

# Garrison Independent School District Faculty and Staff

## Superintendent

Arnie Kelley

## Elementary School Principal

Lisa McKnight

## Director of Special Education

Barbara Boucher

## Counselor

Felecia Lloyd

## Secretary

Gail Crews

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Bart Reneau, President

Mike Hammer, Vice President  
Kerry Beard, Member  
Billy Cooper, Member

Tommy Dees, Secretary  
Randy Crawford, Member  
Russell O'Dell, Member

## Elementary School Staff

2008 – 2009

### Pre-Kindergarten

Collette Hutto  
Angela Walker

### Second Grade

Dina Brady  
Angie Edge  
Heather Corley

### Fifth Grade

Dovie Carrell  
Christy Huggins  
Mary Martha Motley

### Aides

Delores Bell  
Daphne Dolese  
Sharon Barton  
Joyce Bryant

### Content Mastery

Ladea Martin

### Kindergarten

Carla Hutto  
Lisa Kelley  
Linda Lunsford

### Third Grade

Beren Cranford  
Tiffany Shaw  
Jennifer Weeks

### Title 1/Dyslexia

Jan Woodard

### Music/ESL

Dawn Hudson

### Resource

Janis McCauley

### First Grade

Wendi Webb  
Shannon Gresham  
Amanda Radney

### Fourth Grade

Colleen Hill  
Krista Hale  
Tracy Westbrook

### Physical Education

Tracie Powers

Tabor Westbrook

### Librarian

Lisa Porter

### Nurse

Vickie Corley

# REQUIRED FORMS

## ***Acknowledgment***

My child and I have received a copy of the Garrison Elementary Student Handbook and the *Student Code of Conduct* for 2008–2009. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

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

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

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

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

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## **ACCEPTABLE USE POLICY AGREEMENT**

I have also read the Garrison ISD Responsible Use policy for technology which is included in this student handbook beginning on page 4 and agree to follow all rules as indicated. I hereby release the Garrison District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the Garrison District's policy and administrative regulations.

Yes  No I give permission for my child to participate in the Garrison District's electronic communications system.

## **CORPORAL PUNISHMENT**

I have read the provisions of corporal punishment on page 12 of the Student Code of conduct, and I am aware of the policy.

I request that an alternate discipline method be used with my child.

I will allow corporal punishment to be used with my child according to the school policy.

## **ATTENDANCE LAW**

I have read the Texas Compulsory School Attendance Laws and understand that charges may be filed against me if my child does not attend school, or if he/she misses parts of days through excessive tardies or leaving school early.

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

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

**\*Sign and date this page making sure you answer each blank; then have your child return it to his teacher or the office within 10 days of the first day of instruction this year. Forms not returned within 10 days will indicate parental acceptance of policies and procedures.**

***"Please sign and date this page, remove it from the handbook, and return it to the student's school."***

**Garrison Elementary 2008 - 2009**  
**Home School Compact**

**Teacher Agreement**

It is important that students achieve. Therefore, we shall strive to do the following:

- Hold high expectations for myself, students and other staff members.
- Show respect for all students.
- Help to determine the educational needs of your child.
- Provide a safe and orderly school environment.
- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Provide motivating authentic learning experiences in my classroom

**Signature:** \_\_\_\_\_

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

**Parent/Guardian Agreement**

(Any person who is interested in helping this student in lieu of the parent may sign.) I want my child to succeed. Therefore, I shall strive to do the following:

- Make sure my child is on time and prepared everyday for school.
- Know how my child is doing in school by communicating with teachers.
- Monitor my child's homework and make sure study time is in a quiet place.
- Encourage my child's efforts and be available for questions.
- Support the school discipline policy.
- Schedule a conference with the teacher about concerns with schoolwork and behavior.
- Check with my child daily for information sent home from school that will be useful.

**Signature:** \_\_\_\_\_

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

**Student Agreement**

It is important that I work and learn to the best of my ability. Therefore, I shall strive to do the following:

- Come to school on time and ready to do my best and to be the best.
- Listen, and follow directions.
- Conform to the rules of the Student Code of Conduct.
- Know that I can learn and that I will learn.
- Share papers with my parents and return signed papers to my teacher.
- Allow the teacher/staff to help me work through my problems.
- Be respectful of all staff members of Garrison Elementary School.
- Be honest and respect the rights of others.
- Ask for help when I don't understand.
- Read at home with my parents or other family members.

**Signature:** \_\_\_\_\_

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

**Principal Agreement**

It is important that all students achieve. Therefore I shall strive to:

- Create a welcoming environment for students and parents.
- Ensure a safe and orderly learning environment.
- Reinforce the partnership between parent, student, and staff.
- Act as the instructional leader by supporting teachers in their classrooms.
- Provide appropriate staff development and training for teachers.

**Signature:** \_\_\_\_\_

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

***“Please sign and date this page, remove it from the handbook, and return it to the student's school.”***

**Notice Regarding Directory Information and  
Parent's Response Regarding Release of Student Information**

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Garrison ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 6 for more information.]

For the following school-sponsored purposes, Garrison ISD has designated the following information as directory information:

- |  |  |
|--|--|
| ■ Student's name                       | ■ Dates of attendance  |
| ■ Address                              | ■ Grade level  |
| ■ Telephone listing                    | ■ Most recent school previously attended                       |
| ■ E-mail address                       | ■ Participation in officially recognized activities and sports |
| ■ Photograph                           | ■ Weight and height, if a member of an athletic team           |
| ■ Date and place of birth              | ■ Enrollment Status  |
| ■ Major field of study                 |  |
| ■ Degrees, honors, and awards received |  |

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (*student's name*), (**do give**) (**do not give**) the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

-----

For all other purposes, Garrison ISD has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| ■ Student's name          | ■ Dates of attendance  |
| ■ Address                 | ■ Grade level  |
| ■ Telephone listing       | ■ Most recent school previously attended                       |
| ■ E-mail address          | ■ Participation in officially recognized activities and sports |
| ■ Photograph              | ■ Weight and height, if a member of an athletic team           |
| ■ Date and place of birth | ■ Enrollment Status  |
| ■ Major field of study    |  |

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (*student's name*), (**do give**) (**do not give**) the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

***“Please sign and date this page, remove it from the handbook, and return it to the student's school.”***

**Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page \_\_\_\_ for more information.]

**Parent:** Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of \_\_\_\_\_ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## ***Consent/Opt-Out Form***

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) for your child's participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as "protected information survey" that concerns one or more of the following eight areas:

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

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and to certain physical exams and screenings.

At this time there are no activities scheduled which meet any of the 8 criteria listed above. If during the school year, such an activity is scheduled, parents will be notified immediately and will have the choice to "opt – out" of the activity.

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the Superintendent's office.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Superintendent.

### **Additional Notices**

Other important notices in the Student Handbook cover the following topics:

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;
- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

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# **GARRISON ELEMENTARY SCHOOL HANDBOOK**

**2008 - 2009**

Parents/guardians must acknowledge receipt of the Code of Student Conduct and the consequences to students who violate District disciplinary policy. Parents/guardians should also let the District know, within 10 days of receipt of the handbook, if they object to the release of "directory information" on their child(ren).

## PREFACE

To Students and Parents:

Welcome to school year 2008–2009! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Garrison Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

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

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

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

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the student handbook, the provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

Also, please complete and return to your child’s campus the following required forms included in this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and
4. Consent/Opt-Out Forms.

[See **Obtaining Information and Protecting Student Rights** on page 1 and **Directory Information** on page 6 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at <http://www.tasb.org/policy/pol/private/174903>.

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

This section of the Garrison Elementary Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### **STATEMENT OF NONDISCRIMINATION**

In its efforts to promote nondiscrimination, Garrison 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.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: , Lisa McKnight, 459 N. Hwy 59 Garrison, Texas
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Felicia Lloyd, 459 N. Hwy 59 Garrison, Texas.
- All other concerns regarding discrimination: See the superintendent, Arnie Kelley, 459 N. Hwy 59 Garrison, Texas 75946

### **PARENTAL INVOLVEMENT**

#### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 347-7010 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 23.]
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Lisa McKnight
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 18.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

### **PARENTAL RIGHTS**

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

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

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]

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

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

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

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

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

### **Displaying a Student's Artwork and Projects**

As a parent, you have a right to provide consent before the district can display your child's artwork, special projects, photographs taken by your child, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your 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. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### **Accessing Student Records**

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and

- State assessment instruments that have been administered to your child.  
[See **Student Records** on page 5.]

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 22 and policy EC (LEGAL).]

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (LEGAL).]

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO (LEGAL) and the *Student Code of Conduct*.]

### **Requesting Transfers for Your Child**

As a parent, you have a right:

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

## **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB (LEGAL).]

## **OTHER IMPORTANT INFORMATION FOR PARENTS**

### **Computer Access-Acceptable Use and Code of Conduct**

Students are given access to the District's electronic communications system. Through this system, students will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. Students will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that students read the District policy, administrative regulations, and agreement form and ask questions if they need help in understanding them.

Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that students may run across areas of adult content and some material may be objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be the student's responsibility to follow the rules for appropriate use.

Students in grades 1-5 will be granted access to the District's system only by their teacher, as appropriate.

The account is to be used primarily for identified educational purposes, but some limited personal use is permitted.

Students will be held responsible at all times for the proper use of their account, and the District may suspend or revoke their access if they violate the rules. Students may not receive or transmit e-mail from a school computer.

