Elementary

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | | | |
|---|----------------------------------|--------------------|---|---|----------------------|---|---|---|-------------------------|----------------------|---|---------------------|
| 12. Possessing a current prescription (student's own medication) or possessing, distributing, or using a non-prescription drug, natural and/or homeopathic-like substances, or dietary supplements | • | • | | • | • | • | | • | • | • | • | • |
| 13. Displaying or using a cell phone or other electronic device during instructional time (visual or auditory) without expressed permission | • | • | | | • | • | | • | | | | • |
| 14. Possessing a look-alike weapon | • | • | | • | • | • | • | • | • | • | • | • |
| 15. Violating the acceptable use policy for computers | • | • | | | | • | | • | • | • | • | • |
| 16. Telling a falsehood to an adult | • | • | | • | | • | | • | • | • | | • |
| 17. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's personal property | • | • | • | • | | • | | • | • | • | • | • |
| 18. Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property | • | • | • | | • | • | | • | • | • | • | • |
| 19. Possessing or using a camera, radio, CD player, MP3 player, hand-held electronic game, or other unauthorized electronic device without expressed permission | • | • | | | • | • | | • | • | | | • |
| 20. Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member | • | • | | | • | • | • | • | • | • | • | • |
| 21. Being present in area without authorization | • | • | | • | • | • | | • | • | • | | • |
| 22. Cheating or copying the work of another | • | • | | • | • | • | | • | • | • | • | • |
| 23. Engaging in an act of familiarity with another and/or public display of affection | • | • | | • | | • | | • | • | • | • | • |
| 24. Loitering on school campus before or after school | • | • | | | | • | | • | • | • | • | • |
| 25. Selling or soliciting for sale unauthorized merchandise | • | • | | | • | • | | • | • | • | • | • |
| 26. Posting or distributing unauthorized publications | • | • | | • | • | • | | • | • | • | • | • |
| <p>NOTES:</p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>Sponsors and coaches of extracurricular activities, such as Student Council, may develop and enforce standards of behavior that are higher than the District-developed <i>Student Code of Conduct</i> and may condition membership or participation in the activity on adherence to those standards.</p> | Parent conference | Loss of privileges | Restitution of damages/restoring to order | Exclusion from extracurricular activities | Confiscation of item | Special assignments or duties (only with parent approval) | Withdrawal or restriction of bus privileges | Before, during lunch, or after school detention | Required Parent Meeting | In-school suspension | Out-of-school suspension (not to exceed three days at a time) | Parent notification |

Level III Disciplinary Chart—Elementary

Level III: Administrator Directed

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

Procedures:

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian.
3. The student is afforded proper due process.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences on page 69.
5. **Level III Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response.**

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | |
|--|---|--------------------|---|---|----------------------|---|---|-------------------------|----------------------|---|
| 1. Committing persistent offenses from Level II, including bus infractions | • | • | • | • | • | • | • | • | • | • |
| 2. Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP | • | • | | • | • | • | • | • | • | • |
| 3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures/pictures/symbols | • | • | | • | • | • | • | • | • | • |
| 4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others | • | • | | • | • | • | • | • | • | • |
| 5. Using ethnic, racial, or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group | • | • | | • | • | • | • | • | • | • |
| 6. Mutual combat/fighting; encouraging or promoting a fight | • | • | • | • | • | • | • | • | • | • |
| 7. Using lighters or matches | • | • | • | • | • | • | • | • | • | • |
| 8. Possessing or using tobacco | • | • | • | • | • | • | • | • | • | • |
| 9. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices | • | • | • | • | • | • | • | • | • | • |
| 10. Possessing any prohibited weapon including prohibited weapons that do not constitute a mandatory removable or expellable offense by statute, which is designed to propel a projectile either by a spring-type mechanism, air, or gas. This includes, but is not limited to, BB-guns, pellet guns, paintball guns, slingshots, etc. | • | • | • | • | • | • | • | • | • | • |
| 11. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District's computer system | • | • | | • | • | • | • | • | • | • |
| | Withdrawal or restriction of bus privileges | Loss of privileges | Restitution of damages/restoring to order | Exclusion from extracurricular activities | Confiscation of item | Special assignments or duties (only with parent approval) | Before, during lunch, or after school detention | Required Parent Meeting | In-school suspension | Out-of-school suspension (not to exceed three days at a time) |

(continued from previous page)

Level III—Elementary

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | |
|---|---|--------------------|---|---|----------------------|---|---|-------------------------|----------------------|---|
| 12. Selling, giving, or delivering to another person a non-prescription drug or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance | • | • | | • | • | • | • | • | • | • |
| 13. Attempting to sell or purchase a prohibited substance through verbal or written communication without being in possession | • | • | | • | • | • | • | • | • | • |
| 14. Stealing or unauthorized possession of another person’s property; theft, committing burglary | • | • | • | • | • | • | • | • | • | • |
| 15. Exhibiting, delivering, using, or selling look-alike weapons | • | • | | • | • | • | • | • | • | • |
| 16. Forging or altering school records, parent notes, forms, or other school/home communications | • | • | • | • | • | • | • | • | • | • |
| 17. Assaulting another student or adult that is not a mandatory removable or expellable offense | • | • | • | • | • | • | • | • | • | • |
| 18. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of personal or school property that has the potential to cause damage or injury | • | • | • | • | • | • | • | • | • | • |
| 19. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury, or lying as a witness during a school investigation | • | • | | • | • | • | • | • | • | • |
| 20. Engaging in behavior that is illegal that does not constitute an expellable offense | • | • | | • | • | • | • | • | • | • |
| 21. Engaging in inappropriate sexual conduct | • | • | | • | | • | • | • | • | • |
| 22. Engaging in sexual harassment (verbal, written, or by gesture), including stalking | • | • | | • | | • | • | • | • | • |
| 23. Public Lewdness / Indecent Exposure | • | • | | • | | • | • | • | • | • |
| 24. Hazing, harassing or stalking (non sexual), bullying | • | • | | • | | • | • | • | • | • |
| 25. Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids; pulling chair out from someone; taking more than the recommended dosage of a medicine, etc.) | • | • | | • | • | • | • | • | • | • |
| 26. Gambling | • | • | | • | • | • | • | • | • | • |
| 27. Hacking (illegal or unauthorized entry or attempted entry into computer files) | • | • | • | • | | • | • | • | • | • |
| 28. Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a report | • | • | | • | | • | • | • | • | • |
| 29. Participating in an unauthorized organization, secret society, or gang; gang-related activity | • | • | | • | | • | • | • | • | • |
| 30. Committing extortion, coercion, or blackmail | • | • | | • | | • | • | • | • | • |
| <p>NOTES:</p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>Sponsors and coaches of extracurricular activities, such as Student Council, may develop and enforce standards of behavior that are higher than the District-developed <i>Student Code of Conduct</i> and may condition membership or participation in the activity on adherence to those standards.</p> <p>If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.</p> <p>Level IV and V offenses are listed on pages 88 and 91.</p> <p>Persistent misconduct at Level III may result in placement in a Disciplinary Alternative Education Program (DAEP).</p> | Withdrawal or restriction of bus privileges | Loss of privileges | Restitution of damages/restoring to order | Exclusion from extracurricular activities | Confiscation of item | Special assignments or duties (only with parent approval) | Before, during lunch, or after school detention | Required Parent Meeting | In-school suspension | Out-of-school suspension (not to exceed three days at a time) |

