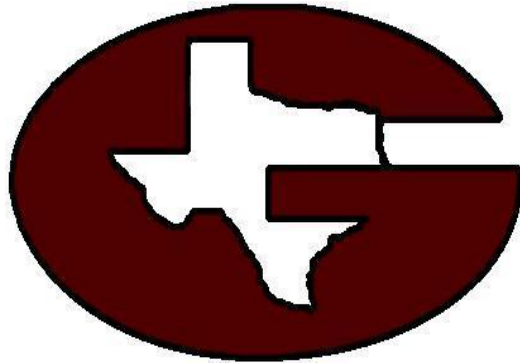


Garrison Independent School District



Garrison Elementary School

Student Handbook
And Code of Conduct

2018-2019

GARRISON INDEPENDENT SCHOOL DISTRICT
ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS

The Garrison Independent School District (GISD) strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication.

Access to the internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school are to use electronic resources for constructive educational goals, students may find ways to access other materials. The District believes that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. Therefore, the District supports and respects each family's right to deny electronic services to their student by submitting an "opt-out" form to the school's principal.

Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided or allowed. The use of GISD electronic services is to assist in completing educational activities and should be used in a manner that enhances educational experiences and complies with GISD policies. All student users must adhere to the provisions of the Acceptable Use Policy as a condition for continued use of the GISD network. This policy must be followed anytime there is a connection to the District's wired or wireless network via any electronic device. GISD reserves the right to monitor any user's online activities. Users should have no expectation of privacy regarding their use of GISD property, including the network, Internet access, files, text, chat room conversations, and e-mail.

Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), the Garrison Independent School District is required to adopt and implement an internet safety policy addressing: (a) access by minors to inappropriate matter on the internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior, and social networking as required by Broadband Data Improvement Act.

1. GISD has implemented filtering and/or blocking software to restrict access to internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. This control also applies to other forms of communication such as e-mail, chat rooms, social networking sites, instant messaging, and the like. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials.
2. The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the GISD network.
3. Students will not reveal personal information, including name, home address, telephone number, photos, and the like on the internet. Students are advised to never access, keep, or send anything that they would not want the general public to see.
4. Students will not meet in person with anyone they have met only online via the internet.
5. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.
6. Students must abide by all laws, regulations, the Student Code of Conduct, Acceptable Use Policy, and other related GISD security policies.

Privacy

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Students and qualified parents can view certain educational records of the student online through GISD’s Parent Student Connect portal. These records are safeguarded through all available means and access will be restricted to parents/guardians and the student through the use of user names and passwords.

Acceptable Actions

GISD students may use the network and electronic services provided by GISD to pursue educational activities. Students will learn how internet resources can provide valuable educational information. Students will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

Unacceptable Actions

Improper use of electronic services provided by GISD is prohibited. Be prepared to be held accountable for your actions and for the loss of privileges if this Acceptable Use Policy is violated. In addition to the paragraph below labeled “Penalties for Improper Use,” the GISD Student Code of Conduct addresses the consequences for violations. Actions that constitute unacceptable use include, but are not limited to the following:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide internet safety or alteration of GISD’s default computer image.
- Do not violate copyright laws or participate in any criminal activities punishable by law.
- Do not view, send, or display offensive message or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another’s folders, work, or files.
- Do not pursue internal or external “hacking”, use anonymous e-mail sites, spread viruses, initiate spam, or attempt to access inappropriate material.

All GISD students are granted access to all electronic services available. If you DO NOT want your student to have access to electronic services, please complete and submit the opt-out form and access will be denied.

Penalties for Improper Use

The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of GISD technology resources may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by governmental authorities.

Disclaimer

GISD makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of its network. Any charge accrued to the user of GISD's network is borne by the user. Statements by the user on the internet are from the author's individual point of view and do not represent the views of GISD, its employees, or members of the Board of Education.

Student and parental/guardian signatures on the Student Code of Conduct represents consent to conform to the Acceptable Use Policy.

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GARRISON INDEPENDENT SCHOOL DISTRICT

Administration

Superintendent

Arnie Kelley

Elementary School Principal

Colleen Hill

Counselor

Julia Konderla

Secretary

Olivia Stokes

Board of Trustees

Jackson Sheffield	Bart Reneau, President	Nicole Todd
Matt Harris	Matt Barrett, Vice President	Billy Cooper
	Justin Shull, Secretary	