### **INAPPROPRIATE USES**

- \* Using the system for any illegal purpose.
- \* Student participation in chat rooms.
- \* Borrowing someone's account without permission.
- \* Posting personal information about yourself or others (such as addresses and phone numbers).
- \* Downloading or using copyrighted information without permission for the copyright holder.
- \* Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- \* Wasting school resources through the improper use of the computer system.
- \* Gaining unauthorized access to restricted information or resources.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- \* Suspension of access to the system;
- \* Revocation of the computer system account; or
- \* Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

## **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 26 and contact Lisa McKnight at 347 – 7010.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60

calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Treva Rhodes at 347 – 7010.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB (LOCAL).]

### **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Lisa McKnight and may be contacted at 347 – 7010.

### **Student Records**

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, diagnosticians and support staff); person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the superintendent’s and principal’s offices is 459 N. Hwy 59 Garrison, Texas 75946.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend

the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 23 and **Student or Parent Complaints and Concerns** on page 11 for an overview of the process.]

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

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.garrisonisd.com](http://www.garrisonisd.com).

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Directory Information

The law permits the district to designate certain personal information about students as “directory information.”

This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information” included in this handbook.

## Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

For these specific school-sponsored purposes, the district would like to use your child's student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed.

## Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?  
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?  
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

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

- How serious is bacterial meningitis?  
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?  
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).  
The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
- How can bacterial meningitis be prevented?  
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.
- What should you do if you think you or a friend might have bacterial meningitis?  
You should seek prompt medical attention.
- Where can you get more information?  
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

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 have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Lisa McKnight at 347 – 7010.

### **ADMISSION**

A student or the student's parent who wants to enroll in the district should contact the Superintendent's office or the Elementary Principal.

### **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action. Students with persistent misbehavior will not be allowed to attend assemblies.

### **ATTENDANCE/ABSENCES**

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

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

#### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered 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.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled 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 a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG (LOCAL).

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

The District may provide these alternatives for a student to make up work or regain credit lost because of absences:

- \* Saturday School - Attending school on Saturday from 8:00 A.M. to 12:00 noon.
- \* Community Service - The community service will be arranged by the attendance committee or principal.
- \* After school detention.

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

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

### **Doctor's Note After an Absence for Illness**

Upon return to school, a student absent 4 or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. The student must bring the doctor's note within 2 days of returning to school. [See FEC (LOCAL).]

### **Make-Up Work**

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a zero for that assignment. Students have no more than 3 days to make up work.

### **Religious Holy Days**

The district shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if, before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence.

### **Leaving Campus**

A student who must leave school during the day **must check out through the principal's office** and provide a written and/or verbal response from the parent. A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. The parent may pick up and sign out the child in the nurse's office.

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

## **Extracurricular Activities**

Students must attend school on the day of a scheduled extracurricular or co-curricular event. If a student is absent for any reason other than a school related activity, he/she will not be allowed to participate on that day or evening. A student must be in school prior to 10:00 a.m. in order to be counted present.

## **Early Pick-Up**

Truancy laws state that a complaint against the parent may be filed in the appropriate court if the student misses ten parts of days within a six-month period, or three parts of days within a four-week period. These “parts of days” include tardies and early pick ups. The district will file truancy charges for persistent early pick-ups.

## **Tardy Policy**

Tardy students must be dropped off in the elementary office. The student must then sign in tardy in the elementary office. A student who is late for class will be counted tardy. A student will receive a classroom demerit for each tardy. On the fourth tardy the student will be assigned to after school detention. The district will file truancy charges for persistent tardies. A student with 6 or more tardies will not receive a “G” Award for perfect attendance.

## **AWARDS AND HONORS**

“G” Awards will be presented to students who have accomplished one or more of the following:

- Perfect Attendance
  - All “A” Honor Roll (Grades 2 – 5)
  - “A-Average” Honor Roll (Grades 2 – 5)
- ❖ A student with 6 or more tardies will not receive a “G” Award for perfect attendance.
  - ❖ Medals and ribbons earned during the Academic meet will be presented at the G awards ceremony.
  - ❖ All “A” and an “A-Average” Honor Roll for grades 2 - 5 each six weeks. This will be publicized in the local newspaper.
  - ❖ Student records from another Texas Public School will be included for the attendance and honor roll awards. The attendance and grades from his/her previous district will be included in determining qualification of perfect attendance and honor roll awards.

## **BULLYING**

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

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

## **CELL PHONE / PAGERS**

A student cannot have a paging device/cell phone visible or in use (on) during school hours. Paging device is defined as a tele-communications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the processor. Students who violate this policy will have their device taken to the Principal’s office and held for two full calendar days or pay a fee of \$15.00 for the return of the phone. Second offense will result in the device being taken up for 10 full calendar days or pay a fee of \$15.00 for the return of the phone. If the fee is paid, the phone will be given back at the end of the school day that the fee was paid. Further offenses will result in parent notification and the device being held for 14 calendar days.

## **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

## **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups, such as the band, choir and UIL teams may establish rules of conduct--and consequences for misbehavior--that are stricter than those for students in general. Students and parents must sign an acknowledgment of stricter standards of behavior as a condition of participation in clubs or performing groups.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at <http://www.tasb.org/policy/pol/private/174903/>. 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 the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. To review relevant policies or obtain further information, see the principal.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the campus Principal. For a complaint regarding sexual harassment or abuse, see the Student Code of Conduct.

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

On all other matters, a student or parent who has a complaint should bring it to the appropriate teacher. If the outcome is not satisfactory, the following steps should be taken:

Level one - A student or parent who has a complaint shall request a conference with the principal within fifteen days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student or parent within ten days of the request.

Level two - If the outcome of the conference with the principal is not to the student's or parent's satisfaction, the student or parent may request, within ten days, a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the solution sought, the student's or parent's signature, and the date of the conference with the principal.

Level three - If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction, the student or parent may submit to the Superintendent a written request to place the matter on the agenda of the next regular Board meeting.

The Superintendent shall inform the student or parent of the date, time, and place of the meeting. The Presiding officer shall establish a reasonable time limit for the complaint presentations. The Board shall hear the complaint and take whatever action it deems appropriate. The lack of official action by the Board shall uphold the administrative decision at Level Two.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains request that it be public.

## **COMPUTER RESOURCES**

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

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted 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 these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### **Before School**

Students will assemble in the gymnasium no later than **7:50 a.m.** PreK through eighth grade will have assigned areas in the gym. Students who eat breakfast at school will go directly to the cafeteria upon their arrival at school. After eating breakfast, students are to utilize the hallway to report to their assigned area in the gymnasium. Teachers will escort pre-k through fifth grade students to their classes. No elementary students are allowed to go to the classrooms without permission from the teacher on duty in the gym.

### **After School**

In fourth and fifth grades, students may not leave the classroom until the teacher dismisses the class. Students in PreK through third grade will be escorted to the bus or to the front of the building for parent pick up. Car riders will be dismissed at **3:10** p.m. Bus riders will be dismissed at 3:15 p.m.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy FO (LOCAL) in the district’s policy manual.

### **Discipline**

A student who violates the District’s Student Code of Conduct will be disciplined. The District’s disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. A student who brings a weapon, as defined by state law, or a firearm, as defined by federal law, will be reported to legal authorities. In addition, when a student commits drug-and alcohol-related offenses or any reportable criminal act, he or she may also be referred to legal authorities for prosecution. The Principal or Superintendent can provide more information about the District’s Student’s Code of Conduct.

### **Disruptions**

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

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

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

### **CONFERENCES**

Teachers may request a conference with students and parents 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or at another mutually convenient time.

### **CONTAGIOUS DISEASES / CONDITIONS**

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

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

Students with a fever of 100.4 or greater should not be sent to school. He/she will be sent home if he/she has a fever of 100.4 or greater.

### **COUNSELING**

#### **Personal Counseling**

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

## **Psychological Exams, Tests, or Treatment**

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

[For more information, refer to FFE (LEGAL) and FFG (EXHIBIT).]

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

A student will be permitted to take an exam to advance to a higher grade for which the student has had no prior instruction. The dates on which exams are scheduled during the 2008 – 2009 school year will be scheduled for the spring. Contact the campus principal for dates. A student will advance to a higher grade with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB (LOCAL).]

If you have any questions, you may contact the campus Principal, counselor, or Region VII at (903)983-2772 and ask for Nita Beth Camp or Esther Hunt.

## ***DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION***

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

### **Dating Violence**

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

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

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### **Sexual Harassment**

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.

Examples of prohibited sexual harassment may include, but not be 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.

### **Retaliation**

Retaliation of a student occurs 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 negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

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

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate districts officials to whom to make a report.

### **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 prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (LOCAL).

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

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newsletter and the yearbook are available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 6.]

### **Nonschool Materials...from students**

Students must obtain prior approval from the campus principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. The principal has designated the foyer as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG (LOCAL). Any student who posts nonschool 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.

### **Nonschool Materials...from others**

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

## **DRESS AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the dress code outlined in the Student Code of Conduct on page 32.

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

Participation in 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 and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

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

## **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:

- 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.
- Fees for lost, damaged, or overdue library books.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 28.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

## **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least two weeks before the event.

[For further information, see policies at FJ and GE.]

Except as approved by the campus principal, fund raising is not permitted.

## **GRADING SYSTEM**

The grading system consists of:

A ----- 90 – 100

B ----- 80 – 89

C ----- 70 – 79

- All grades below 70 are failing.
- Number grades will be used for grades 1 – 5.
- S, N, and U will be used to report grades for Pre-K and Kindergarten.
- First and second grade will count all tests twice before averaging grades.
- In grades three through five grades will be averaged with tests counting 50% and daily work/homework counting 50% of the term average.

## **GRADUATION**

Kindergarten graduation will be held on the morning of May 29, 2009 in the Middle School Gym.