Level I Disciplinary Chart—Middle School

Level I: Teacher Directed

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

Procedures:

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

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

Level II Disciplinary Chart—Middle School

Level II: Administrator Directed

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

Procedures:

1. Disciplinary report to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate disciplinary notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents may be required to sign and return the notice(s), report(s), and/or form(s) to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences on page 69.
5. **Level II Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response and/or referral to Level III.**

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

(continued from previous page)

Level II—Middle School

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

Level III Disciplinary Chart—Middle School

Level III: Administrator Directed

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

Procedures:

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian.
3. The student is afforded proper due process.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences on page 69.
5. **Level III Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response.**

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | | |
|--|---|-------------------|---|--|----------------------|---|--------------------|---|-------------------------|----------------------|---|
| 1. Committing persistent offenses from Level II, including bus infractions | • | • | • | • | • | • | • | • | • | • | • |
| 2. Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP | • | • | • | • | • | • | • | • | • | • | • |
| 3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures/pictures/symbols | • | • | • | • | • | • | • | • | • | • | • |
| 4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others | • | • | • | • | • | • | • | • | • | • | • |
| 5. Using ethnic, racial, or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group | • | • | • | • | • | • | • | • | • | • | • |
| 6. Mutual combat/fighting; encouraging or promoting a fight | • | • | • | • | • | • | • | • | • | • | • |
| 7. Using lighters or matches | • | • | • | • | • | • | • | • | • | • | • |
| 8. Possessing or using tobacco | • | • | • | • | • | • | • | • | • | • | • |
| 9. Using a laser pointer for other than an approved use | • | • | • | • | • | • | • | • | • | • | • |
| 10. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices | • | • | • | • | • | • | • | • | • | • | • |
| 11. Possessing ammunition, including paintballs | • | • | • | • | • | • | • | • | • | • | • |
| 12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District's computer system | • | • | • | • | • | • | • | • | • | • | • |
| 13. Possessing any prohibited weapon including prohibited weapons that do not constitute a mandatory removable or expellable offense by statute, which is designed to propel a projectile either by a spring-type mechanism, air, or gas. This includes, but is not limited to, BB-guns, pellet guns, paintball guns, slingshots, etc. | • | • | • | • | • | • | • | • | • | • | • |
| | Withdrawal or restriction of bus privileges | Parent conference | Restitution of damages/restoring to order | Loss of privileges / Exclusion from extracurricular activities | Confiscation of item | Special assignments or duties (only with parent approval) | Saturday Detention | Before, during lunch, or after school detention | Required Parent Meeting | In-school suspension | Out-of-school suspension (not to exceed three days at a time) |

(continued from previous page)
Level III—Middle School

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | | |
|---|---|-------------------|---|--|----------------------|---|--------------------|---|-------------------------|----------------------|---|
| 14. Stealing or unauthorized possession of another person's property, theft; committing burglary | • | • | • | • | • | | • | | • | • | • |
| 15. Exhibiting, possessing, delivering, using, or selling look-alike weapons | • | • | | • | • | | | | • | • | • |
| 16. Forging or altering school records, parent notes, forms, or other school/home communications | | • | • | • | | | • | • | • | • | • |
| 17. Assaulting another student or adult that is not a mandatory removable or expellable offense | • | • | | • | | | | | • | • | • |
| 18. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury | • | • | • | • | | | | | • | • | • |
| 19. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury, or lying as a witness during a school investigation | • | • | | • | | | • | | • | • | • |
| 20. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense | • | • | | • | | | | | • | • | • |
| 21. Engaging in inappropriate sexual conduct | • | • | | • | | | | | • | • | • |
| 22. Engaging in sexual harassment (verbal, written, or by gesture), including stalking | • | • | • | • | | | • | | • | • | • |
| 23. Public Lewdness / Indecent exposure | • | • | | • | | | | | • | • | • |
| 24. Hazing, harassing, or stalking (non sexual); bullying | • | • | | • | | | • | | • | • | • |
| 25. Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.) | • | • | • | • | • | | • | | • | • | • |
| 26. Gambling | • | • | | • | • | | | | • | • | • |
| 27. Hacking (illegal or unauthorized entry or attempted entry into computer files) | | • | • | • | | | | | • | • | • |
| 28. Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report | • | • | | • | | | | | • | • | • |
| 29. Participating in an unauthorized organization, secret society, or gang; gang-related activity | • | • | | • | | | | | • | • | • |
| 30. Committing extortion, coercion, or blackmail | • | • | • | • | • | | | | • | • | • |
| 31. Possessing a current prescription (student's own medication) or possessing, distributing, using, or being under the influence of a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements | • | • | | • | • | • | • | • | • | • | • |
| <p>NOTES:</p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.</p> <p>Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed <i>Student Code of Conduct</i> and may condition membership or participation in the activity on adherence to those standards.</p> <p>Level IV and V offenses are listed on pages 88 and 91.</p> <p>Persistent misconduct at Level III may result in placement in a Disciplinary Alternative Education Program (DAEP).</p> | Withdrawal or restriction of bus privileges | Parent conference | Restitution of damages/restoring to order | Loss of privileges / Exclusion from extracurricular activities | Confiscation of item | Special assignments or duties (only with parent approval) | Saturday Detention | Before, during, or after school detention | Required Parent Meeting | In-school suspension | Out-of-school suspension (not to exceed three days at a time) |

Level I Disciplinary Chart—High School

Level I: Teacher Directed

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

Procedures:

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

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

Level II Disciplinary Chart—High School

Level II: Administrator Directed

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

Procedures:

1. Disciplinary report to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate disciplinary notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents may be required to sign and return the notice(s), report(s), and/or form(s) to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences on page 69.
5. **Level II Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response and/or referral to Level III.**

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

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Level II—High School

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | | | |
|--|----------------------------------|--------------------|---|---|----------------------|---|---|--------------------|---|-------------------------|----------------------|---|
| 13. Possessing a laser pointer for other than an approved use | • | • | | • | • | | • | • | • | • | • | • |
| 14. Displaying or using a cell phone or other electronic device during instructional time (visual or auditory) without expressed permission | • | | | | • | | | • | • | • | • | • |
| 15. Violating the acceptable use policy for computers | • | • | • | • | | | • | • | • | • | • | • |
| 16. Telling a falsehood to an adult (not associated with an investigation) | • | • | | | | | | • | • | • | • | • |
| 17. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property | • | • | • | • | | • | | • | • | • | • | • |
| 18. Possessing or using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices | • | • | • | | • | | | • | • | • | • | • |
| 19. Possessing or using a camera, radio, CD player, MP3 player, hand-held electronic game, or other unauthorized electronic device without expressed permission | • | • | | • | • | | | • | • | • | • | • |
| 20. Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member | • | • | | • | • | • | • | • | • | • | • | • |
| 21. Being present in an area without authorization | • | • | | | | | | • | • | • | • | • |
| 22. Engaging in an act of familiarity with another and/or public display of affection | • | • | | • | | • | | • | • | • | • | • |
| 23. Loitering on school campus before or after school | • | | | | | | | | | | | |
| 24. Selling or soliciting for sale unauthorized merchandise | • | • | • | • | • | • | | • | • | • | • | • |
| 25. Posting or distributing unauthorized publications | • | • | • | • | • | • | | • | • | • | • | • |
| 26. Violating parking guidelines/procedures | • | • | • | • | • | • | | • | • | • | • | • |
| <p>NOTES:</p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event.</p> <p>Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed <i>Student Code of Conduct</i> and may condition membership or participation in the activity on adherence to those standards.</p> | Parent conference | Loss of privileges | Restitution of damages/restoring to order | Exclusion from extracurricular activities | Confiscation of item | Special assignments or duties (only with parent approval) | Withdrawal or restriction of bus privileges | Saturday Detention | Before, during, or after school detention or ECO (Extended Classroom Opportunities) | Required Parent Meeting | In-school suspension | Out-of-school suspension (not to exceed three days at a time) |

