

Carroll Independent School District



Student Handbook and Code of Conduct 2022-2023

STATEMENT OF NONDISCRIMINATION:

In its efforts to promote nondiscrimination, Carroll ISD does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, national origin, disability, or age 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.

ACCESSIBILITY:

If you have difficulty accessing the information in this document, please contact the Communications & Engagement Department at 817-949-7080.

Table of Contents

- OVERVIEW OF THE STUDENT HANDBOOK AND CODE OF CONDUCT 10
 - CARROLL ISD QUICK REFERENCE GUIDE TO THE 2020-2021 DISCIPLINE LEVEL SYSTEM..... 10
 - MISSION STATEMENT..... 13
 - GOALS 13
 - DISTRICT STRATEGIES..... 13
 - BOARD MEETINGS..... 13
 - ADDRESSING THE BOARD..... 13
 - CARROLL ISD BOARD OF TRUSTEES..... 14
 - CENTRAL ADMINISTRATION 14
 - EXECUTIVE LEADERSHIP TEAM..... 14
 - CENTRAL ADMINISTRATION 14
 - SECONDARY SCHOOLS 15
 - ELEMENTARY SCHOOLS 15
 - STUDENT HANDBOOK..... 16
 - GENERAL NOTICES 16
 - BOARD POLICIES..... 16
 - COMPLAINTS AND CONCERNS 16
 - STUDENT CODE OF CONDUCT..... 16
 - REQUIRED NOTICES..... 17
 - ATTENDANCE WARNING NOTICES 17
 - CHILD FIND..... 17
 - SPECIAL EDUCATION 17
 - TITLE IX AND OTHER DISCRIMINATORY PROTECTIONS 18
 - OTHER NOTICES 19
 - ALCOHOL--FREE ZONE..... 19
 - ARMED SERVICES VOCATIONAL APTITUDE BATTERY TEST 19
 - ASBESTOS MANAGEMENT PLAN..... 19
 - CAMPUS BEHAVIOR COORDINATOR 19
 - NOTICE OF TEXAS IMMUNIZATION REQUIREMENTS..... 19
 - INTEGRATED PEST MANAGEMENT (IPM)..... 20
 - NOTIFICATION TO STAFF OF STUDENT ARREST 20
 - PARENTAL INVOLVEMENT 20
 - SCHOOL--PARENT-STUDENT COMPACT 21
 - PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE 21
 - SCHOOL CLOSINGS FOR INCLEMENT WEATHER..... 22

PARENT NOTIFICATION SYSTEM	22
RADIO AND TELEVISION ANNOUNCEMENTS	22
STUDENT RECORDS – NOTIFICATION OF RIGHTS --- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	22
GENERAL INFORMATION	26
ABUSABLE VOLATILE CHEMICALS	26
ALCOHOLIC BEVERAGES	26
ARSON	26
ASSAULTS	26
ASSESSMENTS	27
STAAR (State of Texas Assessments of Academic Readiness)	27
ATTENDANCE	28
AUTHORITY OF THE DISTRICT	29
AVERSIVE TECHNIQUES.....	30
BLEEDING CONTROL STATION	30
BULLYING	30
BUSES	31
CELL PHONES/OTHER ELECTRONIC DEVICES	31
INAPPROPRIATE USE OF TECHNOLOGY.....	31
CHEATING/ACADEMIC DISHONESTY.....	32
CHEMICAL DISPENSING DEVICE	32
CHILD ABUSE OR NEGLECT.....	32
CLOSED CAMPUS	32
CLUB.....	32
COMMENCEMENT	32
COMMUNICABLE DISEASES/CONDITIONS.....	32
COMPUTER RESOURCES.....	33
CONDUCT BEFORE AND AFTER SCHOOL.....	33
CONFERENCES	33
CONTROLLED SUBSTANCES	33
COUNSELING.....	33
CREDIT BY EXAM WITH PRIOR INSTRUCTION	34
CREDIT BY EXAM WITHOUT PRIOR INSTRUCTION.....	34
CRIMINAL CHARGES	34
CYBERBULLYING.....	34
DAMAGE TO SCHOOL PROPERTY.....	35
DANGEROUS DRUGS.....	35

DATING VIOLENCE	35
DEADLY CONDUCT	35
DIABETES	35
DIPLOMA REQUIREMENTS	35
DISCRETIONARY	36
DISRUPTION OF CLASSES AND ACTIVITIES	36
DISRUPTION OF TRANSPORTATION	36
DISRUPTIVE ACTIVITIES	36
DISTRIBUTION OF SCHOOL MATERIALS AND NON--SCHOOL MATERIALS	36
DRESS AND GROOMING	38
DRILLS	38
DRIVER'S LICENSE ATTENDANCE VERIFICATION.....	38
DRUG/ALCOHOL/ABUSABLE/VOLATILE CHEMICALS	38
DRUG PARAPHERNALIA	39
DRUG--FREE SCHOOL ZONE	39
EMERGENCY DRILLS	39
EMERGENCY MEDICAL TREATMENT AND INFORMATION.....	39
EXPLOSIVE WEAPONS	40
EXTENDED SCHOOL YEAR PROGRAM.....	40
SCHOOL-SPONSORED EXTRACURRICULAR OR CO-CURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	40
FALSE ALARM OR REPORT	42
FIELD TRIPS	42
FIGHTING AND ABUSE.....	42
FIREARM	42
FOOD ALLERGIES.....	43
FOOD AND DRINKS	43
FOOD SERVICE	43
FREEDOM FROM DISCRIMINATION	44
GAMBLING	45
GANG/GANG--FREE ZONE	45
GRADE--LEVEL CLASSIFICATION.....	45
GRADING GUIDELINES	45
GRADUATION	46
DIPLOMA REQUIREMENTS	46
STUDENTS WITH DISABILITIES	46
STATE SCHOLARSHIP AND GRANTS.....	46

COMMENCEMENT	46
GRAFFITI.....	46
GUESTS AT SOCIAL EVENTS	47
HACKING/BREACH OF COMPUTER SECURITY	47
HARASSMENT	47
HAZING	48
HIT LIST	48
HOMELESS	48
HOMEWORK	48
INDECENT EXPOSURE	49
IMMUNIZATION REQUIREMENTS.....	49
INTENT	49
INTERNET ACCEPTABLE USE.....	49
INTIMATE VISUAL MATERIAL.....	51
JURISDICTION	51
LEWD VISUAL MATERIAL OF A MINOR – FELONY	51
LOCATION-RESTRICTED KNIFE.....	52
LOITERING.....	52
LUNCH VISITORS.....	52
MAKE--UP WORK	52
MANDATORY	52
MEDICAL APPOINTMENTS	52
MEDICINE AT SCHOOL	52
MILITARY FAMILY STUDENTS.....	53
MIRANDA WARNINGS.....	53
NON--SUFFICIENT FUNDS FEE.....	53
“OPTING OUT” OF ACTIVITIES.....	53
PERSISTENT MISBEHAVIOR	54
PHYSICAL RESTRAINT, SECLUSION AND TIME OUT	54
PLAGIARISM	54
POLICE INTERVENTION.....	55
POSSESSION.....	55
PRAYER.....	55
PRESCRIPTION/NON--PRESCRIPTION DRUGS.....	55
PRESCHOOL PROGRAMS	55
PROGRESS REPORTS.....	56

PROHIBITED ITEMS	56
PROMOTION AND RETENTION.....	57
PERSONAL GRADUATION PLAN	57
PSYCHOTROPIC DRUGS.....	57
PUBLIC DISPLAYS OF AFFECTION	57
PUBLIC LEWDNESS	58
PUBLICATIONS--STUDENT SPEECH.....	58
QUESTIONING OF STUDENTS.....	58
QUESTIONING OF STUDENTS--CHILD ABUSE INVESTIGATION.....	58
REASONABLE BELIEF.....	58
RELEASE OF STUDENTS FROM SCHOOL.....	58
RELIGIOUS HOLIDAYS	59
REPORT CARDS	59
REPORTS TO LAW ENFORCEMENT	59
SAFETY.....	60
SCHOLARSHIPS/GRANTS	60
SCHOLASTIC PENALTIES	60
SCHOOL HEALTH ADVISORY COUNCIL	60
SCHOOL RESOURCE OFFICERS	60
SCHOOL RULES	61
SEARCHES	61
STUDENTS' LOCKERS AND VEHICLES.....	61
SEARCHES --- TRAINED DOGS	62
SECRET SOCIETIES	62
SELF--DEFENSE	62
SERIOUS MISBEHAVIOR.....	62
SEX OFFENDER	63
SEXUAL ABUSE OF A CHILD	63
SEXUAL ASSAULT TRANSFERS	63
SEXUAL HARASSMENT.....	63
SHORT--BARREL FIREARM.....	64
SKATEBOARDS/SCOOTERS/ROLLER BLADES	64
SPECIAL PROGRAMS.....	64
STUDENT EXPRESSION OF RELIGIOUS VIEWPOINT	65
STUDENT IN FOSTER CARE	65
STUDENT RECORDS	65

STUDENT SPEAKERS AT GRADUATION EVENTS.....	65
STUDENT SPEAKERS AT NON--GRADUATION EVENTS.....	66
STUDENTS TAKEN INTO CUSTODY	66
SUBSTANCE ABUSE.....	66
SUICIDE PREVENTION	66
SUMMER SCHOOL PROGRAMS	67
SURVEYS.....	67
SWITCHBLADE	67
TARDIES	68
TERRORISTIC THREAT	68
TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT	68
THREATS	68
TITLE V FELONIES--OFFENSES	68
TOBACCO--FREE SCHOOL ZONE	69
TOBACCO, ELECTRONIC AND VAPOR DEVICES -- USE AND POSSESSION	69
TRANSFERS.....	69
TRANSPORTATION	70
TRANSPORTATION --- VIDEO MONITORING.....	71
TRESPASSING	72
TRUANCY.....	72
TUTORIALS	72
UIL PARENT MANUAL	72
UNDER THE INFLUENCE.....	73
USE.....	73
VANDALISM	73
VEHICLES ON CAMPUS	73
VIDEOTAPINGS AND RECORDINGS OF STUDENTS	74
VISITORS TO THE CAMPUS.....	74
WEAPONS.....	75
WITHDRAWAL.....	76
ZIP GUN.....	76
STUDENT CODE OF CONDUCT.....	77
DEVELOPMENT OF THE STUDENT HANDBOOK AND CODE OF CONDUCT	77
DISCIPLINE MANAGEMENT PLAN	77
DISCIPLINE MANAGEMENT TECHNIQUES	77
DISCIPLINE AUTHORITY	79