## **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 14]

## **HEALTH-RELATED MATTERS**

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

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

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

### **School Health Advisory Council**

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

### **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 principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Vending Machines**

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

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

#### **Tobacco Prohibited**

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

#### **Asbestos Management Plan**

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

#### **Notification Letter**

In the spring of 2006, an EPA accredited inspector/management planner, performed the mandatory three-year reinspection of asbestos-containing materials for our district. This inspection is used by districts as a time to check condition of asbestos materials, update records, and review current regulations. Each of these projects has been completed by our district, and we will not be required to complete another three-year reinspection until 2009.

#### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the superintendent's office.

## **HOMEBOUND SERVICES**

A homebound setting is for providing instruction to eligible students who are served at home or hospital bedside. Students served on a homebound or hospital bedside basis are expected to be confined for a minimum of four (4) consecutive weeks as documented by a physician licensed to practice in the United States. Homebound or hospital bedside instruction may, as provided by local District policy, also be provided to chronically ill students who are expected to be confined for any period of time totaling at least four (4) weeks throughout the school year as documented by a physician licensed to practice in the United States. Home instruction may be provided as an option for students with handicaps as a result of disciplinary action. Home instruction may also be used for pre-kindergarten students whose development levels are such that they are not capable of participating in special education classes.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Lisa McKnight, at 347 - 7010.

## **HOMEWORK**

Homework is an integral part of any successful educational system and students are expected to complete all assigned work. Homework is a strategy that is designed to reinforce and provide the opportunity to practice what is taught in the classroom. We feel strongly that it is the responsibility of all parties involved including teachers, students, and especially parents to encourage daily completion of homework assignments.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

If a student's religious beliefs conflict with the requirement that the student be immunized, the parent must complete an official form obtained in writing from the Department of State Services. The form must be notarized and submitted to the principal or nurse within 90 days of notarization. Each child in the family must have a separate form.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see policy GRA (LEGAL).]

### **LOCKERS**

Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Only number combination locks will be allowed. The principal must be given the combination of a student's lock. Locks will be cut off lockers if they do not meet the school guidelines. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. Students are assigned lockers at the beginning of the school year and are expected to only use the locker assigned to them.

### **MAKEUP WORK**

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

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. Students have no more than 3 days to make up work. [For further information, see policy EIAB (LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence.

Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

The grade for make-up work after an **unexcused** absence shall be reduced by 15 points.

## ***MEDICINE AT SCHOOL***

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

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF (LEGAL).]

## ***Psychotropic Drugs***

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

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

## ***PARTIES and SOCIAL EVENTS***

The student handbook and code of conduct will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be re-admitted.

### ***Birthday Parties***

Parents may schedule with the classroom teacher a day to bring cupcakes for their child on their birthday. All birthday parties will be held after 2:00.

## **Food Laws**

Federal regulations prohibit foods of minimal nutritional value (FMNV) to be sold or given away to elementary children. These laws are very specific. Parents may send their children to school with any type of food they choose, but they cannot supply others with food that does not meet the guidelines. Children are not allowed to share these foods with one another. Older siblings cannot supply younger siblings with FMNVs. Schools are allowed to designate 3 campus wide days as exemptions days from the regulations. Foods otherwise restricted by the policy are permitted at student birthday parties which will be held at the end of the school day. For more information on the food regulations contact your campus principal.

## **PICK-UP / DROP – OFF PROCEDURES**

### Morning drop off procedure

Only buses and employee vehicles are allowed behind the school. No other student is to be picked up or dropped off behind the school. Violators will be referred to the District Resource Officer. Students are to be dropped off at the gate on Henning between the cafeteria and the Middle School. Tardy students are to be dropped off in front of the elementary office. Elementary students need to be dropped off no later than 7:50 a.m. in order to line up with their teacher in the gym. If they need to eat breakfast first, they need to be dropped off no later than 7:40 a.m.

### Afternoon Pick up procedure

- If your child normally rides a bus, he/she will not be allowed to be a car pick up unless there is a note from the parent or the parent calls the office. Please call the office early in the day if there is a transportation change for your child. The last 30 minutes of the day are extremely busy and it makes it more difficult to inform teachers of transportation changes.
- If you have a Middle school child, please wait until 3:15 to pick them up. We will hold your elementary child in the foyer until the Middle school students are released, and then you can pick up all your children at the same time.
- Parents must turn off of Hwy. 59 onto West Cedar, and then turn right on Avenue B. **Do not turn onto Henning from Hwy. 59.**
- Placing a sign with your child's name on it to go on the passenger side front window of your vehicle will make the process go faster until we become familiar with you and your vehicle.
- We need the first car in the line to be in front of the handicap parking spaces. The second car needs to be pulled up right behind the first and so on. We will need you to pull up all the way each time the line moves even if you see your child coming. We will not put a child in a car until all the cars are pulled up and stopped. This is a safety issue.
- Once the child is in the car, circle the parking lot and exit on Avenue A. **Do not proceed down Henning.**

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC (LEGAL) for more information.]

## **POSTERS**

The campus principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

## **PRAYER**

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

## **PROMOTION AND RETENTION**

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

In grades 1 - 5, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all core subject areas (reading, math, science, social studies) **and** a grade of 70 or above in reading **and** mathematics.

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

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

## **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 must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Students must remain on campus during lunch.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. The parent can pick the child up and sign him/her out in the Nurse's office.

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

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course which is near or below 70, or is below the expected level of performance. Parents are urged to arrange a conference as soon as possible after the receipt of a deficiency report.

If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 1 for how to schedule a conference.] Report cards may either be mailed to the parent or handed to the student.

Teachers follow grading guidelines that have been approved by the superintendent or his designee and are 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. [See policy EIA (LOCAL).]

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 in accordance with FNG (LOCAL). The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 7 days.

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 15.]

## **SAFETY**

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

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

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

## **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance.

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

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

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

### **Emergency signal:**

Fire alarm sounds ..... leave the building;  
follow teacher to pre-designated  
location;  
wait for all clear to return to class

Announcement – Shelter in place - Red .....students get on floor in a crouching  
position away from doors and  
windows;  
wait for all clear announcement

Announcement- Shelter in place – Yellow.....all students gather in their classroom  
and lock the doors.

Do not allow anyone to enter or exit the classroom until the all-clear announcement.

### **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 would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### **Emergency School-Closing Information**

In case of emergency school closing, the Superintendent or designee will notify the following media services:

- KLTV Channel 7, Tyler
- KTRE Channel 9
- KJCS FM 103 Radio
- KTBQ FM 107 Radio
- KYKS Radio Lufkin FM 105.1

### **Early Dismissal of School due to emergency closing**

If possible, students will be in school until noon, 1:00 P.M., or 2:00 P.M. The above media will be notified. Parents will be notified that students will be sent home early. If a parent is not home, the student will be brought back to the school.

The students will be kept in the Elementary office or the Jr. High gym.

## **SCHOOL FACILITIES**

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

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

The following areas are open to students before school, beginning at 7:30 a.m.

- Cafeteria
- Middle School Gym

PK through eighth grade will have assigned areas in the gym. Students eating breakfast at school will go directly to the cafeteria upon their arrival. After eating breakfast, student are to utilize the hallway to report to their assigned area in the gym. Morning assembly will begin at 7:50. All elementary students must be present for morning assembly. Teachers will attend morning assembly and escort their classes from the gym immediately following morning assembly.

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

At the end of the day, students will be escorted to the buses or to the parent pick up location by a teacher. [See Pick-Up Procedures on page 21 for more information.]

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

**Elementary students (PK – 5) will not be allowed to stay after school when an older sibling has extracurricular activities/practices unless a parent is present or a faculty member agrees to be responsible for the child. The child must remain in the presence of the parent or faculty member and may not roam the campus unattended.**

## **Conduct Before and After School**

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

## **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the *Student Code of Conduct*.

## **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Charlotte Bell to apply.

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. [For more information, see policy CO (LEGAL).]

### Meal prices:

All student breakfast - \$1.00	Pre-K – 5 <sup>th</sup> lunch - \$1.50	6 <sup>th</sup> – 12 <sup>th</sup> lunch \$1.75
Adult lunch- \$2.75	Adult breakfast - \$1.25	

## **SEARCHES**

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

## **Students' Desks and Lockers**

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

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

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

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

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

## **SPECIAL PROGRAMS**

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

## **STEROIDS**

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

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. More information on the UIL testing program may be found on the UIL Web site at <http://www.uil.utexas.edu/athletics/health/steroidinformation.html>.

## **SUMMER SCHOOL**

Garrison Elementary does not offer summer school to regain credit for promotion. A summer enrichment program may be offered to students meeting certain criteria in grades K – 2. TAKS remediation classes will be offered for those students in grades 3 and 5 who are required to take the summer administration of the TAKS test. TAKS remediation summer classes may also be offered for students in grade 4 who did not pass their 4<sup>th</sup> grade Reading or Math TAKS test.

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

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

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

[See policy EKB (LEGAL).]

## **TARDINESS**

Tardy students must be dropped off in the elementary office. The student must then sign in tardy in the elementary office. A student will receive a classroom demerit for each tardy. On the fourth tardy the student will be assigned to after school detention. The district will file truancy charges for persistent tardies.

According to the Compulsory attendance laws:

An individual commits an offense if the individual:

- (1) is required to attend school under Section 25.085; and
- (2) fails to attend school on 10 or more days **or parts of days** within a six-month period in the same school year or on three or more days **or parts of days** within a four-week period.

Students who are tardy to school six times or more will not be eligible for a perfect attendance “G” award.

## **TELEPHONE**

The office phones are for school use and are only to be used by the students with the permission of the principal for emergencies. Any in-coming calls to students, during the day, will be handled through the office by way of messages. No student will be removed from class to accept a personal phone call except in the event of an emergency.