Level III Disciplinary Chart—High School

Level III: Administrator Directed

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

Procedures:

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian.
3. The student is afforded proper due process.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences on page 69.
5. **Level III Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response.**

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | | | | |
|--|----------------------------------|---|---|---|---|---|---|---|---|---|---|---|--|
| 1. Committing persistent offenses from Level II, including bus infractions | • | • | • | • | • | • | • | • | • | • | • | • | Parent conference Withdrawal or restriction of bus privileges Loss of privileges Restitution of damages/restoring to order Exclusion from extracurricular activities Confiscation of item Special assignments or duties (only with parent approval) Saturday Detention Before, during, or after school detention or ECO (Extended Classroom Opportunities) Required Parent Meeting In-school suspension Out-of-school suspension (not to exceed three days at a time) |
| 2. Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP | • | • | • | • | • | • | • | • | • | • | • | • | |
| 3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures/pictures/symbols | • | • | • | • | • | • | • | • | • | • | • | • | |
| 4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others | • | • | • | • | • | • | • | • | • | • | • | • | |
| 5. Using ethnic, racial, or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group | • | • | • | • | • | • | • | • | • | • | • | • | |
| 6. Mutual combat/fighting; encouraging or promoting a fight | • | • | • | • | • | • | • | • | • | • | • | • | |
| 7. Using lighters or matches | • | • | • | • | • | • | • | • | • | • | • | • | |
| 8. Possessing or using tobacco | • | • | • | • | • | • | • | • | • | • | • | • | |
| 9. Using a laser pointer for other than an approved use | • | • | • | • | • | • | • | • | • | • | • | • | |
| 10. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices | • | • | • | • | • | • | • | • | • | • | • | • | |
| 11. Possessing ammunition, including paintballs | • | • | • | • | • | • | • | • | • | • | • | • | |
| 12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District's computer system | • | • | • | • | • | • | • | • | • | • | • | • | |
| 13. Possessing any prohibited weapon including prohibited weapons that do not constitute a mandatory removable or expellable offense by statute, which is designed to propel a projectile either by a spring-type mechanism, air, or gas. This includes, but is not limited to, BB-guns, pellet guns, paintball guns, slingshots, etc. | • | • | • | • | • | • | • | • | • | • | • | • | |
| 14. Stealing or unauthorized possession of another person's property, theft; committing burglary | • | • | • | • | • | • | • | • | • | • | • | • | |

(continued from previous page)

Level III—High School

| Examples of Offenses | Examples of Disciplinary Options | | | | | | | | | | | |
|---|----------------------------------|---|--------------------|---|---|----------------------|---|--------------------|---|-------------------------|----------------------|---|
| 15. Exhibiting, possessing, delivering, using, or selling look-alike weapons | • | | • | | • | • | | • | | • | • | • |
| 16. Forging or altering school records, parent notes, forms, or other school/home communications | • | | • | • | • | • | • | • | • | • | • | • |
| 17. Assaulting another student or adult that is not a mandatory removable or expellable offense | • | | • | • | • | | | | | • | | • |
| 18. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury | • | | • | • | • | | | | • | • | • | • |
| 19. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury, or lying as a witness during a school investigation | • | | • | | • | | | | • | • | • | • |
| 20. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense | • | | • | • | • | | • | • | • | • | • | • |
| 21. Engaging in inappropriate sexual conduct | • | • | • | | • | | | | • | • | • | • |
| 22. Engaging in sexual harassment (verbal, written, or by gesture), including stalking | • | • | • | | • | | | | • | • | • | • |
| 23. Public Lewdness / Indecent Exposure | • | • | • | | • | | | | • | • | • | • |
| 24. Hazing, harassing, or stalking (non sexual); bullying | • | • | • | | • | | | | • | • | • | • |
| 25. Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.) | • | • | • | • | • | • | • | • | • | • | • | • |
| 26. Being in an area designated for the opposite gender (e.g. locker rooms, restrooms) | • | • | • | | • | | | | • | • | • | • |
| 27. Hacking (illegal or unauthorized entry or attempted entry into computer files) | • | | • | • | • | • | • | • | • | • | • | • |
| 28. Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a “safety net” report | • | • | • | • | • | • | • | • | • | • | • | • |
| 29. Committing extortion, coercion, or blackmail/gambling | • | • | • | | • | • | | | • | • | • | • |
| 30. Possessing a current prescription (student’s own medication) or possessing, distributing, using, or being under the influence of a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements | • | | • | | • | • | | | • | • | • | • |
| <p>NOTES:</p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.</p> <p>Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed <i>Student Code of Conduct</i> and may condition membership or participation in the activity on adherence to those standards.</p> <p>Level IV and V offenses are listed on pages 88 and 91.</p> <p>Persistent misconduct at Level III may result in placement in a Disciplinary Alternative Education Program (DAEP).</p> | Parent conference | Withdrawal or restriction of bus privileges | Loss of privileges | Restitution of damages/restoring to order | Exclusion from extracurricular activities | Confiscation of item | Special assignments or duties (only with parent approval) | Saturday Detention | Before, during, or after school detention or ECO (Extended Classroom Opportunities) | Required Parent Meeting | In-school suspension | Out-of-school suspension (not to exceed three days at a time) |

Level IV Disciplinary Chart – All Grade Levels

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

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

- Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under *Section 42.06, Penal Code*, or terroristic threat under *Section 22.07 Penal Code*; or
- Commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony (if not specified as a mandatory expellable offense at Level V);
 - Engages in conduct that contains the elements of the offense of assault under Texas *Penal Code Section 22.01(a)(1)*;
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
 - A dangerous drug, as defined by *Chapter 483, Health and Safety Code*;
 - Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;
 - Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under *Health and Safety Code Sections 485.031 through 485.033*; or
 - Engages in conduct that contains the elements of the offense of public lewdness under *Section 21.07, Penal Code* or indecent exposure under *Section 21.08, Penal Code*.
- Is involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang. *FNCC (LEGAL)*
- Is involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society. *FNCC (LEGAL)*

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

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

A student **shall be removed** from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity under *TEC 37.0081* if:

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

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

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

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

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

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

Students who are younger than 6 years of age may not be removed from class and placed in a DAEP except in lieu of expulsion due to a firearm violation. Elementary students may not be placed in a DAEP with students not in elementary school.

A student who has been identified as a **registered sex offender** is required to be disciplined under Level IV as specified in state law.