DISCIPLINE MANGEMENT TRAINING.....	79
DISCIPLINE RECORDS.....	79
GUIDELINES FOR ASSESSING DISCIPLINARY CONSEQUENCES	79
LEVEL SYSTEM.....	79
LEVELS I, II, III, IV, AND V	80
PARENT--TEACHER CONFERENCES.....	80
RESPONSIBILITIES/STANDARDS	80
RESPONSIBILITIES OF SCHOOL BOARD MEMBERS.....	80
RESPONSIBILITIES OF CENTRAL OFFICE ADMINISTRATORS	80
RESPONSIBILITIES OF CAMPUS ADMINISTRATORS.....	81
RESPONSIBILITIES OF CAMPUS BEHAVIOR COORDINATOR	81
RESPONSIBILITIES OF TEACHERS	81
RESPONSIBILITIES OF STUDENTS.....	82
RESPONSIBILITIES OF PARENTS/GUARDIANS	82
DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES	84
LEVEL I DISCIPLINARY CHART--ELEMENTARY/INTERMEDIATE.....	85
LEVEL II DISCIPLINARY CHART--ELEMENTARY / INTERMEDIATE	86
LEVEL III DISCIPLINARY CHART--ELEMENTARY / INTERMEDIATE	88
LEVEL I DISCIPLINARY CHART--MIDDLE SCHOOL.....	91
LEVEL II DISCIPLINARY CHART--MIDDLE SCHOOL.....	92
LEVEL III DISCIPLINARY CHART--MIDDLE SCHOOL.....	94
LEVEL I DISCIPLINARY CHART--HIGH SCHOOL.....	97
LEVEL II DISCIPLINARY CHART--HIGH SCHOOL	98
LEVEL III DISCIPLINARY CHART--HIGH SCHOOL	100
LEVEL IV DISCIPLINARY CHART-ALL GRADE LEVELS.....	103
LEVEL V DISCIPLINARY CHART--ALL GRADE LEVELS.....	103
DISCIPLINARY CONSEQUENCES OUTLINED EMERGENCY DAEP	103
PLACEMENT/EXPULSION.....	103
CONFERENCE OR HEARING RIGHTS	103
DETENTIONS	103
NOTICE TO PARENTS.....	103
CONFERENCE	104
RESTRICTIONS/PROHIBITIONS.....	104
COMPLAINT	104
STUDENTS WITH DISABILITIES	104
ROUTINE REFERRAL	104

FORMAL REMOVAL.....	104
RETURNING STUDENT TO CLASSROOM	105
REQUIRED PARENT MEETING (RPM)	105
NOTICE TO PARENTS.....	105
REMOVAL BY BUS DRIVER	105
IN--SCHOOL SUSPENSION	105
IN--SCHOOL SUSPENSION PROHIBITIONS/RESTRICTIONS	105
IN--SCHOOL SUSPENSION TRANSFERS.....	106
OUT-OF-SCHOOL SUSPENSION	106
NOTICE TO PARENTS.....	106
OUT--OF--SCHOOL PROHIBITIONS/RESTRICTIONS.....	106
CONTINUATION OF PLACEMENT	107
OUT--OF--SCHOOL SUSPENSION TRANSFERS	107
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP).....	107
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) MANDATORY PLACEMENT	107
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) DISCRETIONARY PLACEMENT	109
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) EMERGENCY PLACEMENT	110
INFORMATION RELATED TO DISCRETIONARY AND/OR MANDATORY DAEP PLACEMENTS	110
DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP) CONFERENCE	111
DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP) COMPLAINTS.....	111
DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP) APPEALS	112
HEARING PROCEDURES FOR DISCRETIONARY DAEP PLACEMENTS FOR TITLE V	112
PLACEMENT REVIEWS FOR LONG TERM PLACEMENT	112
PLACEMENT REVIEWS UNDER ARTICLE 15.27(g)	112
ORDER OF REMOVAL.....	113
NOTICE TO STAFF	113
TRANSITION PLAN	113
REPORTING.....	113
WITHDRAWAL DURING PROCESS.....	114
TRANSFERS.....	114
EXPULSION.....	114
MANDATORY EXPULSIONS.....	114
DISCRETIONARY EXPLUSIONS.....	115
DISCRETIONARY EXPULSIONS UNDER THE AGE OF TEN.....	117
EMERGENCY EXPULSION	117
PLACEMENT AND LENGTH OF EXPULSIONS	117

PLACEMENT AND LENGTH FOR FIREARMS	118
EXPULSION RESTRICTIONS/PROHIBITIONS	118
EXPULSION DUE PROCESS--CAMPUS LEVEL.....	118
EXPULSION APPEAL DISTRICT--LEVEL.....	118
EXPULSION APPEAL TO THE BOARD	119
EXPULSION APPEAL OF BOARD'S DECISION.....	119
EXPULSION NOTICE TO AUTHORITIES	119
NOTICE TO STAFF	119
TRANSITION PLAN	119
WITHDRAWAL DURING PROCESS OF EXPULSION	120
EXPULSION TRANSFERS	120

OVERVIEW OF THE STUDENT HANDBOOK AND CODE OF CONDUCT

In any school district it is necessary that rules and regulations be established for the safety and well-being of all. Carroll ISD operates under the philosophy that it is important to teach students self-discipline through making decisions and understanding that decisions have consequences. The *Student Handbook and Code of Conduct* is one tool to help students, parents, teachers, and administrators work together to teach children self-discipline and secure a learning environment for the benefit of all students. To achieve the best possible learning environment for all students, the *Student Handbook and Code of Conduct* and other District and campus policies, guidelines, and rules of behavior will apply (1) on school grounds; (2) off school grounds to the extent authorized by law; (3) for conduct targeted at the District, its employees, or students; or (4) when conduct constitutes bullying or cyberbullying, as defined by Chapter 37 of the Texas Education Code. This document explains what is expected of each student and tells the student what will happen if a rule is violated.

The *Student Handbook and Code of Conduct* is the District's specific response to requirements in Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This handbook provides information and direction to students and their parents/guardians regarding expected standards of behavior, as well as potential consequences for misconduct.

In accordance with state law, the *Student Handbook and Code of Conduct* will be posted on each school campus or shall be available for review at the office of the campus principal. Additionally, the *Student Handbook and Code of Conduct* shall be available at the office of the campus behavior coordinator and posted on the District's website. Pursuant to state law, a person at each campus must be designated as the campus behavior coordinator. The designated person may be the campus principal, or any other campus administrator selected by the campus principal. The campus behavior coordinator is primarily responsible for discipline at the campus. The person serving as the campus behavior coordinator for a campus will be noted on the individual campus's website, along with that person's e-mail address and dedicated telephone number. Parents/guardians will be notified by the campus behavior coordinator or other designated administrator of any conduct violation by their student that results in suspension, placement in DAEP, expulsion to JJAEP, or when their student is taken into custody by law enforcement.

The *Student Handbook and Code of Conduct* is designed to be clear, concise, and consistent. Entries in the handbook are generally listed in alphabetical order, and cross references have been provided to aid students and parents/guardians in locating items of interest in the document. If there is any conflict between Board policy and provisions of the *Student Handbook and Code of Conduct*, Board policy and/or the *Student Handbook and Code of Conduct* shall control, depending on which item was more recently adopted.

The *Student Handbook and Code of Conduct* includes a discipline level system. Conduct offenses in the *Student Handbook and Code of Conduct* are categorized into five levels that identify *sample* offenses and *possible* disciplinary options available to the teacher or administrator. Located below is a *Quick Reference Guide to the 2020-2021 Discipline Level System*.

CARROLL ISD QUICK REFERENCE GUIDE TO THE 2020-2021 DISCIPLINE LEVEL SYSTEM

The *Quick Reference Guide* is not a substitute for reading the *Student Handbook and Code of Conduct*, but rather a quick reference for parents and students. Should any conflict exist between the *Quick Reference Guide* and the *Student Handbook and Code of Conduct*, the *Student Handbook and Code of Conduct* shall control. This chart depicts *examples* of offenses at each of the disciplinary levels and the disciplinary consequences available to administrators. For more specific details, refer to pages 86-103 in this handbook.

Level I	Level III	Level IV
<ol style="list-style-type: none"> 1. Being tardy to class. 2. Running or making excessive noise in the hall, classroom, or building. 3. Failing to follow classroom rules. 4. Neglecting to bring required materials or assigned work to class. 5. Failing to participate in classroom activities or fulfill assignments. 6. Eating, drinking, or chewing gum in an undesignated area. 7. Throwing objects or passing unauthorized notes. 8. Talking back/arguing or name calling. 9. Horse-playing/scuffling (not fighting). 10. Possessing and/or using nuisance items. 11. Violating campus cell phone procedures. 12. Disrupting the orderly classroom process. 13. Spitting (without bodily contact). 14. Telling a falsehood. 15. Bullying and/or harassment, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age. 	<ol style="list-style-type: none"> 1. Committing persistent offenses from Level II, including repeated bus infractions. 2. Disrupting the school environment or educational process. 3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures. 4. Intentionally or knowingly making libelous or slanderous remarks (oral or written) about students, employees, or others. 5. Using slurs (oral or written) based on race, color, religion, sex, gender, sexual orientation, national origin, disability, or age, inappropriate acts toward a specific person/group based on the above categories, or derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence. 6. Fighting; encouraging or promoting a fight. 7. Using lighters or matches. 8. Possessing or using cigarettes, tobacco, electronic cigarettes, electronic or digital vapor devices and electronic nicotine delivery systems. 9. Using a laser pointer. 10. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, or other noxious chemicals. 11. Possessing ammunition. 12. Possessing, distributing, or creating pornographic or sexually-oriented material, and/or accessing pornography via the district's computer system. 13. Possessing, distributing, or concealing a weapon that does not constitute a removable or expellable offense. 14. Possessing drug paraphernalia. 15. Stealing or unauthorized possession of another person's property; committing burglary. 16. Exhibiting, possessing, delivering, using, or selling look-alike weapons. 17. Forging or altering school records, parent notes, forms, or other school/home communications. 18. Assaulting another student or an adult that does not constitute a removable or expellable offense. 19. Vandalizing, defacing, or damaging school property, including non-felony graffiti. 20. Failing to disclose information, hiding/covering up info/evidence for self or others, lying, or lying as a witness. 21. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense. 22. Engaging in sexual conduct. 23. Engaging in sexual harassment (oral or written), including stalking. 24. Mooning, streaking, other forms of nudity, or exposing undergarments. 25. Hazing, harassing, or stalking (non-sexual). 26. Creating a potential health or safety hazard or a situation that may result in possible injury. 27. Gambling. 28. Interfering with school activities, including trespassing, boycotting, and group demonstrations. 29. Committing extortion, coercion, or blackmail. 30. Possessing a current prescription (student's own medication) or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements. 	<p>Mandatory DAEP Placements</p> <ol style="list-style-type: none"> 1. False alarm or report involving a public school or terroristic threat. 2. Conduct punishable as a felony. 3. Assault with bodily injury. 4. Marijuana or controlled substances (non-felony). 5. Dangerous drugs (non-felony). 6. Alcohol (non-felony). 7. Abusable volatile chemicals. 8. Public lewdness or indecent exposure. 9. Harassment against a school district employee 10. Retaliation against any school employee (regardless of location). 11. Title 5 felonies or aggravated robbery (off-campus). 12. Sexual assault of another student (regardless of location). 13. Registered sex offender under court supervision. <p>Discretionary DAEP Placements</p> <ol style="list-style-type: none"> 1. Persistent offenses from Level III. 2. Non-Title V felonies (off-campus). 3. Selling, giving, or delivering to another person a nonprescription drug, or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance. 4. Attempting to sell/purchase a prohibited substance through oral or written communication without being in possession. 5. Gang activity. 6. Fraternity, sorority, or secret society activity. 7. Expellable offenses occurring on another district's property in Texas. 8. Aggravated robbery against a student (regardless of location). 9. Breach of computer security or hacking. 10. Registered sex offender not under court supervision. 11. Preparing a hit list. 12. Possessing, using, selling, buying, or giving paraphernalia related to a prohibited substance. 13. Criminal mischief (non-felony) <p>Level V</p> <p>Mandatory Expulsion Offenses</p> <ol style="list-style-type: none"> 1. Unlawful carrying of weapons. 2. Committing an offense related to prohibited weapons. 3. Aggravated assault, sexual assault, or aggravated sexual assault. 4. Arson. 5. Murder, capital murder, or criminal attempted murder or capital murder. 6. Indecency with a child. 7. Aggravated kidnapping. 8. Aggravated robbery. 9. Manslaughter. 10. Criminally negligent homicide. 11. Continuous sexual abuse of a child. 12. Marijuana or controlled substances (felony). 13. Dangerous drugs (felony). 14. Alcohol (felony). 15. Retaliation against an employee or volunteer.

