

2009-2010
Trenton Elementary School
Receipt of Student Handbook

I understand and consent to the responsibilities outlined in the District's Discipline Management Program and Student Code of Conduct. I also understand and agree that my child, _____, will be held accountable for the behavior and consequences outlined in the Student Discipline Management Plan and Code of Conduct at school and at school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

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

Signature Parent/Guardian _____ Date _____

Student's Name _____ Grade _____

NOTICE TO STUDENTS AND PARENTS REGARDING DRUG-FREE SCHOOLS

The Trenton Independent School District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct.

Depending on the nature and severity of a drug related offense, a student may be required to complete an appropriate rehabilitation program in addition to other school discipline. The principal or counselor can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community.

____ Yes, I and my child(ren) have read the District's notice regarding drug-free schools and understand that my child(ren) will be subject to school discipline and possibly to criminal prosecution if they are found to have violated the District's code of student conduct, which prohibits the use, possession, sale, or distribution of illicit drugs, including alcohol, at school or while attending school related activities.

Dear Parent, Employee, and Student:

As Trenton ISD becomes able to allow, not only its employees to have access to the District's computer system, but also its students and the community, especially through the use of the Internet, it has become necessary to require all persons who use the District's computer system—employees, students, parents, and community members—make a formal agreement that each person will use the District's computer system in a way that is legal, ethical, and follows the rules of etiquette.

Consequently, each employee, student, and parent of the District is being required to sign this form indicating that you have read and agree to the acceptable use guidelines located in the back of this handbook. Please detach and retain the attached acceptable use policies, sign and date the form below, and return this form to the campus principal. Any person not returning this form, signed, will not be allowed to make use of the District's computer system.

It is the District's desire that eventually the entire Trenton community will be able to use its computer system, especially its access to the Internet. We appreciate your cooperation and understanding in returning this form to the campus principal as soon as possible. If you have any questions concerning the attached acceptable use guidelines, please call the campus principal or superintendent's office. Thank you.

Sincerely,
Jerry Don Cook, Superintendent

I have read, and will adhere to, the Trenton ISD's Acceptable Use Policies governing use of the District's computer system.

Parent (or Employee) Signature _____ Date _____

Student Signature _____ Date _____

**TRENTON ELEMENTARY SCHOOL
STUDENT HANDBOOK
2009-2010**

The Trenton Elementary School Student Handbook contains information that students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found at the end of this handbook.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook and made obsolete by newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

MISSION STATEMENT

Trenton ISD intends to equip all students in being responsible to themselves and their community while providing an environment of academic excellence in which they can prepare for their future in a rapidly changing society.

NON-DISCRIMINATION POLICY

It is the policy of Trenton ISD not to 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, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

It is the policy of Trenton ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Trenton ISD offers career and technology education programs in agriculture, home economics, and computer technology. The District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

The following individual has been designated to coordinate compliance with these legal requirements:

Title IX and Section 504 Coordinator: Mr. Jerry Don Cook, Superintendent
P.O. Box 5
Trenton, TX 75490
Phone number: (903) 989-2242

ADMISSION

A student (or the student’s parent) seeking enrollment in the District for the first time should contact the elementary office at (903) 989-2244. A copy of Birth Certificate, Social Security Card, and Immunizations are required before enrollment.

ASSEMBLIES

A student’s conduct in assemblies must meet the same standard as in the classroom. A student who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

ATTENDANCE

In Texas, a child between the ages of 6 and 18, is required to attend school unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions. **A student absent more than 10% of the school days in a school year may be retained based on failure to attend school or required to attend summer school.**

A student may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent, for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent submits a written request for the excused absence, or for treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment. A student whose absence is excused shall be permitted a reasonable time within which to make up work missed.

Students absent from school shall bring a written note signed by the parent stating the reason for the absence, time, and date of the absence, etc. Statements from the parent do not necessarily mean the absence will be excused. It is advisable for the parent to call the school office when their child is absent indicating the reason for the absence and when he/she expects to return. Failure to send written reason from the parent within two days after the student’s return to school may result in an unexcused absence and disciplinary action if appropriate.

AWARDS

Students will be qualified to receive awards based on superior attendance, grades and other areas that they excel.

BULLYING

Bullying is a serious issue that has no place in our school or anywhere. Students that bully other students will be disciplined according to the Student Code of Conduct. Students and parents are strongly encouraged to immediately report bullying behavior to the principal, a teacher, or any staff member.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers free and reduced-priced meals based on a student’s financial need. Information can be obtained from the superintendent’s office at (903) 989-2245.

Trenton ISD has a closed campus and students may not leave campus for lunch unless they are picked up and returned by their parent or guardian. Any special circumstances requiring a student to leave campus at lunch must be approved by the principal. Additionally, if a student accumulates excessive lunch charges, the cafeteria may choose to provide the student with a peanut butter sandwich and plain milk until the charges are paid off or a payment plan is arranged.

CARE OF SCHOOL PROPERTY

The operation of the school program is financed largely by public taxation. Parents are the taxpayers of today and students are the taxpayers of tomorrow. Care of property is simply protection of an investment. Any student who (accidentally or otherwise) mars, defaces, or destroys any form of property shall be held responsible for the damage and shall be required to pay for the cost of repair or replacement.

CARE OF TEXTBOOKS

Textbooks are the property of the State of Texas. They are issued to students free of charge. Students are expected to keep their books covered at all times and to take care of them properly. Any textbooks which are damaged or lost, must be paid for by the student.

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 both academic penalties that may include loss of credit for the work in question as well as disciplinary consequences. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. The use of academic penalties is not governed by the policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the student complaint policy. In addition, students who allow others to cheat from their own work will also be subject to disciplinary consequences.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. These diseases include: Amebiosis, Campylobacteriosis, Chickenpox, Common Cold with fever, Diphtheria, Fever (100.2°F or greater), Gastroenteritis (Viral), Giardiasis, Head Lice (Pediculosis), Hepatitis (Viral, Type A), Impetigo, Infectious Mononucleosis, Influenza, Measles (Rubeola), Meningitis (Bacterial), Meningitis (Viral, if accompanied by fever), Mumps, Pink Eye (Conjunctivitis), poliomyelitis (Polio), Ringworm of the scalp, Rubella (German Measles), Salmonellosis, Scabies, Shigellosis, Streptococcal Sore Throat and Scarlet Fever, Tuberculosis (Pulmonary), Whooping Cough (Pertussis), AIDS/HIV infection when the child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered poses a threat to others.