1. Notwithstanding any provision of *Subchapter A, Chapter 62, Code of Criminal Procedure*, on receiving notice under *Article 15.27, Code of Criminal Procedure*, or *Chapter 62, Code of Criminal Procedure*, that a student is required to register as a sex offender under that chapter, the District shall remove a student, as identified above, from the regular classroom and determine the appropriate placement of the student in the manner outlined below.
 - a. The District shall place a student, as identified in paragraph #1 above, who is under any form of court supervision, including probation, community supervision, or parole, in the appropriate alternative education program as provided by *Section 37.309* for at least one semester.
 - b. The District may place a student, as identified in paragraph #1 above, who is not under any form of court supervision in the appropriate alternative education program as provided by *Section 37.309* for one semester or in the regular classroom. The District may not place the student in the regular classroom if the District Board of Trustees determines that the student's presence in the regular classroom:
 - (1) threatens the safety of other students or teachers;
 - (2) will be detrimental to the educational process; or
 - (3) is not in the best interests of the District's students.
 - c. At the end of the first semester of a student's placement in an alternative education program under paragraphs (a) and (b) above, the District Board of Trustees shall convene a committee to review the student's placement in the alternative education program. The committee must be composed of:
 - (1) a classroom teacher from the campus to which the student would be assigned were the student not placed in an alternative education program;
 - (2) the student's parole or probation officer or, in the case of a student who does not have a parole or probation officer, a representative of the local juvenile probation department;
 - (3) an instructor from the alternative education program to which the student is assigned;
 - (4) a school district designee selected by the Board of Trustees; and
 - (5) a counselor employed by the District.
 - d. The committee by majority vote shall determine and recommend to the school Board of Trustees whether the student should be returned to the regular classroom or remain in the alternative education program.
 - e. If the committee recommends that the student be returned to the regular classroom, the Board of Trustees shall return the student to the regular classroom unless the Board determines that the student's presence in the regular classroom:
 - (1) threatens the safety of other students or teachers;
 - (2) will be detrimental to the educational process; or
 - (3) is not in the best interests of the District's students.
 - f. If the committee recommends that the student remain in the alternative education program, the Board of Trustees shall continue the student's placement in the alternative education program unless the Board determines that the student's presence in the regular classroom:
 - (1) does not threaten the safety of other students or teachers;
 - (2) will not be detrimental to the educational process; and
 - (3) is not contrary to the best interests of the District's students.
 - g. If, after receiving a recommendation under paragraph (f) above, the District Board of Trustees determines that the student should remain in an alternative education program, the Board shall, before the beginning of each school year, convene the committee described by paragraph (c) above, to review, in the manner provided paragraphs (c) through (f), the student's placement in an alternative education program.
 - h. The placement under these provisions of a student with a disability who receives special education services must be made in compliance with the *Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.)*. The review outlined above of the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal committee. The admission, review, and dismissal committee may request that the Board of Trustees convene a committee as described above to assist the admission, review, and dismissal committee in conducting the review.
2. The District shall place a student who is required by the Board of Trustees to attend an alternative education program under these provisions in a disciplinary alternative education program, subject to the following exception. The District shall place a student who is required by the Board of Trustees to attend an alternative education program under this subchapter in a juvenile justice alternative education program if:

- (1) the memorandum of understanding entered into between the District and juvenile board under *Texas Education Code Section 37.011(k)* provides for the placement of students to whom this subchapter applies in the juvenile justice alternative education program; or
 - (2) a court orders the placement of the student in a juvenile justice alternative education program.
3. If a student transfers from another school district during the student's mandatory placement in an alternative education program, the District may:
- (1) require the student to complete an additional semester in the appropriate alternative education program without conducting a review of the student's placement for that semester as outlined in paragraphs (c) through (f) above; or
 - (2) count any time spent by the student in an alternative education program in the district from which the student transfers toward the mandatory placement requirement.
4. If a student, as identified in paragraph #1 transfers from another school district at a time when he/she is not subject to the mandatory placement, the District shall determine whether to place the student in the appropriate alternative education program or in a regular classroom. The District shall follow the procedures specified under paragraphs (c) through (f) above in making the determination.
5. A student or the student's parent or guardian may appeal a decision by the District Board of Trustees to place the student in an alternative education program under these provisions by requesting a conference among the Board of Trustees, the student's parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under *Chapter 62, Code of Criminal Procedure*. If the District Board of Trustees determines at the conclusion of the conference that the student is required to register as a sex offender under *Chapter 62, Code of Criminal Procedure*, the student is subject to placement in an alternative education program in the manner provided by these provisions. A decision by the Board of Trustees under this section is final and may not be appealed.

(See "Disciplinary Alternative Education Program" on page 97 for more information.)

Level V Disciplinary Chart – All Grade Levels

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

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

1. Uses, exhibits, or possesses:
 - a. A firearm as defined by *46.01(3), Penal Code*;
 - b. An illegal knife as defined by *46.01(6), Penal Code*;
 - c. A club as defined by *46.01 (1), Penal Code*; or
 - d. A weapon listed as a prohibited weapon under *46.05, Penal Code*.
2. Engages in conduct that contains the elements of the offense of:
 - a. Aggravated assault under *22.02, Penal Code*, sexual assault under *22.011, Penal Code*, or aggravated sexual assault under *22.021, Penal Code*;
 - b. Arson under *28.02, Penal Code*;
 - c. Murder under *19.02, Penal Code*, capital murder under *19.03, Penal Code*, or criminal attempt to commit murder or capital murder under *15.01, Penal Code*;
 - d. Indecency with a child under *21.11, Penal Code*;
 - e. Aggravated kidnapping under *20.04, Penal Code*;
 - f. Aggravated robbery under *29.03, Penal Code*;
 - g. Manslaughter under *19.04, Penal Code*;
 - h. Criminally negligent homicide under *19.05, Penal Code*; or
 - i. Continuous sexual abuse of a young child or children under *21.02, Penal Code*.
3. Engages in the following conduct, if the conduct is punishable as a felony:
 - a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - 1) Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
 - 2) A dangerous drug, as defined by *Chapter 483, Health and Safety Code*; or
 - b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of an alcoholic beverage.

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

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

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

A student **may be expelled** if – while on school property, while within 300 feet of school property, as measured from any point on the school's real property boundary line or while attending a school-sponsored or school-related event on or off school property – the student engages in conduct that contains the elements of an offense of:

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

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

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

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

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

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

A student **shall be removed** from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity under *TEC 37.0081* if:

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

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

(See "Expulsion" on page 103 for more information.)

Disciplinary Consequences Outlined

NOTE: Students with Disabilities - Before a student who has been identified as having a disability under Section 504 or IDEA can be removed to the Disciplinary Alternative Education Program (DAEP) or expelled, a Section 504 Committee or an Admission, Review, and Dismissal (ARD) Committee must conduct a manifestation determination.

Detentions/Saturday Detention

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

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

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

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

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

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

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

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

Required Parent Meeting

If a Required Parent Meeting is requested for a student, a parent/guardian must accompany the student to school the next school day for a conference. If the parent has prior commitments, the parent must contact the administrator to request a delay in the conference. If a delay is agreed upon, the student may return to school during the delay. Student absences, caused by the student's failure to appear with a parent or guardian, are considered unexcused absences. The Required Parent Meeting does not constitute a removal from school.

Notice to Parents Administrators will make reasonable efforts to contact parents when a Required Parent Meeting is requested. Parents will also be notified in writing that a Required Parent Meeting has been requested, and the Transportation Department will be notified that the student is not to ride the bus to school.

Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for Required Parent Meeting, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 15.)

