

# **Garrison Independent School District**

**Middle School  
Student Handbook and  
Code of Conduct  
2011-2012**

# Garrison Independent School District

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**ACKNOWLEDGMENT OF HANDBOOK RECEIPT**

I have received a copy of the Garrison ISD Middle School Student Handbook for 2011-2012. I understand that the handbook contains information that my child and I may need during the school year. I have also received a copy of the Middle School Code of Conduct, which is attached to the student handbook, and I understand that all students will be held accountable for their behavior and are subject to the disciplinary consequences outlined in the Code.

**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 6 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 30 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.

**DIRECTORY INFORMATION NOTICE**

Regarding student records, federal law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of your child's first day of instruction for this school year.

To be in compliance with No Child Left Behind, the district will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child, unless you direct the district not to release this information without prior written consent, as indicated below.

Yes  No The district may release my child's name, address, and telephone listing to military recruiters and institutions of higher education upon their request without my prior consent.

Except as noted below (under EXCEPTIONS), I direct the district not to release to any third party the following without my prior written consent. I have marked through the items I do **NOT** want released.

Name	Date and Place of birth	Participation in officially recognized activities and sports
Address	Dates of attendance	Honors and awards received in school
Phone Number	Grade level	Most recent previous school attended
Photograph	E-mail address	Weight & height of members of athletic teams
Major field of study	Security recordings unless used to impose discipline	

**EXCEPTIONS**

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to the local media), the district has my permission to release the following information. I have marked through the items I do not want released.

Name	Date and Place of birth	Participation in officially recognized activities and sports
Address	Dates of attendance	Honors and awards received in school
Phone Number	Grade level	Most recent previous school attended
Photograph	E-mail address	Weight & height of members of athletic teams
Major field of study	Security recordings unless used to impose discipline	

Print name of student: \_\_\_\_\_ Student's Teacher \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_ 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.**

## CONSENT/OPT-OUT FORM

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

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

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

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.

**GARRISON MIDDLE SCHOOL**  
**Home School Compact 2011-2012**

**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 teacher.
- 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 teachers.
- Allow the teacher/staff to help me work through my problems.
- Be respectful of all staff members of Garrison Middle 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:** \_\_\_\_\_

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# G.M.S.

Policies

And

Procedures

**Garrison Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of educational services, activities, and programs, including vocational programs. Allan Metcalf has been designated to coordinate compliance with Title VI of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Felecia Lloyd has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.**

According to the No Child Left Behind Act of 2001 Parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s). If they request this information, the district or school will provide them with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and field of discipline for any graduate degree or certificate; and
- d. if you child is receiving Title I services from paraprofessionals and if so, his/her qualifications.

If they would like to request this information, please contact the school.

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).

## **POLICIES AND PROCEDURES**

### **PREFACE**

The student handbook contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume school related responsibility for the student.

### **ADMISSION**

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

### **ASBESTOS**

A student or student's parents may review the District's Asbestos Management Plan at the Superintendent's office. See attached letter.

### **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.

### **ATTENDANCE**

In Texas, a child between the ages of 6 and 18 -- depending on when the child's birthday falls-- must attend school unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. Truancy may result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year, or is absent on three or more days or parts of days within a four-week period. These attendance requirements also apply to any District-required tutorial sessions. The school resource officer is responsible for enforcing the compulsory attendance law.

A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

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

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

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

1. Board approved extracurricular activity or public performance subject to limitations in FDD(LEGAL) preceding.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment. Clinic personnel must sign Doctor's excuse.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.
8. Approved college visitation.

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

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.

#### 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

G.M.S. has a closed campus during the school day. 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 written 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.

Students must remain on campus during lunch.

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, doctors appointment, or documented court appearance the student 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.

Garrison Middle School offers the following extra-curricular activities: Athletics, Band, FCA, FFA, Cheerleading, and UIL. A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year.
2. During the other grading periods, a student who receives an average grade below 70 in any course or subject, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP), may not participate in extracurricular activities for at least three school weeks. The suspension from extracurricular activities goes into effect seven days AFTER the last day of the grading period. A student regains eligibility at the end of the three-week period in which a passing grade (70 or above) is earned in all subjects, but may not participate until 7 days following the end of the three-week period.
3. A student is allowed up to 10 activity-related absences from a class during the school year, and up to 5 absences for post-district competition. A student who has extinguished his/her days may apply for a waiver provided they meet the following criteria:
  1. Passed all parts of TAKS in the prior year.
  2. Is currently maintaining an 84 average or better in all classes.
  3. Cannot have more than 3 office referrals for discipline or tardies.