Staff

Pre K

Monica Land
Kasey Phillips

Second Grade

Angie Edge
Carla Hutto
Colette Hutto

Fifth Grade

Dovie Carrell
Shannon Gresham
Jackie Prince

Library Media Specialist

Travis Weeks

Nurse

Amie Adkison

Kindergarten

Lauren Barton
Sarah Gayler
Jenny Stanaland

Third Grade

Linda Lunsford
Kriston Niuman
Jennifer Weeks

Dyslexia

Jan Woodard

Music/Reading Intervention

Christy Huggins

Behavior Intervention/Rtl

Angela Walker

Special Education

Amanda Crump
Laurie Fuller

First Grade

Chelsey Brewer
Rebekah Reynolds
Heather Shriver

Fourth Grade

Paige Nicholson
Sydney Harris
Tiffany Shaw

Physical Education

Nicholas Guerra
Alex Cloudy

Para Professionals

Sharon Barton
Delores Bell
Joyce Bryant
Daphne Dolese
Laura Tejada

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.

REQUIRED FORMS

Acknowledgment

My child and I have received a copy of the Garrison Elementary School Student Handbook and Student Code of Conduct for 2018-2019. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code of Conduct. If I have any questions regarding this handbook or the code of conduct, I should direct those questions to the principal at 347-7010.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

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 2 and agree to follow all rules as indicated. I hereby release Garrison ISD, 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 GISD's electronic communication system.

Social Media

Yes No I give permission to use my child's name, photo, audio, and video on District-sponsored social media sites (ex. GISD website, Facebook, etc.)

Corporal Punishment

I have read the provisions of corporal punishment in the Student Code of Conduct, and I am aware of the policy.

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

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

Attendance Law

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

Signature of parent: _____

Date: _____

*** Sign and date this page making sure you answer each blank; then have your child return if 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.***

GARRISON ELEMENTARY SCHOOL

Parent-Student-School Compact

As a parent of a student at Garrison Elementary School, I take responsibility for his/her learning.

- I will provide a supportive, safe home environment and teach good morals and values.
- I will provide healthy food and ensure my child gets adequate rest so he/she is ready to learn.
- I will make sure my student is on time and attends school daily.
- I will support the staff in their efforts to maintain proper discipline.
- I will access available resources to stay informed of how my child is doing in school.
- I will respond to school communications in a timely manner.
- I will maintain current contact information and keep the office informed of any changes in my mailing address, phone numbers and email addresses.
- I will encourage my child to complete homework daily.
- I will limit my child's screen time and urge him/her to read at home daily.

Parent Signature: _____ Date: _____

As a student at Garrison Elementary School, I take responsibility for my learning.

- I will be on time and have good attendance as being present is critical for my success.
- I will give 100% of my effort and maintain a positive attitude.
- I will work collaboratively with peers and pull my weight in group work.
- I will come prepared and expect to work each day.
- I will pay attention and ask for help when needed.
- I will be responsible for my own behavior and choices.
- I will make my education a priority.
- I will take pride in my school and have respect for administrators, faculty, staff, students, and property.

Student Signature: _____ Date: _____

As a teacher at Garrison Elementary School, I take responsibility for my students learning.

- I will provide a safe and supportive environment conducive to student learning.
- I will teach the state required essential knowledge and skills.
- I will challenge students academically and make lessons engaging.
- I will treat all students fairly and with respect.
- I will recognize the educational needs of all students.
- I will communicate with parents using a variety of means.
- I will be knowledgeable and supportive of school policy.

Teacher Signature: _____ Date: _____

Notice Regarding Directory Information and Parent's Response

Regarding Release of Student Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school wide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

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

Parent: Please circle one of the choices below:

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

Parent signature: _____ Date: _____

Garrison Elementary has designated the following information as directory information:

• Student's name	• Most recent school previously attended
• Address	• Enrollment status
• Telephone listing	• Honors, and awards received
• Photograph	• Date of birth

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

Parent: Please circle one of the choices below:

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

Parent signature: _____ Date: _____

Please note that if this form is not returned within the specified timeframe above, the district will assume that permission has been granted for the release of this information.

Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See Release of Student Information to Military Recruiters and Institutions of Higher Education on page 25 for more information.]

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

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

Parent signature: _____ Date: _____

Please note that if this form is not returned with other materials identifying what the district considers directory information, the district will assume that permission has been granted for the release of information.

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.

DIGITAL CITIZENSHIP PLEDGE

- ❖ I will not share personal information online about myself or others such as address, telephone number, or age.
- ❖ I will not use bad language including acronyms or abbreviations.
- ❖ I will not have conversations or create posts that would be inappropriate in the classroom.
- ❖ I will not threaten, insult, gossip, tease, or be mean to others.
- ❖ I will respect the feelings and ideas of others.
- ❖ I will not share pictures or videos that would not be appropriate to share in the classroom.
- ❖ I will flag any inappropriate content I find.
- ❖ I will not share my login information with anyone or allow anyone else to use my account because I will be held responsible for anything that they do.
- ❖ I will not spam others.
- ❖ I will try to use correct grammar and spelling.
- ❖ I understand that using ALL CAPITALS is considered yelling and may offend others.
- ❖ I will check with my teacher whenever I have questions about any of the rules.