Consequences for Levels I, II, and III	Consequences at all Levels
<ol style="list-style-type: none"> 1. Verbal reprimand. 2. Cooling off time or "time out." 3. Temporary confiscation of item (possible fine assessed). 4. Behavioral contracts. 5. Loss of privilege(s). 6. Parent call or conference. 7. Counselor/student conference. 8. Change of seat assignment. 9. Special assignment or duties. 10. Grade penalty. 11. Correction of dress code violation. 12. Restitution of damages/restoring to order. 13. Exclusion from extracurricular activities. 14. Withdrawal or restriction of bus privileges. 15. Detention (before, during lunch, after school). 16. Saturday School (secondary). 17. Temporary removal from class. 18. Required Parent Meeting. 19. In--school suspension. 20. Out--of--school suspension. 21. DAEP placement (discretionary). 22. Referral to law enforcement. 	<p>School officials shall notify local law enforcement authorities any time it is suspected that a criminal act occurred on school or District property or at a school--sponsored or school--related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p>

AS DRAGONS, WE VALUE . . .

Excellence • Respectful Relationships • Character & Integrity
Curiosity & Innovation • Honest Communication • Service

MISSION STATEMENT

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

GOALS

1. Ensure strong, innovative, educational experiences and supportive learning environments for every Dragon.
2. Recruit, develop, retrain, and empower highly qualified and passionate staff.
3. Provide and support technological resources and continual training to promote efficiency, secure operations, and exceptional learning experiences.
4. Optimize, steward, and allocate resources to achieve district programmatic objectives.
5. Expand opportunities to engage the community through effective communication, marketing, partnerships, and mentorships.

OBJECTIVES and STRATEGIES linked here

BOARD MEETINGS

The Carroll ISD Board of Trustees intends to meet on the first and third Monday of each month as needed. The meetings typically begin with open session and public comments for those who sign-up to speak, followed by closed session per Texas law before the Board reconvenes into open session to address the rest of the agenda items. The Board President may also reorder agenda items prior to executive session as deemed necessary.

Board meetings are held at the Carroll ISD Administration Center, located 2400 North Carroll Avenue. The Board reserves the right to change meeting dates and times whenever necessary and will occasionally call a special meeting or work session.

Trustees are elected at-large for three-year terms during staggered years. Board officers are elected annually in May. Trustees do not receive compensation for their service on the Board. All Board meetings are open to the public except when the Board adjourns to a closed session to discuss personnel matters and land acquisitions, to obtain legal counsel from the school attorney or to hold a student hearing.

The Board cannot legally act on any item that has not been published in the agenda prior to the meeting. Trustees welcome input from citizens during Public Comments at Board meetings or in writing.

PLEASE NOTE: We have enhanced our public comment registration procedures. Those who wish to participate in public comments are now able to register online beginning the Friday afternoon prior to a Board meeting when the agenda has been made publicly available. Online registration will be available until one hour prior to the meeting's start time. On-site registration is still available a half-hour prior to the meeting's start time.

The Board may also be reached via e-mail from the School Board drop-down menu on the CISD website:
www.southlakecarroll.edu

CARROLL ISD BOARD OF TRUSTEES

Cameron Bryan – **Board President**
Hannah Smith – **Vice President**
Andrew Yeager - Secretary
Eric Lannen – Board Member
Sheri Mills – Board Member
Michelle Moore - Board Member
Alex Sexton – Board Member

CENTRAL ADMINISTRATION

Physical Address:
2400 N. Carroll Ave
Southlake, TX 76902

Phone: 817-949-8222
Fax: 817-949-8228

Mailing Address:
2400 N. Carroll Ave.
Southlake, TX 76902

EXECUTIVE LEADERSHIP TEAM

Lane Ledbetter, Ed.D., Superintendent of Schools
Courtney Carpenter, Ed.D., Deputy Superintendent
Matt Miller, Assistant Superintendent of Operations
William Wooten, Assistant Superintendent of Financial Services
Gordon Butler, Assistant Superintendent of Staff and Student Services

CENTRAL ADMINISTRATION

Tamy Smalskas, Ph.D., Executive Director of Policy and
Student Services
Stacie Bonner, Executive Director of Special Programs
Gina Peddy, Executive Director of Curriculum and Instruction
Randy Stuart, Executive Director of Technology
Steve Keasler, Executive Director of Athletics
Laurie Grissom, Executive Director of Financial Services
Lauren Wurman, Executive Director of
Human Resources
Dana Dodge, Director of Child Nutrition Services
Robert Carabajal, Director of Maintenance
Jason Gillis, Director of Transportation

DEPARTMENTS

Superintendent	817--949--8216
Deputy Superintendent	817-949-8255
Athletics	817--949--8300
Communications & Engagement	817--949--7080
Curriculum & Instruction	817--949--7070
Financial Services	817--949--8272
Human Resources	817--949-8218
Operations	817-949-8210
Special Programs & State Assessment	817--949--7050
Staff & Student Services	817--949--8255
Technology	817--949--8260
Transportation	817--949--8333

SECONDARY SCHOOLS

<p style="text-align: center;">Carroll Senior High School Grades 11--12</p> <p style="text-align: center;">School Hours: 8:00 a.m. – 3:21 p.m. 1501 W. Southlake Blvd. Southlake, TX 76092 Phone: 817--949--5800 Fax: 817--949--5858 <i>Principal: Ryan Wilson</i> <i>Assistant Principal: Paul Pinson</i> <i>Assistant Principal: Sonia Hackley</i></p>	<p style="text-align: center;">Carroll High School Grades 9--10</p> <p style="text-align: center;">School Hours: 8:00 a.m. – 3:21 p.m. 800 White Chapel Blvd. Southlake, TX 76092 Phone: 817--949--5600 Fax: 817--949--5656 <i>Principal: Christina Benhoff</i> <i>Assistant Principal: vacant</i> <i>Assistant Principal: Steven Silvia</i></p>
<p style="text-align: center;">Carroll Middle School Grades 7--8</p> <p style="text-align: center;">School Hours: 8:25 a.m. – 3:45 p.m. 1800 E. Kirkwood Blvd., Southlake, TX 76092 Phone: 817--949--5400 Fax: 817--949--5454 <i>Principal: Shatina Lewis</i> <i>Assistant Principal: Charlie Liles</i> <i>Assistant Principal: Alexis Wellborn</i></p>	<p style="text-align: center;">Dawson Middle School Grades 7--8</p> <p style="text-align: center;">School Hours: 8:25 a.m. – 3:45 p.m. 400 S. Kimball Ave., Southlake, TX 76092 Phone: 817--949--5500 Fax: 817--949--5555 <i>Principal: Nikki Leonard</i> <i>Assistant Principal: Jason Deardorff</i> <i>Assistant Principal: Brooke Teeter-Stocz</i></p>
<p style="text-align: center;">Durham Intermediate School Grades 5--6</p> <p style="text-align: center;">School Hours: 8:25 a.m. – 3:45 p.m. 801 Shady Oaks Drive, Southlake, TX 76092 Phone: 817--949--5300 Fax: 817--949--5353 <i>Principal: Whitney Wheeler</i> <i>Assistant Principal: Gary Sullivan</i> <i>Assistant Principal: Kim Ray</i></p>	<p style="text-align: center;">Eubanks Intermediate School Grades: 5--6</p> <p style="text-align: center;">School Hours: 8:25 a.m. – 3:45 p.m. 500 S. Kimball Avenue, Southlake, TX 76092 Phone: 817--949--5200 Fax: 817--949--5252 <i>Principal: Katie Schuttler</i> <i>Assistant Principal: Phil Salyer</i></p>

ELEMENTARY SCHOOLS

<p style="text-align: center;">Carroll Elementary School Grades PK--4</p> <p style="text-align: center;">School Hours: 7:40 a.m. -- 3:00 p.m. 1705 W. Continental Blvd., Southlake, TX 76092 Phone: 817--949--4300 Fax: 817--949--4343 <i>Principal: Stacy Wagnon</i> <i>Assistant Principal: Meredith Davis, Ed.D.</i></p>	<p style="text-align: center;">Rockenbaugh Elementary School Grades PK-4</p> <p style="text-align: center;">School Hours: 7:40 a.m. -- 3:00 p.m. 301 Byron Nelson Parkway, Southlake, TX 76092 Phone: 817--949--4700 Fax: 817--949--4747 <i>Principal: Janet Blackwell</i> <i>Assistant Principal: Haily May Christensen</i></p>
<p style="text-align: center;">Old Union Elementary School Grades PK-4</p> <p style="text-align: center;">School Hours: 7:40 a.m. --- 3:00 p.m. 1050 S. Carroll Avenue, Southlake, TX 76092 Phone: 817--949--4600 Fax: 817--949--4646 <i>Principal: Jon Fike</i> <i>Assistant Principal: Reigan O'Quinn</i></p>	<p style="text-align: center;">Walnut Grove Elementary School Grades K-4</p> <p style="text-align: center;">School Hours: 7:40 a.m. --- 3:00 p.m. 2520 N. White Chapel Blvd., Southlake, TX 76092 Phone: 817--949--4400 Fax: 817--949--4444 <i>Principal: James Calvin, Ed.D.</i> <i>Assistant Principal: Ashraf Mobh</i></p>
<p style="text-align: center;">Johnson Elementary School Grades K-4</p> <p style="text-align: center;">School Hours: 7:40 a.m. --- 3:00 p.m. 1301 N. Carroll Avenue, Southlake, TX 76092 Phone: 817-949-4500 Fax: 817--949--4545 <i>Principal: Patrick Holladay</i> <i>Assistant Principal: Nicole Williams</i></p>	

STUDENT HANDBOOK

GENERAL NOTICES

BOARD POLICIES

The Carroll Independent School District maintains Board policies that govern the operations of the District. The Board of Trustees approves and adopts changes to these policies as needed. Board policies provide the District with the legal basis for operating and conducting business, as well as the Board's intent on how to more specifically follow procedures within the District. Throughout this *Student Handbook and Code of Conduct* references are made to Board policies or excerpts from same. The Board policies can be found in their entirety on--line at the District's website: www.southlakecarroll.edu. On the District's home page, from the "School Board" drop-down menu, select "Board Policy" and then click on "Carroll ISD Board Policy." The site allows searches to be conducted by key words or topics or by specific policy codes.

