

TRENTON ISD
2008-2009
STUDENT HANDBOOK

To Students and Parents:

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

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

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Section IV—STUDENT CODE OF CONDUCT

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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

Both students and parents must be familiar with the Trenton ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook. The student handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment, student directory information, release of information to military recruiters and institutions of higher learning, and consent/opt-out forms so that we have a record of your choices.

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the District’s policy manual is available for review in the school office. Thank you for being a part of the Trenton ISD. I wish you and your family a wonderful year.

Jerry Don Cook, Superintendent

Table of Contents

PARENTAL INVOLVEMENT	4
GRADING GUIDELINES	7
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES	7
STATE-MANDATED TESTS	8
OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS	8
MEDICINE AT SCHOOL	9
PSYCHOTROPIC DRUGS.....	9
STEROIDS	9
STUDENT RECORDS.....	10
STUDENT OR PARENT COMPLAINTS AND CONCERNS.....	11
RELEASE OF STUDENTS FROM SCHOOL.....	12
ADMISSION.....	14
SECTION II CURRICULUM-RELATED INFORMATION.....	14
ACADEMIC PROGRAMS	14
AWARDS AND HONORS.....	14
CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT.....	14
STATE SCHOLARSHIPS AND GRANTS.....	15
CLASS SCHEDULES.....	16
COMPUTER RESOURCES	16
CORRESPONDENCE COURSES	16
COUNSELING.....	16
CREDIT BY EXAM—If a Student Has Taken the Course.....	17
CREDIT BY EXAM—If a Student Has Not Taken the Course.....	17
DUAL CREDIT COURSES	18
CAREER AND TECHNOLOGY PROGRAMS.....	18
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	18
GRADE CLASSIFICATION	19
PROMOTION AND RETENTION	20
GRADUATION.....	21
HOMEWORK	23
NONTRADITIONAL ACADEMIC PROGRAMS	23
SPECIAL PROGRAMS	23
TEXTBOOKS	24
SECTION III GENERAL INFORMATION AND REQUIREMENTS	25
ATTENDANCE	25

MAKEUP WORK	28
COMMUNICABLE DISEASES / CONDITIONS	29
HEALTH-RELATED MATTERS	31
FREEDOM FROM DISCRIMINATION.....	31
LAW ENFORCEMENT AGENCIES	33
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS	34
DRESS AND GROOMING	35
STUDENT FEES.....	37
FUND-RAISING.....	37
IMMUNIZATION.....	37
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	38
PRAYER	38
SAFETY	38
SCHOOL FACILITIES.....	40
SEARCHES.....	41
TRANSPORTATION	42
VISITORS TO THE SCHOOL	44
SECTION IV STUDENT CODE OF CONDUCT	45
CAMPUS AND CLASSROOM RULES	46
DISCIPLINARY TECHNIQUES	46
CAMPUS DISCIPLINARIAN.....	47
GENERAL GUIDELINES.....	48
STANDARDS FOR STUDENT CONDUCT	54
REMOVAL FROM THE REGULAR EDUCATIONAL SETTING	57
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)PLACEMENT	59
APPENDIX I RECEIPT OF STUDENT HANDBOOK.....	77
APPENDIX II PARENT’S RESPONSE REGARDING RELEASE OF INFO TO MILITARY RECRUITERS & INSTITUTIONS OF HIGHER EDUCATION	78
APPENDIX III CONSENT/OPT-OUT FORM.....	79
APPENDIX IV NOTICE TO STUDENTS & PARENTS REGARDING DRUG FREE.....	80
APPENDIX V ACCEPTABLE USE POLICY & AGREEMENT.....	81
APPENDIX VI SCHOOL MEDIA PERMISSION.....	84
APPENDIX VII GUIDELINES FOR DRUG TESTING PROGRAM AND AGREEMENT..	85

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Trenton ISD Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed.

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-989-2242 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.

Becoming a school volunteer. For further information or a list of specific volunteer contacts and contact the campus principal's office at 903-989-2242.

Participating in campus parent organizations. Parent organizations are an active part of Trenton ISD. A few examples are FFA Booster Club, Career Day Volunteer, and Campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for individual campuses and the District as described below.

Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, contact the campus principal at 903-989-2242.

Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA]

Attending board meetings to learn more about District operations. Regularly scheduled Board meetings are held the third Thursday of each month.

Obtaining Information and Protecting Student Rights

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

Political affiliations or beliefs of the student or the student’s parent.

Mental or psychological problems of the student or the student’s family.

Sexual behavior or attitudes.

Illegal, antisocial, self-incriminating, or demeaning behavior.

Critical appraisals of individuals with whom the student has a close family relationship.

Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or parents.

Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice of and deny permission for your child’s participation in: Any survey concerning the private information listed above, regardless of funding.

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

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

Display of your child’s artwork, projects, and other special work products:

As a parent, if you choose that your child’s artwork, special projects, photographs, and the like not be displayed to the community on the District’s Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

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

To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.

To inspect a survey created by a third party before the survey is administered or distributed to your child.

To review your child's student records when needed. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

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

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

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See policy EC.]

To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation,

or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL), and the Student Code of Conduct.

To request the transfer of your child to another classroom or campus if your child has been determined by a campus or District administrator a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB]

To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]

To request the transfer of your child to another campus or a neighboring District, if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD(LOCAL)]

GRADING GUIDELINES

In grades 9-12 achievement is reported to parents as:

90 - 100	Excellent
80 - 89	Good
70 - 79	Satisfactory
Below 70	Failing

Semester averages will be determined in the following manner:

1 st six weeks grade	=	80%
2 nd six weeks grade	=	80%
3 rd six weeks grade	=	80%
Semester exam	=	20%
Semester grade	=	100%

Teachers will notify students of specific course grading procedures.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is 75 or below, or is below the expected level of performance. This progress report will be mailed to parents. Upon receipt of the progress report, it should be signed

by the parent and returned the following day. If the student receives a grade lower than 75 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and superintendent and designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

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

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

Students have full responsibility for delivering progress reports, report cards and any other school communications to parents. Failure to return required reports may result in disciplinary action by the campus administrator. Reports must be returned with signature within 5 school days.

STATE-MANDATED TESTS

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

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any test that includes algebra

- Reading, annually in grades 3–9

- Writing, including spelling and grammar, in grades 4 and 7

- English language arts in grades 10 and 11

- Social studies in grades 8, 10, and 11

- Science in grades 5, 8, 10, and 11

- Any other subject and grade required by federal law

[See policy EKB.]

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

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

In addition, the District will pay fees for PLAN tests and PSAT tests and encourage all students to enroll for testing through the counselor.

MEDICINE AT SCHOOL

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

Only authorized employees, in accordance with policy FFAC, may administer:

Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.

Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.

Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities. Change according to Board policy or local practice.

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

In accordance with the guidelines developed with the District's medical advisor and

When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma may be permitted to possess and use prescribed asthma medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student and parents should discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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

PSYCHOTROPIC DRUGS

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

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

STEROIDS

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

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

STUDENT RECORDS

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

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

The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 500 South Ballentine, Trenton, TX 75490.

The address(es) of the principals’ offices are:

TRENTON ELEMENTARY

105 W WITHERSPOON
TRENTON, TX 75490

TRENTON MIDDLE SCHOOL

500 S BALLENTINE
TRENTON, TX 75490

TRENTON ISD ADMINISTRATION

500 S BALLENTINE
TRENTON, TX 75490

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG.

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

Directory Information

The law permits the District to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

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

Release of Student Information to Military Recruiters and Institutions of Higher Education

The District is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent. A form has been attached for you to complete if you do not want the District to provide this information to military recruiters or institutions of higher education.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District’s policy regarding student records is available from the principal’s or superintendent’s office.

The parent’s or eligible 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 about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

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.

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the District provides for the complaint to be presented to the board of trustees.

RELEASE OF STUDENTS FROM SCHOOL

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

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

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Late Arrival to School/Tardy Provision

A student is tardy when not in the assigned teacher's classroom when the bell rings for the class to begin, unless a teacher or administrator has caused or given permission to that student to be late to class. A student who is tardy will be subject to disciplinary proceedings by the teacher and administration. A student will be referred to a campus administrator on the third and subsequent tardies in each class.

ADMISSION

A student (or the student's parent) seeking enrollment in the District for the first time following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the Principal's office.

Withdrawing from School

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

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

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

GENERAL CONDUCT

The following provisions address general conduct issues in addition to the *Student Code of Conduct*.

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.