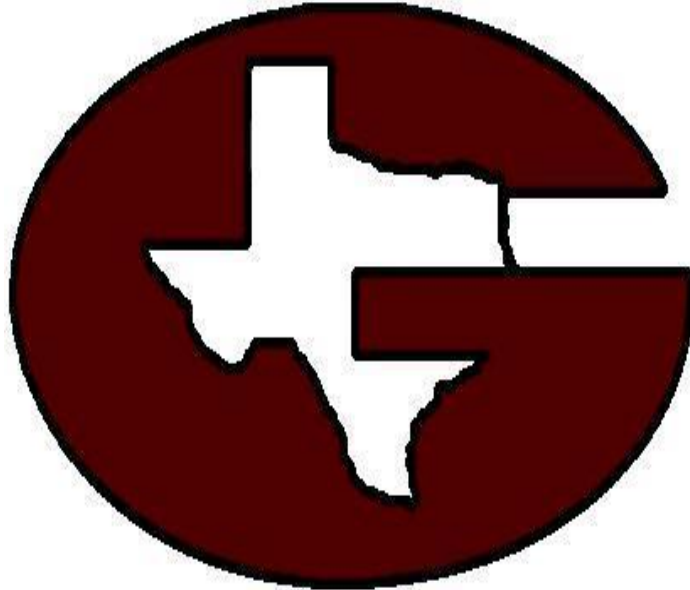
Student Name (PRINT): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School: _____ Grade: _____

GARRISON ELEMENTARY SCHOOL



Policies & 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. Clark Bynum 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. Felicia Lloyd has been designated to coordinate the 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:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- The type of college degree major of the teacher and field of discipline for any graduate degree or certificate; and
- If your 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.

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.

Parents/guardians must acknowledge receipt of the Student Code of 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

ASBESTOS

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

ATTENDANCE

In Texas, children between the ages of 6 and 19 are required to attend school unless exempted by law. Children enrolled in public preschool or kindergarten classes are also subject to these rules. School districts must investigate and report violations of the state compulsory attendance law.

When students are absent from school, their absence will be recorded as “excused” or “unexcused”. “Excused” absences alone or combined with “unexcused” absences will determine whether or not a child has been in attendance for 90% of the school days in which a class is offered. **Students who are not in attendance 90% of school days shall be denied credit for the class. If denied credit, students must complete a plan determined by the district in order to regain credit.**

Students at Garrison ISD may regain credit by completing the required plan which may include the following:

- Complete required assignments and any additional assignments as specified by the plan
- Satisfy time missed from school through Absence Recovery Days each six weeks or through summer school
- Maintain attendance requirements set by the Attendance Committee for the rest of the semester
- Complete any other requirements set forth in a plan designed by the attendance committee.

Students with excessive absences must meet with the Campus Attendance Committee where the decision to grant or deny credit will be made. The Attendance Committee will investigate the student absences to determine if there were extenuating circumstances beyond the control of the parent and student when making this decision. The Attendance Committee will determine the acceptability and authenticity of documented reasons for the student’s absences. The committee shall also consider whether or not the student has completed missed assignments, mastered essential knowledge and skills, and maintained passing grades in the course or subject when making this decision. Petitions for credit may be filed at any time after the student has received notice from the appropriate administrative office, but no later than 30 days after the last day of the semester for which credit is lost because of absences.

Students with “unexcused” absences may be determined to be truant. Truancy may result in assessment of penalties by a court of law against the parent and the student. Students are considered truant if they are absent from school without excuse for ten or more days or parts of days in a six month period during the school year.

A complaint may be filed against the student in court for failing to attend school. A complaint may be filed against the parent for failure to enforce compulsory attendance.

A person required to attend school may be excused for temporary absence resulting from any unusual cause acceptable to the Superintendent or the principal of the school in which the student is enrolled. Such causes may include, but are not limited to:

- personal sickness
- family death or emergency
- juvenile court proceeding
- board approved extracurricular activity
- approved college visitation

When a student's absence for personal illness exceeds 4 successive days, the student shall provide a statement from a physician or health clinic verifying the illness or other condition. The Attendance Committee may, if a student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as "excused" or "unexcused". **After ten absences within the school year, any additional absences will be considered unexcused unless official documentation is provided. For example:**

- Statement from a physician or health clinic verifying the illness or other condition requiring the student's absence.
- Documented juvenile court proceeding
- Other certified excuses as outlined in Board Policy FEA (Legal)

After ten absences within a school year, a written note from a parent/guardian will not be accepted to declare an absence excused.