COMPLAINTS BY STUDENTS/PARENTS

Trenton ISD recognizes the rights of all individuals to be heard. Complaints may be heard from students, parents, organizations or individuals. In all cases, however, the right to be heard shall be forfeited if the procedures outlined by the school administration are not followed.

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

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the principal. For a complaint regarding sexual harassment or abuse.

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 building principal.

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

COUNSELING

Individual and group counseling is offered to all elementary students. In addition, classroom guidance, the WHO program, DARE, drug education prevention and a social skills program may be offered.

CREDIT BY EXAMINATION

With Prior Permission and Instruction

A student who has received prior instruction in a course or subject, but failed the course or subject with a grade of no less than 60, may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. See the principal for exam dates. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however. This exam may also be used by the District to verify mastery of course content of students transferring from home schools or non-accredited schools.

Without Prior Instruction

A student will be permitted to take an examination to advance to a higher - grade level (at the elementary level).
June 4-8 for K – 12. In Kindergarten through grade 5 the District shall develop procedures for kindergarten acceleration that are approved by the Board.

The District shall accelerate a student in grades 1-5 one grade level if the student meets the following requirements:

1. The student scores 90 percent or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science and social studies.
2. A District representative recommends that the student be accelerated; and
3. The student's parent or guardian gives written approval of the acceleration.

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 material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within two school days 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. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his/her viewpoint. Any student who posts material without prior approval may be subject to disciplinary action.

All materials or literature to students by non-school organizations will be distributed on the last Friday of each six-weeks period.

DRESS CODE AND GROOMING POLICY

Dress and grooming policies are in effect every school day. The campus principal has total discretion in determining the appropriateness of dress and personal grooming of all students. If the principal or designee determines that the dress or personal grooming of a student is inappropriate, he/she will advise the student of why the dress / grooming doesn't comply with the guidelines of the dress and grooming policy and the student will be given the opportunity to give an explanation. The parents (guardian) will be notified of the violation by either a note being sent home or by phone and asked for assistance in remedying the violation. The dress code and grooming policy shall be met by all students in school activities such as plays, musicals, field trips, and other on and off-campus school related activities. Violations of the dress code and grooming policy may result in disciplinary action.

Student Rules Regarding Dress and Grooming

1. T-shirts or other clothing that advertise alcoholic beverages, drugs, cigarettes, etc., or have a vulgar slogan or picture on them, or promote criminal activity or suicidal tendencies, or contain pictures or writing which fail to meet the standards of good taste outlined in this code may not be worn.
2. Students may wear shorts throughout the school year. Shorts must be no shorter than the students finger tips (when measured with the shoulders relaxed and the arms and hands fully extended to the side). Skin tight, spandex, cut-off, bicycle, and boxer shorts are not allowed. Students may not wear a combination of knit shorts with another style of shorts to make up the appropriate length. All shorts must have a *loose fitting* hem.
3. Female students may wear dresses, skirts and skorts that can be no higher than the students finger tips (when measured with the shoulders relaxed and the arms and hands fully extended to the side) and must be loose fitting. Girls may not wear tights, bicycle shorts, leotards, long johns, tight-fitting pants, or similar items of clothing unless they are beneath a dress or skirt, which meets code.
4. Students may not wear clothing that has words, pictures, or signs that draws attention to the bottom area or private areas of the body.

5. Students may not wear shirts or blouses that are longer than their shorts, dress or skirt. All shirts or blouses must be tucked in upon request. Sweater shirts may not be worn around the waist to conceal a bare midriff. Students may not wear clothing that is sheer or "see through". Tank top shirts or sleeveless jerseys may not be worn unless over another shirt that meets code. Shirts that have had sleeves removed may not be worn. Bare midriff, halters, and tube tops may not be worn. Pajama type shirts or pants are not allowed.
6. Baggy pants and shorts cannot be worn below the waist and a belt must be worn when appropriate. Overalls with bibs must be completely buttoned, fastened and snapped.
7. Students may not wear clothing that is designed to attract attention away from the learning environment.
8. Students must wear shoes, not house shoes, cleats, slippers. Tennis shoes will be required on P.E. days and during daily Recess. The student will sit out during Recess or P.E. if they do not wear tennis shoes. (Note: Students are strongly encouraged to wear tennis shoes on a regular basis to help prevent foot and ankle injuries. Sandals and flip flops without an ankle strap are discouraged due to safety reasons.)
9. Students must wear appropriate undergarments.
10. Students are to wear their hair clean, well groomed, and out of their eyes. Hair color other than a natural color and distracting haircuts are not allowed.
11. Students may not wear hats, caps, headbands, or sunshades inside the school building.
12. Students are not allowed to wear clothing that is inappropriate attire for their gender.
13. Students may not wear ragged, torn or cut clothing
14. No visible part of the body that is pierced may exhibit a stud or ring, except the ear. Males may have their ear pierced with only a small earring stud. Females may wear either a small earring stud or dangle ring.
15. Tattoos may not be worn. (Including temporary tattoos)
16. Chains attached to wallets or clothing are not permitted.
17. With approval from the principal, teacher, or sponsor, or other designee may regulate clothing during extracurricular activities and may regulate the dress and grooming of students who participate in the activity.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. See the PROMOTION and CLASSIFICATION sections in this handbook or the principal for further information on promotion.
2. A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than an identified honors or advanced class). This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three week period; the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70.
3. A student is allowed up to ten activity related absences per class/period per year with no more than 8 absences per class/period being used in any given semester to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision, as do any activities by clubs or organizations on the commissioner's list of approved extra-curricular activities for grades 1-12.
A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

EMERGENCY PHONE #/MEDICAL TREATMENT

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medication, etc.) up-to-date: having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school to update any information. **It is the parents / guardians responsibility to keep emergency phone # and medical treatment information updated for their child(ren).**

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his/her child will be responsible for paying insurance premiums and for submitting claims through the superintendent's office.

FEES

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

1. Materials for a class project that the student will keep.
2. Membership dues in clubs or student organizations and admission fees to extracurricular activities.
3. Personal physical education and athletic equipment and apparel.
4. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
5. Voluntary purchase of student accident insurance.
6. Personal apparel used in extracurricular activities that becomes the property of the student.
7. Fees for damaged library books and school-owned equipment.
8. Fees established by the State Board for driver training courses, if offered.
9. Fees for optional courses offered for credit that require use of facilities not available on District premises.