## **TEXTBOOKS**

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

## **TRANSFER STUDENTS**

Garrison ISD has the authority to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, or national origin. A nonresident student wishing to transfer into the District shall file an application for transfer with the Superintendent by May 1 prior to the school year for which the transfer

is requested. Any other requests shall be considered by the Superintendent on a case-by-case basis. The parent/guardian of a transfer student who has received at least two discipline referrals for any offense in the Student Code of Conduct shall be required to withdraw the student from the District. Transfer students with excessive tardies or excessive attendance will be withdrawn from the District. See also FDA (Legal/Local).

The following conversion table will be use in the conversion of grades from other districts:

E = 95 S = 85 N = 75 U = 65

See **Other Parental Rights**, on page 4, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 4, for other transfer options.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

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

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling James Hickman, Transportation Director, at 347 – 7061.

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts if seat belts are provided.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

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

## **VANDALISM**

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

## **VIDEO CAMERAS**

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

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents are welcome to visit the District schools. For the safety of those within the school and to avoid disruption of instructional time, all **visitors must report to the principal's office and request permission to speak with the student** or request a visitor's pass. Proper identification is required to obtain a visitors pass for entry to the campus. With the principal's approval, the student will be summoned to the office. Visits to individual classrooms during instructional time are permitted only with the approval of the principal and the teacher, and such visits are not permitted if the duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visitors traveling beyond the office are required to wear a Visitor's Badge. Parents are welcome to eat lunch with their son/daughter, but any other visitors will not be allowed into the cafeteria during the lunch break. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Principals are authorized to refuse entry onto school grounds to persons who cannot provide proper identification or do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds.

### **WITHDRAWING FROM SCHOOL**

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

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

## GLOSSARY

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

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

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

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

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

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

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

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

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

**NCLB Act** is the federal No Child Left Behind Act of 2001.

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

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

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

**State-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a

consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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

**GARRISON ELEMENTARY STUDENT CODE OF CONDUCT  
2008 - 2009**

## **STUDENT CODE OF CONDUCT**

### **PARENT - TEACHER CONFERENCES**

The teacher or other designated school official may conduct a conference with the parent/guardian of a student who has committed one or more infractions of the GISD Code of Student Conduct and/or who has been removed to an alternative education program.

One or more conferences shall be held during each school year between a teacher and the parent/guardian of a student if the student is not maintaining passing grades or achieving the expected level of performance. If the student presents a disruption to the classroom learning environment, a conference will be held with the parent/guardian. Follow-up conferences will be held as necessary.

The teacher or other designated school official shall attempt to conduct these conferences face-to-face, but, where impractical, may conduct the conference by telephone. If these methods fail, the conference may be by letter. The district shall document its attempts to schedule and conduct required conferences.

A teacher or other school official may request a conference with a student's parent/guardian whenever the teacher or official perceives the need for parental cooperation in enforcing the GISD Student Code of Conduct.

At least three conferences will be held with the parent/guardian of a student assigned to the Nacogdoches County Alternative Education Program. The three conferences are

- Prior to entering the Program;
- After placement with a staff member of the Alternative Education Program; and
- Prior to re-entry to the GISD campus.

### **DISTRICT PERSONNEL TRAINING FOR STUDENT CODE OF CONDUCT**

All staff members will receive a copy of the Student Handbook, including the Student Code of Conduct. Sessions will be held to familiarize each professional employee with the district's rules of student conduct, discipline management techniques and how to use them, and the appropriate procedures for suspension, expulsions, and removal from the classroom.

### **STUDENT HANDBOOK AND GISD CODE OF CONDUCT DISTRIBUTION**

The GISD Student Handbook and Code of Conduct will be distributed to all students, parents, and professional employees at the beginning of the school year. These will contain policies and regulations on the responsibilities of students as well as rules and regulations concerning student discipline. They shall also be provided to all new professional employees, newly enrolled students, and any parent. Anyone else can request a copy.

Each student and parent annually shall sign a statement that they have received and read the Code of Student Conduct and acknowledge and responsibilities outlined there.

### **STANDARDS FOR STUDENT CONDUCT**

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Student responsibilities for achieving a positive learning environment at school or school-related activities include as follows:

1. Attend all classes, regularly and on time.
2. Prepare for each class; take appropriate materials and assignments to class.
3. Meet District or campus standards of grooming and dress.
4. Demonstrate courtesy even when others do not.
5. Behaving in a responsible manner, always exercising self-discipline.
6. Respect the rights and privileges of other students and of teachers and other District staff.
7. Avoid violations of the code of student conduct.

8. Obey all campus and classroom rules.
9. Respect the property of others, including District property and facilities.
10. Cooperate with or assist the school staff in maintaining safety, order, and discipline.

The district has authority over a student:

1. During the regular school day or while the student is going to and from school on District transportation.
2. Within 300 feet of school property.
3. While the student is in attendance at any school-related activity, regardless of time or location.
4. For any school-related misconduct, regardless of time or location.
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
6. When the student commits a felony, as provided by Texas Education Code 37.006, and
7. When criminal mischief is committed on or off school property or at a school-related event.

### **PROHIBITED BEHAVIOR**

A significant part of the district's educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior. In furtherance of this mission, students will be subject to disciplinary consequences if they engage in any of the following prohibited conduct while they are subject to the school's jurisdiction as described in this Code of Conduct:

1. Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work
2. Conduct that can cause injury to person or property
3. Leaving classrooms, school grounds, or school-sponsored events without permission
4. Using profanity, lewd or vulgar language, or obscene gestures.
5. Scuffling or fighting or other inappropriate physical contact that does not meet the definition of simple assault
6. Stealing
7. Lying about the conduct of other students or making false accusations about district employees
8. Disobeying school rules about conduct on school buses
9. Failing to comply with lawful directives given by school personnel
10. Failing to comply with campus or district policies
11. Bullying, harassment, and making hit lists, which include the following offenses:
  - a. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force
  - b. Making ethnic, racial, or religious slurs or any other harassment based on race, color, national origin, religion, or disability
  - c. Verbal abuse or derogatory or offensive remarks addressed to others
  - d. Damaging or vandalizing property of other students
  - e. Conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including without limit, requests for sexual favors
12. Committing or assisting in a robbery, theft, or burglary
13. Any misbehavior that gives school officials reasonable cause to believe that the conduct will substantially disrupt the school program or incite violence
14. Damaging or vandalizing property district property
15. Possessing stereo head sets, CD players, cassette players, Ipods, MP3 players, or electronic games without permission from the principal
16. Possessing a paging device or cellular telephone without permission
17. Using a paging device or cellular telephone without permission from the principal
18. Using or possessing a pellet gun, air-powered rifle, toy gun, or any other instrument that may be perceived by a third party as a firearm
19. Using or exhibiting school supplies (i.e., pencils, pens, scissors, etc.), or any other item in a manner that threatens to inflict or actually inflicts bodily harm to another person
20. Possessing drug paraphernalia (roach clips, rolling papers, needles, baggies with residue, razor blades, pipes, etc.)

21. Possessing or using martial arts objects such as shurikan [throwing stars], nunchakus [“nun-chucks”], tonfa [wooden weapon], staff, baton [short stick], bolo [long cord with weights at end]
22. Possessing or using fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
23. Inappropriate or offensive physical or sexual contact, whether or not it is consensual.
24. Inappropriate exposure of a student’s body parts, including exposure of any portions of the body that are ordinarily covered by clothing or required to be covered by the dress code
25. Behaving in any way that disrupts the school environment or educational process
26. Possessing, smoking, or using tobacco products
27. Possessing or using matches or a lighter
28. Possessing or using a knife with a blade of 5 ½ inches or less
29. Truancy, i.e., skipping school or cutting class without the parent’s or school’s knowledge or permission
30. Possessing or using any substance represented to be an illegal drug, a dangerous drug, a controlled substance, or alcohol
31. Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student’s parent or guardian
32. Gambling of any kind
33. Violating safety rules
34. Violating dress or grooming standards
35. Being a member of, pledging to become a member of, or soliciting another person to join or pledge a public school fraternity, sorority, secret society, or gang
36. Gang-related behavior or activity
37. Assisting, encouraging, promoting, or attempting to assist in the commission of a serious offense
38. Failing to report the commission of a serious offense by another student to a school official
39. Hazing
40. Making a false alarm or report of bombing, fire, or other emergency involving a public school, which includes the following offenses:
  - a. Pulling a fire alarm or discharging a fire extinguisher in a building owned or operated by Garrison ISD, when there is no smoke, fire, or danger that requires evacuation
  - b. Calling 911 when no emergency exists
41. Making a terroristic threat involving a public school
42. Retaliating against any school employee or volunteer
43. Repeatedly violating previously communicated campus or classroom standards of behavior
44. Violating DAEP rules while assigned to the DAEP
45. Engaging in any conduct punishable as a felony, which includes the offenses of:
  - a. causing an employee to be in contact with the blood, bodily fluids, saliva, urine, or feces of any person or animal
  - b. placing graffiti on any tangible property owned by the district
  - c. distributing, selling, delivering, or attempting to distribute, sell or deliver any substance represented to be an illegal drug, a dangerous drug, a controlled substance, or alcohol
46. Committing an assault of any kind
47. Selling, giving, or delivering to another person or possessing, using or being under the influence of marijuana or a controlled substance or a dangerous drug
48. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol
49. Engaging in conduct that would be an offense relating to an abusable volatile chemical
50. Engaging in conduct that would be public lewdness or indecent exposure
51. Using, exhibiting, or possessing a firearm
52. Using, exhibiting, or possessing an illegal knife
53. Using, exhibiting, or possessing a club
54. Using, exhibiting, or possessing a prohibited weapon
55. Engaging in conduct that would be aggravated assault, sexual assault, or aggravated sexual assault
56. Engaging in conduct that would be arson
57. Engaging in conduct that would be murder, capital murder, or criminal attempt to commit capital murder
58. Engaging in conduct that would be indecency with a child
59. Engaging in conduct that would be aggravated kidnapping
60. Engaging in conduct that would be aggravated robbery against another student