All absences not school related are considered "unexcused" until a student brings a note signed by the parent that gives the date of the absence and describes the reason for the absence. A note from the parent does not guarantee that the absence will be "excused". If a student fails to bring a note within two school days, the unexcused absence(s) will remain in effect. **Absences such as vacations and trips (except those approved in advance by the principal in accordance with Board Policy), shall be considered unexcused.**

Medical and dental appointments will be excused absences if the student brings a note from the doctor verifying the appointment and if the appropriate administrative office has verified it. If a student attends an appointment with a health care professional and returns to school in the same day with a doctor's excuse, the student will not be counted absent for the day. Absences for the following reasons will be considered days of attendance if all work is completed satisfactorily:

- Religious Holy Days
- Required Court Appearance
- Activities related to U.S. Citizenship
- Serving as an election clerk
- Visiting an institute of higher learning

Leaving Campus

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning, and is subject to the compulsory attendance (truancy) laws.

For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch: Garrison ISD is a closed campus. Students are not allowed to leave during lunch without a parent.

At Any Other Time During the School Day: Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

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 the day or evening. A student must be in school prior to 10:00 a.m. in order to be counted present.

Tardy Policy

Tardy students must be dropped off in the elementary office. The student must then sign in tardy in the elementary office. A student who is late for class will be counted tardy. On the fourth tardy the student will be assigned to after school detention. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct. The district will file truancy charges for persistent tardies.

AWARDS AND HONORS

“G” Awards will be presented to students who have accomplished exemplary academics, perfect attendance, and/or outstanding citizenship.

BULLYING

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, rumor-spreading, or ostracism.

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, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. 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.

CAFETERIA SERVICES

The District offers free and reduced-price meals based on a student’s financial need. Information can be obtained from Kathy Hammack 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 fee by means of electronic payment. 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).

CELEBRATIONS

Although a parent is not prohibited from providing food for a school-designated function or for children in the child's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

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), Polymyelitis (Polio), Ringworm of the scalp, Rubella (German Measles), Salmonellosis, Scabies, Shigellosis, Streptococcal Sore Throat and Scarlet Fever, tuberculosis (Pulmonary) and Whooping Cough (Pertussis).

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

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.

COMMUNICATIONS – AUTOMATED

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

Nonemergency

Your child's school will request that you provide contact information, such as your phone number and e-mail address, for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you.

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 limited access to the Internet and other electronic information systems/networks. With this educational opportunity comes responsibility. 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. The District will take reasonable steps to restrict access to inappropriate 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.

Students will be held responsible at all times for the proper use of their device, and the District may suspend or revoke their access if they violate the rules. Students may not receive or transmit personal 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 from 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.

CONDUCT

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

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

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

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

The school counselor is available to assist students with a wide range of personal concerns such as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Garrison Elementary's Counselor is Julia Konderla: 936-3147-7068.

CREDIT BY EXAM

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement. If a student plans to take an exam, the student (or parent) must register with school counselor no later than 30 days prior to the scheduled testing date.

DELIVERIES

The elementary 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.

DISRUPTION BY STUDENTS OR OTHERS

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following (See GKE Legal):

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

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.

DRESS AND GROOMING

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

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

DROP-OFF/PICK-UP PROCEDURES

Morning drop off procedure

Only buses and employee vehicles are allowed behind the school. No other student is to be picked up or dropped off behind the school. Violators will be referred to the District Resource Officer. Students are to be dropped off at the gate on Henning between the cafeteria and the Middle School. Elementary students need to be dropped off at the gate no later than 7:50 a.m. If they need to eat breakfast first, they need to be dropped off no later than 7:30 a.m. **Tardy students are to be escorted into the elementary office and signed in by the adult who brought them to school.**