A student must apply for this waiver each time their day have been used.

#### Tardy Policy

Any student who is not in the classroom at the time that the tardy bell rings will be considered late for class and thus counted tardy. Tardies will be considered unexcused unless there is a note provided from the office or from other high school personnel.

The student will be allowed two unexcused tardies per class per six weeks period. Upon a student receiving a third tardy in a class, the teacher will be responsible for sending that student to the principal's office with a discipline referral notice. Upon receiving the discipline notice, the following action will be taken:

- Third tardy - corporal punishment or one day A.S.D.
- Fourth tardy - corporal punishment or two days A.S.D.
- Fifth tardy or more - parent conference plus I.S.S.

Every three tardies per class per semester will also count as an absence toward a student being exempt from final exams.

#### **CAFETERIA SERVICES**

The District participates in the National School Meal Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from Charolett Bell at the school cafeteria.

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.

## **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.

## **CHECK ACCEPTANCE POLICY**

Our school district has established the following policy for accepting checks and collecting bad checks. For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

## **CLUBS, ATHLETICS AND ORGANIZATIONS**

Student clubs and performing groups, such as the band, choir and drill and athletic 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.

**BASIC PARTICIPTION REQUIREMENTS: Students participating in team sports; football, basketball, baseball, and softball must be enrolled in the athletic period and participate in the offseason program the semester prior to that sports beginning and throughout the season of their sport. All athletes are encouraged to be in the athletic period year around. Extenuating circumstances may be given reprieve from this rule if approved by the athletic director.**

## **COMMUNICABLE DISEASES/CONDITIONS**

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. These diseases include Chickenpox, Common Cold with fever, Diphtheria, Fever (100.4 or greater), Gastroenteritis (Viral), Giardiasis, Head Lice (Pediculosis), Hepatitis (Viral, Type A), Impetigo, Influenza, Measles (Rubeola), Meningitis (Bacterial), Mumps, Pink Eye (Conjunctivitis), Poliomyelitis (Polio), Ringworm of the scalp, Rubella (German Measles), Salmonellosis, Scabies, Shigellosis, Streptococcal Sore Throat and Scarlet Fever, tuberculosis (Pulmonary) and Whooping Cough (Pertussis).

### **State law requires the District to provide the following information on Bacterial Meningitis:**

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

**WHAT ARE THE SYMPTOMS?** Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

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

**HOW IS BACTERIAL MENINGITIS SPREAD?** Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

**HOW CAN BACTERIAL MENINGITIS BE PREVENTED?** Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only

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

**WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?** You should seek prompt medical attention.

**WHERE CAN YOU GET MORE INFORMATION?** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine.

### **COMPLAINTS BY STUDENTS/PARENTS**

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to disciplinary 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 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 requests that it be public.

### **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. The District will take reasonable steps to restrict access to such material by using a filtering software system, however it is not possible to absolutely prevent such access. It will be the student's responsibility to follow the rules for appropriate use.

Grade 6 - 12 students will be assigned an individual account, and they will be responsible for not sharing the password for the account with others.

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, or illegal.
- Cyber-bullying others through the computer. This includes threatening or harassing messages or postings.
- 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.

#### **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.

#### **COUNSELING**

##### Academic Counseling

Students are encouraged to talk with a school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. All students in grades 9-12 and their parents will be notified annually about the recommended courses for students preparing to attend college. In addition, students are expected to complete a four-year course of study and revise it each year to meet changing needs. Students who are interested in attending a college, university, or training school or pursuing some other advanced education, should work closely with their counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

##### Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should contact the appropriate Counselor or the Principal.

#### **DISRUPTION BY STUDENTS OR OTHERS**

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.

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

All materials intended for distribution to students that are not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved.