In-School Suspension

In-school Suspension (ISS) is an in-house disciplinary setting where a student may be assigned for infractions as appropriate. ISS is provided in a classroom setting other than the student's regular classroom on the student's home campus. The student's regular classroom teachers provide daily coursework for the student to complete in a structured, non-social setting.

Length of Removal

The period of removal for secondary students assigned to ISS ranges from a minimum of a portion of a school day to a maximum of twenty (20) school days and is decided on a case-by-case basis considering the seriousness of the infraction and the student's total disciplinary record. The period of placement for elementary students may range from three (3) or more hours up to ten (10) school days depending on the age and maturity of the child and the seriousness of the offense. If an administrator recommends a period of placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

Notice to Parents

Administrators will make reasonable efforts to contact parents when a student has been assigned to ISS. The student assigned to ISS will also receive a copy of the disciplinary notice to be given to his/her parents.

Conference (Due Process)

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

Restrictions/Prohibitions

A student assigned to ISS is prohibited from attending or participating in school-sponsored or school-related activities on or off school property except by special permission for educational-type events only (i.e. PSAT/SAT/ACT testing and College Night). **The student will be allowed to attend and/or participate in school-sponsored or school-related activities, including practice, on the next school day following the last day of the assignment.** If the student receives additional assignments while serving an ISS placement, this prohibition is extended until the day following the completion of all consecutive assignments. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for in-school suspension, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 15.)

Continuation of Placement

If a student who is assigned to ISS withdraws and enrolls in another school district before the expiration of an ISS assignment, the District will forward a copy of the disciplinary notice along with other student records. The District in which the student enrolls may continue the assignment or may allow the student to attend regular classes without completing the days assigned. If a student withdraws from the District after being assigned to ISS and returns within the same school year, the student will be required to serve the remainder of his/her ISS assignment if the assignment was not completed in another district.

Transfers

Northwest ISD will require a student enrolling in the District to complete an ISS assignment ordered by the previous school district upon receipt of the written notice.

Out-of-School Suspension

State law allows a student (elementary or secondary) to be assigned out-of-school suspension for up to three (3) school days, with no limit on the number of times a student may be suspended in a semester or school year. The student's absence, if assigned out-of-school suspension, shall be considered to be an excused absence. The student shall be responsible for all assignments missed during the period of suspension. If the student satisfactorily completes assignments for the period of the out-of-school suspension within a reasonable time determined by the District, no grade penalty will be imposed. It is the responsibility of the parent to provide adequate supervision of the student during the period of out-of-school suspension. All bus privileges are revoked during the Out-of-School Suspension (OSS) period.

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| <i>Length of Removal</i> | The duration of the student’s out-of-school suspension, which cannot exceed three (3) school days, will be determined by the principal or other appropriate administrator. |
| <i>Notice to Parents</i> | Every effort will be made to notify the parent prior to suspending the student from school. Parents will be provided with written notification of student suspensions. The notice will specify the nature of the offense, the length of the out-of-school suspension, due process rights, and other sanctions. |
| <i>Conference (Due Process)</i> | A student who is assigned an out-of-school suspension will first be given an informal conference with the principal or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident. |
| <i>Restrictions/Prohibitions</i> | A student who is assigned an out-of-school suspension is prohibited from attending or participating in school-sponsored or school-related activities on or off school property except by special permission for educational-type events only (i.e. PSAT/SAT/ACT testing and College Night). The student will be allowed to return to the campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice, on the next school day following the last day of the out-of-school suspension. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines. |
| <i>Complaints</i> | Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for out-of-school suspension, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with <i>Board Policy FNG (LOCAL)</i> . This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 15.) |
| <i>Continuation of Placement</i> | If a student who is assigned an out-of-school suspension withdraws and enrolls in another school district before the expiration of the period of suspension, the District is required to forward a copy of the suspension notice along with other student records. The district in which the student enrolls may continue the out-of-school suspension or may allow the student to attend regular classes without completing the period of suspension. If a secondary student withdraws from the District after being assigned a suspension and returns within the same school year, the student will be required to serve the remainder of his/her out-of-school suspension if the suspension was not completed in another district. |
| <i>Transfers</i> | Northwest ISD will require a student enrolling in the District to complete an out-of-school suspension ordered by the previous school district upon receipt of the written notice. |

Teacher Removal of Students

Informal Removal A teacher **may send** a student to the principal’s office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate disciplinary management techniques consistent with the *Student Handbook and Code of Conduct* and local policy.

Formal Removal A teacher **may also remove** from class a student:

1. Who has been documented by the teacher to repeatedly interfere with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn.

A teacher **shall remove** a student from class who engages in conduct described in *Texas Education Code (TEC) 37.006* (Removal to a DAEP) or *37.007* (Expulsion). *TEC 37.002(d)*

If a teacher removes a student from class under this provision, pending the conference, the principal may place the student in:

1. Another appropriate classroom; or
2. Into in-school suspension or a Disciplinary Alternative Education Program.

When a student has been formally removed from class, the principal may not return the student to that teacher’s class without the teacher’s consent unless a placement review committee determines that such placement is the best or only alternative available. However, if the teacher removed the student from class because the student engaged in the elements of any offense listed in *TEC 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C)* against the teacher, the student may not be returned to the teacher’s class without the teacher’s consent. The terms of removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

Notice to Parents The principal shall send a copy of the teacher's written report documenting the conduct to the student's parents or guardians. The principal will also inform the parent of the student's assignment during the period of removal.

Conference Not later than the third class day after the day on which a student is removed from class by a teacher, the principal or other appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. The student may not be returned to the regular classroom pending this conference. Following the conference, and whether or not each requested person was in attendance after valid attempts to require a person's attendance, the principal shall order the placement of the student back in the teacher's class, into in-school suspension, a Disciplinary Alternative Education Program, or in another teacher's classroom and specify the duration of the placement.

If the teacher does not consent to the return of the student, the Placement Review Committee must meet.

Placement Review Committee Each campus shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the District regarding readmission of the student. Members shall be appointed as follows:

1. The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternative member; and
2. The principal shall choose one member from the professional staff.

The teacher refusing to re-admit the student may not serve on the committee.

The Placement Review Committee may override the teacher's objection to the return of the student if the committee members agree that the placement is the best or only alternative available unless the teacher removed the student from class because the student engaged in the elements of any offense listed in *TEC 37.006 (a)(2)(B)* or *37.007 (a)(2)(A)* or *(b)(2)(C)* against the teacher. In the latter case, the student may not be returned to the teacher's class without the teacher's consent.

Placement If the Placement Review Committee agrees with the principal that the teacher's classroom is the best or only available alternative, the student will be returned to the teacher's classroom unless the teacher removed the student from class because the student engaged in the elements of any offense listed in *TEC 37.006 (a)(2)(B)* or *37.007 (a)(2)(A)* or *(b)(2)(C)* against the teacher. In the latter case, the student may not be returned to the teacher's class without the teacher's consent. The committee's placement determination regarding a student with disabilities is subject to IDEA and state law.

Complaints Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a teacher removal of a student, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint alleging that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. (See "Complaints and Concerns" on page 15.)