Afternoon Pick up procedure

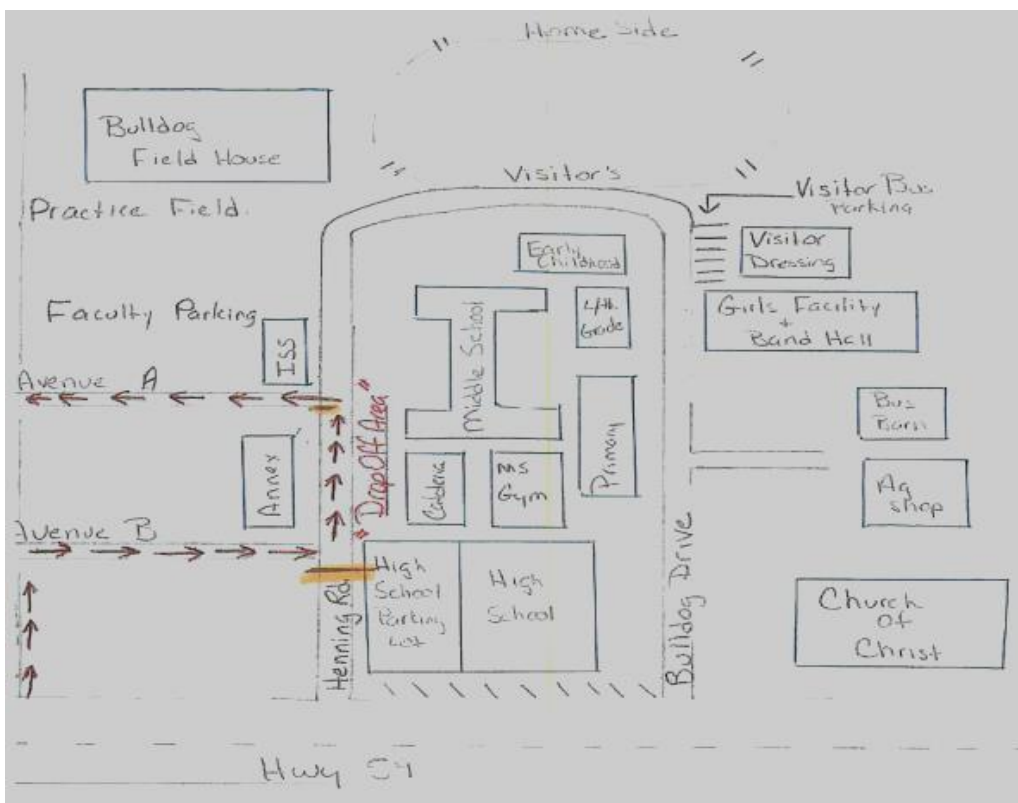
Safety is our number one priority in loading our children into your car. If your child normally rides a bus, he/she will not be allowed to be a car pick up unless there is a note from the parent or the parent calls the office. **All transportation changes must be made in writing.** Transportation changes by phone will not be permitted unless it is an emergency situation.

Route

- Parents will exit Highway 59 onto West Cedar. (DO NOT TURN ON HENNING FROM 59)
- Turn right onto Avenue B and proceed to Henning.
- Turn Left on Henning.
- A new sidewalk has been made at the drop off point. Please pull up as far as you can next to the new sidewalk. Do NOT let students out before you are pulled up to the sidewalk. This is a safety issue.
- Teachers will be on duty to supervise the drop off point; if needed, they will be able to open car doors and help students out. Please make sure you child has all their things together so they can exit the car quickly and safely.
- All parents are asked to stay between the barricades indicated on the attached map. No child should be dropped off or picked up in any area that is not designated as a drop off area. A student should never have to cross an unprotected street or parking lot.

These rules are made to be followed. If Office Barton sees a parent who is not following the rules, they will be ticketed for violation of avoiding an official barricade, set in place for the safety of the public.

Refer to the map for clarification.



EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. **Parents should keep emergency care information up-to-date** (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

EMERGENCY PREPAREDNESS 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.

Fire	Leave the building; Follow teacher to predetermined location; Wait for all clear to return to class
Tornado	Students get on floor in a crouching position away from doors and windows; Wait for all clear announcement
Shelter in Place	All students gather in their classroom and lock the doors; Do not allow anyone to enter or exit the classroom until the all clear announcement.

EMERGENCY SCHOOL CLOSING INFORMATION

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

- Blackboard Connect Communication Service (computer generated telephone message)
- KLTN Channel 7, Tyler
- KTRE Channel 9
- KJCS FM 103 Radio
- KTBQ FM 107 Radio
- KYKS Radio Lufkin FM 105

Emergency Early Dismissal of School

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

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at

<https://www.uiltexas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of the Texas Education Agency at (512) 463-9581 or curriculum@tea.state.tx.us.

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 10 absences not related to post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

FOOD ALLERGIES

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

FUNDRAISING

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

GANG-FREE ZONES

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

GRADING GUIDELINES

Grading guidelines for each grade level or will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been approved by the campus principal. These guidelines may establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Grading System

The grading system consists of:

A: 90 – 100

B: 80 – 89

C: 70 – 79

All grades below 70 are failing.

Report cards and progress reports

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a

grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and **Grading Guidelines**.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 7 days.

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

HEAD LICE

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

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.

HOMELESS STUDENTS

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Eugenia Uribe, at 936-347-7032.

HOMEWORK

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

ILLNESS

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay **out of school until fever free for 24 hours without fever-reducing medications**. In addition, students with diarrheal illnesses must **stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours**. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent. Please make sure you contact information is up to date at all times, so the nurse will be able to contact someone to pick up your child if needed.