Closed Campus

The Trenton ISD maintains a closed campus. This means that once a student arrives at school he/she may not leave until the instruction day is over. Permission to leave campus may be granted only by the principal and only in emergency situations. Teachers or other school employees may not grant students permission to leave campus. Students who must leave campus (dentist, doctor, etc.) must have permission and must sign out in the office.

Display of Affection

Open displays of affection by the students are considered to be inappropriate for an educational setting. Therefore, kissing, hugging, handholding, and other such displays of affection are not allowed at any time during the school day or at school-sponsored activities on or off campus.

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.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

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

Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as pagers, in which a third party retains a legal right of ownership, the school may charge for releasing the pager to the third party.

[See policy FNCE.]

Social Events

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

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

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents—especially if they are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

ACADEMIC PROGRAMS

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices.

AWARDS AND HONORS

[See *Academic Counseling* on page 16.]

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Valedictorian/Salutatorian/Honor Students/High School

To be considered for these honors a student must have attended Trenton High School his/her last two years of high school. Students must be completing the Recommended Program or the Distinguished Achievement Program (DAP) course requirements for valedictorian or salutatorian honors. Academic grades from each semester of high school (9-12) will be used to calculate the averages to determine the top students. The first two years of physical education or athletics will be included. Grades used for the last semester of the 12th grade will be determined by averaging the 4th and 5th six weeks grades for each academic class the student is taking. Valedictorian and salutatorian honors will be announced as soon as possible during the final six weeks period.

Trenton High School uses a weighted grading system in establishing class ranking and valedictorian and salutatorian implemented as follows:

- A. Subjects shall be classified as advanced or regular.
 1. Advanced - Spanish I, II, and III, Chemistry, Physics, Pre-Calculus, Accounting, AP or Pre-AP, and dual credit college courses.
 2. Regular - All other classes not mentioned in item 1.
- B. A weighted system will be used to determine the semester average for each eligible subject. The following weights will be used:

1. Advanced 1.10
 2. Regular 1.00
- C. Each semester grade will be multiplied by its weighted points.

The weighted grade will be used for class rank and selection of valedictorian and salutatorian of the senior class only.

The highest graduating student honor will be presented to the student with the highest grade point average of all academic courses taken from each semester of high school (9-12). The first two years of physical education or athletics will be included. Grades used for the last semester of the 12th grade will be determined by averaging the 4th and 5th six weeks grades for each academic class the student is taking. To be considered for this honor a student must have attended Trenton High School his/her full senior year. Grade point averages will be calculated to the thousandth of one point. In the event of a tie, co-valedictorians will be recognized.

Additional Honor Students

Any student graduating with an average of 90 or above and are completing the requirements for either the Recommended or Distinguished Achievement Program will be recognized at graduation as an honor graduate and presented an award.

Valedictorian and Salutatorian/Middle School

To be considered for these honors a student must have attended Trenton Middle School his/her full eighth grade year. Academic grades from each semester of grades seven and eight will be used to calculate the averages to determine the top students. Grades used for the last semester of the eighth grade will be determined by averaging the 4th and 5th six weeks grades for each academic class the student is taking. Valedictorian and salutatorian honors will be announced as soon as possible during the final six weeks period.

Automatic Admissions

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the campus counselor for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

STATE SCHOLARSHIPS AND GRANTS

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public

universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

CLASS SCHEDULES

Once a student is registered in a class they will not be allowed to change to another class unless permission is granted by the principal. No schedule changes will be allowed after the first two weeks of each semester (10 school days).

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Use of District computers will be allowed only after the Acceptable Use Policy is signed and returned by student and parent. For more information see Acceptable Use Policy and Student Code of Conduct.

Students and their parents should be aware that e-mail using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

CORRESPONDENCE COURSES

Correspondence courses offered through Texas Tech University may be available to qualified students. See campus principal or counselor for information.

A student shall be allowed to take college level courses (which meet TEA requirements) and earn a maximum of two credits toward graduation during the summer between their junior and senior year. No classes may be taken prior to completion of a student's junior year. Letter grades received from college courses will be used the following way to compute grade averages; A=95, B=85, C=75, D=65. All students using this method to complete credits toward graduation must have prior approval of the principal. The following will be taken into consideration for approval; grades, discipline record, test scores, and any other records deemed appropriate by the principal.

[For further information, see policy EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, students should work closely with the counselor in order to take the high school courses that best prepare them for attendance at a college, university, or training school,

or for pursuit of some other type of advanced education,. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the counselor to set up an appointment during non-instructional time.

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. To receive credit, a student must score at least 70 on the exam. See the campus principal for exam dates.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

In all instances, the District will determine whether any opportunity for credit by exam will be offered.

This exam may also be used by the District to verify mastery of course content of students transferring from home schools, non-accredited schools, or in the case of a migrant who has been unable to attend the full year. A fee will be assessed to the student to cover the cost of all exams for these purposes.

In all instances, the district will determine whether any opportunity for credit by exam will be offered.

[For further information, see the counselor and policy EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2008–2009 school year include:

Date Scheduled

December 3-5, 2008 for grades 9-12 only

June 10-12, 2009 for grades 6-12

A student will earn credit with a passing scored of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District may, in the case of hardship or other circumstance deemed acceptable by the District, honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the District or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

DUAL CREDIT COURSES

Seniors must take at least four, but not limited to four, dual credit courses for the purpose of obtaining the Distinguished Achievement graduation program with the permission of the principal. They must have been exempt from, or passed, the TASP test prior to enrollment of dual credit courses. All registration fees and transportation are the responsibility of the student. If letter grades are issued instead of numeric grades, the following grades will be used to determine the grade to be placed on the official transcript: A = 95, B = 85, C = 75, D = 65. All dual credit courses are considered advanced classes. Grades for dual credit classes will appear on the transcript already weighted at 1.10%. **Dual Credit classes taken during the school day will count toward the five (5) course (four hours of daily instruction) requirement for full-time status for seniors.**

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Home Economics, Agricultural Science, and Computer Technology. Admission to these programs is based solely on the District's scheduling procedures.

For further information about these programs, please see the high school principal.

Trenton ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-District competition. The following requirements apply to all extracurricular activities:

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

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.

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse.

A student is allowed in a school year up to ten absences not related to post-District competition, a maximum of five absences for post-District competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

The student regains eligibility when the principal and teachers determine that he or she has:
(1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility

Please note: Sponsors of student clubs and performing groups such as 4H, band or athletics may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior. For specific information on groups that may qualify see the campus administrator. [For further information, see policies FM and FO.]

Election of Mr. and Miss. THS and TMS

Mr. and Miss THS will be elected from the students in grades 9-12. Ballots will contain the boy and girl representatives from each class (9-12). All students in grades 9-12 will vote for one boy and one girl by secret ballot. Votes will be counted by the high school principal and another faculty member chosen by the high school principal. The winners of THS will be announced at the Academic Awards Banquet. Mr. and Miss THS will also be expected to represent Trenton High School by attending different functions as requested by the high school principal.

Mr. and Miss TMS will be elected from grades 6-8. Ballots will contain the boy and girl representatives from each class (6-8). All students in grades 6-8 will vote for one boy and one girl by secret ballot. Votes will be counted by the high school principal and another faculty member chosen by the high school principal. The winners of TMS will be announced at the Academic Awards Ceremony. Mr. and Miss TMS will also be expected to represent Trenton Middle School by attending different functions as requested by the high school principal. Students assigned ISS or AEP will not be eligible for TMS or THS candidates.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Classification</u>
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

PROMOTION AND RETENTION

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

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

Ninth through Twelfth Grades - Students must maintain an average of 70 or above to receive credit for a course. Half credits will be awarded. See Graduation Requirements for exit-level testing.

Sixth, Seventh, & Eighth Grades - Promotion from the 6th, 7th, and 8th grade shall be dependent upon the student attaining an overall average of 70 or above for the year in all courses taken. Additionally, students shall attain an average of 70 or above in three of the following subjects: Language arts, mathematics, science, and social studies. Students not attaining a grade of 70 or above in three of the above subjects will be required to attend summer school or an extended year program.

Please be aware that the new requirements effective for eighth graders in the 2007-2008 school year will condition promotion on the student's satisfactory performance on the TAKS examination. In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 TAKS assessment in English. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance.

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

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the campus counselor and policy EIF.]

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

Semester Exam Exemptions (High School Only)

A student may be exempted from semester exams if they have perfect attendance. Perfect attendance will be established for second period. If a student accumulates more than two absences in any other class they will not be allowed an exemption in that class. The student must also maintain an 80 average in each class. The second semester students may also get exemptions for passing the TAKS test. A student will get an exemption for the class that they passed the TAKS test in. The student must be passing the course for the semester to get the exemption.