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

FIRE DRILLS/TORNADO 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 the teachers or marshals quickly, quietly, and in an orderly manner.

FUNDRAISING ACTIVITIES

Trenton Elementary School will periodically have fund raising events. The money collected from fundraising will be used to purchase supplies, incentives, and additional needed resources for students. Additional information about fundraising activities will be provided prior to that time they are held.

GIFTED AND TALENTED PROGRAM

Students identified for this program receive services offered through the gifted and talented program. They also may participate in special activities and programs directed by the gifted and talented teacher.

GOVERNMENTAL AUTHORITIES

Questioning of Students

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

1. The school 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 school ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the school considers to be a valid objection.
3. A school staff member will ordinarily be present unless the interviewer raises what the school 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:

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 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/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. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

GRADING SYSTEM

Report Cards will be sent home at the end of each six (6) weeks. This is a means of informing parents/guardians of the student's progress, or lack of progress, in each subject. Students should discuss their work with their parents. Have one of the parents sign the card, and return it the following day to the teacher. Failure to return a signed card will necessitate contacting the parent by phone or by the teacher or administration.

GRADING SCALE:

1st – 5 th GRADE	Pre-Kindergarten and Kindergarten
90 – 100 Excellent	E = Excellent
80 - 89 Good	S = Satisfactory
70 - 79 Satisfactory	N = Needs Improvement
Below 70 Failing	U = Unsatisfactory

Progress Reports will be given to all students at the end of the third week of each six weeks reporting period. Copies will be mailed if a student has an average of below 75 for the three weeks. Also teachers may send out progress reports at any time during the year if they feel contact with the parent is necessary to indicate progress or lack of progress. Upon receiving a progress report, it should be signed by the parent and returned the following day. Students have full responsibility for delivering progress reports, report cards, and any other school communications to parents. Failure to accept this responsibility may result in disciplinary actions.

HOMEWORK/CLASSWORK

Homework is an important part of the instructional program at Trenton and will be assigned by teachers on a consistent basis. When homework is assigned, students are expected to satisfactorily complete the assigned homework within the required time.

Teachers will assign grades for all homework assignments and examinations which reflect student mastery. The teacher may not assign a minimum grade for an assignment without regard for the quality of work. Students may be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade with Saturday school being consideration for an extension of time.

ILLNESS/MEDICATION AT SCHOOL

Under no circumstances will a student be allowed to go home without prior approval from the parent or guardian. Internal medication may be administered to students ONLY if the school has a signed statement from the parent. Phone authorization is acceptable at the discretion of the principal. Medicine must be provided by the parent in labeled containers with proper dosage directions. Medicine may be administered by nurse or office personnel only. Students will not be allowed to attend school if they have a fever of 100.2 degrees or above.

IMMUNIZATIONS

“No Shots, No School.” All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria/tetanus, polio, measles (rubeola), mumps, rubella; Haemophilus influenzae type B. The school nurse can provide information on the required doses of these vaccines. Proof of immunization may be personal records from a licensed physician, public health clinic with a signature, or rubber-stamp validation. Hepatitis A immunization is required for entrance into Pre-K or Kindergarten.

If a student should not be immunized for medical reasons, the student or parent must present a certificate, signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life long contraindication.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present an affidavit from DSHS that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This must be renewed yearly by DSHS.

INSURANCE

Student insurance (at-school coverage or 24-hour coverage) is available to each student in the Trenton ISD. At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Premiums will be paid to and claims will be submitted through the principal's office, but the District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating on a school sponsored trip outside the District or in school sponsored athletics, students and parents must have:

1. purchased the student accident insurance
2. shown proof of insurance, (or)
3. a signed form rejecting the insurance offer and waiving any claim against the District for any injury which may result.

JURISDICTION

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. The District's jurisdiction includes any activity during the school day on or within 500 feet of school grounds, and attendance at any school-related activity, regardless of time or location.

LUNCH

Students who bring drinks from home should use plastic or paper containers. Glass containers may not be brought to school. Students are not allowed to go to any car or off campus during lunch without permission from the principal.

Students who go home for lunch may do so only with permission from the principal. These students must be picked up by the parent in the school office and returned to the office by the parent.

MAKE-UP WORK

It is the responsibility of the student to obtain missed assignments due to absences. Students who are absent from school due to excused absences (see attendance) have one day to complete missed work for each absence (i.e. Student has excused absence on Wednesday, will receive assignment on Thursday, should be due Friday). Unexcused absences will cause the grade to be modified by 30 percent. In such a case, 70 will be the highest attainable grade.

NO MEDICATIONS

No medications will be furnished by the school. All medications that need to be administered to the student must be furnished by the parent. The medication must be in the *original container* with the student's name on it. A medication administration sheet must be filled out and signed by the parent or guardian at the time any medication is brought to the school. *No medications may be kept on a student's person.* (There are a few exceptions to this rule and the nurse can be contacted to find out more information.) Prescription medications that are to be given must have a prescription medication form filled out by the doctor's office along with the medication. (Ask either the nurse or the school office for the proper forms.) If you have any questions or need further assistance, please contact the school nurse at (903)989-2244, Extension 224.

PARENT COMMUNITY PARTNERSHIP and PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

Review the Student Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Student Code of Conduct.

Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.

Become familiar with the academic program offered in the District and feel free to ask the principal any questions, including concerns about placement, assignment, or early graduation.

Attend Board meetings to learn more about ongoing operations of the District.

Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

Be aware of your right to temporarily remove (request must be documented in writing to be counted as an excused absence) your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.

PTO

A parent teacher organization that supports the school by providing incentives for student achievement and attendance, purchase of items for school use outside the school budget, and volunteer support. For additional information contact the PTO President

PESTICIDE APPLICATION

The school District periodically applies pesticides. Except in an emergency, signs will be posted 48 hours before application. Information concerning these applications may be obtained from Superintendent Jerry Don Cook at (903) 989-2245.

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 reasonably 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.

PLACEMENT OF TRANSFER STUDENTS

Transfer of students from other schools shall be placed in grades at the discretion of the principal and / or superintendent.