COMPLAINTS AND CONCERNS

Usually, student or parent complaints or concerns can be addressed informally----by a phone call or a conference with the teacher, assistant principal, or campus principal, as appropriate. For those complaints and concerns that cannot be resolved at the campus level and require a more formal process, the District has established a standard complaint process that is addressed in Board Policy FNG (LOCAL). (See "Board Policies" above.) A student or parent who has a complaint may access the FNG (LOCAL) process, as long as the request is made within 15 district business days of the date of the event causing the complaint. To initiate the FNG complaint process, the student or parent shall submit the completed form FNG (EXHIBIT) outlining the complaint, any evidence, and the solution sought. If unresolved after the written decision following the Level I conference, a written request to appeal the decision can be made within a specified time frame. If the complaint/concern is still unresolved after a Level II decision, the District provides for the complaint to be presented to the Board of Trustees, in the event a timely appeal is filed.

Administrators receiving a complaint that has not gone through the proper channels may not respond to a concern other than referring it back to the appropriate person for resolution. Complaints can be handled in a more efficient manner if the issue is addressed at the appropriate level first. Some complaints, such as those related to certain disciplinary actions, sexual harassment, instructional resources, or loss of credit, require procedures specific to the topic. Any campus can provide information regarding the specific processes for these complaints. Additional information can also be found in the District's Board policies online, as described above at "Board Policies."

STUDENT CODE OF CONDUCT

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. To achieve the best possible learning environment for all students, the *Student Handbook and Code of Conduct* and other District and campus policies, guidelines, and rules of behavior will apply (1) on school grounds; (2) off school grounds to the extent authorized by law; (3) for conduct targeted at the District, its employees, or students; or (4) when conduct constitutes bullying or cyberbullying, as defined by Chapter 37 of the Texas Education Code. This document explains what is expected of each student and tells the student what will happen if a rule is violated.

The Carroll ISD *Student Handbook and Code of Conduct* is the District's specific response to requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. Because the *Student Handbook and Code of Conduct* is adopted by the Board of Trustees, it has the force of policy. It provides information and direction to students and parents regarding expected standards of behavior, as well as potential consequences for misconduct. Should there be a conflict between Board policy and provisions of the *Student Handbook and Code of Conduct*, Board policy and/or the *Student Handbook and Code of Conduct* shall control, depending on which item was more recently adopted.

REQUIRED NOTICES

ATTENDANCE WARNING NOTICES

As required by Texas Education Code (TEC) 25.095, Carroll ISD is providing written notice to parents/guardians of the following requirement related to compulsory attendance: If a student, who is required to attend school under TEC section 25.085, is absent from school three (3) days or parts of days in a four--week period, truancy prevention measures must be initiated under TEC section 25.0915, or, if a student is absent for ten (10) or more days or parts of days in a six--month period in the same school year: (1) The student's parent or legal guardian is subject to prosecution under TEC section 25.093 and (2) The student is subject to referral to truancy court for truant conduct under Texas Family Code section 65.003(a).

CHILD FIND

Child Find is a legally required process to promote public awareness related to a public school District's responsibilities regarding children with disabilities. In accordance with Child Find, the Carroll Independent School District is responsible for identifying, locating, and evaluating the educational needs of children ages birth to 21 who reside in the District and may be eligible for special education and related services as early as possible.

Likewise, the District is required to identify and locate students who may be eligible for services under Section 504 of the Rehabilitation Act of 1973, as amended. CISD may provide Child Find information to the community through newspaper advertisements, health fairs, and brochures. Contact the Special Education Department at 817--949--7050 for further information. Parents who believe their child may qualify for special education services or programs under the Individuals with Disabilities Education Improvement Act (IDEA) should contact their home campus for more information.

SPECIAL EDUCATION

STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION OR SECTION 504 SERVICES

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

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

Special Education Referrals:

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

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

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

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

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

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

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Stacie Bonner, Executive Director for Special Programs, 817-949-7050.

Section 504 Referrals:

Carroll ISD has standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Carroll ISD has also implemented a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is: Beth Hewett, 504 Coordinator, 817-949-7050

Additional Information:

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

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

The district will notify the parent of a student, other than a student enrolled in a special education program, who receive assistance from the district for learning difficulties, including intervention strategies, that the district provides assistance to the student.

TITLE IX AND OTHER DISCRIMINATORY PROTECTIONS

Carroll Independent School District does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, national origin, age, or any other basis prohibited by law, in providing educational services and/or activities, including career and technology programs, nor in its employment practices 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; the Age Discrimination Act; and Title II of the Americans with Disabilities Act, as amended. Further, the District provides equal access to the Boy Scouts and other designated youth groups pursuant to the Boy Scouts Act. Inquiries/complaints concerning discrimination based on sex, including sexual harassment or gender--based harassment, may be referred to the District's Title IX Coordinator, Lauren Wurman, Executive Director for Human Resources, at 817--949--8218.

The Executive Director for Special Programs has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries/complaints concerning discrimination on the basis of disability may be referred to, the Executive Director for Special Programs, 2400 North Carroll Avenue, Southlake, TX 76092 or call 817--949--7050. The District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact the Executive Director for Special Programs.

School Safety Transfers, a requirement of Title IV Unsafe School Choice, requires CISD to provide parents the option of transferring their students to a designated “safe” school if the campus has been identified by the Texas Education Agency as “persistently dangerous.” While currently no CISD campus has been so identified, if that should occur, all parents of students attending a campus with that identification would be provided notification of the right to request a transfer. The notification would state that the transfer request would need to be in writing. In addition, parents of students who are victims of a violent criminal offense may request a transfer of their child or of the child’s assailant to another campus. *Board policy FDE (LEGAL/LOCAL)*. All other concerns regarding discrimination, please contact the Carroll ISD Superintendent, Dr. Lane Ledbetter, at 817--949--8216.

ALCOHOL--FREE ZONE

The District prohibits the possession or use of alcohol and alcoholic beverages on school property or at school--related or school sanctioned activities on or off school property. 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 any athletic event sponsored or participated in by a school in the District is being held constitutes a Class C misdemeanor. *Texas Education Code 38.007; Board Policy FNCF (LEGAL) and GKA (LEGAL)*

ARMED SERVICES VOCATIONAL APTITUDE BATTERY TEST

Students in grades 10 through 12 will be offered the opportunity to take the Armed Services Vocational Aptitude Battery Test (ASVABT) and consult with a military recruiter. The ASVABT will be offered at Carroll Senior High School. Interested students should contact their counselor or campus principal.

ASBESTOS MANAGEMENT PLAN

The District is committed to providing a safe environment for workers, building occupants, students, parents, and legal guardians. An Asbestos Management Plan has been developed to address all Asbestos Hazard Emergency Response Act (AHERA) and Texas Asbestos Health Protection Act (TAHPA) requirements. Parents will be notified when abatement occurs at their student’s campus. The District’s Asbestos Management Plan is available for public review on each campus and in the Maintenance Department at the Carroll ISD Administration Building. The plan contains information on friable and/or non--friable asbestos--containing building materials (ACBM). Parents who have questions may contact the District’s Asbestos Coordinator at 817--949--8245. *Board Policy CKA (LEGAL)*

CAMPUS BEHAVIOR COORDINATOR

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. Information regarding the identity of the campus behavior coordinator for a campus and how to contact that person may be obtained at the campus administration office at each school or on the school’s web page.

NOTICE OF TEXAS IMMUNIZATION REQUIREMENTS

Students must present proof of immunization compliance at the time of enrollment according to Texas Administrative Code, Title 25 Health Services, Chapter 97, Subchapter B, Rule 97.63 as listed on the Carroll ISD website. For the complete immunization compliance rules refer to the CISD website at:

http://www.southlakecarroll.edu/pages/CISD/Depts/Health_Services

Exemptions

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well--being of the child or household member, (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief and (c) the student can prove he or she is a member of the armed forces of the United States and is on active duty. The law does not allow parents/guardians to elect an exemption simply because of inconvenience. For exemptions based on reasons of conscience, only forms issued by the Texas Department of State Health Services (TDHSH) can be honored by the District. The form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, TX 78714--9347 or online at

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age--appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30--day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Documentation

Because many types of personal immunization records are in use, any document will be acceptable, provided a physician or other public health worker has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991. *Board Policy FFAB (LEGAL/LOCAL)*

INTEGRATED PEST MANAGEMENT (IPM)

Structural and landscape pests can pose significant problems to people, property, and the environment. The District strives to control pests through physical, mechanical, cultural, and biological methods. However, in some cases, it is necessary to periodically apply pesticides. Information concerning these applications may be obtained from the office of the CISD IPM Coordinator at 817--949--8245. Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the use of pesticides by adequate pest--proofing of facilities, good sanitation practices, selection of pest resistant plant materials, and appropriate horticultural practices. When it is determined that a pesticide must be used in order to meet pest management objectives, the least hazardous material, adequate for the job, will be chosen. Signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their children's school assignment area may contact the District's IPM Coordinator at 817--949--8245. *Board Policy CLB (LEGAL/LOCAL)*

NOTIFICATION TO STAFF OF STUDENT ARREST

The District is required 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 and offenses that involve drugs or weapons. The District is also required to notify all instructional and support personnel who have regular contact with a student of the conviction, deferred prosecution, deferred adjudication, or adjudication of delinquent conduct of a student for an offense or for any conduct specified as reportable offenses. All personnel shall keep the information received confidential. *Board Policy GRAA (LEGAL)*

PARENTAL INVOLVEMENT

Carroll Independent School District recognizes the importance of parent/guardian input and believes that parents are partners with teachers and staff in the education of their children. The participation of parents and community members in the design and implementation of the district and campus improvement plan process is one key to the District's overall success. The District and all campuses provide opportunities for school staff and administrators to come together with parents and community members for the purpose of demonstrating our values by encouraging innovation, building relationships, establishing open and honest communication, modeling character and integrity, and striving towards excellence. Carroll ISD encourages and implements parent involvement programs and activities on all campuses and at the district level. Such involvement is required in order for the District and campuses that receive Title I funds to comply with the mandates of Every Student Succeeds Act legislation. Carroll ISD designates the campus principals of those campuses receiving Title I funds to coordinate parent activities and to collect data to demonstrate that parents of children being served in Title I programs have an adequate opportunity to participate in the overall implementation of the program.