Emergency Placement/Expulsion

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

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

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

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

Disciplinary Alternative Education Program (DAEP)

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

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

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

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

Students Under Six

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

Mandatory Placement

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

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

1. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under *Section 42.06, Penal Code*, or terroristic threat under *Section 22.07 Penal Code*; or
2. Commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - a. Engages in conduct punishable as a felony;
 - b. Engages in conduct that contains the elements of the offense of assault under *Section 22.01(a)(1), Penal Code*;
 - c. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - 1) Marijuana or a controlled substance, as defined by *Chapter 48, Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
 - 2) A dangerous drug, as defined by *Chapter 483, Health and Safety Code*;
 - d. Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of an alcoholic beverage;
 - e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under *Section 485.031 through 485.033, Health and Safety Code*; or
 - f. Engages in conduct that contains the elements of the offense of public lewdness under *Section 21.07, Penal Code*, or indecent exposure under *Section 21.08, Penal Code*.

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

Except as provided by *TEC 37.007(d)*, (expellable offenses related to retaliation), a student **shall be removed**

from class and placed in a DAEP if the student engages in conduct on or off school property that contains the elements of the offense of retaliation under *Section 36.06, Penal Code* against any school employee.

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

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

1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
2. Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

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

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

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

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

Any decision of the Board of Trustees or the Board's designee regarding such removal is final and may not be appealed. The Board of Trustees or the Board's designee may expel the student and order placement in accordance with this section regardless of: (1) the date on which the student's conduct occurred; (2) the location at which the conduct occurred; (3) whether the conduct occurred while the student was enrolled in the District; or (4) whether the student has successfully completed any court disposition requirements imposed in connection with the conduct. Notwithstanding *Section 37.009(c) or (d)* or any other provision of this subchapter, a student expelled and ordered to be placed in an alternative setting by the Board of Trustees or the Board's designee is subject to that placement until: (1) the student graduates from high school; (2) the charges described by *Subsection (a)(1)* are dismissed or reduced to a misdemeanor offense; or (3) the student completes the term of the placement or is assigned to another program. A student placed in an alternative setting in accordance with this section is entitled to the periodic review prescribed by *Section 37.009(e)*. *Section 37.009(d)* continues to apply to the student if the student transfers to another school district in the state.

Discretionary Placement

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

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

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

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the *Penal Code*, the Superintendent or the Superintendent's designee may consider all available

information including the information furnished under *Article 15.27, Code of Criminal Procedures*. The length of stay for this offense will be determined on an individual basis.

Emergency Placement

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

Length of Removal

The minimum assignment for secondary students assigned to the DAEP for engaging in conduct that constitutes a discretionary or mandatory removal to a DAEP will be for the remainder of the semester unless otherwise specified in the Student Handbook Code of Conduct. **If an offense occurs during the third six weeks or the sixth six weeks of the school year, the student will be placed at the DAEP through the end of the next semester;** therefore, the maximum length of an initial placement to the DAEP is four (4) six-week periods. If a student commits an offense that constitutes a second placement to DAEP during the same semester, the student will serve the placement until the end of the next semester with consideration during periodic placement reviews.

Elementary students persistently misbehaving or committing mandatory removable offenses will be placed in accordance with law and in consideration of the age and maturity of the child. The minimum DAEP placement for elementary students will be for one (1) school day and a maximum placement of six (6) weeks. A student who is younger than six (6) years of age may not be placed in a DAEP. Elementary students may not be placed in a DAEP with students not in elementary. If an administrator recommends a period of placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

While placements at the DAEP are for a specified period of time, students must also successfully complete the DAEP's behavior expectation levels before they are eligible to return to their home campus. Likewise, students who successfully complete the behavior expectation levels and meet other criteria based on exemplary behavior may be recommended for early release. (The behavior expectation levels and the early-release option will both be explained to the student/parent during the intake conference.)

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

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

Before a student may be placed in a DAEP for a period that extends beyond the end of the school year, the Board or its designee must make one of the following determinations:

1. The student's presence in the regular classroom or at the student's regular campus poses a danger of physical harm to the student or another individual.
2. The student has engaged in serious misbehavior that violates the District's *Student Handbook and Code of Conduct*.

Students who engage in serious or persistent misconduct while assigned to the DAEP will be expelled to a Juvenile Justice Alternative Education Program (JJAEP).

Placement and Length for Title 5 Felonies Under 37.0081

An exception to the length of placement may be made for students who commit Title 5 felonies and are expelled with placement in a DAEP under TEC 37.0081. The students expelled under these provisions may be placed for the same time periods established for other DAEP offenses or for a longer period of time, including until the student graduates from high school.

Notice to Parents

Parents will be provided with written notification of student placements in the DAEP. The notice will specify the nature of the offense, the length of the assignment, due process rights, and other sanctions.

If a Required Parent Meeting is requested for a student, a parent/guardian must accompany the student to school the next school day for a conference. If the parent has prior commitments, the parent must contact the administrator to request a delay in the conference. If a delay is agreed upon, the student may return to school during the delay. Student absences, caused by the student's failure to appear with a parent or guardian, are considered unexcused absences. The Required Parent Meeting does not constitute a removal from school.

***Restrictions/
Prohibitions***

A student removed to either an on-campus or off-campus Disciplinary Alternative Education Program is prohibited from attending or participating in school-sponsored or school-related activities on or off school property except by special permission from their home campus principal. This restriction includes seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines when the student returns to the campus. The student will be allowed to return to their home campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice or participation in extracurricular activities, **on the next school day following the last day of the DAEP placement and/or following the home campus intake meeting.**

Seniors who complete their assignment at the DAEP may participate at graduation if graduation requirements are met. Seniors whose assignments extend into the next school year may receive their diploma if graduation requirements are met at the end of the school year and are not obligated to continue their assignment in the fall; however, these students will not be allowed to participate at graduation.

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

Transportation

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

Conference (Due Process)

Not later than the third class day after the day on which a student is removed from class, the principal or other appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, and the student. The conference may be held over the phone with the designated individuals present with parent permission. At the conference, the student is entitled to written or oral notice of the reasons for the recommendation of removal, an explanation of the basis for the recommendation of removal, and an opportunity to respond to the reason for the recommendation of removal. The student may not be returned to class pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall determine the placement of the student. Students assigned to the off-campus DAEP will be suspended for three (3) school days prior to reporting to the DAEP to allow time for the conference and for transportation to be arranged. Parents, who wish to do so, may transport their student to a DAEP on the first day of removal.
TEC 37.009

If the principal or other appropriate administrator orders a DAEP placement that extends beyond 60 school days or the end of the next semester, whichever is earlier, parents are entitled to notice of and opportunity to participate in a campus-level hearing (see "Appeals"). Until the hearing can be held and transportation can be arranged, a principal or other appropriate administrator may:

- Suspend the student for three (3) days.
- Place the student in a DAEP during the hearing and/or appeal process.

Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for DAEP placements which do not extend beyond 60 school days or the end of the next grading period, whichever is earlier, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns")

***Appeals
(Due Process)***

Assignments to a DAEP that do not extend beyond 60 school days or the end of the next semester, whichever is earlier, may not be appealed. (See "Complaints" above / See "Appeal Process for Students Required to Register as Sex Offenders" or "Hearing Procedures for Expulsions")

If placement in a DAEP extends beyond 60 school days or the end of the semester, whichever is earlier, the student and/or the student's parent or guardian will be given notice and the opportunity to participate in a proceeding before the building principal or administrator assigned by the District. [TEC 37.009(b)] The parent must notify the principal in writing within three (3) school days of receipt of the disciplinary notice if a hearing is to be requested.