PRAYER

Each student has the 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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. (TEC 25.901)

PRE-KINDERGARTEN, KINDERGARTEN AND FIRST GRADE

All children who are four years old (pre-kindergarten), five years old (kindergarten) or six years old (first grade) on or before September 1, who reside in the Trenton ISD and who meet the immunization requirements are eligible to enroll in pre-kindergarten, kindergarten, or the first grade respectively. Prior attendance of pre-kindergarten is not a prerequisite for enrolling in kindergarten. Prior attendance of kindergarten is not a prerequisite for enrolling in the first grade.

Proof of age by presenting a birth certificate shall be required of a student entering pre-kindergarten, kindergarten and of a first grader provided this is the first time that the student has entered a public school or does not have records from a previous school of attendance.

PROMOTION OF STUDENTS

It is the intent of the Board of Trustees of the Trenton ISD to promote students only on the bases of academic achievement. Grade placement is the responsibility of the building principal.

Elementary Grades – Promotions from one grade level to the next shall be dependent upon the student obtaining an overall average of 70 or above by averaging final numerical grades for language arts, mathematics, social studies, science and health. Additionally, the student shall attain an average of 70 or above in language arts and in mathematics.

5th graders – In addition to the classroom requirements, all students to be promoted to the 6th grade must perform satisfactorily on the Mathematics and Reading sections of the grade 5 TAKS assessment. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance

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

PROTECTION OF STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis, or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to the student or family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom the student or the student's family has close family relationship.
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
7. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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 or according to the campus sign-out procedures.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The office will decide whether or not the student should be sent home and will notify the student's parent. Students will only be released to individuals on the students approved list to pick them up from school. *It is the parent / guardians responsibility to keep the approved pick up list updated for their child.*

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 students, including;

Avoiding conduct that is likely to put the student or others students at risk.

Following the code of conduct and any additional rules for behavior and safety set by the principal or teachers.

Remaining alert to and promptly reporting safety hazards, such as intruders on campus.

Knowing emergency evacuation routes and signals.

Following immediately the instructions of teachers, bus drivers, and other District employees who are seeing to the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school office to update any information, (It is the parents / guardians responsibility to update any information pertaining to their child(ren)). Having current information will be of critical importance should an accident or injury occur that requires medical attention.

The District is not responsible for medical costs associated with a student's injury.

SCHOLASTIC PENALTIES

A student removed from his/her regular classes for any reason other than expulsion will not receive an absence but will be expected to complete any course work assigned within a time designated by the teacher. No academic penalty will be assessed based solely on the disciplinary infraction.

Pending an appeal to the Board of expulsion, students will be allowed to remain current on all course work. However, if the appeal is denied, the student will not receive credit for that work. Students who are expelled will not receive credit for work missed during expulsion as determined by the Admission, Review, and Dismissal (ARD) committee.

SCHOOL CLOSING DUE TO BAD WEATHER

School may be canceled due to bad weather. Parents and students should listen to WBAP 820, KFYN 1420 (AM), 98.3 (FM), or K-LAKE 97.5 (FM) on the radio dial or watch one of the following channels 4, 8, 10,11, or 12 for information concerning school closings. Parents may also sign up for the flashalert.net website system for e-mail and text updates. Please do not call administrators or teachers for this information. If there is no announcement on the radio, school will be in session.

SCHOOL HOURS

School hours are from 7:50 a.m. until 3:15 p.m. each day. Please have your child at school no later than 8:00 a.m. each day. Children should NOT arrive earlier than 7:30 a.m. or remain on the campus later than 3:15 p.m. unless they are participating in a supervised activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:30 A.M. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:30 a.m. or remain later than 3:15 p.m. The above procedures are designed for the safety and well-being of your child.

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 records if the school is given a copy of the court order terminating these rights.

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

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials with legitimate educational interests include any employees, agents,

or trustees of the District, of cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. working with the student,
2. considering disciplinary or academic actions, the student's case, and Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504,
3. compiling statistical data, or
4. investigating or evaluating programs.

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

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

A student over 18 and parents of minor students may inspect the student's record 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 the request 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.

Copies of student records are available at a cost of 10 cents per page, payable in advance. 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, 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 price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

TRANSPORTATION CODE OF CONDUCT "BUS RULES AND REGULATIONS"

1. Passengers shall follow the bus driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers must stay in their seat at all times.
4. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisles of the bus.
5. Passengers shall not extend hands, arms, or legs out of the window, nor hold any object out of the window, or throw objects within or out of the bus.
6. Passengers shall not be destructive to the bus.
7. Passengers shall not smoke or use any form of tobacco on the bus.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the student will wait for the driver's signal before crossing in front of the bus.
10. No drinks or other refreshments are allowed on the bus.
11. Keep the bus clean by removing all personal materials when exiting the bus and placing waste paper in the trash container at the front of the bus.
12. Talk in a low tone of voice.
13. Refrain from using whistles, horns, or other noise devices.
14. No radios or disc players are allowed on the bus with the exception of extracurricular activities and with the approval of the sponsor.
15. A person commits the offense of disruption of transportation if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by an independent school District. An offense under this section is a Class C misdemeanor.

Consequences (The consequences may be modified by the principal.)

1. First bus infraction - warning and/or disciplined by the principal or designee
2. Second bus infraction - detention
3. Third bus infraction - student removed from the bus for 3 days
4. Fourth bus infraction - student removed from the bus for two weeks
5. Fifth bus infraction - student removed from the bus for one full semester
6. Prosecution by police for violations against Rule 15 above.
7. Students who commit Category 3 offenses while riding the bus may have bus privileges revoked immediately at the discretion of the principal or designee.

TRAFFIC SAFETY

1. For the safety of your students please remember:

Students should exit and enter the car on the right side only.

2. **Load and unload all students at the main door entrance** (not at the Kindergarten entrance on Witherspoon)
3. **Please do not pull around cars**, but stay in the loading and unloading line (students could run between cars and be injured.)
4. The city reminds us of the no parking signs along Witherspoon.
5. Please share this information with others who may only pick up students occasionally and not be aware of the routine.

TRAVEL SCHOOL-SPONSORED

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances: 1) The parent personally requests that the student be permitted to ride with the parent, or 2) On the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

VISITORS

Parents and relatives are welcome to visit District schools. However, all visitors must first report to the office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

VOLUNTEER PROGRAM

Volunteer opportunities are offered to parents and community members. They include tutoring, "Read Aloud" program, resource speakers, room mothers, and telephone contact. Persons interested in volunteering should contact the volunteer coordinator at (903) 989-2244.