Student Course Load for Seniors

All seniors must be full-time students while attending Trenton High School. Full-time status is defined by being enrolled in five (5) courses (four hours of daily instruction). Seniors that have met all graduation requirements and are considered full-time students may leave after fifth period during their senior year with parental permission.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Any student who was in grade 9 or higher on January 1, 2001, is eligible to graduate under the former TAAS exam.

Graduation Programs

The District offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF.]

	Minimum Program	Recommended Program	Class of 2011	Distinguished Achievement Program (DAP)	2011
English	4	4	4	4	4
Math	3	3	4	3	4
Science	2	3	4	3	4
Social Studies	2 ½	3 ½	3 ½	3 ½	3 ½
Sci/SocSt Elective	1	N/A	NA	N/A	NA
Economics	½	½	½	½	½
Foreign Language	0	2	2	3	3
Health	½	½	½	½	½
Physical Education	1 ½	1 ½	1 ½	1 ½	1 ½
Technology Appl.	1	1	1	1	1
Fine Arts	0	1	1	1	1
Speech	½	½	½	½	½
Electives	<u>6 ½</u>	<u>3 ½</u>	<u>3 ½</u>	<u>2 ½</u>	<u>2 ½</u>
TOTAL	23	24	26	24*	26*

*At least four advanced measures must be completed (dual credit courses, see principal or counselor for list).

Beginning the 2007 – 2008 incoming freshman will be required to accumulate 26 credits for graduation. They will also be required to take 4 years of Math and Science.

High School students not accumulating the minimum 23 or 24 credits for graduation will not be permitted to participate in the graduation ceremonies. Students who have not mastered all portions of the EXIT TAKS test will not be allowed to participate in the graduation ceremonies but will receive a certificate of completion instead of a diploma.

For more information about graduation see “Student Guide to Graduation” available on TEA’s website at www.tea.state.tx.us/student.assessment/resources/grad/grad_broch.pdf.

Middle school graduation – All students will wear graduation gowns provided by the district. Recommended attire will consist of slacks and dress shirts for males, and Sunday dresses for females. No flip-flops or athletic shoes will be permitted.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

HOMEWORK

Homework is an important part of the instructional program at Trenton ISD 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. All late work is accepted at the discretion of the teacher.

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 22.]

SPECIAL PROGRAMS

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

Gifted and Talented Program

Trenton ISD has developed a comprehensive gifted and talented program to serve students in grades K-12. Students may be nominated by any professional Trenton ISD staff member, family member, community member, or by the student himself/herself. Nominations should be turned in on a District form and given to the campus principal. The nomination and identification process is ongoing throughout the school year to allow for students to be placed in the program at any time that it is determined to be the best placement for the student. Anyone desiring more information about the program may contact the campus principal.

Tech Prep Program

Trenton ISD has articulated courses through Texoma Tech Prep Consortium and Grayson County College. These articulated courses may qualify for college credit toward an associate's degree at Grayson County College. The following courses are currently articulated: Accounting,

Keyboarding, Business Computer Information Systems, Agricultural Metal Fabrication Technology, and Introduction to Horticultural Science. Requirements for Tech Prep credit are: (1) Graduate high school with a grade of “B” or better in the high school tech prep courses, (2) Take the appropriate end of course competency exams required by GCC within 18 months from high school graduation date, (3) Achieve a passing “P” score on the competency exam wherein the high school instructor does not meet SACS requirements, (4) Meet all requirements at GCC, including TASP, and be enrolled in courses at GCC within no less than 27 months after high school graduation, (5) Students must declare a technical major at GCC related to the career pathway taken in high school, (6) Students must initiate the filing of a Petition for Articulated Credit with the Texoma Tech Prep Office at GCC along with an official high school transcript and the passing “P” score for the competency exam. This transcript is in addition to the one provided for GCC admission requirements, and (7) Student must comply with all GCC credit award policies.

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus principal at (903) 989-2242 or (903) 989-2243.

TEXTBOOKS

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

SECTION III

GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions on student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

ATTENDANCE

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

General Attendance

A student absent from school or from any class, without permission, will be considered truant and subject to disciplinary action. A student who misses over half of a class period will be considered absent from that class, and not tardy. Hence, a note will be required from the parent to re-admit the student to class.

Students excused from classes to participate in extracurricular activities will not be counted absent from school. Work missed due to these activities must be obtained from the student's teacher and turned in on the day that the student returns from the extracurricular activity.

If a student has been absent and misses a test in which the student was knowledgeable of prior to his/her absence, the student must take the test upon his/her return to school. Otherwise, the student must make up the test the following day. No student with an unexcused absence can receive a test grade higher than a 70.

An attendance committee appointed by the superintendent will review all unexcused absences for students who did not meet the 90-day attendance requirement for class credit. If the attendance committee finds there are no extenuating circumstances for the absence they will set forth conditions which will allow the student to receive credit. If the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the superintendent.

A student absent from school will not be permitted to attend extracurricular activities that same day without consent of principal.

The District recognizes the following as extenuating circumstances for the purpose of granting credit for a class:

1. Excused absence
2. Days of suspension
3. Participation in court proceedings or child abuse/neglect investigation

4. A migrant student's late enrollment or early withdrawal
5. Days missed as a runaway
6. Completion of a competency-based program for at-risk students
7. Late enrollment or early withdrawal of a student under Texas Youth Commission
8. Teen parent absences to care for his/her child
9. Participation in a substance abuse rehabilitation program
10. Homelessness, as defined in federal law
11. A District-approved mentorship designed to meet requirements of the Distinguished Achievement Program
12. A documented health care appointment – if the student begins classes or returns to school on the same day of the appointment

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

1. Tutorials
2. Additional assignments
3. Research projects
4. Individual papers/oral reports
5. Library activity
6. Lab activity
7. Computer assisted activity (A+ Program)
8. Peer tutoring
9. Saturday school (fee, \$25.00 per day)
10. Alternative Education assignment
11. Summer School
12. Take an examination to earn credit in accordance with EEJA

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. Second period is the official attendance period. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special

programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

Is absent on three or more days or parts of days within a four-week period.

Excused Absences and Reporting Absences

A student may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent. A student may also be excused for the purpose of observing religious holy days, including traveling for that purpose (one day travel to and one day travel from), if before the absence, the parent submits a written request for the excused absence. A student may be excused 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.

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

Statements from the parent do not indicate the absence will be excused. It is advisable for the student to call the school office when 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, disciplinary action, and referral for truancy, if appropriate.

Upon returning to school following an absence, the student should report to the principal’s office and present the written excuse from the parent. He/she will then be given a class permit (blue slip) which will admit the student to class. The class permit will be signed by each teacher at the beginning of class for each of the student’s classes during the day. The last period teacher will keep the permit and return it to the office to be placed on file. No student will be admitted to class without a class permit after an absence.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

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

A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.

In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus administration office.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

Schoolwork missed must be made up. The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

Make-up work should be completed within one day after each day of absence. (Example: A student who misses two consecutive days has two days to complete all work missed upon his return to school). A student who has been absent, and has been issued an excused absence, will be subject to all provisions governing late work if the student turns in work beyond the time allotted for excused absences.

A maximum of 70% credit will be available for any work missed for an unexcused absence. A student who does not make up his/her work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see attendance policy as well as EIAB.]

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

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

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The District may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. These diseases include but are not limited to: Amebiosis, Campylobacteriosis, Chicken pox (varicella), Common cold with fever, Fifth disease (Erythema Infectiosum), Gastroenteritis (Viral), Giardiasis, Head Lice (Pediculosis), Hepatitis A (acute), Impetigo, Infectious mononucleosis, Influenza, Measles (Rubeola), Meningitis (Bacterial), Mumps, Pinkeye (Conjunctivitis), Ringworm of the scalp, Rubella (German Measles, including congenital), Salmonellosis (including typhoid fever), Scabies, Shigellosis, Streptococcal disease (Invasive, group A or B), Tuberculosis (Pulmonary), and Whooping Cough (Pertussis).

If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

Bacterial Meningitis

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

What is meningitis?

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

What are the symptoms?

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

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

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

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

The District offers in excess of 135 minutes per week to students in middle or junior high school. For additional information on the District's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the District's School Health Advisory Council played an active role in planning school health. The coordinator of the School Health Advisory Council is elementary principal, Bill McCoy. Mr. McCoy may be reached at (903) 989-2244. Additional information regarding the District's School Health Advisory Council is available from the Council coordinator. [See also policies BDF and EHAA.]