Activities include, but are not limited to, the following:

- Involving parents in the development and review of the Campus Improvement Plan through the Site--Based Team process;
- Providing opportunities for parents to participate in campus activities and to provide evaluative input into those activities, which include Curriculum Night, Parent--Teacher Organization meetings, Open House, etc.;
- Notifying parents in advance of their child's selection to participate in the Title I program and obtaining parent consent prior to the onset of services;
- Reporting to parents their child's progress in the Title I program every grading period;
- Informing all parents and community members of the overall performance of the campus in meeting federal and state standards through the communication of the School Report Card using a variety of media;
- Providing suggestions and, as appropriate, materials to parents of students in the Title I program to assist them in enhancing the education of their children at home;
- Promoting parent and community volunteer opportunities on the campus and during extracurricular activities; and
- Sharing the responsibilities for improved student performance and achievement by communicating the School--Parent-Student Compact with parents of students involved in the Title I program.

The Title I Parent and Family Engagement Statewide Initiative publishes a parent newsletter and contains current information regarding increasing student achievement. The newsletter and other information can be found at the website link: https://www.esc16.net/page/title1swi.3_newsletter%20-%20Copy.

SCHOOL-PARENT-STUDENT COMPACT

Carroll ISD will:

- Foster relationships through open and honest communication among colleagues, students, families, and the community;
- Provide high-quality and authentic curriculum and instructional experiences;
- Provide a secure, supportive, and nurturing environment where everyone feels safe and valued; and
- Help students build resiliency as they reach their emotional, social, and academic potential.

Parents/Guardians will:

- Establish routines to support their child's success in school by addressing the following: appropriate bedtime, homework, nutrition, grooming, and hygiene;
- Ensure that their child attends school on a regular basis and arrives to school on time;
- Help their child learn self-discipline and respect for all members of the school community; and
- Stay informed of important notices from the district and campus.

Students will:

- Go to class on time and be prepared to learn;
- Be responsible for their own behavior and learning by putting forth their best effort and attitude;
- Help create a safe environment by following the district's student code of conduct and campus expectations;
- Treat everyone with kindness, dignity, and respect;
- Seek to understand, communicate with, and effectively interact with others; and
- Inform a trusted adult when they need assistance.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. *Board Policy EC (LEGAL)*

SCHOOL CLOSINGS FOR INCLEMENT WEATHER

The safety and well-being of students and staff are of utmost concern to Carroll Independent School District. The District uses the National Weather Service as the official source for current weather conditions. Decisions about school closings are made by administrators and transportation officials.

PARENT NOTIFICATION SYSTEM

Weather-related school closings and delays will be communicated to employees and parents via the District's emergency telephone notification system, Connect-ED. The system can call emergency contact numbers simultaneously. The caller identification will show the school number as 817-949-5190.

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address. A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district. If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes. To update your contact information, please log in to your Skyward Family Access account to edit your name, your child's name, and your up-to-date contact information.

RADIO AND TELEVISION ANNOUNCEMENTS

Official announcements during inclement weather will be made on the Dragon Mobile phone app. The Dragon Mobile app provides text messages regarding bad weather and other safety announcements. Official announcements during inclement weather will be sent by the District to WBAP News Talk 820 AM, KRLD 1080 – radio, and on KXAS Channel 5, KDFW Fox 4 News, KTVT Channel 11 and WFAA Channel 8. When the situation permits, the district will also post closings to the district's website. However, weather conditions often prevent school officials from relying on these communication methods. Thus, parents and employees should use messages from the telephone notification system as the primary means for learning about weather--related closures and delays. The public can still turn to radio and television reports as a back--up or alternative way to confirm notification. Sometimes, CISD opens on a delayed schedule due to bad weather. However, school is rarely dismissed early for bad weather conditions because of working parents and the safety concern with sending children home without adult supervision. CISD will make every attempt to broadly communicate weather--related decisions using the emergency telephone notification system and Dallas-- Fort Worth media. Questions about our procedures may be directed to the Executive Director of Communications at 817--949--7080.

STUDENT RECORDS – NOTIFICATION OF RIGHTS --- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The District shall give parents of students in attendance and eligible students in attendance annual notifications of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and of the places where copies of this policy may be located, including notice of the right to file complaints concerning alleged failures by the District to comply with the provisions of FERPA. *Board Policy FL (LEGAL/LOCAL)*

NOTICE OF PARENT AND STUDENT RIGHTS – RELEASE OF STUDENT INFORMATION

Federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school within the District.

WHAT TYPES OF RECORDS ARE MAINTAINED AND ARE ACCESSIBLE TO PARENTS/STUDENTS?

Parents and eligible students are entitled to access all written records of the District concerning the student, including:

1. Attendance records;
2. Test scores;
3. Grades;
4. Disciplinary records;

5. Counseling records;
6. Psychological records;
7. Applications for admission;
8. Health and immunization information;
9. Teacher and counselor evaluations;
10. Reports of behavioral patterns;
11. Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child (as the term intervention strategies defined in Texas Education Code 26.004); and
12. State assessment results.

Board policy FL (Legal) and (Local) also provide examples of student educational records. The District will consider federal and state law in determining what records will be made available to parents of students enrolled in the District.

WHO IS AN “ELIGIBLE” STUDENT?

An eligible student is a student who is 18 or older or who is attending an institution of postsecondary education.

WHAT INFORMATION WILL THE DISTRICT ROUTINELY RELEASE?

General information about Carroll ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. “Directory information” is defined in Board policy *FL (LOCAL)*.

Carroll ISD has designated the following information as "directory information" for school--related or school--sponsored purposes: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Carroll ISD has also designated the parent’s email address as directory information for school--related or school--sponsored purposes. For all other purposes, directory information includes the following: student’s name, address, telephone listing, and grade level.

WHAT ABOUT MILITARY RECRUITERS AND COLLEGES?

In compliance with applicable law, the District will provide access to military recruiters and institutions of higher education, upon their request, the name, address, and telephone number of any secondary student enrolled in the District. *FL (LEGAL)*

CAN I RESTRICT THIS INFORMATION?

Yes. A parent or eligible student may prevent the release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent or student has been provided this notice. Within the same time frame, a parent may also submit an objection to the release of a secondary student’s name, address, and telephone number to a military recruiter or institution of higher education.

WHO HAS ACCESS TO STUDENT RECORDS?

The parents, whether married, separated, or divorced, and school officials with legitimate educational interests are the only persons who have general access to the records. “Parent” is defined as a natural parent, guardian, or an individual authorized to act as a parent in the absence of a parent or guardian. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The school must remain neutral in dealing with parents and must treat both parents equally in providing access to the student or the student's records. This applies regardless of which parent enrolled the child or whose name appears on the enrollment card unless a divorce decree or court order restricts the rights of one of the parents. The District shall make a student’s records available to the student’s parents as permitted by law. *FL (LEGAL/LOCAL)*. Noncustodial parents may request in writing that they 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.

School officials with legitimate educational interests include any employees, agents, volunteers, outside service providers, or trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under the Individuals with Disabilities Education Act (IDEA) or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

Attorneys of the District may also have access to student records if they are working with the District on a particular issue in which student records are relevant. Certain other officials from various governmental agencies may have limited access to the records in accordance with federal and state law. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Additionally, the District will release student records pursuant to a validly issued subpoena or court order; however, as permitted by law or court order, the District will make a reasonable effort to notify the parent or student of the order or subpoena in advance of compliance. The District may release student records without prior parental permission in accordance with state and federal law. When the student reaches 18 years of age or is attending a post-secondary institute of education, only the student has the right to consent to release of records. The parent may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

WHERE DO I GO TO REVIEW THE RECORDS?

The principal is custodian of all records for currently enrolled students at the assigned school. The Executive Director for Special Programs is the Record Custodian for all special education records. The District Records Management Officer is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The Family Educational Rights and Privacy Act (FERPA) allows parents/students the right to inspect and review the records within 45 days of the day the District receives a written request for access. The principal or administrator will notify the parent/student of the time and place where records may be inspected. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A listing of the District schools and addresses of the principals, Executive Director for Special Programs and the Superintendent's offices may be found on the District's website at www.southlakecarroll.edu or at the beginning of this handbook.

The parent's or eligible student's right of access to, and copies of, student records do not extend to all records. Some tests, such as those that are copyrighted or those used for some exams, may not be copied. Exceptions to the return of student tests will be semester exams including all AP exams utilizing copyrighted College Board questions. Some tests may be reviewed with the teacher at the parent's request. Copyrighted tests or exams will not be copied.

WHAT CAN I DO IF I THINK A RECORD IS INACCURATE?

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may review and inspect the student's records and request a correction if the records are considered inaccurate, misleading, 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. *FL (LEGAL/LOCAL)*. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy *FNG (LOCAL)*.

WHAT IS THE COST OF COPYING RECORDS?

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, upon written request of the parent, one copy of the record will be provided at no charge. Copies of student records are available at a cost listed in Board Policy *GBA (LEGAL/EXHIBIT)*. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post--secondary education;
3. If the parent fails to follow proper procedures and pay the copying charge; or
4. When the District is given a copy of a court order denying a right of access or terminating the parental rights.

WHERE DO I FILE A COMPLAINT IF THE DISTRICT IS NOT IN COMPLIANCE?

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 the law regarding student records. The District's complete policy regarding student records is available from the Principal's or Superintendent's office.

GENERAL INFORMATION

ABUSABLE VOLATILE CHEMICALS

Those substances as defined in *Texas Health and Safety Code § 485.001*.
(See “*Drug/Alcohol Use/Abusable Volatile Chemicals*”)

ALCOHOLIC BEVERAGES

Those substances as defined in *Texas Alcoholic Beverage code §1.04*.
(See “*Drug/Alcohol Use/Abusable Volatile Chemicals*”)

ARSON

Engaging in conduct satisfying the elements of *Texas Penal Code §28.02*. 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:
 - a. Knowing that it is within the limits of an incorporated city or town;
 - b. Knowing that it is insured against damage or destruction;
 - c. Knowing that it is subject to a mortgage or other security interest;
 - d. Knowing that it is located on property belonging to another;
 - e. Knowing that it has located within it property belonging to another; or
 - f. 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.