Contact the school nurse, Amie Adkison at 936-347-7050 if you have questions or if you are concerned about whether or not your child should stay home.

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://corequest.dshs.texas.gov/>. 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.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

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, mentioned in STANDARDIZED TESTING below, may 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. If the student chooses to purchase a lock for his/her locker, it must be a combination lock, and the combination must be given to the child's teacher. No key locks will be allowed. Searches of lockers may be conducted at any time if 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 only the locker assigned to them. Any locker accessories or decorations must be easily removable and school appropriate.

LOST AND FOUND

A "lost and found" collection box is located in the Middle School Gym. If your child has lost an item, please encourage him or her to check the lost and found box. The district encourages students to write their name inside their jackets, coats and other clothing items that are easily misplaced or lost. The district discourages students from bringing to school personal items of high monetary value, as the district cannot be responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKEUP WORK

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, **even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding "attendance for credit or final grade."**

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

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.

Asthma

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

Psychotropic Drugs

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

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

Sunscreen

The student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so. If sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

PARENTAL INVOLVEMENT, RIGHTS, 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.

- Ensure your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- 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.
- 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.
- 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.
- Attend board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.
- Monitor their children's progress and contact teachers as needed. Conferences may be arranged by contacting the campus principal's office at 347-7020. Conferences are to be held during the teacher's conference period.
- Every parent has a right to:
 - 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 ISD.
 - 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).

PARTIES and SOCIAL EVENTS

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

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

Food Laws Federal regulations prohibit foods of minimal nutritional value (FMNV) to be sold or given away to elementary children. These laws are very specific. Parents may send their children to school with any type of food they choose, but they cannot supply others with food that does not meet the guidelines. Children are not allowed to share these foods with one another. Older siblings cannot supply younger siblings with FMNVs. Schools are allowed to designate 3 campus wide days as exemptions days from the regulations. Foods otherwise restricted by the policy are permitted at student birthday parties which will be held after 2:00 at the end of the school day. For more information on the food regulations contact your campus principal.

PEST CONTROL INFORMATION

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact David Comer, the district's IPM coordinator, at 347-7000.

PHYSICAL EXAMINATIONS/SCREENINGS

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services (DFPS) licensed child-care center and licensed child care home in Texas, or who meet certain grade criteria must be screened or have a professional examination for possible vision and hearing problems.

Students are required to undergo a risk assessment for type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures.

PHYSICAL ACTIVITY REQUIREMENTS

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day *or* 135 minutes per week.

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 Colleen Hill 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 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 moment 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 moment of silence or silent activity that follows.

In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

PRAYER

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

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

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

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

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the 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.

If a student in grades 3–8 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, unless otherwise required to do so by federal law.

Parents of a student at any grade level at or above grade 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

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

director.

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.

SCHOOL FACILITIES

Use by Students Before and After School

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

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

- Cafeteria
- Homeroom classrooms for elementary students

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit: Regular School Days from 7:55 – 3:25

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL). A list of these groups is available in the principal's office.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

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

EHAA.] The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

SEARCHES

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Telecommunications and Other Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.] Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

Trained Dogs

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

SPECIAL PROGRAMS

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Colleen Hill

Phone Number: 936-347-7010

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Julia Konderla, Counselor

Phone Number: 936-347-7068

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

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.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

For more information regarding STAAR tests, contact the campus testing coordinator, principal, or campus testing coordinator.

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 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.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in foster care and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact the campus principal with any questions.

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 of 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 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:

- Working with the student;
- 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;
- Compiling statistical data; or
- 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 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) afford 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 the records may be inspected.

2. **The right to request an amendment to the student’s education records that the parent or eligible student believe 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 disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes 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.**

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children’s mental health and substance abuse intervention services on its website: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

<http://www.texasuicideprevention.org> or <http://www.dshs.state.tx.us/mhservices-search>

SUMMER SCHOOL

Garrison Elementary does not offer summer school to regain credit for promotion. A summer enrichment program may be offered to students meeting certain criteria in grades K – 2. STAAR remediation classes may be offered for those students in grades 3 through 5 who did not meet state testing standards in Math and/or Reading and those who are required to take the summer administration of the STAAR test.

TEACHER REQUESTS

Garrison Elementary will consider teacher requests by parents/guardians of PK – 2nd grade students. Forms for making requests will be made available in the elementary office on May 1st of each year. Parents must make their **request in writing** to the elementary principal’s office during the month of May preceding the student entering the grade of the teacher request. Parents making requests must list; both a first choice and a second choice teacher, on the official request form their child. Request forms received after May 31st or forms not completely filled out will be voided and not considered. **Parents/guardians must understand granting requests may not always be possible.** Garrison Elementary does not take requests for students to be in classes with “friends”. Once a classroom roster is set, there will be no changes unless there is an academic need as determined by the principal.