WITHDRAWALS

Students withdrawing from the Trenton ISD should be accompanied by their parent at the time of withdrawal. Textbooks should be brought to the office. No record of credits will be sent to another school until all records are cleared.

TRENTON INDEPENDENT SCHOOL DISTRICT STUDENT CODE OF CONDUCT

PURPOSE

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

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

STUDENT CODE OF CONDUCT VIOLATIONS

The following infractions represent violations against the Trenton ISD Student Code of Conduct:

1. Possessing or using tobacco products
2. Possessing a weapon or other prohibited item (including pocketknives)
3. Throwing objects which have caused serious bodily injury or property damage
4. Leaving school grounds during the school day without permission
5. Directing profanity, vulgar language, or obscene gestures toward District employees
6. Serious damaging or vandalizing school property
7. Repeatedly disobeying Transportation Code of Conduct rules
8. Committing extortion, coercion, or blackmail (obtaining money or another object from an unwilling person), or forcing an individual to act through the use of force or threat of force
9. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence
10. Engaging in conduct which constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors
11. Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband
12. Behaving in any way that seriously disrupts the school environment or educational process
13. Repeatedly violating dress and grooming standards
14. Repeatedly violating other communicated campus or classroom standards of behavior

Consequences

The following discipline management techniques may be used alone or in combination for Student Code of Conduct violations:

1. Counseling by teachers or administrative personnel
2. Cooling off time or "time out"
3. Parent-teacher conference
4. Temporary confiscation of items which disrupt the educational process
5. Grade reductions as permitted by local board policy
6. Behavioral contracts
7. Sending the student to the office or other assigned area
8. In-school suspension
9. Detention
10. Assigned school duties other than classroom tasks
11. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices
12. Penalties identified in individual student organizational codes of conduct
13. Withdrawing bus privileges
14. School assessed and school administered probation
15. Corporal punishment
16. Out-of-school suspension
17. Report sexual harassment offense to Title IX coordinator
18. Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the school District
19. Removal from a classroom
20. Referral to an AEP
21. Expulsion
22. Other consequences as specified by the Student Code of Conduct

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate and in accordance with local board policy.

Student Code of Conduct violations identified previously in this document will result in the application of one or more discipline management techniques listed above in this code. State law requires that the violation be reported to the principal or designee who must then send notification to the parent or guardian within 24 hours of receiving the report. Notification to parent may be by telephone, mail, or sent home by student.

REMOVAL FROM THE CLASSROOM

For violations of the Student Code of Conduct which warrant removal from the classroom the procedures listed below will take effect.

Discretionary Removal

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

Formal Removal

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his/her class or the behavior is so unruly, disruptive, or abusive that the teacher cannot teach.

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

A teacher or administrator may also remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary AEP. If the violation results in formal removal, the principal will schedule a conference within three school days with the student's parent, the teacher, and the student. After the conference, the principal will notify the student of the consequences of the Student Code of Conduct violation.

When a student is removed from the regular classroom and a meeting with an administrator is pending, the principal or designee may place a student in:

1. another appropriate classroom
2. in-school suspension
3. a disciplinary AEP in which the student must be separated from other students for the entire school program day and will be provided instruction in the four core subjects of English, math, science, and social studies.
4. Counseling will also be provided to the student.

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

REMOVAL FROM THE REGULAR EDUCATION SETTING SUSPENSION

State law allows a student to be suspended out of school for up to three school days per offense, with no limit on the number of times a student may be suspended in a semester or school year. This type of suspension is not to be confused with in-school suspension, in which there is no limitation in the numbers of days in which a student can be placed, except in situations involving handicapped students.

Removal to an Alternative Education Program

The Board of Trustees delegates to the principal or his/her designee the authority to remove a student to a disciplinary AEP. The duration of a student's placement in a disciplinary AEP will be determined by the principal or designee but shall not exceed the end of the school year (or the end of the first semester of the following school year if the offense occurs during the last six weeks of the school year).

A teacher may remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary AEP. Within three school days of receiving the Student Code of Conduct violation report (See Appendix A), the principal will schedule a meeting with the student's parent, teacher, and the student.

An administrator may remove a student and recommend placement in a disciplinary AEP. The principal will schedule a meeting with the student's parent and the student.

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

1. another appropriate classroom
2. in-school suspension
3. out-of-school suspension
4. a disciplinary AEP in which the student must be separate from the other regular students for the entire school program day and will be provided instruction in the four core subjects. Counseling will also be provided to the student.

At the meeting, the principal will explain the allegations against the student and give the student an opportunity to explain his/her version of the incident. Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate, and in accordance with local board policy.

State law does not permit students who are placed in a disciplinary AEP as a result of committing a violation, according to state law, requiring placement in an AEP to participate in any school sponsored or school related extracurricular and non-curricular activities.

The District may provide transportation to students in a disciplinary AEP, if necessary.

If placement in a disciplinary AEP extends beyond the end of the next grading period, the student and/or the student's parent or guardian will be given notice and the opportunity to participate in a proceeding before the Board of Trustees or its designee. Any decision made on a student's appeal by the Board or its designee cannot be appealed.

A student placed in a disciplinary AEP will be provided a review of the student's status by the principal at intervals not to exceed 120 days. 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 or the consent of the placement review committee.

For placement in a disciplinary AEP to extend beyond the end of the school year, the principal must determine that:

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

Discretionary Placement

Students may be suspended for any reason that also requires placement in a disciplinary AEP or is listed as a Category II or III offense in the Discipline Management Program. The principal or designee will recommend placing students in a disciplinary AEP who are found to be:

1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
2. Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.
3. Persistent misbehavior, defined to be two or more violations of school/classroom rules, or the Student Code of Conduct.
5. Insubordination toward an administrator.
6. Usage or possession at school or any school related activity of the following items: fireworks of any kind, razors, chains, pellet guns and air rifles, articles not generally considered to be weapons but which the principal determines that a danger exists for any student, school employee, or school property by virtue of their possession or use, and any other object which may be used in a way that threatens or inflicts bodily injury on another person.
7. Bomb threats.
8. Usage of any knife with the intent to inflict bodily harm or serious property damage.

Mandatory Placement

A student **MUST** be placed in a disciplinary AEP if the student commits any of the following offenses on school property or while attending a school sponsored or school related activity on or off of school property unless otherwise stated. The student may be suspended pending a meeting with an administrator.