## **DRUG TESTING POLICY**

### Drugs to be tested for

Amphetamines, Cocaine, Opiates, Phencyclidine (PCP), Tetrahydrocannabinoids (Marijuana), Steroids, and Alcohol.

### Testing Procedures and Protocol

1. Any student in grades 7-12 representing Garrison I.S.D. in any school activity will be initially tested at the beginning of the school year.
2. Students not tested at the beginning of the year must be tested prior to participation in a school sponsored activity, including new students.
3. Each student in grades 7-12 will be eligible for random testing during the school year. A predetermined number of students will be selected for random testing at least 4 times a year.
4. The method of screening is by a certified SAMHSA laboratory using a urinalysis and/or hair sample.
5. Testing will be administered by a certified collection technician.
6. Failure to produce a sample in the allotted time period will be considered a positive screening.
7. Non-compliance by any student will be considered a violation of policy and grounds for removal from the program(s).
8. Students refusing to be tested will be subject to sanctions as if testing positive. Readmission to the program will be contingent upon the student agreeing to participate in the drug testing program and a negative result.
9. A confirmation test shall be administered by the certified lab to confirm the initial test results.
10. All specimens will be identified by the student's social security number.
11. All offenses are cumulative for the student's career.
12. A parent/student consent form must be signed prior to testing.
13. Students who test positive and/or who are reported by law officials to have been involved with the selling, buying, use or possession of an illegal drug or paraphernalia will be subject to the sanctions listed below.

### Sanctions for Positive Testing

#### First Offense:

1. Notification of parent or guardian.
2. Student must complete a drug education program at the expense of the student.
3. Suspension from extra-curricular activities for 30 calendar days.
4. Students must be retested at the end of 30 days and their system clear of any drugs before reinstatement.
5. A letter of intent to remain in extra-curricular programs must be signed by the student and parent. Students will remain in school programs to practice but will not be allowed to participate in any competition until student has met all guidelines for reinstatement.

#### Second Offense:

1. Notification of parent or guardian.
2. Student must complete a drug education program at the expense of the student.
3. Suspension from extra-curricular activities for the remainder of the semester or 85 school days, whichever is longer.
4. Student must be retested at least twice during the suspension period--once randomly and once at the end of the suspension period.
5. A letter of intent to remain in extra-curricular programs must be signed by the student and parent. Students will remain in school programs to practice but will not be allowed to participate in any competition until

student has met all guidelines for reinstatement.

Third Offense:

1. Notification of parent or guardian.
2. Suspension from extra-curricular activities for the remainder of student's high school career.

#### Confidentiality

1. The collection and coding of specimen samples are done by an independent lab technician and are executed in a manner insuring total confidentiality and proper identification.
2. Test results are known only by the student, the parent/guardian, administrator and head coach/sponsor.
3. All test results shall be destroyed when the student is no longer in school.

#### Appeal

1. A parent or guardian may appeal a positive test result by following procedures described in board policy FNG (local).

#### **EMERGENCY MEDICAL TREATMENT**

Parents are asked to complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

#### **EMERGENCY SCHOOL CLOSING INFORMATION**

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

- ALERTNOW Rapid Communication Service (computer generated telephone message)
- 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

If possible, students will be in school until noon, 1:00 P.M., or 2:00 P.M. The above media will be notified.

Students will have the opportunity to notify parents of early release.

#### **FEES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. The materials for a class project that the student will keep.
2. Membership dues in clubs or student organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchase of student accident insurance.
7. Musical instrument rental and uniform maintenance, when provided by the District.
8. Personal apparel used in extracurricular activities that becomes the property of the student.
9. Parking permits and student identification cards.
10. Fees for damaged library books and school-owned equipment.
11. Fees established by the State Board for driver training courses, if offered.
12. Fees for optional courses offered for credit that require use of facilities not available on District premises.
13. Summer school courses offered tuition-free during the regular school year.

A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit due to 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.

## **FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

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 predesignated  
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.

### **Flower Deliveries**

The Middle School campus only accepts flower and/or balloon deliveries for students on their birthday. All other times, flower, candy and/or balloon deliveries are not accepted for students. This includes Homecoming, Valentine’s Day, and all other holidays.

### **Homecoming Mums**

Middle School students are not allowed to wear homecoming mums to school. Homecoming mums deliveries will not be accepted at the Middle School.