61. Engaging in conduct that would be manslaughter
62. Engaging in conduct that would be criminally negligent homicide
63. Engaging in conduct that would be deadly conduct

### **DISCIPLINE MANAGEMENT TECHNIQUES**

The following disciplinary measures may be used, alone or in combination with each other, for misbehavior that violates the Student Code of Conduct or campus or classroom rules. Discipline management techniques will include as follows:

1. Counseling by teachers, special services, or administrative personnel.
2. Parent-Teacher conferences.
3. Cooling-off or time-out.
4. Behavioral contracts.
5. Assigned school duties other than class tasks.
6. Verbal correction.
7. Withdrawal of privileges, including participation in extracurricular activities and honorary positions.
8. Send the student to the office or other assigned areas.
9. Detention.
10. In School Suspension.
11. Corporal punishment.
12. Probation.
13. Rewards or demerits.
14. Referral to outside agencies or authorities.
15. Penalties resulting from unexcused absences.
16. Removal to disciplinary alternative educational program.
17. Saturday School.
18. Suspension.
19. Expulsion.

POLICY [FO (LEGAL); FOB (EG); AND FO (LEGAL)]

### **GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES**

When imposing discipline, district personnel will adhere to the following general guidelines:

1. Discipline will be administered when necessary to protect students, school employees, property and to maintain essential order and discipline.
2. Students will be treated in a fair and equitable manner. Discipline will be based upon a careful assessment of the circumstances of each case.

Factors to consider will include as follows:

1. Seriousness of the offense.
2. Student's age.
3. Frequency of misconduct.
4. Student's attitude.
5. Potential effect of the misconduct on the school environment.

### **LEVELS OF OFFENSES**

#### Minor Offenses

Any violation of the code of conduct that is not listed as a serious offense is considered a minor offense. Examples of minor offenses include, but are not limited to horseplay, tardiness, insubordination, leaving school grounds without permission, profanity, name-calling, being disrespectful, dress code violation and behaving in any way that disrupts the educational process.

Each campus and classroom will develop rules that are considered minor offenses but which have consequences as set forth on each campus and approved by the building principal or his/her designee. The breaking of a rule will be considered a minor offense until it manifests into a persistent or serious offense.

### Persistent Offenses

Persistent offenses are two or more violations of the district's Student Code of Conduct in general or repeated occurrences of the same violation.

### Serious Offenses

A serious offense is one, which may cause the student to be suspended or expelled, including assignment to the Disciplinary Alternative Education Program. Examples of serious offenses include, but are not limited to fighting, robbery or theft, sexual harassment, use of tobacco products, possessing a weapon, assault of an individual, public lewdness or indecent exposure, and possessing, using, or being under the influence of a controlled substance, alcoholic beverage, or any other drug or chemical. Suspension, expulsion, and/or assignment to the DAEP could also occur for any persistent offenses.

### **NOTICE TO PARENTS BEFORE REMOVAL FROM CAMPUS**

During regular school hours, if a student is removed from school premises for any reason, the student shall be informed of the reason for the removal and have an opportunity to state any objections to such action. The district shall make reasonable efforts to notify the parent prior to removing a child from school premises. If the parent/guardian cannot be notified prior to removal, the parent shall be notified as soon as possible of the reasons for removal. If the administration is unable to contact a parent/guardian, the student will remain on campus until the end of the day in an isolated area. In the event that parental contact cannot be made by phone, the removal notice will be sent by mail and/or with the student. If a student is in violation of rules for emergency removal, a law enforcement officer will remove and detain the student until a parent/guardian can be contacted.

If a student is in violation of the student code of conduct during an extracurricular activity, either on or off campus, school officials reserve the right to remove a student without parental notification and, if necessary, with the assistance of law enforcement officials.

A teacher with knowledge that a student has violated the student code of conduct shall file with the principal or other appropriate administrator a written report, not to exceed one page documenting the violation.

### **STUDENT REMOVAL FROM REGULAR CLASSROOM -- TEC 37.002**

#### Routine removal by a teacher

A teacher may send a student to the principal to maintain effective discipline in the classroom and for any violation of the Student Code of Conduct.

#### Discretionary removal by a teacher

A student may be removed from the classroom for behavior that has been documented by the teacher to repeatedly interfere with classroom learning or for behavior that is so unruly, disruptive, or abusive that the teacher cannot communicate with other students in the class.

1. The teacher must file a one-page report with the principal and within 24 hours after receiving the report the principal must send a copy to the student's parents or guardian.
2. The principal may schedule a conference within three class days with the student's parent or guardian, the teacher, and the student.
3. After the conference, the principal may place the student in another classroom, impose in-school suspension, place the student in D.A.E.P., or return the student to the classroom with the teacher's consent. Placement shall be consistent with the student code of conduct.
4. A placement review committee may place the student in the teacher's classroom without the teacher's consent if the committee determines it's the best placement or the best alternative.
5. The district may prohibit the student from participating in extracurricular activities.
6. The student may not be returned to his/her regular classroom before the conference.

#### Mandatory removal by a teacher:

A student may be removed from the classroom for behavior that requires placement in a D.A.E.P. or expulsion.

1. A teacher who knows the violation requires placement in the DAEP or expulsion must remove the student from class, send the student to the principal, and file a written report.
2. The principal shall schedule a conference within three class days with the student's parent or guardian, the teacher, and the student.
3. The student may not return to his/her regular classroom before the conference.

4. The principal must place the student in a DAEP or expel the student and the student shall not participate in extra-curricular activities.

#### **SUSPENSION OF STUDENTS FROM SCHOOL -- TEC 37.005(a)**

Students may be suspended from school if the student:

- Is in violation of the Student Code of Conduct.

The principal or designee may suspend a student for no more than three days at a time; however, there is no limitation on the accumulation of days of suspension.

The principal or designee may suspend a student with a disability for no more than three days at a time; however, the accumulation of days may not exceed 10 days without having an ARD meeting.

#### **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

Legislation enacted by the 74<sup>th</sup> Legislature and Board policies allow each school district to provide an alternative education program jointly with one or more other districts and to cooperate with governmental agencies and community organizations that provide services in the district to students placed in a disciplinary alternative education program, {TEC Chapter 37, Subchapter A, Section 37.008(d) (e)} {Board Policy R (LEGAL)}

Nine Nacogdoches County school districts have entered into a cooperative agreement to provide a disciplinary alternative education program. They are Chireno ISD, Cushing ISD, Central Heights ISD, Douglass ISD, Etoile ISD, Garrison ISD, Martinsville ISD, Nacogdoches ISD, and Woden ISD.

TEC Chapter 37, Subchapter A, Section 37.008 states that each school district shall provide a disciplinary alternative education program that:

1. Is provided in a setting other than a student's regular classroom.
2. Is located on or off of a regular school campus.
3. Provides for the students who are assigned to the disciplinary alternative education program 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 student's educational and behavioral needs.
6. Provides supervision and counseling.

[(FOAB (LEGAL))]

The intent of the Nacogdoches County Disciplinary Alternative Education Program is to meet the requirements set forth in the Texas Education Code.

#### **REMOVAL OF STUDENTS TO DISCIPLINARY ALTERNATIVE EDUCATION (DAEP) -- TEC 37.006**

##### Mandatory Removal for On-Campus Offenses

Students must be placed in a DAEP for the following offenses if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in any conduct punishable as a felony.
2. Engages in conduct containing the elements of the offense of assault under 22.01(a) (1) of the Penal Code.
3. Engages in conduct containing the elements of the offense of terroristic threat under 22.07 of the Penal Code.
4. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana, a controlled substance or a dangerous drug.
5. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
6. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals.
7. Engages in conduct containing the elements of the offense of public lewdness or indecent exposure.
8. Retaliates against a school employee, unless the act of retaliation is itself an expellable offense.
9. Persistent violations of the Student Code of Conduct.
10. Makes a false report of bombing, fire, or other emergency involving a public school, regardless of when the false report is made or the place from which the false report is made.
11. Makes a terroristic threat involving a public school, regardless of when the threat is made or the place from which the threat is made.

\* withdrawing from school will not impact the school district's ability to proceed with the DAEP conference and issue an order of removal.

### Mandatory Removal for Off-Campus Offenses

Students must be placed in a DAEP for conduct defined as a felony offense in Title 5 of the Penal Code if:

1. The student receives deferred prosecution under Section 53.03 of the Family Code for the offense.
2. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03 of the Family Code.
3. The Superintendent or designee has a reasonable belief that the student has engaged in felony conduct addressed in Title 5.
- 4.

### Discretionary Removal for Off-Campus Offenses

Students may be placed in a DAEP if:

1. The Superintendent or designee has a reasonable belief that a student has engaged in conduct defined as a felony offense other than those defined in Title 5 of the Penal Code and that the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
2. Any criminal mischief.
3. A student is a member of, pledges to become a member of, or solicits another person to join a public school fraternity, sorority, secret society, or gang.