In order to appeal the campus-level hearing decision, a written request for an appeal must be submitted to the Executive Director of Secondary Education within three (3) school days of the notice of the campus-level hearing officer's decision or the right to appeal is waived. **The student will be placed in the DAEP during the appeal process.**

The Executive Director of Secondary Education will contact the parent within five (5) school days of receipt of the written request for appeal to schedule an informal District-level committee to hear the appeal. The proceeding will be recorded to provide an accurate record of the proceedings, and the parents will be notified in writing of the decision as promptly as possible. The decision of the District-level committee is final. However, parents/students may still exercise their right to avail themselves of the complaint process outlined in *Board Policy FNG (LOCAL)*. A disciplinary consequence cannot be overturned as a result of the complaint process. (See "Complaints and Concerns" on page 15.)

Appeal Process for Students Required to Register as Sex Offenders

Students who are placed in the DAEP, as a result of being required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure*, are placed for at least one semester. A student or the student's parent or guardian may appeal the decision to place the student in the DAEP by requesting a conference among the Board's designee, the student's parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure*. If the Board's designee determines at the conclusion of the conference that the student is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure*, the student shall be placed in the DAEP. The decision of Board's designee is final and may not be appealed.

Hearing Procedures for Expulsions to the DAEP for Title 5 Felonies Under TEC 37.0081 Only

If a student is being recommended for expulsion to the DAEP for a Title 5 Felony according to *TEC 37.0081*, the student is entitled to a hearing regardless of the length of expulsion to the DAEP. At the campus-level hearing, the hearing officer 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 education process; or
3. Is not in the best interests of the district's students.

The decision of a hearing held under *TEC 37.0081* is final and may not be appealed.

The student's placement may be ordered 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.

The student placed in DAEP according to *TEC 37.0081* may be assigned until:

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

The student placed in the DAEP under this provision is entitled to periodic reviews as prescribed for any other student assigned to the DAEP, and the placement may be continued if the student transferred to or from another district.

Placement Reviews for Long-Term Placements

A student placed in a DAEP shall be provided a review of the student's status, including a review of the student's academic status, by the Board's designee at intervals not to exceed 120 days. In the case of a high school student, the Board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student. (The District is not required to provide courses other than those specified in statute while the student is attending a DAEP.) At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent. The teacher must not be coerced to consent.

Placement Reviews under Article 15.27(g)

When the Superintendent or the Superintendent's designee receives notice under *Article 15.27(g), Code of Criminal Procedure* (i.e. the office of the prosecuting attorney or the office or officer designated by the juvenile court notifies the District that prosecution of the student's case was refused for lack of prosecutorial merit or insufficient evidence, or the court or jury found the student not guilty or made a finding that the student did not engage in delinquent conduct or conduct in need of supervision and the case is dismissed with prejudice) the Superintendent or designee shall review the student's placement in the DAEP. The student may not be returned to the regular classroom pending the review. The Superintendent or designee shall schedule a review of the student's placement with the student's parent or guardian not later than the third class day after the Superintendent or designee receives notice from the office or official designated by the court. After reviewing the notice and receiving information from the student's parent or guardian, the Superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. *TEC 37.009(e)*

The student or the student's parent or guardian may appeal the Superintendent's decision described above to the Board of Trustees. The student may not be returned to the regular classroom pending the appeal. The Board

shall, at the next scheduled Board meeting, review the notice provided under *Article 15.27(g) of the Code of Criminal Procedure*, and receive information from the student, the student's parent or guardian, and the Superintendent or designee and confirm or reverse the decision described above. If the Board confirms the decision of the Superintendent or designee, the Board shall inform the student and the student's parent or guardian of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending an appeal to the Commissioner. This appeal process does not apply to placement to the DAEP made in accordance with *Texas Education Code 37.006(a)*.

Order of Removal An appropriate campus administrator shall deliver to the student and the student's parent or guardian a copy of a written order placing the student in a DAEP. If an administrator removes a student to a DAEP for misconduct for which the penalty is mandatory removal and the term of the removal extends beyond 60 school days or the end of the next semester, whichever is earlier, **no later than the second business day after the date of a final appeal hearing is held** by the Board or its designee, the Board or designee shall deliver a copy of the order placing the student in a DAEP to the authorized officer of the juvenile court in which the student resides.

Notice to Staff The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an offense requiring placement in a DAEP. Each educator shall keep the information confidential from any person not entitled to the information. *TEC 37.006(o)*

Reporting In the manner required by the Texas Commissioner of Education in *TEC 37.020*, the District shall annually report for each placement in a DAEP:

1. Information identifying the student, including the student's race, sex, and date of birth, that will enable the agency to compare placement data with information collected through other reports;
2. Information indicating whether the placement was based on:
 - a. Conduct violating the *Student Code of Conduct*;
 - b. Conduct for which a student may be removed from class under teacher removal provisions;
 - c. Conduct for which placement in a DAEP is required; and/or
 - d. Conduct occurring while a student was enrolled in another school district and for which placement in a DAEP is permitted;
3. The number of full or partial days the student was assigned to the program and the number of days the student attended the program.; and
4. The number of placements that were inconsistent with the District's *Student Handbook and Code of Conduct*.

In addition, the District is required to forward a copy of the order of removal for students placed in a DAEP under *TEC 37.006* to the authorized officer of the juvenile court in the county in which the student resides. *TEC 37.010(a)*

Withdrawal During Process When a student recommended for placement in the DAEP withdraws from the District before the placement order is completed, the District may complete the proceedings and issue a placement order. If the placement order is not completed, the next district in which the student enrolls may complete the proceedings and issue a placement order. If a student placed in a DAEP enrolls in another school district before the expiration of the period of placement, the District is required to forward a copy of the placement order along with other student records. The district in which the student enrolls may continue the DAEP placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement. If a secondary student withdraws from the District after being assigned to a DAEP and returns within the same or subsequent school year or in the school year in which the placement ends, the district may require the student to serve the remainder of his/her time in the appropriate DAEP if the placement was not completed in another district's DAEP. *TEC 37.009(i)*

Transfers Northwest ISD will require a student coming from a DAEP in another school district, an open-enrollment charter school, or a private school to complete his/her DAEP assignment in Northwest ISD as specified upon receipt of the written order. The determination of an appropriate placement will be made on a case-by-case basis and based on whether the grounds for placement are consistent with the *Student Handbook and Code of Conduct*. The District is required to provide information regarding a transferring student's conduct resulting in a DAEP placement to staff members as noted previously at "Notice to Staff." *TEC 37.009(i)*

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

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

TEC 25.001(d)

Expulsion

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

Mandatory Expulsions

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

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

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

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

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

Discretionary Expulsions

A student **may be expelled** if – while on school property, while within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related event on or off school property – the student engages in conduct that contains the elements of an offense of:

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

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

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

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

A student **may be expelled** for engaging in the offense of aggravated robbery under *Section 29.03, Penal Code*,

against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

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

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

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

Any decision of the Board of Trustees or the Board's designee regarding such removal is final and may not be appealed. The Board of Trustees or the Board's designee may expel the student and order placement in accordance with this section regardless of: (1) the date on which the student's conduct occurred; (2) the location at which the conduct occurred; (3) whether the conduct occurred while the student was enrolled in the District; or (4) whether the student has successfully completed any court disposition requirements imposed in connection with the conduct. Notwithstanding *Section 37.009(c) or (d)* or any other provision of this subchapter, a student expelled and ordered to be placed in an alternative setting by the Board of Trustees or the Board's designee is subject to that placement until: (1) the student graduates from high school; (2) the charges described by *Subsection (a)(1)* are dismissed or reduced to a misdemeanor offense; or (3) the student completes the term of the placement or is assigned to another program. A student placed in an alternative setting in accordance with this section is entitled to the periodic review prescribed by *Section 37.009(e)*. *Section 37.009(d)* continues to apply to the student if the student transfers to another school district in the state.