Vending Machines

The District has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. Accordingly, carbonated beverages and candy products are not allowed in the cafeteria. For more information regarding these policies and guidelines see the campus principal. [See policies CO and FFA]

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the office at (903) 989-2245.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Information concerning these applications may be obtained from Superintendent Jerry Don Cook at (903) 989-2245 or Ronnie Latimer at (903) 989-2242.

Freedom from Discrimination

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms,

is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee. The report may be made by the student's parent.

Investigation of Reported Harassment

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by board policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a District investigation, however, may be subject to appropriate discipline.

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

In its efforts to promote nondiscrimination, the District makes the following statements:

Trenton ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Jerry Don Cook, Superintendent, P.O. Box 5, Trenton, TX 75490 (903) 989-2245

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Rick Largent, Middle School Principal, P.O. Box 5, Trenton, TX 75490(903) 989-2245.

All other concerns: Contact the superintendent Jerry Don Cook, P.O. Box 5, Trenton, TX 75490 (903) 989-2245.

Services for the Homeless and for Title I Participants

Please contact the office of the superintendent for information relating to homeless and Title I services.

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

To comply with an order of the juvenile court.

To comply with the laws of arrest.

By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The District is required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The yearbook, The Tiger's Paw is available to students.

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

Non-school Materials...from students

Students must obtain prior approval from the campus principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated each campus office as the location for approved non-school materials to be placed for voluntary viewing by students. See policy FNA.A.

The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support

organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the campus principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).

Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

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

Dress and grooming policies are in effect each day of the school year. The campus principal has total discretion in determining the appropriateness of dress. If the principal or designee determines that the dress or grooming of a student is inappropriate, he/she will advise the student of why the dress/grooming fails to conform to guidelines and allow the student to give an explanation. The principal, or designee, shall notify one of the parents or guardians of the student whose dress/grooming is inappropriate. Parents will be informed that the student must conform to the guidelines before returning to school. **Students under 18 years of age whose parents cannot be reached will not be permitted to attend classes until they conform to the guidelines.** The dress code shall be met by all participants in all school activities such as athletic events, musicals, field trips, and off-campus school events and commencement exercises. Violations of the dress and grooming code may warrant disciplinary action. Students will be placed in in-school suspension until they meet guidelines for the dress code.

Student Rules and Regulations Regarding Dress and Grooming

1. T-shirts or other articles of clothing which advertise alcoholic beverages, drugs, etc., have vulgar or suggestive slogans or pictures on them, 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. Shirts are not to be rolled up at the sleeve or tied at the back, front, or sides.
2. Students may wear shorts year around. Shorts must be 13 inches or more (using the outside seam) from the bottom of the waistband/belt loop to the bottom of the hem as they hang naturally. Skin tight, spandex, cut-off, bicycle, and boxer shorts are not allowed. No

writing is allowed on the back of any shorts or pants. Students may not wear a combination of knit shorts with another style of shorts to make up the proper length. All shorts must have a hem and be **loose fitting**.

3. Female students are to wear dresses, skirts, and skorts whose length must be 13 inches or more (using the outside seam) from the bottom of the waistband or beltloop to the bottom of the hem when hanging naturally.
4. Students may not wear shirts or blouses that are longer than their shorts or dress. All shirts and blouses must be able to be tucked in upon request. Sweater shirts may not be worn around the waist to conceal bare midriff. Shirts and blouses must cover the entire area between the neck and the arm (3 inches or wider). Students may not wear clothing that is sheer or “see through”. Tank top shirts or sleeveless jerseys/shirts may not be worn unless worn over another regulation shirt. Off-the-shoulder dresses, blouses, and shirts may not be worn (this includes spaghetti straps). Shirts which have had their sleeves removed may not be worn. Bare midriff, halters, and tube tops may not be worn. Pajama type shirts or pants are not allowed.
5. 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.
6. Students may not wear clothing or jewelry that is designed to attract attention (no spiked or dog-collar type of necklaces or bracelets).
7. Students may wear flip-flops or sandals.
8. Students are to wear proper undergarments.
9. Students are to wear their hair clean and well groomed, cut above the eyebrows when falling naturally.
10. Only natural color hair dyes will be permitted.
11. No hats, caps, visors, headbands, sweatbands, wristbands, sunshades or garters are permitted.
12. Students are not allowed to wear clothing, cosmetics, or articles that are not appropriate attire for their gender (no painted nails on male students).
13. Students may not wear ragged, torn, or cut clothing.
14. With the approval of the principal, the sponsors, coaches, or other persons in charge of extracurricular activities may regulate the dress and grooming of students who participate in each activity.
15. No visible part of the body that is pierced may exhibit a stud or ring, except the ear; no tape or band-aid may be used to conceal otherwise visible piercings.
16. Inappropriate tattoos may not be worn.
17. Chains that are attached to wallets or clothing are not permitted.
18. Students may not wear tights, tight-fitting clothing, bicycle shorts, leotards, long johns, tight-fitting pants, or similar items of clothing unless they are beneath another item of clothing which comes no higher than acceptable length described above.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

Costs for materials for a class project that the student will keep.

Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

Security deposits.

Personal physical education and athletic equipment and apparel.

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

Voluntarily purchased student accident insurance.

Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

Personal apparel used in extracurricular activities that becomes the property of the student.

Parking fees and student identification cards.

Fees for lost, damaged, or overdue library books.

Fees for driver training courses, if offered.

Fees for optional courses offered for credit that require use of facilities not available on District premises.

Summer school for courses that are offered tuition-free during the regular school year.

A reasonable fee for providing transportation to a student who lives within two miles of the school.

A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

FUND-RAISING

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 45 days before the event. [For further information, see policies FJ and GE.]

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the

student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

PRAYER

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

SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.

- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.

- Know emergency evacuation routes and signals.

- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident 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. signed a form rejecting the insurance offer and waiving any claim against the District for any injury which may result.

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

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

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.

Emergency School-Closing Information

School may be canceled due to bad weather. Parents and students should listen to KFYN 1420 AM/KFYZ 98.3 FM (Bonham) on the radio dial or WFAA Channel 8, KTEN Channel 10, and KXII Channel 12 or the school web site at www.trentonisd.com for information concerning school closings. Please do not call administrators or teachers for this information. If there is no announcement on the radio/television, school will be in session.

Parking Permits

Students driving to school must provide a copy of the driver's license, proof of insurance, vehicle tag number, and description of their vehicle before they will be issued a parking permit. Permits will be issued at the time of student registration or enrollment. If students will be driving more than one family owned vehicle they will be required to register for a parking permit for those vehicles. If a student drives a vehicle to school that does not have a permit, it must be reported to the office. Students may park in any non-faculty parking space that is available.

SCHOOL FACILITIES

Use by Students Before and After School

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

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact the superintendent's office to inquire or apply. 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

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

Lunch

Glass containers may not be brought to school. Students are not allowed to go to any car during lunch without permission from the principal. Books and backpacks are not to be taken into the cafeteria.

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 front of the school and returned to the school by the parent. (Lunch checks will not be cashed without permission of parents.)

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the school hours of each campus.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

Vandalism

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Telephone Use - School

Students are not allowed to use the telephone in the school offices unless granted permission by office personnel. Students will not be called out of class to receive phone calls except in an

emergency situation. If a student receives a telephone call during class period, the number or message will be delivered between classes.

Trained Dogs

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

Metal Detectors

[For further information, see policy FNF.]

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the superintendent's office.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

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

1. First bus infraction - warning and/or disciplined by the principal or designee (Seats may be assigned by bus driver/principal.)
2. Second bus infraction – student removed from the bus for 3 days
3. Third bus infraction – student removed from the bus for 2 weeks
4. Fourth bus infraction – student removed from the bus for 1 full semester
5. Prosecution by police for violations against Rule 15 above

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

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

Use of Video Recorders on School Buses and School Common Areas

In order to promote student safety, the District may randomly videotape students while they are riding in District vehicles or are on District grounds in a common area.

The District has installed video-recording equipment on all school buses to monitor school transportation, and will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video-recording device may be installed. Students will not be notified when a recording device is being used on their bus.

Tapes shall be reviewed on a routine basis by the principal, designee, or transportation director and evidence of student misconduct will be documented. Students found to be in violation of the District's bus conduct rules, as contained in the Discipline Management Program section in the student handbook and/or posted on the school bus, shall be notified and disciplinary action will be initiated.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain in the custody of Trenton ISD.