### **FUND RAISING**

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the Campus Principal at least two weeks before the event except as approved by the Campus Principal, fund raising is not permitted.

### **HOMEBOUND SERVICES**

A homebound setting is for providing special education–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.

### **IMMUNIZATION**

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

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.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. Failure to provide proof of current immunizations may result in a student being denied enrollment or being sent home until immunizations are updated.

### **INSURANCE**

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the Superintendent's office. 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 purchased the student accident insurance or shown proof of insurance. Failure to purchase insurance does not warrant exclusion from extracurricular activities.

### **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

### **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. 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 use the locker assigned to them.

### **MEDICINE AT SCHOOL**

A student who must take prescription or non-prescription medicine during the school day must bring a written request from his or her parent and the medicine, in its properly labeled container, to the school nurse. The school nurse will either give the medicine at the proper time or give the student permission to take the medicine as directed.

### **PARENTAL INVOLVEMENT AND RESPONSIBILITIES**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- \* encourage his or her child to put high priority on education and to commit to making the most of the educational opportunities the school provides.
- \* review the information in the student handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s). A parent with questions is encouraged to contact Garrison I.S.D.
- \* stay informed on school activities and with the academic programs, including special programs. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child's academic progress and contact teachers as needed.
- \* Garrison In The News is published weekly and contains school information. Parent/Student meetings provide good opportunities for learning more about the school.
- \* Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores,

(3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns and (12) state assessment instruments that have been administered to his or her child [see also student records on page 14].

- \* grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
- \* temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- \* offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement.
- \* attend board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.
- \* become a school volunteer. For further information contact the campus principal.
- \* participate in campus parent organizations. The activities are varied, ranging from band boosters to the campus committee formulating campus performance objectives fostering improved educational opportunities for all students. Parents may wish to visit the school library to review the most recent planning report approved by the Board for addressing student performance issues in the District. In addition, after receipt from TEA, the school will provide all parents a copy of the "school report card" containing a comparison of the school's performance in relation to the District, the state, and a comparable group of schools. For further information contact the campus principal.
- \* monitor their children's progress and contact teachers as needed. Conferences may be arranged by contacting the campus principal's office at 347-7030. Conferences are to be held during the teacher's conference period.

#### **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.

#### **PEST CONTROL INFORMATION**

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Superintendent's office.

#### **PHYSICAL FITNESS**

Students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

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

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

#### **PLEDGES/MOMENT OF SILENCE**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

## **POSTERS**

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

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours except with the principal's permission, written parental consent and/or verbal parental consent. The principal will determine that permission has been granted before allowing the student to leave. Students must remain on campus during lunch.

## **RETENTION AND PROMOTION POLICY**

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

Students who do not meet the requirements for promotion will not be allowed to makeup more than two classes from any accredited summer school program.

Garrison ISD is not obligated to provide summer school programs for students who do not meet the requirements for promotion.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.\*

- 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.

\* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

## **SAFETY**

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented policies and committed resources. However, the District can address only part of the challenge; the essential remaining part is the cooperation of the students, including:

- \* Avoiding conduct that is likely to put the student or other students at risk.
- \* Following the code of conduct and any additional rules for behavior and safety set by the principal or teachers.
- \* Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- \* Knowing emergency evacuation routes and signals.
- \* Following immediately the instructions of teachers, bus drivers, and other District employees who are seeing to 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.

## **SEARCHES BY TRAINED DOGS**

Periodic searches of cars, lockers, and buildings will be conducted on campus by trained alcohol, drug, and/or gunpowder sniffing dogs. The searches will be conducted in compliance with the laws and statutes governing student searches and seizures.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the counselor; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

Options and Requirements for Providing Assistance to Students who have learning Difficulties or who need or may need Special Education: If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other. Academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling 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 that the district receives the written consent. The district must give a copy of the report to the parent.

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

Contact Nacogdoches Co-Op regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services.

## **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.

Students participating in UIL athletic competition may be subject to random steroid testing.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under

Section 504;

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

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge, if any; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-priced meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

#### Special Education records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has not expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired.