## ***Discretionary Removal for On-Campus Offenses***

The District has determined that the following behaviors may result in a student's placement in a Disciplinary Alternative Education Program:

1. Fighting.
2. Hazing.
3. Stealing from students, staff, or the school.
4. Defacing or damaging school property including textbooks, lockers, furniture, and other equipment.
5. Possessing razors, switchblades, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person.
6. Possessing or selling "look-alike" weapons.
7. Possessing air guns or BB guns.
8. Making bomb threats.
9. Making false threats, hoaxes, or accusations regarding school safety.
10. Engaging in inappropriate verbal, physical, or sexual contact.
11. Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.
12. Inappropriate or indecent exposure of a student's private body parts.
13. Possessing, smoking or using tobacco products.
14. Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband.
15. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
16. Possessing, using, giving, or selling paraphernalia related to any prohibited substance.
17. Possessing or using a laser pointer for other than an approved use.
18. Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
19. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property, using email or web sites at school to encourage illegal behavior or threatening school safety.
20. Possession of published electronic material that is designed to promote or encourage illegal behavior or could threaten school safety.
21. Repeatedly violating other communicated campus or classroom standards of behavior.
22. Possessing ammunition.

### Mandatory Removal for Students Under Ten:

If a student under ten engages in expellable conduct, the student's placement in DAEP will be on a case-by-case basis.

## **PROCEDURAL REQUIREMENTS FOR STUDENTS ASSIGNED TO DAEP**

### **TEC 37.009(a,b,c) & 37.006(e,h)**

1. The principal or other appropriate administrator schedules a conference within three days with the student's parent or guardian, and the student. An invitation will be extended to the parent or guardian and the student to attend the conference.
2. At the conference, the student is entitled to written or oral notice of the reasons for removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.
3. Following the conference, whether or not each requested person attended, the principal shall order the placement of the student according to the student code of conduct.
4. If placement extends beyond the end of the next grading period, the student or student's parent or guardian has the right to notice and participation in a hearing before the Board or designee. Any decision by the Board or its designee is final and may not be appealed.
5. A student placed in an disciplinary alternative education program (for 120 school days or more) shall be provided a review of the student's status by the board's designee, at intervals not to exceed 120 days. The board's designee and the student's parent or guardian must assess the student's progress toward meeting graduation requirements and must establish a specific graduation plan for the student. 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 the teacher who removed the student without that teacher's consent.
6. For students assigned to DAEP for mandatory or discretionary off-campus offenses and who have been found not guilty or who have had the charges dropped by the prosecutor, the superintendent or designee may continue the student's placement in the DAEP if there is reason to believe the presence of the student in the regular classroom threatens the safety of other students or teachers. The student or student's parent or guardian may appeal the Superintendent's decision to continue placement. The student may not be returned to the regular classroom pending the appeal.

The following steps will be taken when consideration is being given to placement in the Disciplinary Alternative Education Program when a teacher has requested removal of a student from the classroom:

1. Three recommendations for removal from classroom must be on file in the principal's office.
2. At least two alternatives have been used by the administration to correct the behavior.
3. The Campus Review Committee recommends placement in the Disciplinary Alternative Education Program.
4. The principal and/or administrator recommends to the superintendent that the student be placed in the Disciplinary Alternative Education Program.
5. The superintendent or his/her designee recommends placement of student.

## **LENGTH OF DAEP PLACEMENT**

The minimum length of placement will be until the end of the semester in which the student enters. If placement occurs with 30 days or less remaining in a semester, then, at the discretion of the principal, placement may continue into the next semester and/or school year.

### **Transfer of Students Who Have Been Assigned to an Disciplinary Alternative Education Program or Expelled**

If a student that has been placed in a disciplinary alternative education program or expelled enrolls in Garrison ISD before the expiration of the period of placement, the district requiring the placement shall provide to GISD records of the student and a copy of the placement order. Garrison ISD may continue the disciplinary alternative education program placement, expulsion or allow the student to attend regular classes without completing the period of placement.

## **EXPULSION OF STUDENTS -- TEC 37.007**

### **Mandatory Expulsion**

Students must be expelled for the following offenses committed on school property or while attending a school-sponsored or school-related activity on or off school property:

1. Use, exhibition, or possession of
  - a. a firearm as defined by Penal Code 46.01(3).
  - b. an illegal knife as defined by Penal Code 46.01(6).
  - c. a club as defined by Penal Code 46.01(1).
  - d. a prohibited weapon as listed by Penal Code 46.05.
2. Retaliation against a school employee in connection with one of the offenses listed above, whether committed on or off school property or at a school-related activity.
3. Conduct containing the elements of
  - a. aggravated assault, sexual assault, or aggravated sexual assault under Texas Penal Code 22.02, 22.011, 22.021.
  - b. arson under Penal Code 28.02.
  - c. murder, capital murder, or criminal attempt to commit murder or capital murder under Penal Code 19.02, 19.03.15.01.
  - d. indecency with a child under Penal Code 21.11.
  - e. conduct related to an alcohol or drug offense that is punishable as a felony.
  - f. aggravated kidnapping under Penal Code 20.04.

**Permissive Expulsion for Conduct on or in Proximity to School:** A student may be expelled, in the discretion of the administration in view of all the facts and circumstances, for any of the following offenses when they occur on or within 300 feet of school property, as measured from any point of the school’s real property boundary line:

1. Drug, alcohol, or abusable volatile chemical offenses, regardless of the amount.
2. Assault resulting in bodily injury against a school employee or volunteer.
3. Deadly conduct.
4. Making a false alarm or report of bombing, fire, or other emergency involving a public school.
5. Making a terroristic threat involving a public school.
6. Committing any offense stated in item 1 and 2 under Mandatory Expulsion.
7. Committing a serious offense or engaging in persistent misconduct while assigned to the DAEP. “Serious offense” and “persistent misconduct” are defined on page \_\_\_\_ of this Code.

**Permissive Expulsion for Conduct Outside of School:** A student may be expelled, in the discretion of the administration in view of all the facts and circumstances, for any of the following offenses, regardless of where they occur:

1. Intentionally or knowingly damaging personal property, including real estate and tangible personal property belonging to any public school or institution of higher education and the amount of loss is greater than \$1,500.
2. Intentionally or knowingly damaging the property of any other person without the person’s consent, and the amount of loss is greater than \$1,500.
3. Making a false report or alarm or a terroristic threat involving a public school.
4. Assaulting an employee or volunteer in retaliation for or because of the person’s relationship with the school and the assault results in bodily injury.
5. Committing aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit capital murder, or aggravated robbery against another student.
6. Committing any offense listed at item under Mandatory Expulsion of the school property of another Texas school district or while attending a school-sponsored activity of another Texas school district.

**PROCEDURAL REQUIREMENTS FOR MANDATORY EXPULSION -- TEC 37.009(f)**

1. The board or board’s designee must provide the student with a hearing at which the student’s parent or guardian is invited in writing to attend.
2. 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 school district.
3. If the decision to expel is made by the board’s designee, the decision may be appealed to the board. A decision by the board may be appealed by trial de novo to a district court of the county in which the district central administrative office is located.
4. For determining guilt, the administration will use a “reasonableness” school standard instead of the criminal standard beyond “a reasonable doubt”.

## ***LENGTH OF EXPULSION***

The minimum length of expulsion will be the remainder of the school year in which the student is entered. Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion. Expelled students are prohibited from being on school grounds or attending school related activities during the period of expulsion. No academic credit will be earned during the period of expulsion unless the student is enrolled in a district-approved program.

## ***EMERGENCY PLACEMENT TO AN DAEP OR EXPULSION -- TEC 37.019***

The principal or his/her designee can order immediate placement of a student in an disciplinary alternative program if the principal or his/her designee 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 from the operation of school or a school-sponsored activity.

The principal or his/her designee can order the immediate expulsion of a student if he/she reasonably believes that action is necessary to protect persons or property from imminent harm.

At the time of an emergency placement or expulsion, the student shall be given oral notice of the reason for the action. Within a reasonable time after the emergency placement or expulsion, the student shall be accorded the appropriate due process. If the student subject to the emergency placement or expulsion is a student with disabilities who receives special education services, the term of the student's emergency placement or expulsion is subject to the requirements of 20 U.S.C. Section 1415(e)(3) and 34 DFR 300.513.

A principal or his/her designee is not liable in civil damages for an emergency placement under this section.

## ***SANCTIONS FOR SUSPENDED AND EXPELLED STUDENTS AND FOR STUDENTS ASSIGNED TO DAEP***

In addition to any other sanctions or penalties, students who are suspended, expelled, and/or assigned to a DAEP are prohibited from being on school grounds and from participating in or attending school related extracurricular activities for the length of their suspension, expulsion, and/or assignment. This also includes any extracurricular activities that occur during school holidays.

## ***PROBATION PERIOD FOR DAEP STUDENTS RETURNING TO REGULAR CAMPUS***

Students who complete their DAEP assignment and are dismissed to their regular campus will be placed on probation for six weeks. Students who violate the Code of Conduct during the probationary period could be sent to DAEP. Violations of the Code of Conduct include, but are not limited to, persistent and serious offenses.