2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in local District policy FL (Exhibit).
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

Vehicles on Campus

The operation of automobiles, motorcycles, and other vehicles by students on or around school premises shall be under the supervision of the principal in charge. Students who drive an automobile or other motorized vehicle to school must have a valid Texas driver's license. The following regulations apply to all students who drive to school:

1. Students should park cars and motorcycles immediately upon arrival to the school grounds. Driving around the area near the school is prohibited.
2. Students should not sit in or near cars at any time during the school day.
3. Students should not return to cars at any time during the school day without permission from the principal.
4. Students should drive less than 5 MPH on any roads near the school campus.
5. Students should maintain good-driving habits at all times.
6. Driving privileges may be revoked at any time if these rules are not strictly adhered to.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his/her vehicle and must make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in his/her car and will be subject to disciplinary action by the District, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

Visitors Participating in Special Programs for Students

On High School Career Day the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

SECTION IV STUDENT CODE OF CONDUCT

Purpose

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Trenton ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Because the Student Code of Conduct is adopted by the district's Board of Trustees it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with, or independent of, classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day
- While the student is going to and from school on District transportation
- While the student is on school property or for certain conduct within 300 feet of school property as measured from any point of the school's real property boundary line
- While the student is participating in any school-related activity, regardless of time or location
- For any school-related misconduct, regardless of time or location
- For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas
- When the student engages in conduct punishable as a felony, as provided by Texas Education Code 37.006 or 37.0081
- When the student retaliates or threatens to retaliate against a school District employee or volunteer, regardless of time or location
- When the student commits a terroristic threat, regardless of time or location
- When the student commits a false alarm or report, regardless of time or location

- When criminal mischief is committed on or off school property, or at a school-related event
- When traveling by District transportation to and from a school-related activity
- Attendance at any school-related activity shall include:
 - Students traveling by non-District transportation to a school-related activity shall be considered in attendance when any one member of the group enters the activity
 - Students traveling by non-District transportation from a school-related activity shall not be considered in attendance at the activity, and the student shall instead be considered within the jurisdiction of his or her parent or guardian

Campus and Classroom Rules

The District may impose campus or classroom rules in addition to those found in the *Student Code of Conduct*. These rules may be listed in the student handbook or posted in classrooms and may or may not constitute violations of the *Student Code of Conduct*.

A student who violates campus or classroom rules that are not *Student Code of Conduct* violations may be disciplined by one or more of the discipline management techniques defined in the *Student Code of Conduct*, campus or classroom rules. For these violations, the teacher is not required to make a *Student Code of Conduct* violation report, and the principal is not required to notify the parent or guardian.

Disciplinary Techniques

General misconduct as identified in the *Student Code of Conduct* will result in application of one or more discipline management techniques listed below. Disciplinary options include using one or more of the following techniques:

- Adjustment of conduct or citizenship grades
- Assigned school duties other than class tasks
- Behavioral contracts
- Conferences with parents and teachers
- Cooling-off
- Counseling by teachers, administrators or guidance personnel
- Detention
- Expulsion
- Grade penalties as permitted by policy
- Incentives or demerits
- In-school suspension
- Peer mediation
- Penalties identified in individual student organizations UIL/co-curricular/extracurricular standards of behavior
- Physical restraint
- Probation, warning and trial period
- Referral to outside agency or authority, including school community programs
- Refocus classroom
- Restitution
- School Resource Officer Intervention
- Seating changes in the classroom
- Sending the student to the campus administrator or other assigned area

- School-assessed and school-administered probation
- Out of school suspension
- Removal to a Disciplinary Alternative Education Program (DAEP)
- Expulsion
- Temporary or permanent confiscation of items that disrupt the educational process
- Temporary removal from class
- Verbal correction
- Withdrawal of privileges, including participation in extracurricular activities and honorary positions
- Withdrawal or restriction of bus privileges
- Other strategies and consequences as determined by school officials

A school District employee or volunteer or an independent contractor may not place a student in seclusion as defined in this *Student Code of Conduct*.

For minor infractions of the *Student Code of Conduct* or campus or classroom rules, teachers or administrators may detain students after school hours on one or more days, as provided by the campus or classroom rules and/or *Student Code of Conduct*. Before being assigned to detention, a student shall be informed of the behavior that allegedly constitutes the violation, and shall be given an opportunity to explain his or her version of the incident. The period of time for which a student is assigned to detention shall be used for educational purposes.

When detention is used, notice shall first be given to the student's parents to inform the parent of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is 18 years of age or older, the detention shall not begin until the parents have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate and in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office. **Consequences will not be deferred pending the outcome of a grievance.**

Campus Disciplinarian

The principal on each campus is the recognized authority for assessing and implementing the *Student Code of Conduct*. The principal may delegate this authority to an assistant principal. Duties shall include the authority to:

- Assess and implement the *Student Code of Conduct*
- Remove a student from campus for emergency reasons
- Refer students to school-community guidance centers, if available
- Suspend a student
- Recommend a student to a DAEP
- Recommend a student for expulsion

The campus administrator and/or his or her designee has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The campus administrator and/or his or her designee has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the District.

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

Additionally, a school administrator will report crimes as required by law. A school administrator who suspects that a crime has been committed on campus will call local law enforcement.

General Guidelines

Disciplinary action shall be taken to protect students, employees and property; and to accomplish the District's educational objectives. Students violating this *Student Code of Conduct* will be held responsible for their behavior and will be subject to disciplinary consequences. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Students whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment, will be subject to disciplinary action.

- Students shall be treated fairly and equitably; ridicule or malice shall have no part in the discipline of a student.
- Repeated violations of the *Student Code of Conduct* will result in progressively more serious disciplinary action.
- Disciplinary action should not be punitive *per se* but should be designed to correct misconduct and to promote compliance with this *Student Code of Conduct*.
- Generally, academic sanctions shall not be used as discipline; however, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions may be imposed.

Discipline shall be based upon a careful assessment of the circumstances of each case including:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct upon the school environment

The District will take into consideration self-defense as a factor in a decision regarding the offenses of fighting and assault, as defined under Texas Penal Code §22.01(a)(1), to order suspension, removal to a DAEP, or expulsion. Self defense is defined as using force against another when and to the degree a person reasonably believes is immediately necessary to protect himself or herself. The District will **not** take into consideration intent or lack of intent at the time the student engaged in the conduct as a factor in deciding whether to order suspension, removal to a DAEP, or expulsion.

The District will take into consideration the student's disciplinary history at the time the student engaged in the conduct as a factor in deciding whether to order suspension, removal to a DAEP, or expulsion.

Because of these factors, discipline for a particular offense (unless otherwise specified by

law) may bring into consideration varying techniques and responses.

State law requires certain punishments for specified violations of the *Student Code of Conduct* and the District is given no discretion. Under these circumstances the punishment mandated by State law will be imposed.

Federal law does not prohibit the District from reporting a crime committed by a student with a disability to appropriate authorities. If the District reports a crime committed by a student with a disability, the District shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities.

Notification

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Discipline for Students with Disabilities

The following is a glossary of terms found in this section:

- **ARD** means Admissions Review and Dismissal Committee
- **BIP** means behavioral intervention plan
- **FBA** means functional behavioral assessment
- **IDEA** means Individuals with Disabilities Education Act
- **IEP** means individual education program
- **MDR** means manifestation determination review

Students with disabilities are subject to applicable state and federal law in addition to the *Student Code of Conduct*. The District will comply with all provisions related to discipline of students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA), its implementing regulations, (as they know exist or may be amended in the future), Section 504, and state laws and regulations. To the extent any conflict exists, state and/or federal law will prevail.

A student with a disability under the IDEA or Section 504 may be removed to an appropriate interim alternative educational setting, another setting, or suspended, for not more than ten consecutive school days. A student with a disability under the IDEA or Section 504 shall not be removed from school for more than ten consecutive school days unless the District first determines that the misbehavior is not a manifestation of the student's disability.

A student with a disability under the IDEA or Section 504 may also be removed to an appropriate interim alternative educational setting, another setting, or suspended, for more than ten cumulative school days within the same year for separate offenses if, in the determination of the District, the removals do not constitute a change in placement, considering the length of the removals, the total number of days of removal, and the proximity of the removals to one another, and the discipline that would apply is the discipline that would apply to nondisabled students. If the District determines the behavior constitutes a change in placement, a manifestation determination review (MDR) must be held to determine if the student's misbehavior is a manifestation of the student's disability.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see Appendix B) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

IDEA

For students receiving services under the IDEA, if the series of short term removals do not constitute a change in placement as outlined above, starting with the 11th day of cumulative removals, school personnel must consult with at least one of the child's teachers to determine the extent to which services are needed, if any, and the location where needed service will be provided.