#### Parent Notification of Rights under FERPA

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

#### **(1)The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.**

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

#### **(2)The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.**

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the

parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified to the right to a hearing.

**(3)The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

**(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by Garrison ISD to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA are: Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**TELEPHONE**

The office phones are for school use and are only to be used by the students with the permission of the principal’s office 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 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 that fact 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 or guardian. However, a 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 may be required to withdraw the student from the District. See also FDA(Legal/Local)

**TRAVEL - SCHOOL SPONSORED**

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal or sponsor the day before the scheduled trip that the student is allowed to ride with an adult designated by the parent.

**VEHICLES ON CAMPUS**

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

Students must have a valid Texas Driver's License and a school-parking permit to park on campus. For safety reasons, vehicles must remain parked during school hours. Parking and driving privileges could be revoked if students fail to operate vehicle in a safe and orderly manner.

**VISITORS**

Parents are welcome to visit the District schools. All visitors must report to the principal's office. 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. 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.

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.

# G.M.S.

Code  
Of  
Conduct

## **STATEMENT OF PURPOSE**

The Garrison Independent School District (GISD) is committed to providing each student with a quality educational program. This requires that the school environment be free from disruptions that interfere with the educational process. Students are expected to behave in an acceptable manner. Each student must be responsible for helping to create a positive learning environment for all students.

The purpose in providing the GISD Student Handbook and the Student Code of Conduct is to set forth fair and reasonable standards of conduct for all students. This handbook is based upon state and federal laws and local board policies and administrative procedures. It specifies the behaviors that are expected of students in all school or school-related activities and functions. The handbook also describes a broad range of behaviors considered to be student misconduct and the various disciplinary actions that might result should misconduct occur. Students' responsibilities and consequences related to the school are included in the handbook.

Copies of the laws, policies, and procedures that are referenced in the Handbook are available on each campus and in the superintendent's office.

You are encouraged to become familiar with the provisions of the GISD Handbook. If you have any questions, call the principal's office.

## **STUDENT CODE OF CONDUCT**

### **PARENT - TEACHER CONFERENCES**

The teacher or other designated school official shall 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 disciplinary alternative education program (DAEP).

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 may 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 Disciplinary Alternative Education Program. The three conferences are:

- Prior to entering the Program;
- After placement with a staff member of the Disciplinary 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 the 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**

Students who violate the code of conduct will be subject to disciplinary action and when appropriate will be referred to legal authorities for criminal prosecution for violations of law.

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.

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, MP3 players, IPODs or electronic games without permission of the principal
16. Possessing a paging device or cellular telephone without permission
17. Using a paging device or cellular telephone without permission
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 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. Student's disciplinary history.
4. Student's attitude.
5. Potential effect of the misconduct on the school environment.
6. Self-defense, depending on the circumstances, as a factor in a decision to order suspension, removal to a DAEP or expulsion. Self-defense is defined as using force against another when to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.
7. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, but only as required by Federal law and regulations related to discipline of students with disabilities.

### **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 D.A.E.P. could also occur for any persistent offenses.

Persistent or serious offenses that occur can be subject to a 25.00 fine. The money that is paid will go into the Garrison Employee Scholarship fund.

### **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 an 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 they are 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 a disciplinary 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, Excelsior ISD, Garrison ISD, Martinsville ISD, and Nacogdoches 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. The campus principal or other appropriate administrator will place a student in DAEP if the student:

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. 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.
4. Makes a terroristic threat involving a public school, regardless of when the threat is made or the place from which the threat is made.
5. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana, a controlled substance or a dangerous drug.
6. 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.
7. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals.
8. Engages in conduct containing the elements of the offense of public lewdness or indecent exposure.
9. Retaliates against a school employee, unless the act of retaliation is itself an expellable offense.
10. Persistent violations of the Student Code of Conduct.

#### 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.

#### 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:

1. 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 ASSIGNING STUDENTS 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 of the placement. An invitation will be extended to the parent or guardian and 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 reason for 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 a 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.
7. When a student violates the district's code in a way that requires or permits the students to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has

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 a 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:

- a. Drug, alcohol, or abusable volatile chemical offenses, regardless of the amount.
- b. Assault resulting in bodily injury against a school employee or volunteer.
- c. Deadly conduct.
- d. Making a false alarm or report of bombing, fire, or other emergency involving a public school.
- e. Making a terroristic threat involving a public school.
- f. Committing any offense stated in item 1 and 2 under Mandatory Expulsion.
- g. Committing a serious offense or engaging in persistent misconduct while assigned to the DAEP.