Emergency Expulsion

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

Placement and Length of Expulsions

As required by *TEC 37.011*, the Northwest ISD Board of Trustees has entered into agreements with the County Juvenile Boards (Denton and Tarrant) to have the Juvenile Justice Alternative Education Program (JJAEP) provide educational services to secondary students expelled from the District for mandatory and discretionary reasons. The length of the student's assignment to the JJAEP is determined by the Memorandum of Understanding (MOU) with the Juvenile Board.

Extended time in the DAEP setting may occur prior to removal to Denton County JJAEP to ensure the student's least restrictive disciplinary placement. If necessary, a discretionary placement to DCJJAEP will be a minimum of 30 successful school days with any remaining disciplinary term or placement, if applicable, being served at DAEP.

The minimum length for mandatory placement at JJAEP is until the end of the semester (Denton County) or 90 days (Tarrant County) in accordance with the specific county MOU. The maximum assignment is for four (4) six-week periods (except for firearms as described below) which occurs when the offense occurs in the 3rd or 6th grading period and the student is assigned until the end of the next semester. If an administrator recommends a period of placement that is inconsistent with these guidelines, written notice of the inconsistency must be provided in the written notice to parents.

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

Placement and Length for Title 5 Felonies Under 37.0081

An exception to the length of placement may be made for students who commit Title 5 felonies and are expelled to a JJAEP under *TEC 37.0081*. The students expelled under these provisions may be placed for the same time periods established for other expellable offenses or for a longer period of time, including until the student graduates from high school.

Placement and Length of Expulsion for Firearms Possession

State and federal laws require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis. The District may provide educational services to the expelled secondary student in a Juvenile Justice Alternative Education Program. Appropriate placements will be made according to the age and maturity of an elementary student.
TEC 37.007(e)

Notice of Expulsion to Parents

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

Restrictions/Prohibitions of Expelled Students

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

The student will be allowed to return to the campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice, **on the next school day following the last day of the JJAEP assignment. If disciplinary placement remains or extends beyond a JJAEP placement, the student will serve any remaining term or placement at DAEP.**

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

Senior students who complete their full assignment at the JJAEP prior to the day of graduation and who meet all the requirements for graduation may participate in the commencement ceremony and receive a diploma from the District.

Senior students whose JJAEP assignment extends into the next school year may not participate in the commencement ceremony even if all graduation requirements are met; however, their JJAEP assignment ends when graduation requirements are met even though the full assignment has not been served. While these students may not participate in the commencement ceremony, they will receive their diploma from the District.

Transportation Related to Expulsion

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

Complaints

Parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns" on page 15.)

Due Process Related to Expulsion — Campus Level

Before a student may be expelled, the Board or its designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the District. If the District makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. **Unless the student's parent/guardian signs a waiver forfeiting the student's rights to a hearing, a hearing must be held.**
TEC 37.009(f)

(See "Hearing Procedures for Expulsions to the JJAEP for Title 5 Felonies Under TEC 37.0081 only" following "Appeal of Board's Decision," if applicable.)

For a secondary student who has committed a disciplinary infraction for which expulsion is mandatory under

statute, the student shall, to the extent provided by law or by the memorandum of understanding, immediately attend an educational program in a Juvenile Justice Alternative Education Program (JJAEP) upon completion of the campus-level hearing and a decision to recommend placement at the JJAEP. The JJAEP will be the student's assigned placement pending the outcome of any further appeals. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

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

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

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

A parent or guardian may appeal a campus-level recommendation for expulsion. In order to do so, a written request must be made in writing within three (3) school days of the receipt of written notification of the campus-level decision. The written request should be addressed to the District's Elementary (K-5) or Secondary (6-12) Chief Hearing Officer as appropriate:

Cathy Gabro
Executive Director of Elementary Education
PO Box 77070
Ft. Worth, TX 76177

Damon Edwards
Executive Director of Secondary Education
PO Box 77070
Ft. Worth, TX 76177

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

***Appeal
to the Board***

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

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

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

***Appeal Process for
Students Required
to Register as Sex
Offenders***

Students who are placed in the JJAEP, as a result of being required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure*, are placed for at least one semester. A student or the student's parent or guardian may appeal the decision to place the student in the JJAEP by requesting a conference among the Board's designee, the student's parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure*. If the Board's designee determines at the conclusion of the conference that the student is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure*, the student shall be placed in the JJAEP. The decision of Board's designee is final and may not be appealed.

**Hearing
Procedures for
Expulsions to the
JJAEP for Title 5
Felonies Under
TEC 37.0081 Only**

If a student is being recommended for expulsion to the JJAEP for a Title 5 Felony according to *TEC 37.0081*, the student is entitled to a hearing regardless of the length of expulsion to the JJAEP. At the campus-level hearing, the hearing officer 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 education process; or
3. Is not in the best interests of the district's students.

The decision of a hearing held under *TEC 37.0081* is final and may not be appealed.

The student's placement may be ordered 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.

The student placed in JJAEP according to *TEC 37.0081* may be assigned until:

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

The student placed in the JJAEP under this provision is entitled to periodic reviews as prescribed for any other student assigned to the JJAEP, and the placement may be continued if the student transferred to or from another district.

**Notice to
Authorities**

The Board or its designee shall deliver to the student and the student's parent or guardian a copy of the order expelling the student. The Board or its designee shall also mail a copy of the order to the authorized officer of the juvenile court in the county in which the student resides **within two (2) business days after the final hearing at the local level.** *TEC 37.010(a)*

Notice to Staff

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an expellable offense. Each educator shall keep the information confidential from any person not entitled to the information. Likewise, the District is obligated to notify all instructional and support personnel who have regular contact with the student when the student engages in certain criminal activity listed in *Section 37.015 of the TEC*.

TEC 37.007(g)

Reporting

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

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

TEC 37.020

**Restrictions on
Court Orders**

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

**Withdrawal
During Process**

When a student recommended for expulsion withdraws from the District before the placement order is completed, the District shall complete the proceedings and issue a placement order. If the placement order is not completed, the next district in which the student enrolls may complete the proceedings and issue a placement order. If a student expelled from Northwest ISD enrolls in another school district before the

expiration of the period of placement, the District is required to forward a copy of the expulsion order along with other student records. The district in which the student enrolls may continue the expulsion under the terms of the order or may allow the student to attend regular classes without completing the period of placement. If a secondary student withdraws from the District after being assigned to a JJAEP and returns prior to the expiration of the placement ending, the student will be required to serve the remainder of his/her time in the JJAEP. If the JJAEP will no longer provide services to the student because the period of the expulsion expired, the student will serve the remainder of the year in the District's off-campus DAEP.

TEC 37.009(i)

Transfers

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

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

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

TEC 25.001(d)