Additionally, if a functional behavioral assessment (FBA) has not been conducted before the behavior that resulted in the removal, within ten business days, the student's Admission Review and Dismissal (ARD) Committee shall meet to prepare an assessment plan. Once the FBA is completed, the ARD Committee must meet as soon as practicable to develop a behavior intervention plan (BIP) to address the misbehavior. If a FBA was conducted before the behavior that resulted in the removal, the ARD Committee must meet within ten business days of removal to review the BIP and its implementation and modify the BIP as necessary to address the misbehavior.

Subsequent disciplinary removals following the 11th day procedures outlined in the paragraph above, that are not a change in placement as determined by the District in accordance with the identified criteria, may be used for subsequent misbehaviors. The student's ARD Committee, including the student's parent(s) must review the BIP and its implementation. If one or more of the ARD Committee members thinks modifications are needed to the BIP, the ARD Committee must meet to modify the BIP and its implementation. If no ARD Committee members think modifications are needed, no meeting is required.

For students receiving services under the IDEA, if discipline is recommended for more than ten consecutive school days or if the discipline is for ten cumulative school days that results in a change in placement, and the proposed discipline would be the discipline that would apply to nondisabled students, the student's parent(s) must be notified of the decision for removal and the applicable procedural safeguards. Additionally, within ten school days of a decision to change the placement of a child with a disability because of a violation of the *Student Code of Conduct*, the District, the parent and relevant members of the ARD committee will review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parents to determine if the behavior in question was caused by the child's disability. In determining whether the behavior is caused by the student's disability the ARD committee will determine if the behavior was the direct result of a failure to implement the student's IEP, and if the behavior was caused by, or had a direct and substantial relationship to, the child's disability.

Any interim alternative setting in which a student with a disability under the IDEA is placed shall be selected so as to enable the student:

- To continue to participate in the general curriculum (although in another setting);
- Continue to receive those services and modifications, including those described in the student's IEP, that will enable the student to meet the goals in his/her IEP; and
- Include services and modifications designed to address the behavior that caused the student to be placed in the alternative setting so that the behavior does not recur.

A parent of a student receiving services under the IDEA may appeal a finding of an ARD Committee that the student's behavior was not a manifestation of his/her disability or the parent may appeal the resulting disciplinary consequence if the behavior is not a manifestation of the student's disability by requesting a due process hearing. Under the 2004 reauthorization of IDEA, when a due process hearing is requested, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the time period for the disciplinary action ends.

For students receiving services under the IDEA, if a student carries a weapon¹ to school or to a school function, or the student knowingly possesses, uses, sells, or solicits the sale of illegal drugs or controlled substances while at school or at a school function, or the student has inflicted serious bodily injury² upon another person while at school, on school premises, or at a school function, the student may be immediately assigned to an appropriate alternative educational setting that would apply to the student's nondisabled peers for a period not to exceed forty-five school days. The ARD Committee must meet within ten business days of the behavior and any resulting short-term removal to determine if such a short-term assignment should be extended.

The forty-five day interim placement must:

- Enable the student to progress in the general curriculum (although in another setting);
- Enable the student to continue to receive those services and modifications, including those described in the student's IEP, that will enable the student to meet the goals set out in the IEP; and
- Include services and modifications designed to address the offense so that it does not recur.
-

Additionally, if a FBA has not been conducted before the behavior that resulted in the removal, within ten business days, the student's ARD Committee shall meet to prepare an assessment plan. Once the FBA is completed, the ARD Committee must meet as soon as practicable to develop a BIP to address the misbehavior. If a FBA was conducted before the behavior that resulted in the removal, the ARD Committee must meet within ten business days of removal to review the BIP and its implementation and modify the BIP as necessary to address the misbehavior. Additionally, the ARD Committee must conduct an MDR, however, the forty-five day interim placement may be completed regardless of the finding of the ARD Committee in the MDR process. If the behavior is not a manifestation of the student's disability, the regular disciplinary consequence that would apply to the student's nondisabled peers may be applied in addition to the forty-five day interim placement.

¹ A weapon under this provision means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but does not include a pocket knife with a blade of less than 2 ½ inches in length.

² Serious bodily injury under this provision means an injury which involves a substantial risk of death, extreme physical pain, protracted or obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

A parent of a student receiving services under the IDEA may appeal a decision to place a student in a forty-five day interim placement. The District may request an expedited hearing, as provided above, if the District believes the student is dangerous to himself/herself or others. The student will remain in the forty-five day interim placement until a decision from a hearing officer or until the expiration of the forty-five day interim placement, whichever occurs first. Subsequent forty-five day interim placements may be repeated as necessary, if ordered by the hearing officer after a request by the District and expedited hearing.

A student who has not yet been determined to be eligible for special education and related services and who has engaged in behavior that violated any campus or classroom rule or the *Student Code of Conduct* may assert any of the protections provided for in the IDEA if the District had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. The District will be deemed to have knowledge that a student is a student with a disability if:

- The parent of the child has expressed concern in writing to supervisory or administrative personnel of the District, or a teacher of the child, that the child is in need of special education and related services.
- The parent of the child has requested an evaluation of the child as called for under IDEA.
- The teacher of the child, or other District personnel, have expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of Special Education of the District or to other supervisory personnel in the District.

If the District has no knowledge, prior to taking disciplinary measures, that a student has a disability, the student may be subjected to the same disciplinary measures as are applied to students without disabilities who engaged in comparable behaviors. The District does not have knowledge that a child is a child with a disability if the parent of the child has not allowed an evaluation of the child, or has refused services, or the child has been evaluated and it was determined that the child was not a child with a disability.

Restraint

It is the policy of the District to treat all students, including students with disabilities who receive special education services, with dignity and respect. A student with a disability, who receives special education services, may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique.

In this section:

- "Restraint" means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student's body.
- "Seclusion" means a behavior management technique in which a student is confined in a locked box, locked closet, or locked room that is designed solely to seclude a person; and contains less than 50 square feet of space.
- "Time-out" means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited

period in a setting that is not locked; and from which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

A school district employee or volunteer or an independent contractor of a district may not place a student in seclusion.

The District follows state adopted rules, procedures and guidelines regarding use of restraint and time-out in the case of a student with a disability receiving special education services.

This section and any rules or procedures adopted under this section do not apply to:

- A peace officer while performing law enforcement duties;
- Juvenile probation, detention, or corrections personnel; or
- An educational services provider with whom a student is placed by a judicial authority, unless the services are provided in an educational program of a school district.

Section 504

For students receiving services under Section 504, the determination regarding whether the misbehavior is a manifestation of the student's disability may be made by the same group of people who make placement decisions, or any other group of knowledgeable persons. The group must have available to it evaluation data that is recent enough to afford an understanding of the student's current behavior. At a minimum, the group shall include persons knowledgeable about the student and the meaning of the evaluation data. If it is determined that the misconduct is not a manifestation of the student's disability, the student may be excluded from school in the same manner as similarly situated nondisabled students (as defined in this *Student Code of Conduct*). If it is determined that the misconduct is a manifestation of the student's disability, the District must determine whether the student's current educational placement is appropriate.

The stay-put provisions applicable under the IDEA do not apply to students receiving services under Section 504. Additionally, if a student receiving services under Section 504 carries a weapon to school or to a school function, or the student knowingly possesses, or uses, sells, or solicits the sale of illegal drugs or controlled substances while at school or at a school function, the group of people who make placement decisions for students with disabilities under Section 504 or any other group of knowledgeable persons shall meet within ten business days of the behavior and extend a short-term removal by placing the student in an appropriate alternative educational setting that would apply to the student's nondisabled peers for a period not to exceed forty-five days. (A weapon under this provision means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but does not include a pocket knife with a blade of less than 2 ½ inches in length).

Additionally, the group of knowledgeable persons must conduct an MDR, however, the forty-five day interim placement may be completed regardless of the finding of the group of knowledgeable persons in the MDR process. If the behavior is not a manifestation of the student's disability, the regular disciplinary consequence that would apply to the student's nondisabled peers may be applied in addition to the forty-five day interim placement.