“Serious offense” and “persistent misconduct” are defined on page 19 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, of aggravated robbery against another student.
6. Committing any offense listed 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. Pending expulsion hearing the student will be placed in one of the following: ISS, suspension, or DAEP
2. 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. The student is entitled to due process which consists of:
  - a. Written notice of charges
  - b. Date, time, and place of hearing; names of adult witnesses
  - c. Opportunity to testify and to present evidence and witnesses
  - d. Opportunity to examine evidence and question witnesses
3. 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.
4. If the decision to expel is made by the board's designee, the decision may be appealed to the board by following policy FNG. 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.
  - 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 A DAEP OR EXPULSION -- TEC 37.019**

The principal or his/her designee can order immediate placement of a student in a 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 an 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 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 suspicion 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 suspicion exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if probable suspicion 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, basketball jerseys, and cut off sleeves may only be worn over a full shirt. Sleeveless shirts that expose undergarments may not be worn. Straps on female tops must be at least three inches in width.
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. Athletic shorts that are supplied by the school may not be worn outside of athletics.
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, headbands 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, slippers/house-shoes, 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, drugs, or any other substance prohibited under policy.
20. Holes in clothing may not be worn above the fingertip line.
21. Decorative teeth (grills) may not be worn during the school day.

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 Middle School. Self defense will be considered when appropriate. 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 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.
4. 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 or 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.

### **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.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

### **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).

## **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.

The Title IX coordinator for the district is the Superintendent, who may be contacted at 459 U.S. Hwy 59, Garrison, Texas 75946 or 936-347-7000. Write and record the date and circumstances of the interview.  
POLICY DAA(LEGAL), DGBA (LEGAL), DAA, DH, DHC(LEGAL)

## **POSSESSION OF PAGING DEVICE/CELL PHONE**

A student cannot have a paging device/cell phone visible or in use (on) during the instructional day including all state assessments. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school sponsored event is strictly prohibited. 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 a 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. [FNCE (LOCAL)] The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Using any device that permits recording the voice or image of another to take, disseminate, transfer, or share audio, images, video, or photographs that reveal private parts of the body that are ordinarily covered by clothing (aka sexting ) is prohibited. All electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search.

## **INAPPROPRIATE USE OF TECHNOLOGY**

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

## **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities.

An employee may contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference

## **INTERNET SAFETY POLICY**

It is the policy of Garrison ISD to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act. [Pub. L. No. 106-554 and 47 USC 254(h)].

## **ACCESS TO INAPPROPRIATE MATERIAL**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **LASER POINTERS**

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct.

### **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 a disciplinary 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 disciplinary 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.
4. 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.

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

### **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 afternoons sessions. Assignments for one offense constitutes one A.S.D. assignment. A student may serve a maximum of five assignments per nine-week period. After the fifth assignment, the offense becomes persistent, and the principal will assign the student to the Special Assignment Class 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 student code of conduct 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.



## **NOTIFICATION LETTER**

**TO:** Parents, Teachers, and School Support Personnel

**FROM:** Darren Webb, Superintendent

**SUBJECT:** Notification of Asbestos-Related Activities at Garrison ISD

As required by the federal government, this will serve as notification to the above constituency, of current and pending asbestos-related activities for Garrison ISD.

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.

Our independent inspectors have located and identified asbestos in your schools, and they have made recommendations for proper control should potential hazards exist. This inspection process is followed by the management planning process, which enables our district to determine the hazard if one exists, and take corrective actions to insure the health and safety of our students and faculty.

As required by law, our designated person will complete a surveillance of any asbestos-containing areas every six months to ensure any potential hazard is kept to a minimum.

A copy of the management plan, as well as the reinspection documentation will be kept in the office of the superintendent, and may be examined by you upon request.

Should you need additional information, you may call the Garrison ISD asbestos coordinator, Darren Webb, at (936) 347-7000.