## ***PLACEMENT REVIEW COMMITTEE***

Each school shall establish a three-member committee to determine placement of a student when a teacher refuses to re-admit a student to the teacher's class after the teacher has removed that student. In addition, the committee shall make recommendations to the District concerning re-admission of expelled students. {TEC Section 37.003(a) (1) (2) (b)}The committee may return a student to a teacher's class without her consent if the committee determines that such placement is the best or only alternative available. Makeup of the committee will be according to the Education Code. [FOAA (LEGAL)]

## ***INTERROGATIONS AND SEARCHES***

School officials may search a student or a student's property with reasonable cause or suspicion or the student's free and voluntary consent. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given. Vehicles on school property are also subject to search. Areas such as lockers, which are owned and jointly controlled by the district, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep or maintain any article or material in school-owned lockers that is forbidden by district policy or that would lead school officials to believe that it would cause a substantial disruption on school property or at a school sponsored function. Searches of a student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as

searches of the student's person, shall be conducted only if probable cause exists to indicate that the student possesses contraband.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

[FNF (LEGAL)]

## **DRESS CODE**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The district prohibits any clothing that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

1. The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene.
2. Clothing that advertises or depicts tobacco products, alcoholic beverages, drugs, and any other prohibited substance.
3. Racially discriminating insignias may not be worn or displayed, i.e. KKK, Rebel Flags, or Malcolm X.
4. Clothing that may attempt to promote the supremacy of any race may not be worn.
5. Form fitting dresses or pants will not be permitted. Form fitting pants will be considered hosiery and must be worn with appropriate dress or skirt.
6. Headgear of any kind (caps, hats, etc.) and sunglasses may not be worn at school during regular school hours.
7. Articles of clothing must be worn as they are designed to be worn, i.e., Pants must be worn with the waistband around the waist at all times. Underwear may not be exposed. Belts and straps must be buckled and worn in the manner in which they were designed.
8. Loose fitting split-skirts and shorts may be worn. The length of these garments must reach the end of the fingertips. If a question arises as to the suitability and length of these garments, the Principal has the right to discontinue the wearing of shorts and split-skirts.
9. Tank tops may only be worn over a full shirt. Sleeveless shirts that expose undergarments may not be worn.
10. Shorts that do not conform to the length requirement may not be worn. The length must reach at least the ends of the fingertips of the student.
11. No Spandex or Bicycle shorts as outer clothing may be worn.
12. Shoes must be worn at all times by all students on school property or at extra-curricular events.
13. Bandannas and kerchiefs may not be worn or displayed at school.
14. Clothing may not be worn that designates or symbolizes a particular race or power with extreme radical ideologies such as a glove, hood, arm band, insignia or emblem of heavy metal or cult groups, or offensive words that could cause substantial division among the students or unusual distractions. POLICY FMC.
15. No sleepwear of any kind may be worn to school or any in-school related activity and/or during any extracurricular activity participation, i.e. pajamas, nightshirts, boxers, house shoes, slippers, etc.
16. Hair shall be neat, clean, well groomed, and shall not cause disruptions in the orderly school environment. Hair length and hair color will be such that it does not cause a disruption or create a safety or health hazard. Insignias in the hair that are profane, racially symbolic, or may cause disruptions will not be permitted. Facial hair shall be well groomed.
17. The only jewelry allowed to be worn in pierced body parts are earrings worn by female students in the ear. Male students may not wear jewelry in pierced body parts while at school or while participating in extra-curricular activities.
18. Shirts must extend over the waistline and not expose the midriff at any time.
19. No visible tattoos with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drug, or any other substance prohibited under policy FNCF (LOCAL).
20. Decorative teeth (grills) may not be worn during the school day.
21. Holes in clothing may not be worn above the fingertip line.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and the district's dress code for the students in the student handbook and/or discipline management plan.

If the principal determines that a student's dress or grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension

for the remainder of the day or until the problem is corrected. A student whose clothing violates the dress code shall be assigned in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.

Repeated offenses may result in more serious disciplinary action. Certain privileges could be revoked on an individual basis on the third offense. Appropriate discipline procedures shall be followed in all cases.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who attend or participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

## **TOBACCO USE**

Students are prohibited from smoking, using, or possessing tobacco products at school-related or school-sanctioned activities on or off school property. POLICY FNCD (LEGAL) AND GNCD (LOCAL)

## **VANDALISM**

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district or district schools. Parents or guardians of students guilty of damaging school property will be liable for damages in accordance with law. Students will be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost textbooks.

## **FIGHTING/ASSAULTS**

Fighting in a school setting is a potentially dangerous act of violence and will not be tolerated by the faculty and administration of Garrison ISD. The following are the consequences for provoking or participating in a fight or assault:

### First offense

1. Three days suspension and no less than 2 school days of in-school suspension and exclusion from extracurricular activities as stated in the Extracurricular Code of Conduct.
2. Should an altercation between two students be deemed as an assault by the administration of the school district, the policy relating to serious offenses will be implemented and students will be referred to local law enforcement officials.

### Second offense

1. Three days suspension and no less than 20 school days of in-school suspension, or assignment to DAEP, or possible expulsion and,
2. Referral to local law enforcement agency, and
3. Exclusion from extracurricular activities as stated in the Extracurricular Code of Conduct.

This is a stringent policy and is for the purpose of deterring fights. The main focus of this administrative staff will be to teach students to solve problems in a non-violent manner by approaching their academic team, favorite teacher, counselor, friend, or administrator to help them work through the problem without fighting.

### Assaults

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

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

## **HAZING**

Students shall not willfully subject another student to indignity, humiliation, intimidation, physical abuse, or disgrace as part of initiation to any school organization or activity.

Hazing means any intentional, knowingly or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated

into, affiliating with, holding an office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, or confinement in a small place, calisthenics, or other activity that adversely affects the mental or physical health or the safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a district school, or that may reasonably be expected to cause a student to leave the organization or school rather than submit to acts described above.
5. Any activity that induces, causes or requires the student to perform a task that involves a violation of the Penal Code. [Education Code 4.51 et. seq., as added by S.B. 24]

[POLICY FNCC (LEGAL) AND FNCC (LOCAL) TEC SECTION 37.151]

## ***SCHOOL BUS AND OTHER TRANSPORTATION***

The main purpose of Garrison Independent School District's transportation program is to transport students to and from school in the most efficient and safe manner. Students being provided transportation by the district must comply with the Garrison ISD's Student Code of Conduct. Any student failing to abide by this Code of Conduct on the bus will be subject to disciplinary action and may be denied transportation services.

### Bus rider rules

Prior to loading and unloading the bus students:

1. Must be at the bus stop before the bus arrives.
2. Must stay off the road and conduct themselves properly while waiting for the bus.
3. Must wait until the bus has come to a complete stop before moving toward the bus.
5. Will cross at least 10 feet in front of the bus after looking in both directions for traffic and at the driver for the signal to cross.

### While on the bus students will

1. Ride their assigned bus unless there is special permission through the principal's office.
2. Cooperate with the bus driver.
3. Be courteous to other students.
4. Stay seated at all times. (Bus drivers have the right to assign seats.)
5. Not throw objects out of the windows.
6. Keep hands, feet, and head inside the bus.
7. Not use profane language or and tobacco products.
8. Not fight, push or shove.
9. Unload only at a designated stop unless there is written parent permission, approved by the campus principal.
10. Abide by all rules in the Code of Conduct and Student Handbook
11. Refrain from talking loud and distracting the bus driver.

### Referrals regarding bus conduct

1. Any student's behavior, which cannot be controlled by the driver, will be reported to the building principal by filing a Transportation Referral Notice.
2. The student will be informed that a report has been filed.
3. The campus principal will review the action of the referral(s) and discipline the student in accordance with the Code of Conduct, including but not limited to suspension of riding privileges. The student and the parent/guardian will be informed immediately.
4. A copy of the referral will be provided to the parents.
5. The Superintendent will be informed.

## **SEXUAL HARASSMENT/SEXUAL ABUSE OF STUDENTS**

Every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

[FNC](LEGAL)

### Definitions of Sexual Harassment

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

### Title IX (Federal Law):

Sexual harassment of students may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

### Parent Notification:

The district will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

### District Action Regarding Sexual Harassment

1. When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.
2. If a district employee is found to have sexually harassed or abused a student, that employee will be disciplined. Disciplinary action may range from a warning to termination of employment.
3. If a student is found to have sexually harassed or abused another student, the offender will be disciplined. The District will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

### Complaint Procedure:

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal's designee, or the district's Title IX coordinator. The conference will be scheduled and held as soon as possible but within five school days. The principal or Title IX coordinator will coordinate an investigation, which ordinarily will be completed within ten school days. The parent will be informed if extenuating circumstances delay the investigation. Oral complaints should be reduced to writing to assist in the district's investigation.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a through investigation.

If the parent is not satisfied with the district's initial response to the complaint, he or she has ten school days to request a conference with the superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint, as stated in the Student Handbook that contains

1. A statement of the complaint.
2. Any evidence to support the complaint.
3. The resolution sought.
4. The student's and /or parent's signature.
5. The date of the conference with the principal.

If the parent considers the resolution unsatisfactory, he or she may present the complaint to the Board of Trustees at its next regular meeting. The board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate. The Title IX coordinator for the district is the superintendent, who may be contacted at 459 U.S. Hwy 59, Garrison, Texas 75946 or 409-347-7000. Write and record the date and circumstances of the interview.

POLICY DAA (LEGAL), DGBA (LEGAL), DAA, DH, DHC (LEGAL)

## **FRATERNITIES, SORORITIES, SECRET SOCIETIES AND GANGS**

Students shall not become members or promise to become members of any organization composed wholly or in part of students of public schools below the rank of college while seeking to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

A person commits an offense 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.

A board of trustees or an educator shall recommend placing in an alternative education program any student who violates the above rules. (TEC Section 37.121)

## **DISRUPTION OF CLASSES**

For purposes of this rule “school property” includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by district schools for assembly or other school related activities, and “public property” includes any street, highway, alley, public park or sidewalk.

No student will be permitted, on school property or on public property within 500 feet of school property to willfully disrupt, alone or in concert with others, the conduct of classes or other school policies. Disruption of the education activities of a school includes:

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

## **STUDENTS WITH HANDICAPS UNDER IDEA**

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, henceforth referred to as the ARD Committee. A student with a disability who receives special education services may not be placed in alternative education programs solely for educational purposes if the student does not also meet the criteria for alternative placement. [TEC Subchapter A, Sections 37.006(a) and 37.007(a)]

School personnel may assign a student with a disability to an alternative educational setting, or suspension, for not more than 10 school days and to an interim alternative educational setting for not more than 45 days if the student carries a weapon to school or to a school related activity or if the student possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school related activity.