1. Committing an assault as defined in the Texas Penal Code 22.01 (a)(1).
2. Making a terroristic threat as defined in the Texas Penal Code.
3. Selling, giving, delivering, possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug if such conduct is **not** punishable as a felony offense. (School related felony drug offenses are addressed in the expulsion section of this Student Code of Conduct.)
4. Possessing, using, selling, giving, being under the influence of or delivering an alcoholic beverage; committing a serious act or offense while under the influence of alcohol, if such conduct is **not** punishable as a felony offense. (School related felony alcohol offenses are addressed in the expulsion section of this Student Code of Conduct.)
5. Behaving in a manner that contains the elements of an offense relating to abusable glue or aerosol pain or relating to volatile chemicals.
6. Behaving in a manner that contains the elements of the offense of public lewdness.
7. Behaving in a manner that contains the elements of the offense of indecent exposure.
8. Engages in conduct punishable as a felony regardless of where or when the conduct occurs. (Certain felony offenses committed on school property or at school related activities are expellable offenses and are addressed in the expulsion section of this Student Code of Conduct.)
9. Engages in conduct that contains the elements of the offense of retaliation against any school employee, regardless of where or when the conduct occurs. (Committing retaliation in combination with another expellable offense is addressed in the expulsion section of this Student Code of Conduct.)

In an emergency, the principal or designee **may** order the immediate placement of a student for the following reason:

Emergency placement when a student is so unruly, disruptive, or abusive that the student's presence seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school sponsored activity.

EXPULSION

Discretionary Expulsion

At the school District's discretion, a student **may** be expelled for:

- A. Criminal mischief, if punishable as a felony whether committed on or off school property or at a school related event.
- B. Serious or persistent misbehavior if a student is already in a disciplinary AEP and continues to violate the District's Student Code of Conduct. The school District defines "persistent" to be two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation. Serious offenses include, but are not limited to, the following:
 1. assault of a teacher
 2. retaliation against a school employee
 3. murder, capital murder, or criminal attempt to commit murder
 4. indecency with a child
 5. kidnapping
 6. arson
 7. possession of a firearm
 8. possession of a prohibited knife
 9. possession of a club
 10. possession of a prohibited weapon
 11. the use, gift, sale, delivery, possession, or being under the influence of alcohol, marijuana, other controlled substances, dangerous drugs, abusable glue, or volatile chemicals
 12. vandalism
 13. robbery or theft
 14. extortion, coercion, or blackmail
 15. aggressive, disruptive action or group demonstration which substantially disrupts or materially interferes with school activities
 16. hazing
 17. insubordination
 - profanity, vulgar language, or obscene gestures directed toward teachers or other school employees
 18. fighting, committing physical abuse, or threatening physical abuse
 19. sexual harassment of a student or District employee
 20. possession of or conspiring to possess any explosive device
 21. falsification of records, passes, or other school related documents
 22. possession or distribution of pornographic materials
 23. leaving school grounds without permission
 24. making or assisting in making threats, including threats against individuals and bomb threats
 25. refusal to accept discipline management techniques proposed by the teacher or principal.

Mandatory Expulsion

A student **must** be expelled for any of the following offenses if committed on school property or while attending a school sponsored or school related activity on or off school property:

1. A firearm violation, as defined by federal law. Firearm under federal law includes:
 - A. any weapon (including a starter gun), which is designed, or which may readily be converted to, expel a projectile by the action of an explosive.
 - B. the frame or receiver of any such weapon.
 - C. any firearm muffler or firearm weapon.
 - D. any destructive device, such as any explosive, incendiary, or poison gas bomb, or grenade.
2. Use, exhibition, or possession of the following, under the Texas Penal Code:
 - A. a firearm
 - B. an illegal knife, such as a knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear
 - C. a club
 - D. a prohibited weapon, such as an explosive weapon; a machinegun; a short-barreled firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun.

3. Aggravated assault, sexual assault, or aggravated sexual assault as defined by the Texas Penal Code.
 4. Arson, as defined by the Texas Penal Code.
 5. Murder, capital murder, or criminal attempt to commit murder, as defined by the Texas Penal Code.
 6. Indecency with a child, as defined by the Texas Penal Code.
 7. Aggravated kidnapping, as defined by the Texas Penal Code.
 8. Behavior related to an alcohol or drug offense that could be punishable as a felony.
 9. Retaliation against a school employee combined with one of the above listed offenses on or off school property or at a school related activity.
- In an emergency, the principal or designee **may** order the immediate removal of a student when people or property are in imminent harm.

Consequences

The Board of Trustees has the authority to expel students.

The principal or other appropriate administrator will schedule a hearing within a reasonable time with the student's parents, the teacher, and the student.

The student's parent or guardian will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

1. another classroom
2. in-school suspension
3. out-of-school suspension
4. a disciplinary AEP.

A student facing expulsion will be given appropriate due process as required by federal law. The student is entitled to:

1. the right to an adult representative who is not a District employee or legal counsel who can provide guidance to the student.
2. an opportunity to testify and to present evidence and witnesses in the student's defense.
3. an opportunity to question the District's witnesses.

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

The duration of a student's expulsion will be determined by the Board on a case by case basis. The maximum period of expulsion is one full year.

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

Confiscation of prohibited items may be turned over to law enforcement officials by school personnel. In addition, school officials have the right to confiscate prohibited items.

No District academic credit will be earned for work missed during the period of expulsion (unless the student is enrolled in a Juvenile Justice Alternative Education Program).

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case by case basis. The District may provide educational services to the expelled student in a disciplinary AEP.

TRENTON INDEPENDENT SCHOOL DISTRICT DISCIPLINE MANAGEMENT PROCEDURES

RESPONSIBILITIES OF STUDENTS

STUDENT BEHAVIOR

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and District staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the District's educational mission. These rules of conduct and discipline are established to achieve and maintain order in the school.

Students who violate the rights of others or who violate District or campus rules shall be subject to disciplinary measure designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. Trenton ISD works closely with the Trenton Police Department and the Fannin County Juvenile Probation Department. Officers have access to the campuses for purposes of investigating problems related to Trenton ISD students.