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, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

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

TOBACCO AND E-CIGARETTES PROHIBITED

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

TRANSFER STUDENTS

Garrison ISD has the authority to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, or national origin. A nonresident student wishing to transfer into the District shall file an application for transfer with the Superintendent by May 1 prior to the school year for which the transfer is requested. Any other requests shall be considered by the Superintendent on a case-by-case basis. The parent/guardian of a transfer student who has received at least two discipline referrals for any offense in the Student Code of Conduct shall be required to withdraw the student from the District. Transfer students with excessive tardies or excessive attendance will be withdrawn from the District. See also FDA (Legal/Local).

The following conversion table will be use in the conversion of grades from other districts: E = 95 S = 85 N = 75 U = 65

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes are posted at the school and on the district's Web site. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact James Hickman 936-347-7061.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

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

Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.

- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

VANDALISM

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

VIDEO CAMERAS

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

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

VENDING MACHINES

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the director of food services. [See policies at CO and FFA.]

VISITORS

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Principals are authorized to refuse entry onto school grounds to persons who cannot provide proper identification or do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds.

WITHDRAWING FROM SCHOOL

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

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

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

GARRISON ELEMENTARY SCHOOL



Code Of
Conduct

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 a 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 or 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, expulsion, 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 the 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 the 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 cellular telephone without permission
17. Using a 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 or any other electronic vaporizing device
27. Possessing or using matches or a lighter
28. Possessing or using a knife
29. Possessing or using a metal hair pick
30. Truancy, i.e., skipping school or cutting class without the parent's or school's knowledge or permission
31. Possessing or using any substance represented to be an illegal drug, a dangerous drug, a controlled substance, or alcohol
32. Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent or guardian
33. Gambling of any kind
34. Violating safety rules
35. Violating dress or grooming standards
36. 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
37. Gang-related behavior or activity
38. Assisting, encouraging, promoting, or attempting to assist in the commission of a serious offense
39. Failing to report the commission of a serious offense by another student to a school official
40. Hazing
41. 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
42. Making a terroristic threat involving a public school
43. Retaliating against any school employee or volunteer
44. Repeatedly violating previously communicated campus or classroom standards of behavior
45. Violating DAEP rules while assigned to the DAEP
46. 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
47. Committing an assault of any kind
48. 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
49. 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
50. Engaging in conduct that would be an offense relating to an abusable volatile chemical
51. Engaging in conduct that would be public lewdness or indecent exposure
52. Using, exhibiting, or possessing a firearm
53. Using, exhibiting, or possessing an illegal knife
54. Using, exhibiting, or possessing a club
55. Using, exhibiting, or possessing a prohibited weapon
56. Engaging in conduct that would be aggravated assault, sexual assault, or aggravated sexual assault
57. Engaging in conduct that would be arson
58. Engaging in conduct that would be murder, capital murder, or criminal attempt to commit capital murder
59. Engaging in conduct that would be indecency with a child
60. Engaging in conduct that would be aggravated kidnapping
61. Engaging in conduct that would be aggravated robbery against another student
62. Engaging in conduct that would be manslaughter
63. Engaging in conduct that would be criminally negligent homicide
64. Engaging in conduct that would be deadly conduct

DISCIPLINE MANAGEMENT TECHNIQUES

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

1. Counseling by teachers, special services, or administrative personnel
 2. Parent-Teacher conferences
 3. Cooling-off or time-out
 4. Behavioral contracts
 5. Assigned school duties other than class tasks
 6. Verbal correction
 7. Withdrawal of privileges, including participating in field trips, extracurricular activities, and honorary positions
 8. Send the student to the office or other assigned areas
 9. After School 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 even those considered to be minor offenses.

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, directing profanity at a school employee, repeatedly leaving class without permission, sexual harassment, use of tobacco products, possessing a weapon, assault of an individual, public lewdness or indecent exposure, and possessing, using, or being under the influence of a controlled substance, alcoholic beverage, or any other drug or chemical. Suspension, expulsion, and/or assignment to the DAEP could also occur for any persistent offenses.

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 DAEP or return the student to the classroom with the teacher's consent. Placement shall be consistent with the student code of conduct.
4. A placement review committee may place the student in the teacher's classroom without the teacher's consent if the committee determines it's the best placement or the best alternative.
5. The district may prohibit the student from participating in extracurricular activities.
6. The student may not be returned to his/her regular classroom before the conference.