ASSAULTS

Students are prohibited from assaulting anyone on school property or at any school--related event. Disciplinary consequences may result if a student commits an assault on District property, while attending a school--sponsored or school--related activity on or off school property or within 300 feet of District property. *Penal Code 22.01 and Texas Education Code (TEC) 37.006 and 37.007*

“Assault” is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another. *TEC 37.006(a)(2)(B) and Penal Code 22.01(a)(1)*;
2. Intentionally or knowingly threatening another with imminent bodily injury. *Penal Code 22.01(a)(2)*; or
3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. *Penal Code 22.01(a)(3)*

“Aggravated assault” is defined as committing assault and causing serious bodily injury to another or using or exhibiting a deadly weapon during the commission of the assault. *TEC 37.007(a)(2)(A) and Penal Code 22.02(a)*

“Sexual assault” is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person’s consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. *TEC 37.007(a)(2)(A) and Penal Code 22.011*

“Aggravated sexual assault” is defined as sexual assault where the victim is younger than 14 years of age, is elderly or disabled or in which the actor causes serious bodily injury or attempts to cause the death of the victim or another person, or by acts of words causing fear of death, serious bodily injury, or kidnapping of any person, or threatening to cause death, serious bodily injury, or kidnapping; or using or exhibiting a deadly weapon, acts in concert with another in commission of the offense or administers certain drugs identified law to the victim with the intent of facilitating the commission of the offense. *TEC 37.007(a)(2)(A) and Penal Code 22.021*.

“Indecent assault” is committed if, without the other person’s consent and with the intent to arouse or gratify the

sexual desire of any person, a person:

1. Touches the anus, breast, or any part of the genitals of another person;
2. Touches another person with the anus, breast, or any part of the genitals of any person;
3. Exposes or attempts to expose another person's genitals, pubic area, anus, buttocks, or female areola; or
4. Causes another person to contact the blood, seminal fluid, vaginal fluid, saliva, urine, or feces of any person.

Penal Code 22.012

ASSESSMENTS

State and District Assessments

STAAR (State of Texas Assessments of Academic Readiness)

<http://www.tea.state.tx.us/student.assessment/staar/>

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the State of Texas Assessments of Academic Readiness (STAAR), the state assessment, in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Science in grades 5 and 8
- Social Studies in grade 8

If a student in grades 3–8 does not perform satisfactorily on the STAAR, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements. For a student who does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8, the district will establish an accelerated learning committee (ALC), which includes the student's parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The district will document the educational plan in writing and provide a copy to the student's parent. The parent of a student in grades 3, 5, or 8 who fails to perform satisfactorily on the math or reading assessment may:

- Request that the district consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available.
- File a grievance or complaint regarding the content or implementation of the ALC's educational plan.

Students with disabilities may be eligible for differing versions of the STAAR, depending upon the decision of the student's Admission, Review, Dismissal (ARD) or 504 Committee. The versions are:

- STAAR with individualized accommodations;
- STAAR–Alternate 2 is an alternate assessment based on alternate academic achievement standards and is designed for students with significant cognitive disabilities who meet participation requirements; and
- For Limited English Proficient (LEP) students, the language proficiency assessment committee (LPAC) determines and documents test participation decisions for English Language Learners (ELLs), as well as decisions about which accommodations to provide during state assessments. In the case of an ELL with a disability, the LPAC determines and documents decisions in conjunction with members of the student's admission, review, and dismissal (ARD) committee or Section 504 committee, as applicable.
- In addition, all identified LEP students are administered the Texas English Language Proficiency Assessment System (TELPAS) which assesses the progress that students make in learning the English language. TELPAS is composed of holistically rated assessments and online multiple-choice assessments. The TELPAS holistically-rated assessments are based on student observations and written student work. These assessments are administered as follows to ESL students: (1) Grades K--1 listening, speaking, writing, and reading and (2) Grades 2--12 reading, listening, speaking, and writing. The TELPAS online multiple-choice assessments are administered for grades 2--12 reading.

District Assessments

The following assessments are given in Carroll ISD. Other tests may be administered, as needed, for possible Gifted and Talented program eligibility.

- **Literacy Assessment** -- required by TEA for grades K--2; also given in preschool and as needed in grades 3--8. The tests used are iStation ISIP and the Development Reading Assessment (DRA2).

- **Iowa Test of Basic Skills (ITBS)** – a nationally--normed achievement test given in grades 2, 4 and 6 to identify a student’s achievement level, and used for math placement and as part of the rubric for determining GT participation.
- **CogAT** – a nationally--normed cognitive abilities test given in grades 2, 4, and 6 to determine a student’s growth. It is used as part of the rubric for both GT and for math placement.
- **Preliminary SAT (PSAT)** --- required for grade 10 students. It is used to prepare students for success on the SAT. Grade 11 students are strongly encouraged to take the PSAT to compete for scholarship opportunities and enhance college admissions opportunities.
- **SAT** – a nationally--normed aptitude test taken in grade(s) 11 and/or 12 (it may be retaken for a possible higher score). The SAT may be used by higher education institutions as one criteria for entry.
- **ACT** – a nationally--normed achievement test taken in grade(s) 11 and/or 12 (it may be retaken for a possible higher score). The ACT may be used by higher education institutions as one criteria for entry.
- **Advanced Placement (AP) tests** --- developed by the College Board. AP tests are given at the completion of any Advanced Placement class (but are not mandatory). Scores of 3 or better (5 is the highest score) are considered passing and students may receive university credit for the course (determined by the college).

ATTENDANCE

Regular and punctual school attendance is essential for a student to reach his or her educational potential. Each class builds upon the previous day’s lesson. Absences and tardiness may result in a student’s lack of mastery of the subject matter and disruption of the educational environment, so every effort should be made to minimize absences and tardiness. When illnesses and emergencies occur, parents are asked to call the school each day the student is absent.

COMPULSORY ATTENDANCE

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled. The state compulsory attendance law requires that a student between the ages of 6 and 18 attend school, unless the student is otherwise excused from attendance or is legally exempt. Texas Education Code states that a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade and who has not yet reached the child's 19th birthday must attend school. A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. A violation of compulsory attendance occurs when a child has unexcused, voluntary absences on: (1) Ten or more days or parts of days within a six--month period in the same school year or (2) Three or more days or parts of days within a four--week period. When a student violates or is nearing violation of these provisions, the campus may mandate that a doctor’s note is required to excuse future absences or advise the parent that the school nurse is available to verify illnesses. After a student age 19 or older incurs a third unexcused absence, the District will send the student notice as required by law explaining that the District may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. **(See “Truancy”)**

Attendance for Credit

To receive credit in a class, a student K--12 must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and to determine how the student can regain credit or be considered for promotion. This is required for all students, regardless of grade level. All absences will be reviewed by the campus Attendance Review Committee in determining whether a student has attended the required percentage of days. By way of example, the following absences may be considered excused as provided by Board policy and law:

1. Absences for religious holy days;
2. Missed school for the purpose of sounding “Taps” at a military honors funeral held in Texas (grades 6 through 12 only);
3. Attends a required court appearance;
4. Activities related to obtaining United States citizenship;

5. Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders;
6. Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician;
7. Serves as a student early voting clerk; and
8. Visits to an institution of higher education during the student's junior and senior years of high school not to exceed two days during the student's junior year and two days during the student's senior year.

In addition, an absence not to exceed four days will be excused if a student 17 years of age or older is absent to pursue enlistment in a branch of the U.S. armed services or Texas National Guard. The student must provide verification of the activities to the district.

In reaching consensus about a student's absences, the committee will ensure that decisions are in the best interest of the student. The committee will also consider the acceptability and authenticity of documented reasons for the student's absences including:

1. Whether the absences were for reasons over which the student or the student's parent could exercise any control;
2. 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; and
3. 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 actual number of days a student must attend in order to receive credit will depend on whether the class is for a single semester or for a full year. *TEC 25.092 and Board Policies FEA and FEC (LEGAL/LOCAL)*. The student or parent may appeal the committee's decision by filing a written complaint in accordance with Board Policy FNG (LOCAL).

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Unexcused Absences

Unexcused absences can be defined by, but not limited to, the following:

- Being absent without parental consent or knowledge;
- Leaving campus without official permission;
- Being in an unauthorized area of the school or campus without permission;
- Willfully failing or refusing to attend school; and
- Being absent without notification by phone contact with, or written excuse from, a parent or legal guardian. *Board Policy FEA (LEGAL/LOCAL)*

Absences such as vacations and trips (except those excused by the principal for unusual circumstances), babysitting, working, and non-school-sponsored athletic events and programs shall be considered unexcused.

4-H

Students attending Board-sanctioned, non-school events, such as showing for 4-H club, must be accompanied and supervised at that event and each day of that event by a School Board-approved county agent or adjunct staff member if that absence is to receive District consideration for an excused absence status.

(See "Make-up Work," "Medical Appointments," "Religious Holy Days," "Tardies," and "Truancy")

AUTHORITY OF THE DISTRICT

To achieve the best possible learning environment for all students, the *Student Handbook and Code of Conduct* and other District policies, guidelines, and rules of behavior will apply (1) on school grounds; (2) off school grounds to the extent authorized by law; (3) for conduct targeted at the District, its employees, or students; or (4) when conduct constitutes bullying or cyberbullying, as defined by Chapter 37 of the Texas Education Code. The District has disciplinary authority over a student in accordance with the *Student Handbook and Code of Conduct*. The District 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 District 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. School employees will report crimes as required by law and will call local law enforcement when they suspect or witness a crime has been committed on campus. The District has the right to revoke the transfer of a nonresident student for violating the *Student Handbook and Code of Conduct. FDA (LOCAL)* (See "*Jurisdiction*" and "*Searches*")

AVERSIVE TECHNIQUES

An aversive technique is a technique or intervention that is intended to reduce the likelihood of a behavior reoccurring by intentionally inflicting on a student significant physical or emotional discomfort or pain. The term includes a technique or intervention that:

1. Is designed to or likely to cause physical pain, other than corporal punishment;
2. Is designed to or likely to cause physical pain through the use of electric shock or any procedure that involves the use of pressure points or joint locks;
3. Involves the directed release of a noxious, toxic, or otherwise unpleasant spray, mist, or substance near the student's face;
4. Denies adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility;
5. Ridicules or demeans the student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse;
6. Employs a device, material, or object that simultaneously immobilizes all four extremities, including any procedure that results in such immobilization known as prone or supine floor restraint;
7. Impairs the student's breathing, including any procedure that involves applying pressure to the student's torso or neck, or obstructing the student's airway, including placing an object in, on, or over the student's mouth or nose or placing a bag, cover, or mask over the student's face;
8. Restricts the student's circulation;
9. Secures the student to a stationary object while the student is in a sitting or standing position;
10. Inhibits, reduces, or hinders the student's ability to communicate;
11. Involves the use of a chemical restraint;
12. Constitutes a use of timeout that precludes the student from being able to be involved in and progress appropriately in the required curriculum and, if applicable, toward the annual goals included in the student's individualized education program, including isolating the student by the use of physical barriers; or
13. Deprives the student of the use of one or more of the student's senses, except this technique may be used if the technique is executed in a manner that does not cause the student pain or discomfort, or complies with the student's individualized education program or behavior intervention plan.