STUDENT RESPONSIBILITIES

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

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

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Showing respect toward others at all times, including in classrooms, at activity tryouts, at special programs, in lunchrooms, and in hallways.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Participating in school fundraising activities in a responsible manner by returning all money and/or merchandise.
8. Refraining from violations of the Student Code of Conduct.
9. Obeying all school rules including safety rules.
10. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
11. Cooperating with staff members in their investigation of disciplinary matters and volunteering information relating serious offenses.

STUDENT RULES AND REGULATIONS

The District has authority and control over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school related activity regardless of time or location and any school related misconduct regardless of time or location.

The District's rules of student conduct apply to all school sponsored and school related activities, on or off campus. Students who violate these rules will be subject to disciplinary action. Students at school or school related activities are prohibited from:

1. Cheating or copying the work of another student, or allowing another student to copy one's work.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Being disrespectful toward other students, teachers, or school employees.
5. Using profanity, vulgar language, or obscene gestures toward students, teachers, and District employees.

6. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
7. Playing with matches or fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or District employees.
10. Disobeying school policies and regulations about conduct on school buses.
11. Fighting.
12. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements addressed publicly to, or in the presence of, others that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate sexual contact disruptive to other students or the school environment.
15. Sexually harassing other students, teachers, or other school employees.
16. Assaulting a teacher or other individual.
17. Selling, giving or delivering to another person, possessing, using or being under the influence of marijuana or a controlled substance, a dangerous drug, abusable glue, or aerosol paint or volatile chemical or an alcoholic beverage.
18. Possessing or using any tobacco product.
19. Hazing.
20. Possessing or using a firearm, a prohibited knife, a club, or other weapon.
21. Aggressive behavior or group demonstrations which substantially disrupt or materially interfere with school activities, conduct of classes, meetings, etc.
22. Making terroristic threats.
23. Public lewdness or indecent exposure.
24. Retaliating against a teacher or other school employee.
25. Being truant.
26. Being tardy to school and to class.
27. Behaving in any way that disrupts the school environment or educational process.

PARENT RESPONSIBILITIES

1. Establish and maintain a positive attitude toward education and teachers.
2. Take an active interest in the overall school program.
3. Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
4. Encourage and lead the child to develop proper study habits at home.
5. Assist the child in being properly attired for school according to the District dress code policy.
6. Ensure the child's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school.
7. Maintain up-to-date addresses and phone numbers in the school office for home, work, and emergencies.
8. Bring to the attention of school authorities any learning problem or condition that may relate to the child's education.
9. Sign the Student and Parent Acknowledgment statement indicating that a copy of the Student Code of Conduct has been received.
10. Encourage the child to adhere to the Student Code of Conduct.
11. Attend scheduled conferences and respond to the teacher's attempts to contact a parent.
12. Initiate conferences to discuss academic progress or other concerns.
13. Discuss work assignments and report cards with the student; request a conference with the teacher if the child receives a failing grade for the reporting period.
14. Ensure the child's attendance at school tutorials as the need arises.
15. Cooperate with school personnel when the child is involved in a discipline problem.
16. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.

LEVELS OF STUDENT MISBEHAVIOR AND DISCIPLINARY ACTIONS

LEVELS OF MISBEHAVIOR

Examples of behaviors considered to be violations of the Behavior Management Plan and, in some cases, the Student Code of Conduct, are listed in four levels depending on the seriousness of the offense. With the different levels of offenses is a list of penalties from which the administration will determine appropriate consequences. The penalty for the offense will be assessed depending on the seriousness of the violation and the frequency of the misbehavior. The groups are not intended to be inclusive actions of misbehavior, but serve as a guideline.

- Level I Minor Offenses
- Level II Intermediate Offenses
- Level III Serious Offenses
- Level IV AEP and Expellable Offenses

The following is an outline of each level containing the offenses and consequences.

LEVEL I - Minor Offenses

1. Tardiness
2. Throwing objects
3. Refusal to participate in classroom activities
4. Disrespect (mild)
5. Classroom disruption (minor)
6. Sleeping in class
7. Hall violation
8. Possession of food or drink in an undesignated area
9. Scuffling and horseplay
10. Littering
11. Inappropriate display of affection on school grounds
12. Violation of dress code
13. Chewing gum
14. Uncovered, damaged, or lost instructional materials or school-owned property
15. Loitering
16. Buying, trading, or selling personal items at school
17. Other offenses as determined by campus administrators

18. Use or possession of cell phone or paging device.

Consequences

1. Conference with student
2. Loss of part or all recess time
3. Contact Parent
4. Peer mediation
5. Detention
6. Work detail
7. Assessment of fee for uncovered, damaged, or lost instructional materials or school owned property
8. Corporal punishment as administered according to District policy
9. Saturday detention
10. In-school suspension
11. Out-of-school suspension

LEVEL II - Intermediate Offenses

1. Racial or ethnic remarks and slurs, i.e., demeaning, insulting, or inflammatory remarks, gestures, suggestions, or actions which relate to an individual's race and/or ethnic background and which may reasonably result in an individual's taking offense
2. Cursing or any use of profanity
3. Persistent misbehavior of minor offenses that are listed in Category I
4. Blatant refusal to obey
5. Use or possession of tobacco products as well as possession of matches and lighters
6. Truancy
7. Leaving campus without permission
8. Failure to accept or adhere to prescribed punishment
9. Gambling
10. Academic dishonesty/cheating/plagiarism
11. Presence in unauthorized areas on school property
12. Forging parent's signature on school-related documents
13. Other offenses as determined by the campus administrator

Consequences

1. Corporal punishment as administered according to District policy
2. Removal from class by being placed in "time out" or in a "cooling off" area for a period to be determined by the campus administrator
3. May be fined up to \$200 for smoking offenses by a local government agency
4. Out-of-school suspension from school for up to 3 consecutive days
5. In-school suspension
6. Detention
7. Saturday detention
8. Prohibit from attending and/or participating in extracurricular activities
9. Any Category I consequence which may be applicable
10. Loss of credit for work in question

LEVEL III - Serious Offenses

1. Persistent misbehavior of intermediate offenses which are listed in Category II
2. Threats to school personnel
3. Abusive language directed toward teachers or other school employees
4. Altering and providing false information on school records
5. Stealing
6. Repeated gambling
7. Extortion
8. Boycotts, walkouts, protests, and student demonstrations
9. Hazing
10. Vandalism
11. Distribution of publications and materials not approved by the campus administration
12. Fighting
13. Indecent exposure
14. Sexual harassment
15. False fire alarms or false 911 calls
16. Blatant insubordination
17. Intent to commit bodily harm
18. Tampering with food or drink with the intent to do bodily harm
19. Transmittal, sale, or attempted sale of what is represented to be a prohibited substance
20. Possession or usage of devices, which disrupt the school's learning environment, including firecrackers, stink bombs, smoke bombs, or other incendiary devices
21. Possession of sexually explicit, suggestive, or pornographic materials
22. Other offenses determined by the campus administration
23. Violations of District acceptable use policies regarding technology