Mandatory removal by a teacher

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

1. A teacher who knows the violation requires placement in the DAEP or expulsion must remove the student from the 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 extracurricular 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 without a disability 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 documented disability on file with the district 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 74th 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 that contains 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 violation 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, or any other electronic vaporizing device
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 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 websites at school to encourage illegal behavior or threatening school safety.
20. Possession of published electronic material that is designated 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.
23. Directing profanity at school employees.
24. Repeatedly leaving classroom or other designated area without permission.

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 STUDENT 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 student 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 occurred.

The following steps will be taken when consideration is being given to placement in the Disciplinary Alternative Education Program when a teacher has request 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 a placement in the Disciplinary Alternative Education Program.
4. The principal and/or administrator recommend 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 I-sponsored or school-related activity on or off school property:

1. Use, exhibition, or possession of
 - a. A firearm as defined by Penal Code 46.01(3)
 - b. An illegal knife as defined by Penal Code 46.01(6)
 - c. A club as defined by Penal Code 46.01(1)
 - d. A prohibited weapon as listed by Penal Code 46.05
2. Retaliation against a school employee in connection with one of the offenses listed above, whether committed on or off school property or at a school-related activity.
3. Conduct containing the elements of
 - a. Aggravated assault, sexual assault, or aggravated sexual assault under Texas Penal Code 22.02, 22.011, 22.021.
 - b. Arson under Penal Code 28.02.
 - c. Murder, capital murder, or criminal attempt to commit murder or capital murder under Penal Code 19.02, 19.03, 15.01.
 - d. Indecency with a child under Penal Code 21.11.
 - e. Conduct related to an alcohol or drug offense that is punishable as a felony.
 - f. Aggravated kidnapping under Penal Code 20.04.

Permissive Expulsion for Conduct on or in Proximity to School

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

1. Drug, alcohol, or abusable volatile chemical offenses, regardless of the amount.
2. Assault resulting in bodily injury against a school employee or volunteer.
3. Deadly conduct.
4. Making a false alarm or report of bombing, fire, or other emergency involving a public school.
5. Making a terroristic threat involving a public school.
6. Committing any offense stated in item 1 and 2 under Mandatory Expulsion.
7. Committing a serious offense or engaging in persistent misconduct while assigned to the DAEP.
"Serious offense" and "persistent misconduct" are defined on page 40 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 assault results in bodily injury.
5. Committing aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit capital murder, or aggravated robbery against another student.
6. Committing any offense listed 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 the expulsion hearing, the student will be placed in one of the following: ISS, suspension, or DAEP.
2. The board or the 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 consist 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 trail 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 a DAEP are prohibited from being on school grounds and from participating in or attending school related extracurricular activities for the length of their suspension, expulsion, and/or assignment. This also includes any extracurricular activities that occur during school holidays.

PROBATION PERIOD FOR DAEP STUDENTS RETURNING TO REGULAR CAMPUS

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

PLACEMENT REVIEW COMMITTEE

Each school shall establish a three-member committee to determine placement of a student when a teacher refuses to re-admit a student to the teacher's class after the teacher has removed that student. In addition, the committee shall make recommendations to the District concerning readmission 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, and 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 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 extracurricular 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, armband, 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. Only natural hair colors will be allowed. 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.
22. Only natural color eye contacts will be allowed.

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 or any other electronic vaporizing device 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 Elementary 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 of 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 4.5] 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 Student Code of Conduct. Any student failing to abide by the 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 and/or 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. It will be up to educators to distinguish between the typical conflicts that take place every day in school and those that rise to the level of bullying or harassment. Further, not every incident will amount to bullying or harassment.

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 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 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 who 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 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, request 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 request 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 circumstance of the interview. POLICY DAA (LEGAL), DGBA (LEGAL), DAA, DH, DHC (LEGAL)

POSSESSION OF CELL PHONE

A student cannot have a 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 events is strictly prohibited. Students who violate this policy will have their device taken to the Principal's office and held for two full calendar days or pay a fee of \$15.00 for the return of the phone. Second offense will result in the device being taken up for 10 full calendar days or pay a fee of \$15.00 for the return of the phone. If the fee is paid, the phone will be given back at the end of the school day that the fee was paid. Further offenses will result in parent notification and the device being held for 14 calendar days. [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(b)]

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.

DISRUPTION OF CLASSES

For purposes of this rule "school property" includes the public school campus 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 of 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 (ISS) 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 raise what the principal considers to be 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 (ASD)

Assignments to After School Detention will be made by the classroom teacher or the building principal. Students can be assigned to ASD for minor offenses and infractions. An assignment to ASD may range from one to two afternoon sessions. Assignment for one offense constitutes one ASD 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 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 of 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 extracurricular 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.

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.