A student with a handicap being served in special education may be expelled for engaging in conduct that would warrant such an action for a student without handicaps only if the ARD committee determines the misconduct is not a manifestation of the handicapping condition or inappropriate placement. [TEC Subchapter A, Section 37.004] The ARD Committee shall determine if the manifestation is a result of the handicapping condition or inappropriate placement prior to the student’s expulsion.

In determining whether a student’s disruptive behavior was related to the student’s handicapping condition, the ARD Committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation; rather than on established eligibility or previous committee decisions. The ARD Committee shall consider whether the student’s behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student may be returned to his or her current placement after ten days while additional assessments are being conducted.

The ARD Committee shall determine the instructional and related services to be provided during the time of expulsion. The student’s IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

If the ARD Committee determines that the student's disruptive behavior is related to the handicapping condition or inappropriate placement, the student shall not be expelled. If the disruptive behavior was related to the handicapping condition, it shall either rewrite the IEP to address the student's behavioral and educational needs or, when appropriate, consider the extension of an emergency removal.

### **STUDENTS HANDICAPPED UNDER SECTION 504**

A student handicapped under Section 504 shall not be expelled unless the district first determines that the misbehavior is not a manifestation of the student's handicap. The determination may be made by the same group of people who make placement decisions. The group must have available to it evaluation data that is recent enough to afford an understanding of the student's current behavior. At a minimum, the group shall include persons knowledgeable about the student and the meaning of the evaluation data. [Policy FB and FB (LOCAL)]

### **IN SCHOOL SUSPENSION**

An on campus In School Suspension (I.S.S.) is used for persistent and serious offenses during the school year. This is suspension to a setting on the school campus. The rooms are designed to allow students to remain on the campus in a designated area, with a teacher or aide overseeing their work. The term of the suspension for this program will be from one day to six weeks. Assignment to ISS will be made by the building principal in response to the following offenses and infractions: fighting, insubordination, tobacco use, dishonesty, truancy, vandalism, theft, obscenities, skipping after school detention, decisions and consequences and other persistent offenses.

Once assigned to ISS, the student must earn his/her release by successfully completing all assignments and maintaining an excellent behavior record. The ISS teacher may recommend for a student to be assigned additional days for failure to complete assignments and/or failure to follow ISS rules. Students can be assigned to ISS during regular school hours and/or on Saturday.

### **POLICE QUESTIONING OF A STUDENT**

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

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

### **STUDENTS TAKEN INTO CUSTODY**

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

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. 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.
5. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

### **PHYSICAL RESTRAINT**

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee believes 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. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

POLICY FO (LOCAL)

## **CORPORAL PUNISHMENT**

Corporal punishment is permitted in order to preserve an effective educational environment, free from disruption. Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and physical, mental, and emotional condition of the student; the type of instrument to be used; the amount of force to be used; and the part of the body to be struck shall be considered before administering any corporal punishment.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, and previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment. Disciplinary records shall be made available to parents or the student, whichever is appropriate.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:

1. The student will be told of the reason corporal punishment is being administered.
2. Corporal punishment may be administered by the school principal, assistant principal, or a teacher.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
4. When corporal punishment is administered, it shall be done in the presence of one other district professional employee and shall take place in a designated place out of view of other students.

## **AFTER SCHOOL DETENTION (A.S.D.)**

Assignments to After School Detention will be made by the classroom teacher or the building principal. Students can be assigned to A.S.D. for minor offenses and infractions. An assignment to A.S.D. may range from one to two afternoon sessions. Assignments for one offense constitutes one A.S.D. assignment. A student may serve a maximum of **four assignments per six-week period**. After the **four** assignment, the offense becomes persistent, and the principal may assign the student to the I.S.S. or use another discipline management technique.

For minor infractions of the code of conduct or other policies and regulations, teachers may detain students after school hours. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his version of the incident.

When detention is used, notice shall be given to the student's parent or legal guardian to inform the parent of the reason for the detention and allow arrangements for the necessary transportation of the student. The detention will be assigned on the first available date, however students will be allowed 24 hours notice. The student's parent or guardian, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

[POLICY FOC (LOCAL)]

## **CREDIT DURING DISCIPLINARY PROCESS**

Students shall receive full credit for assignments completed in the In School Suspension

A student who has been removed from his or her regular classes for any reason other than expulsion will not receive an unexcused absence and will be expected to complete any course work assigned within a time designated by the teacher.

Nacogdoches County Disciplinary Alternative Education Program

Students who have been assigned to the Disciplinary Alternative Education Program will only receive credit for the passing of course work in English language arts, mathematics, science, and history.

Expelled Students

A student who has been expelled will be allowed to remain current on all course work pending an appeal to the board or the board's designee's decision to expel the student. However, if the appeal is denied, the student will not receive credit for work missed during the period of expulsion.

## **NACOGDOCHES COUNTY JUVENILE AUTHORITIES**

Nacogdoches County juvenile authorities will be informed by the appropriate administrator if a student is sent to the Nacogdoches County DAEP School. The Juvenile authorities will work directly with the DAEP School while students are assigned there. When a student is suspended or expelled from the DAEP School, the authorities will be notified as soon as possible but no later than 24 hours. ((TEC 37.013)

## **LOCAL LAW ENFORCEMENT**

The designated administrator will notify the local police department or county sheriff's office when a student has been expelled. (See TEC Section 37.015)

## **COURT INVOLVEMENT**

No later than the second business day after the date a hearing is held under TEC Section 37.009, the board of trustees or the board's designee shall deliver a copy of the order placing a student in an alternative education program under TEC Section 37.006 or expelling a student under Section 52.04, Family Code, to the authorized officer of the juvenile court in the county in which the student resides. (TEC Section 37.010)

## **EXTRACURRICULAR CODE OF CONDUCT**

### ***I. PURPOSE STATEMENT***

The Garrison Independent School District will provide an extracurricular program that has a commitment to excellence and high expectations for its students and staff so that the students will have an opportunity to be successful.

GISD extracurricular program will:

- \* Promote self-esteem through the discovery that ultimately the true meaning of winning is doing one's best.
- \* Provide opportunities for students and faculty of different races, economic backgrounds, and personal interest to cooperate as a team and develop a sense of fair play.
- \* Develop qualities of leadership while helping students to understand the need to be able to follow.
- \* Develop problem-solving skills in a cooperative environment.
- \* Cultivate lifetime citizenship skills of determination, self-discipline, and respect for others, accountability, responsibility, goal setting, cooperation, perseverance, and a desire to compete.

### ***II. PHILOSOPHY STATEMENT***

Participation in extracurricular activities is a **privilege**. In order to participate, students must meet the criteria of the organization and follow all procedures set by the organization. Students and parents should be ever mindful of this fact before students become part of any extracurricular activity. A student is not obligated to take part in extracurricular activities, nor is this a requirement for graduation.

### ***III. RULES OF BEHAVIOR***

#### **A. IN SCHOOL BEHAVIOR**

**Violation of any of the rules of the discipline management plan may result in suspension or dismissal of said activity.**

1. Students who violate discipline policies will be subject to exclusion from extracurricular activities subject to review from principal, sponsor, and parent/guardian.
2. Students assigned to In School Suspension will be eliminated from competing in extra-curricular activities for the assigned period of In School Suspension.

3. Students who are suspended may not participate in or attend extracurricular activities for the period and for five (5) school days following the suspension. This time also includes any holidays that occur during the suspension.

**B. OUT OF SCHOOL BEHAVIOR**

1. If a student is arrested and charged with any misdemeanor offense, the student shall be excluded from any extracurricular activity for not less than two (2) weeks during scheduled school year. The principal sponsor, parent/guardian, and law enforcement officer will determine the appropriate period of suspension.
2. If a student is arrested and charged for any felony offense, the student shall be excluded from all extracurricular activities for a minimum of one (1) year or a maximum of four (4) years. The principal, sponsor, parent/guardian and law enforcement official will determine the duration of the exclusion from the extracurricular activity.

**C. ASSIGNMENT TO DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM**

1. A student placed in the Nacogdoches County Disciplinary Alternative Education Program will not be permitted to attend or participate in school sponsored or school related activities, including extracurricular programs.

**D. BEHAVIOR DURING EXTRACURRICULAR ACTIVITY**

1. A student, participating in or attending extracurricular events shall follow all rules of the discipline management plan, extracurricular activity code of conduct, and departmental rules. Violation of the rules could result in immediate disciplinary action and/or police involvement as deemed necessary by school officials.

**IV. RESPONSIBILITIES OF PARTICIPANTS**

- \*Accept decision of judges and officials.
- \*Portray good leadership qualities and demonstrate acceptable behavior when participating in any activity.
- \*Maintain a positive attitude whether winning or losing.
- \*Promote school spirit, loyalty, and pride.
- \*Exhibit characteristics of: commitment, punctuality, self-control, dependability, positive attitude, and appropriate dress.
- \*Follow rules of behavior.
- \*Display respect for authority.
- \*Balance study and class time with extracurricular activity.
- \*No vulgar language.
- \*The use of alcohol, tobacco or drugs is prohibited.

Participants who fail to adhere to above responsibilities could be suspended from extracurricular events.

**V. RESPONSIBILITIES OF PARENTS/GUARDIANS**

- \*Accept decision of judges and officials.
- \*Promote school spirit, loyalty, and pride.
- \*Commit to support child in extracurricular activities.