Standards for Student Conduct

Each student is expected to:

- Refrain from violations of the *Student Code of Conduct*
- Demonstrate courtesy even when others do not
- Comply with all school rules including safety rules
- Attend all classes, be on time, and remain on campus unless authorized to leave
- Respect the authority of all teachers, administrators and staff members
- Exhibit respect toward the property of others, including District property and facilities
- Behave in a responsible manner, always exercising self-discipline
- Be prepared for class with appropriate materials and assignments
- Comply with District and campus dress code
- Pay required fees and fines
- Express opinions and ideas respectfully and refrain from making profane, obscene, insulting, threatening or inflammatory remarks
- Submit report cards and progress reports for parent or guardian signatures and return both promptly to school when required by campus procedures
- Cooperate with school staff in the investigation of incidents that adversely affect other students or school operations
- Cooperate with and assist the school staff in maintaining safety, order and discipline
- Use appropriate channels to seek changes in school policies and regulations
- Orderly go to and from school and refrain from interfering with other students
- Adhere to the requirements of the *Student Code of Conduct*

General Conduct Violations

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. The District recognizes that it cannot and should not attempt to list every action which might result in disciplinary procedures. This listing of violations is not intended, therefore, to be an exhaustive list or to exclude other violations which are generally not acceptable conduct for citizens of our community or that disrupt the school environment or educational process. In the subsequent sections on Suspension, DAEP Placement, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

The district prohibits the following at school and all school-related activities and (may result in the application of any of the disciplinary techniques, individually or in combination with other techniques, as outlined in this *Student Code of Conduct*):

Disregard for Authority

Failing to comply with directives given by school personnel (insubordination).

Leaving school grounds or school-sponsored events without permission.

Disobeying rules for conduct on school buses.

Refusing to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

Using profanity or vulgar language or making obscene gestures.

Fighting or scuffling. (For assault see DAEP Placement and Expulsion)

Threatening another student or district employee on or off school property.

Engaging in bullying, harassment, and making hit lists. (See glossary for all three terms)

Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee.

Engaging in inappropriate or indecent exposure of private body parts.

Hazing. (See glossary)

Causing an individual to act through the use of or threat of force (coercion).

Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).

Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or a district employee.

Property Offenses

Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)

Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.

Stealing from students, staff, or the school.

Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

Possession of Prohibited Items

Possessing or using:

fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;

a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;

a “look-alike” weapon;

an air gun or BB gun;

ammunition;

a stun gun;

a pocketknife;

mace or pepper spray;

pornographic material;

tobacco products;

matches or a lighter;

a laser pointer for other than an approved use; or

any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

Possession of Telecommunications Devices

Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day.

The phone will be taken up and given to the principal. The first offense will result in a \$20.00 fine. After the first offense the student will be fined \$20.00 and assigned to ISS for three days for each offense. The phone will not be given back until the fine is payed.

Illegal and Prescription Drugs

Possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)

Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)

Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.

Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.

Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Computers and the Internet

Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student’s parent.

Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.

Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Safety Transgressions

Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.

Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.

Making false accusations or perpetrating hoaxes regarding school safety.

Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

Throwing objects that can cause bodily injury or property damage.

Discharging a fire extinguisher without valid cause.

Miscellaneous Offenses

Violating dress and grooming standards as communicated in the student handbook.

Cheating or copying the work of another.

Gambling.

Falsifying records, passes, or other school-related documents.

Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities.

Repeatedly violating other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

Another appropriate classroom

In-school suspension

Out-of-school suspension

DAEP

Returning Student to Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary); and
2. The student's disciplinary history.

The district will not take into consideration intent or lack of intent at the time the student engaged in the conduct.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Disciplinary Alternative Education Program (DAEP) Placement

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense (see glossary); and
2. The student's disciplinary history.

The district will not take into consideration intent or lack of intent at the time the student engaged in the conduct.

General Misconduct

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.

Involvement 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

Any criminal mischief, including a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Certain Felonies

Unless removal is otherwise required by one of the reasons below, in accordance with Education Code 37.0081, a student **may** be placed in a DAEP after an opportunity for a hearing before the Board of Trustees or its designee, if:

The student receives deferred prosecution for conduct defined as a felony offense in Title 5 (see glossary) of the Texas Penal Code, or

The student has been found by a court to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code.

The board or the board's designee must determine that the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

Engages in conduct punishable as a felony.

Commits an assault (see glossary) under Penal Code 22.01(a)(1).

Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")

Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)

Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.

Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.

Engages in expellable conduct and is between six and nine years of age.

Commits a federal firearms violation and is younger than six years of age.

Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)

Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

1. The student receives deferred prosecution (see glossary),
2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

Emergencies

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

Process

Removals to a DAEP will be made by the campus administrator.

Conference

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Placement Order

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

Length of Placement

The duration of a student's placement in a DAEP will be determined by campus administrator.

The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student in a DAEP so that the students are not assigned to the same campus.

Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus administrator must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office.

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board.

Restrictions during Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors assigned to a DAEP who are eligible to graduate, the placement in the program will continue through graduation, and the student will not be allowed to participate in the graduation ceremony and related graduation activities.

Placement Review

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the campus administrator at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal during Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

A student assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district), at the time he or she enrolls in the district will be placed directly into the district's DAEP.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

Expulsion

Discretionary Expulsion: Misconduct That May Result in Expulsion

In deciding whether to order expulsion, the district will take into consideration:

1. Self-defense (see glossary); and
2. The student's disciplinary history.

The district will not take into consideration intent or lack of intent at the time the student engaged in the conduct.

A student **may** be expelled for:

Any Location

Engaging in the following no matter where it takes place:

Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.

Criminal mischief, if punishable as a felony.

Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:

Aggravated assault.

Sexual assault.

Aggravated sexual assault.

Murder.

Capital murder.

Criminal attempt to commit murder or capital murder.

Aggravated robbery.

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at School Event

Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.

Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.

Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.

Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.

Engaging in deadly conduct. (See glossary)

Within 300 Feet of School

Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

Aggravated assault, sexual assault, or aggravated sexual assault.

Arson.

Murder, capital murder, or criminal attempt to commit murder or capital murder.

Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.

Felony drug- or alcohol-related offense.

Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district's Code, while placed in a DAEP.

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Federal Law

Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:

Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.

The frame or receiver of any such weapon.

Any firearm muffler or firearm weapon.

Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).

An illegal knife or a prohibited knife as defined by the district (see glossary).

A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)

Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

Aggravated assault, sexual assault, or aggravated sexual assault.

Arson. (See glossary)

Murder, capital murder, or criminal attempt to commit murder or capital murder.

Indecency with a child.

Aggravated kidnapping.

Aggravated robbery.

Manslaughter.

Criminally negligent homicide.

Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.

Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be removed from class or placed in a DAEP unless the student commits a federal firearm offense.

Emergency

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion **may** be made on a nonemergency basis.

Process

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

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

Another appropriate classroom

In-school suspension

Out-of-school suspension

DAEP

Hearing

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The Board of Trustees delegates to the Superintendent the authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

Expulsion Order

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the Superintendent will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

Length of Expulsion

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

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.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal during Process

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions during Expulsion

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

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 or another district-approved program.

Newly Enrolled Students

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

GLOSSARY

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Alcohol, Drugs and Other Mood Altering Chemicals

Unless authorized by the direction of a licensed physician, no student shall knowingly or willingly, possess, have under his or her control, prepare, use, purchase, offer to purchase, sell, offer to sell, administer, dispense, give, furnish or deliver to another, nor shall any student be under the influence of:

- Any controlled substance or dangerous drug as defined by state and federal law; without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Alcohol or any alcoholic beverage
- Any simulated controlled substance or dangerous drug
- Any drug as defined by state and federal law without regard to amount
- Any abusable volatile chemical substance for inhalation
- Any other intoxicant or mood-changing, mind-altering, or behavior altering drugs, including pills and other over-the-counter stimulants and sedatives
- Any anabolic steroids

Also prohibited are:

- A student abusing his or her own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug on school property or at a school-related event.
- A student violating the District's policy on taking prescription drugs and over-the-counter drugs at school.
- The transmittal, sale or attempted sale of what is represented to be any of the previously listed substances is also prohibited under this rule.
- The possession of any pipe, instrument or contrivance used in smoking any narcotic or hallucinatory drug, and which is possessed for any such purpose.
- The possession of a hypodermic syringe or needle or any instrument adapted for the use of any narcotic or hallucinatory drug by subcutaneous, intramuscular, or intravenous injection and which is possessed for any such purpose.
- The possession of paraphernalia including devices that can be used for inhaling, ingesting, injecting or otherwise introducing a prohibited substance into a human body.

No student shall voluntarily, be apart of, or otherwise join in, any gathering of students in which he or she knows that one or more students are engaged in or will engage in any of the conduct prohibited in this subsection.

Texas Education Code §37.122 provides that the possession of any intoxicating beverage for consumption, sale or distribution while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field or stadium where an athletic event,

sponsored or participated in by a school in the District is being held constitutes a Class C misdemeanor. Also see *Texas Education Code §37.006* and *§37.016*.