Consequences

1. Out-of-school suspension for up to 3 consecutive days
2. Law enforcement agency contacted if necessary
3. Time-out area
4. Paging devices will be confiscated and disposed of according to District policy
5. In-school suspension
6. Any Category I or II consequence which may be applicable
7. Prohibition of student usage of District technology resources

8. Prohibit from attending and/or participating in extracurricular activities

LEVEL IV - AEP and Expellable Behavior

TYPE A BEHAVIOR - ALTERNATIVE EDUCATION PROGRAM (AEP)

Mandatory

1. Engaging in any conduct on or off campus which is punishable as a felony
2. Assault (as defined by Section 22.0 (a)(1) of the Texas Penal Code or terroristic threat as defined by the Texas Penal Code
3. Selling, giving, delivering, possessing, using, or being under the influence of marijuana, a dangerous drug, controlled substance, or alcoholic beverage
4. Engaging in conduct relating to abusable glue, aerosol paint, or volatile chemicals
5. Public lewdness or indecent exposure
6. Retaliation against any school employee
7. Teacher removal of a student from a classroom whenever the removal results in the assignment to an AEP placement
8. Committing any of the offenses listed above 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.

Discretionary

1. Persistent misbehavior, defined to be two or more violations of school/classroom rules, or the Student Code of Conduct
2. Insubordination toward an administrator
3. Usage or possession at school or any school related activity of fireworks, razors, chains, articles not generally considered to be weapons but which the principal or his/her designee determines that a danger exists for any student, school employee, or school property by virtue of their possession or use, as well as any other object which may be used in a way that threatens or inflicts bodily injury on another person, including pellet guns or pistols and air rifles (BB) or pistols
4. Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang
5. Involvement in a public school fraternity, sorority, or secret society, including participating as a member of pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.
6. Bomb threats
7. Sexual Harassment

Consequences

1. Out-of-school suspension for up to a period of 3 consecutive days
2. Mandatory placement in AEP for a minimum of 50 school days and not longer than the end of the following semester
3. Discretionary placement in AEP for a minimum amount of time to be determined by the principal or his/her designee and not exceeding the end of the following semester
4. Contact law enforcement agency
5. Searches for weapons, drugs, and/or prohibited items
6. Prohibit from attending and/or participating in extracurricular activities

TYPE B BEHAVIOR – Expulsion

If a student under ten engages in expellable conduct listed below, the student must be placed in the AEP. However, a student ten years of age or older shall be expelled from school if the student, on school property or while attending a school sponsored or school related activity on or off of school property, engages in the following activities:

1. Possession or use of firearms or weapons as defined by the Texas Penal Code
2. Aggravated assault
3. Sexual assault
4. Aggravated sexual assault
5. Arson
6. Murder or criminal attempt to commit murder
7. Indecency with a child
8. Aggravated kidnapping
9. Retaliation against a school employee
10. Behavior related to an alcohol or drug offense that could be punishable as a felony
11. Criminal mischief, if punishable as a felony (discretionary expulsion)
12. Serious or persistent misbehavior if a student is already in a disciplinary AEP and continues to violate the District's Student Code of Conduct (discretionary)
13. When people or property are in imminent harm (emergency expulsion)

Consequences

1. Expulsion
2. Contact law enforcement agency
3. May not attend or participate in extracurricular activities

ACCEPTABLE USE POLICY GUIDELINES TRENTON INDEPENDENT SCHOOL DISTRICT TECHNOLOGY RESOURCES

Trenton ISD provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Trenton schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Trenton ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Trenton ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District policy CQ (Local).

DEFINITION OF DISTRICT TECHNOLOGY RESOURCES

The District's computer systems and networks are a configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

ACCEPTABLE USE

The District's technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the superintendent or designee.

Other issues applicable to acceptable use are:

1. **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in the library.
2. **Supervision and permission:** Student use of the computers and computer network is only allowed when supervised or granted by a staff member.
3. **Attempting to log on or logging on to a computer or e-mail system by using another person's password is prohibited:** Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. **Improper use of any computer or the network is prohibited. This includes the following:**
 - a. Using racist, profane, or obscene language or materials
 - b. Using the network for financial gain, political, or commercial activity
 - c. Attempting to harm, or harming, equipment, materials, or data
 - d. Attempting to send, or sending, anonymous messages of any kind
 - e. Using the network to access inappropriate material
 - f. Knowingly placing a computer virus on a computer or the network
 - g. Using the network to provide addresses or other personal information that others may use inappropriately
 - h. Accessing of information resources, files, and documents of another user without his/her permission.

SYSTEM ACCESS

Access to the District's network systems will be governed as follows:

1. Students will have access to the District's resources for class assignments and research, with their teacher's permission and/or supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing their password with students or others.
3. With the approval of the immediate supervisor, District employees will be granted access to the District's system.
4. Any system user identified as a security risk or having violated District acceptable use guidelines may be denied access to the District's system. Other consequences may be assigned.

CAMPUS LEVEL COORDINATOR RESPONSIBILITIES

As the campus level coordinator for the network systems, the principal or designee will:

1. Be responsible for disseminating and enforcing the District acceptable use guidelines for the District's system at the campus level.
2. Ensure that employees supervising students who use the Districts systems provide information emphasizing the appropriate and ethical use of this resource.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's computer network systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District guidelines.
3. System users may not use another person's system account without written permission from the campus coordinator or principal.
4. System users are asked to purge electronic mail or outdated files on a regular basis.
5. System users are responsible for making sure they do not violate any copyright laws. Copies of District policies EFE, EFE (Local), EFE(E), and EFE(E)(Local) are available at all sites.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 13. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the e-mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
2. Pretending to be someone else when sending/receiving messages is prohibited.
3. Transmitting obscene messages or pictures is prohibited.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

CONSEQUENCES OF IMPROPER USE

Improper or unethical use may result in disciplinary actions consistent with the existing Student Code of Conduct and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District.