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

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

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

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

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle;
3. Knowing that it is within the limits of an incorporated city or town;
4. Knowing that it is insured against damage or destruction;
5. Knowing that it is subject to a mortgage or other security interest;
6. Knowing that it is located on property belonging to another;
7. Knowing that it has located within it property belonging to another; or
8. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

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

Blackmail, Extortion, or Coercion Extortion or blackmail is defined as obtaining money or an object of value from an unwilling person. Coercion is causing an individual to act through the use of or threat of force.

Bullying is written or oral expression or physical conduct that a school district's Board of Trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
9. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Cheating includes, but is not limited to, the following:

- Using any unauthorized books, materials or devices
- Communicating verbally or otherwise with other students during an exam
- Copying another student's homework
- Stealing another student's property in order to prepare for an exam
- Presenting or representing someone else's ideas or work as one's own

Chemical dispensing device is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

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

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

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

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

Emergency means a situation in which a student's behavior poses a threat of: a) imminent, serious physical harm to the student or others; or b) imminent, serious property destruction.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

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

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

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

Graffiti are markings with aerosol paint or an indelible pen or marker on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
12. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

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

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

Knuckles is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

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

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

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Parent or guardian includes a single parent, legal guardian or a person who has agreed to assume responsibility for the student.

Persistent misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

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

Possession means actual care, custody, control or management and includes the act of taking control or occupancy of property without regard to ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the things possessed or is aware of his/her control over the thing for a sufficient time to permit him/her to terminate his/her control. In addition, items in a car or locker under the care, custody, control or management of the student will be in the student's possession.

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

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

School property includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-related activities.

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

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Serious offenses include but are not limited to:

Murder.

Vandalism.

Robbery or theft.

Extortion, coercion, or blackmail.

Actions or demonstrations that substantially disrupt or materially interfere with school activities.

Hazing.

Insubordination.

Profanity, vulgar language, or obscene gestures.

Fighting, committing physical abuse, or threatening physical abuse.

Possession or distribution of pornographic materials.

Leaving school grounds without permission.

Sexual harassment of a student or district employee.

Possession of or conspiracy to possess any explosive or explosive device.

Falsification of records, passes, or other school-related documents.

Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

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

Student Code of Conduct is developed with the advice of the District-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

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

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

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

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it

causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

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

Under the influence means not having the normal use of mental or physical faculties; impairment of a person's physical or mental faculties may be evidenced by, but is not limited to, a pattern of abnormal or erratic behavior or the presence of physical symptoms of drug or alcohol use; however, the student need not be legally intoxicated to trigger disciplinary action.

Use in reference to prohibited substance, means a student has voluntarily smoked, ingested, injected, imbibed, inhaled, drunk or otherwise taken internally a prohibited substance into one's body recently enough that it is detectable by the student's physical appearance, actions, breath, [odor](#) or speech. Additionally, student self-admission of use of prohibited substances is considered "use" for the purposes of the *Student Code of Conduct*.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

APPENDIX I

2008-2009

Trenton High School

Receipt of Student Handbook, Discipline Management Program And Student Code of Conduct

My child and I have received a copy of the Trenton Independent School District's ("District's") Student Handbook, including the District's Discipline Management Program and Student Code of Conduct for the 2008-2009 school year. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to disciplinary consequences outlined in 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.

Signature Parent/Guardian _____ Date _____

Signature Student _____ Date _____

Student's Name _____ Grade _____

APPENDIX II

PARENT'S RESPONSE REGARDING RELEASE OF INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

Federal law requires that the District release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the District, unless the parent or eligible student directs the District not to release information to these types of requestors without prior written consent.

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

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

Parent Signature _____ Date _____

APPENDIX III CONSENT/OPT-OUT FORM

To the Parents of _____:

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

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

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

Events may be scheduled requiring parental notice and consent or opt-out for the 2007–2008 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

To opt-out Contact the building principal no later than 5 days before the event if you do not want your child to participate in the activity.

APPENDIX IV

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-sponsored or school-related 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 Student Code of Conduct, which prohibits the use, possession, sale, or distribution of illicit drugs, including alcohol, at school or while attending school related activities.

Parent signature _____ Date _____

APPENDIX V

ACCEPTABLE USE POLICY AND AGREEMENT

Technology resources, including Internet access, will be used to promote innovation and educational excellence consistent with the Texas Essential Knowledge and Skills and the goals of Trenton ISD. The District has deployed a wide-area network that will allow students to communicate with each other and throughout the world. Additionally, this network will provide students with access to a multitude of instructional resources. This also places ethical responsibilities on all technology users.

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for student conduct apply [see Board Policy FNC (local)]. The network is provided for students to conduct research and communicate with others.

One level of security Trenton ISD has implemented is the installation of an Internet filtering service. In addition, all students will receive classroom instruction regarding appropriate technology uses and acceptable Internet behavior, including a review of the Student Acceptable Use Policy. 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 in the global electronic network that may contain inaccurate and/or objectionable material. Trenton ISD makes every effort to limit access to objectionable material; however, controlling all such materials on the Network/Internet is impossible, even with filtering in place. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher or staff. Ultimately, however, it is the user's responsibility to appropriately use technology resources. Should a user be found in violation of this policy, the incident will be regarded as out of compliance with school rules and disciplinary measures will be taken.

The following principles guide access to networked information resources:

1. Responsibility:

- Student access to telecommunications and networked information resources shall follow guidelines developed for the selection of appropriate instructional materials contained in Board Policy EFA (Local)

- Since access could extend beyond evaluated or previewed resources, students and parents must be informed that inappropriate materials could be encountered during students' research required to achieve valid instructional objectives. If such inappropriate material is inadvertently encountered, it shall be disengaged from immediately.
- Users may not purposefully access materials, whether publicly or privately, that are offensive, abusive, obscene, profane, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, racially offensive, or illegal.
- During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media.
- While using the Internet on District computers, you may not give out your first name, last name, your picture, your parents' names, your telephone number, your address, or your Social Security number.
- Students should never use District equipment to make appointments to meet people whom they met on-line and should report to a teacher or administrator if they receive any request for such a meeting.

2. Privacy:

- Network storage areas may be treated like school lockers. Designated District staff may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.
- Any attempt to harm or destroy District equipment or data or the data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Violating the integrity of the District's data systems or manipulating the District's data files without proper authorization is prohibited. Attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute unlawful activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses and "hacking" into the data or system of another user of the District's system, or any of the agencies or other networks that are connected to the Internet.

3. Sanctions:

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in accordance with the *Student Code of Conduct*.
- When applicable, law enforcement agencies may be involved.

Trenton ISD believes that the access to information resources and opportunities for collaboration, when used in a responsible manner, will provide educational benefit for students and staff.

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 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 _____

APPENDIX VI
SCHOOL MEDIA PERMISSION

To prepare students to be productive in today's society, Trenton ISD has made a substantial investment in computer technology for instructional purposes. Resources such as computer equipment and internet accessibility provide great educational benefits to the students.

In order to reward some of the students for their hard work, in the classroom as well as in extracurricular activities, we would like to post their work and/or pictures on the school webpage and/or school media releases. We need approval from the student and their parents to do this. Please check the appropriate boxes for your permission or disapproval.

_____ I DO give permission for district personnel to post my child's name, work, and photo likeness on the district website and/or use in school media releases.

_____ I DO NOT give permission for district personnel to post my child's name, work and photo likeness on the district website and/or school media releases.

Parent Signature _____ Date _____

Student Signature _____ Date _____

APPENDIX VII

GUIDELINES FOR DRUG TESTING PROGRAM AND AGREEMENT

All students involved in extracurricular activities in grades 6-12 will be required to participate in drug testing. All other students can be tested on a voluntary basis, at their parents' request.

All students in the program will be tested during the first six weeks of the school year. **Random tests will be given to 20% of all students in the program each subsequent six-weeks grading period. All students will be tested again in the second semester if they are involved in extracurricular activities.** Students chosen for a random test will be selected by the drug testing company.

Students receiving a positive test result on the first offense will be suspended from all extracurricular activities for the remainder of the school year.

Parents will be notified by the principal of all positive test results. In case of a positive result, students will be offered counseling services by the school.

Parent permission is required in order for students under 18 to participate in the program.

Drugs tested for include, but are not limited to, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and alcohol.

After entering the program, refusal to submit to drug testing will have the same consequences as a positive test result.

In case of a positive result by the testing company, the original sample will be re-tested. Parents requesting additional testing beyond that point will be financially responsible for those costs.

Parents are urged to form a support group to insure participation and possibly provide incentives for students in the program.

I give permission for my child, _____, to participate in the drug testing program at Trenton ISD.

Parent Signature

Date