A school district, a school district employee or volunteer, or an independent contractor of a school district may not apply an aversive technique, or by authorization, order, or consent, cause an aversive technique to be applied, to a student. The prohibition of the use of aversive techniques does not prohibit a teacher from sending a student to the campus behavior coordinator's office in order to maintain effective discipline in the classroom.
TEC 37.0023

BLEEDING CONTROL STATION

A bleeding control station is a collection of medical supplies, equipment, and instructional materials used to prevent blood loss following a traumatic event. All school campuses are equipped with state-mandated bleeding control stations. Campus School Resource Officers and other appropriate District personnel have been trained on the proper use of a bleeding control station. The District also offers training on the use of the bleeding control stations to students in grades 7-12. For more information about training for students, please contact the District's Lead Nurse, Karen Flexer, at 817-949-5810.
TEC 38.030

BULLYING

Bullying is prohibited in Carroll ISD. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves written or oral expression, including expression through electronic means, or physical conduct that occurs on or is delivered to school property or to the site of a school-related activity on or off school property, or on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school related activity and that:

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

Bullying includes cyberbullying (see definition below).

Bullying may include the following: hazing, threats, taunting, teasing, confinement, assault, demands for money, and destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods ("cyber bullying"). If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. See also Board Policy FFI (LOCAL) for additional information on bullying. Bullying and Special Education Students: In regard to allegations of bullying made against a special education student, conduct determined to be bullying may be subject to mandatory review by a student's ARD committee in accordance with applicable law and Board policy. To learn more about the problem of bullying, visit:

<http://www.stopbullyingnow.gov/>

A principal or person designated by the principal (other than a school counselor) may make a report to law enforcement if the principal has reasonable grounds to believe that a student engaged in bullying that constitutes assault under Penal Code 22.01 or harassment under Penal Code 42.07(a)(7).

(See also "Harassment" and "Freedom from Discrimination" and "Reports to Law Enforcement")

BUSES

(See "Transportation")

CELL PHONES/OTHER ELECTRONIC DEVICES

Students may have cell phones in their possession at school. Cell phones are permitted to be used for instructional purposes. At times, the teachers will require that students turn off electronic devices. Students found to be using electronic devices when prohibited may be fined, disciplined, and/or the device may be confiscated. Arrangements must be made with the parents to return the items. By law, all campuses may assess and collect a \$15 administrative fee before releasing the item. Refer to the individual campus student handbooks for more details on each campus's specific cell phone rules. *Board Policy FNCE (LOCAL)*

INAPPROPRIATE USE OF TECHNOLOGY

Students are prohibited from sending or posting electronic messages while on school property that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. Importantly, if a person poses as someone else via social networking or on any internet site, including posting or sending messages, the person has committed an offense under the Texas Penal Code. The prohibition applies to conduct off school property if it results in a material or substantial disruption to the educational environment or is reasonably forecast to cause one, as allowed by law. Any person taking, disseminating, transferring, possessing or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Student Handbook and Code of Conduct* and may, in certain circumstances, be

reported to law enforcement. This includes “cyberbullying” and “sexting” whether this occurs on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

CHEATING/ACADEMIC DISHONESTY

A student found to have engaged in academic dishonesty or cheating shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the *Student Handbook and Code of Conduct*. Cheating is the act of using unauthorized materials and/or resources during tests, exams or other summative tasks. Cheating shall be defined as giving or receiving information or help on a test; possession of any unauthorized material during a test; copying another student’s assignment or knowingly allowing another unauthorized student to copy from his/her assignment; working with others on a project that is meant to be done individually; unauthorized possession of test or quiz questions and/or answer sheets; completing an assignment, test, or quiz on behalf of another student; submitting duplicate work; having someone else complete an assignment, test, or quiz on behalf of the student, or accessing a teacher textbook edition. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. Depending on the severity of the incident, consequences shall include grade reduction, possibly to a zero; and/or repeat of the assignment; and/or other disciplinary action deemed appropriate. *Board Policy EIA (LOCAL)*

CHEMICAL DISPENSING DEVICE

A device other than a small chemical dispenser sold commercially for personal protection that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on an individual. *(See also “Weapons”)*

CHILD ABUSE OR NEGLECT

The District has adopted and implemented a policy addressing sexual abuse, sex trafficking, and other maltreatment of children. This policy can be found in *Board Policy FFG (LEGAL/LOCAL)*. According to the Texas Family Code and *Board Policy FFG (LEGAL, LOCAL, EXHIBIT)*, any person who has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a verbal report within 48 hours to the Child Protective Services division of the Texas Department of Protective and Regulatory Services (1--800--252--5400) or any local or state law enforcement agency.

CLOSED CAMPUS

All CISD campuses are closed campuses. Students are not allowed to leave for any reason during the school day without properly checking out. *(See “Release of Students from School”)*

CLUB

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. *(See also “Prohibited Items”)*

COMMENCEMENT

(See “Graduation”)

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the campus nurse or principal so that other students who might have been exposed to the disease can be alerted. A list of communicable diseases can be found at the Texas Department of State Health Services website <https://www.dshs.state.tx.us/> .
Board Policy FFAD (LEGAL)

COMPUTER RESOURCES

To prepare students for a technologically advancing 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. All students are provided with written guidelines pertaining to the acceptable use of computers, the Internet, and the District's network system. A violation of any of the guidelines will result in the assignment of an appropriate disciplinary consequence. Examples of unacceptable use include, but are not limited to, using inappropriate language, copyright violations, deleting or modifying files, changing computer settings without permission, or using another person's account. Violations of this agreement may result in withdrawal of privileges and other disciplinary action consistent with the *Student Handbook and Code of Conduct*. Students and their parents should be aware that Internet use and electronic communications (e-mail) using District computers are not private and may be monitored by District staff. For a more information, please refer to the District's "Acceptable Use Policy." Carroll ISD will provide a device to students in grades K-12 in order to give every student a chance to explore new learning methods and personalize their educational experience. The goal is to encourage students to be innovative and think creatively. For more information, please refer to the Digital Dragons Handbook at the following link

<https://www.southlakecarroll.edu/Page/2473>

(See "Acceptable Use Policy" AUP)

CONDUCT BEFORE AND AFTER SCHOOL

(See "Jurisdiction")

CONFERENCES

Parents, teachers, and students may request conferences at any time. These meetings are particularly important if the student is not passing or is otherwise not performing at the expected levels. The District encourages conferences regarding any area of concern. Parents wishing to conference with teachers should call the office for an appointment at a mutually convenient time. Unscheduled parent conferences are not conducive to an accurate portrayal of student progress. Conferences must be scheduled before or after school or during the teacher's conference period to refrain from interrupting instructional time. *Board Policy EIA (LOCAL)*.

(See "Visitors to the School")

CONTROLLED SUBSTANCES

Substances as defined in Chapter 481 of the Texas Health and Safety Code or 21 U.S.C. § 801 et seq.

(See "Drug/Alcohol Use/Abusable Volatile Chemicals")

COUNSELING

All campuses in the District have at least one counselor on staff. These counselors are available to assist students with academic planning as well as social, emotional, family, and substance abuse issues. Counseling is school-based and not clinical. Counselors deliver classroom guidance curriculum and small-group counseling activities for students. Information about graduation requirements, course offerings, career guidance, advanced

education opportunities, financial aid, and community resources is also provided. The counseling relationship is a professional relationship. Counselors abide by the professional code of ethics. Parents with questions regarding available counseling services should contact the counselor at their child's schools. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, when applicable, as required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

CREDIT BY EXAM WITH PRIOR INSTRUCTION

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 counselor or principal, be permitted to earn credit by passing an exam on the Texas Essential Knowledge and Skills defined for that course or subject. To receive credit, a student must score at least 70 on the exam. *Board policy EHDB (LEGAL/LOCAL)*

CREDIT BY EXAM WITHOUT PRIOR INSTRUCTION

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 passing score required to earn credit on an approved exam without prior instruction is 80 for a student in grades 1--12. Kindergarten acceleration passing score required to earn credit on an approved exam is 90. If a student plans to take an exam, the student (or parent) must register with the designated employee prior to the registration deadline. The parent may be responsible for purchasing the test from a university approved by the State Board of Education for exams to be administered on dates other than those designated. *Board Policy EHDC (LEGAL/LOCAL)*

Placement in new courses or grades will only occur before the beginning of a school year, regardless of when a CBE for acceleration is taken. A student may not attempt to earn credit by examination for a specific high school course more than two time (TAC 74.24 c.6). A student cannot take a CBE twice within the same testing window (TAC 74.24 a.1). Visit <http://carroll.schoolwires.net/Page/305> for more Credit by Exam details.

CRIMINAL CHARGES

If a student is charged with a crime for which disciplinary actions are mandated by law, the recommended disciplinary consequence pursuant to the *Student Handbook and Code of Conduct* will be based on the criminal charge(s) brought against the student. Certain offenses require mandatory removal to a disciplinary alternative education program (DAEP) and others require mandatory expulsion to a juvenile justice alternative education program (JJAEP). In some circumstances, a student may be arrested for an offense that initially requires mandatory removal to a DAEP; however, after completion of the criminal investigation, if the charges are upgraded to an expellable offense, the school will be required to recommend expulsion based upon the charges being filed. Because school discipline does not have to meet the same standards of evidence as law enforcement, the disciplinary assignment is not automatically reduced or dropped based on the outcome of the criminal case. In addition, there are certain criminal charges that may occur off campus at non--school sponsored or non--school related events for which the District is required to remove the student from the regular classroom setting. Upon notification from a law enforcement agency that the student has been charged with the commission of such a crime, the school will recommend appropriate disciplinary actions. If the charges for one of these off--campus offenses are later reduced or dropped and documentation of the reduction can be provided, the District will conduct a review of the disciplinary action. If the charges remain and the student receives deferred adjudication or deferred prosecution, the student will be required to complete the disciplinary assignment.

(See "Deferred Adjudication/Deferred Prosecution")

CYBERBULLYING

"Cyberbullying" means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based or electronic communication tool, and includes cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity, if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity, as allowed by law.

DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District. In addition to disciplinary sanctions under the District's *Student Handbook and Code of Conduct*, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with District policy and state law. Students shall be responsible for the care and return of state--owned textbooks and may be charged for replacement of lost or damaged textbooks. A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or,
2. The willful and malicious conduct of a child who is at least 10 years of age but under 18 years of age.
Texas Family Code 41.001 and Board Policy FNCB (LEGAL)

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities and property. To ensure that school facilities can serve those for whom they are intended, both this year and in the coming years, littering, defacing, or damaging school property, including textbooks and library books, 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 Handbook and Code of Conduct*.

DANGEROUS DRUGS

Substances as defined in *Texas Health and Safety Code 483.001(2)*.
(See "Drugs, Alcohol Use/Abusable Volatile Chemicals.")

DATING VIOLENCE

The District prohibits dating violence as defined in Board Policy FFH (LOCAL). Examples of dating violence may include physical or sexual assaults, name--calling, put--downs, or threats to the student or the student's household, destroying personal property of the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner or encouraging others in these behaviors. *Texas Family Code 71.0021*

Dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

DEADLY CONDUCT

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury or knowingly discharges a firearm in the direction of one or more individuals, habitation, building, or vehicle. *Penal Code 22.05 and Board Policy GRAA (EXHIBIT)*

DIABETES

If a parent informs the school District that their child has diabetes, the District will develop a Diabetes Management and Treatment Plan. 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 campus nurse or principal for information.
Board Policy FFAF (LEGAL/LOCAL)

DIPLOMA REQUIREMENTS

(See "Graduation")

DISCRETIONARY

“Discretionary” means that something is left to or regulated or decided by the appropriate District decision maker.

DISRUPTION OF CLASSES AND ACTIVITIES

Pursuant to *Texas Education Code § 37.123*, no person or group of persons acting in concert may intentionally engage in disruptive activity on the campus or property of any school in the District. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration;
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; and
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

Conduct by students either in or out of class that for any reason, whether because of time, place, or manner of behavior, materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited. Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

A person other than a primary or secondary grade student enrolled in the school commits an offense if the person, on school property or public property or within 500 feet of school property, intentionally disrupts the conduct of classes or school activities. *Texas Education Code § 37.124*. For purposes of this rule, “school property” shall include the public school campuses or school grounds or buildings used by the District schools for assemblies or other school–related activities, and “public property” includes any street, highway, alley, public park, or sidewalk. Conduct which disrupts the educational activities of a school includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction;
2. Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend;
3. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend; and
4. Entering a classroom without consent of either the principal or teacher and, either through acts of misconduct and/or use of loud or profane language, disrupting class activities. *Board Policy GKA (LEGAL) and FNCI (LEGAL)*

DISRUPTION OF TRANSPORTATION

Students are also prohibited from intentionally disrupting, preventing, or interfering with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by the District. *Texas Education Code § 37.126*. The disruption of District classrooms or transportation may result in referral to law enforcement authorities unless at the time of the misconduct the student was younger than 12 years of age. *Board Policy CNA (LEGAL) and Texas Education Code 37.124 and 37.126*

DISRUPTIVE ACTIVITIES

The provisions regarding the disruption of classrooms and transportation and the prohibitions against such conduct apply to any individual whether student, parent, District employee or member of the public.” (See “Disruption of Classes/Activities” and “Disruption of Transportation”)

DISTRIBUTION OF SCHOOL MATERIALS AND NON--SCHOOL MATERIALS

School Materials

Publications prepared by and for the school or school–related organizations, clubs, or groups may be posted or

distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. If applicable, the school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non--school Materials from Students

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, may not be posted, sold, circulated, or distributed on any school campus except as authorized under *Board Policy FNAA (LOCAL)*. The principal may designate reasonable time, place, and manner restrictions for distribution by students of non--school materials to other students. Board Policy FNAA (*LEGAL/ LOCAL*).

The District may prohibit expression by students if:

1. It materially and substantially interferes with school activities;
2. It materially and substantially interferes with the rights of other students or teachers; or
3. The District can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference.

Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control. Each school campus shall designate an area where materials that have been approved for distribution by students in accordance with policy may be made available. Campus principals must develop reasonable time, place, and manner restrictions regarding the distribution of materials at designated areas. The time, place and manner restrictions are on file in the principal's office.

Non--school materials that are intended for distribution to students shall be submitted to the building principal or designee for prior review according to the following procedures:

1. In order to be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
2. Using the standards below, the principal or designee shall approve or reject submitted material within two school days of the time the material is received.
3. The student may appeal the principal's decision in accordance with *Board Policy FNG(LOCAL)*.

Non--school materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience;
2. The materials endorse actions endangering the health or safety of students;
3. The materials promote illegal use of drugs, alcohol, or other controlled substances;
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person;
5. The materials contain defamatory statements about public figures or others;
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others; or
8. There is reasonable cause to believe that distribution of the non--school literature would result in material and substantial interference with school activities or the rights of others.

Students who fail to follow the procedures for submitting material for approval may face disciplinary action. Any student who violates District policy with regard to distribution may be subject to disciplinary action in accordance with the *CISD Student Handbook and Code of Conduct*. Materials displayed in violation of this policy will be removed. *Board Policy FNAA (LEGAL/LOCAL)*.

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 (*LEGAL/LOCAL*). To be considered, any non--school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or

individual, and be submitted to the Executive Director of Communications or designee for prior review. The Executive Director of Communications or designee will approve or reject the materials within three school business days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. *Board Policy DGBA (LEGAL/LOCAL), FNG (LEGAL/LOCAL), or GF (LEGAL/LOCAL)*. Prior review shall not be required in some circumstances as outlined in GKDA (LOCAL). In those circumstances, all non--school materials distributed must be removed from District property immediately following the event at which the materials are distributed. *Board Policies GKDA (LEGAL/LOCAL)*.

DRESS AND GROOMING

In order to maintain an orderly environment, all students shall be required to meet the minimum expectations of the dress and grooming code. Wearing apparel that unduly attracts the attention of other students often precipitates comments and/or other reactions that are disruptive. Safety, general health, and hygiene are factors that are also considered. The provisions of the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply. In addition to the general guidelines addressed in *Board policy FNCA (LOCAL)*, a student's personal dress and grooming standards must adhere to the following general criteria:

1. Shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
2. Shall not create a health or other hazard to the student's safety or to the safety of others.

It is the responsibility of the parents and the students to ensure that attire worn to school meets District requirements. This dress code is established to teach grooming and hygiene, reduce loss of personal property, and teach respect for authority. It should promote the best possible environment for learning. Disruptive dress and grooming causes distractions among students and teachers, disrupting the learning atmosphere. Because of these and other factors, the student dress code will be enforced at all schools. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. People tend to conduct themselves in the manner of the occasion for which they are dressed. First impressions of individuals and of a student body are based largely upon the manner of dress and personal care. It should be the desire of each student to create a favorable image. The school district requests the cooperation of parents and students in achieving this goal. Any type of dress or grooming that is disruptive will not be permitted on any campus. The District shall not prohibit students from exercising their rights of free speech, the press, assembly, religious expression, or religious exercise in accordance with Board Policy FNA (LEGAL/LOCAL). Dress and grooming standards have been established for campuses at each level: K--4; 5--6; 7--8; 9--10; and, 11--12. Please refer to the campus handbook for your child's school for specific information. Questions regarding the Dress Code should be directed to the campus principal. *Board policy FNCA (LEGAL and LOCAL)*.

DRILLS

(See "*Emergency Drills*")

DRIVER'S LICENSE ATTENDANCE VERIFICATION

To obtain a driver's license, a student between the ages of 16 and 18 must 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 Texas DPS must be provided written parental consent to access the student's records for purposes of verifying the 90th percent attendance for credit for the semester. The student can obtain the required verification form at the campus attendance office; however, the student should allow campus personnel time to verify the student's compliance with the 90 percent rule.

DRUG/ALCOHOL/ABUSABLE/VOLATILE CHEMICALS

No student shall, during any school term and while on school premises or off school premises at a school--sponsored activity, function, or event, or within 300 feet of school property, sell, give, deliver, use, possess, or be under the influence of any amount of:

1. Marijuana or a controlled substance, as defined by *Chapter 481, Texas Health and Safety Code*, or by *2 USC 801, et. seq.*;
2. A dangerous drug, as defined by *Chapter 483, Texas Health and Safety Code*; or
3. An alcoholic beverage, as defined by *Section 1.04, Texas Alcoholic Beverage Code. Texas Education*

In addition to the above prohibitions, no student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or other volatile chemical with intent to inhale, ingest, apply, or use them in a manner:

1. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
 2. Designed to affect the central nervous system; create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.
- Texas Health & Safety Code 485.031*

No person shall intentionally or knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint, or other substance that contains a volatile chemical. *Texas Education Code 37.006 and Health & Safety Code 485.033*. In addition to the statutory ban on the possession, use, or transmittal of controlled substances, dangerous drugs, and alcohol, the District prohibits:

1. The possession, use, or transmittal of paraphernalia related to any prohibited substance; and
2. The possession, transmittal, sale, or attempted sale of what is represented to be any prohibited substance.
3. The possession, use, sale, or transmittal of look--alike drugs.
4. The solicitation and/or intent to distribute any prohibited substance or look--alike drug via any medium.

DRUG PARAPHERNALIA

Students who violate this policy shall be subject to disciplinary action and may be required to complete an appropriate rehabilitation program. *Board Policies FNCF (LEGAL/ LOCAL), FOC (LEGAL), and FOD (LEGAL)*. "Drug paraphernalia" is defined in *Texas Health and Safety Code §481.002* and means equipment, a product or material that is used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance in violation of the Texas Controlled Substances Act or injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. This includes but is not limited to roach clips, rolling papers, needles, baggies (or other container) with residue, and pipers. This also includes drug residue or an unusable amount of drugs for which the student can only be ticketed for drug paraphernalia. Students are prohibited from possessing any form of drug paraphernalia on school property or at school--sponsored activities or events. The District believes that student use of alcohol and illicit drugs is not only illegal, but harmful. Consequently, the District prohibits the use, sale, possession, and/or distribution of alcohol and illicit drugs by students on school premises or at any school activity, regardless of its location. Compliance is mandatory, and students shall be disciplined if they are found to be in violation. *Board Policies FNCF (LEGAL/EXHIBIT)*.

DRUG--FREE SCHOOL ZONE

Texas Health and Safety Code 481.134 provides that certain drug--related crimes are subject to more severe criminal penalties if they occur in, on, or within 1,000 feet of premises owned, rented, or leased by a private or public elementary or secondary school including on a school bus. In addition to referring a student who commits a drug--related crime for criminal prosecution, the District will consider such acts to be school--related misconduct and may discipline the student for the misconduct in accordance with the provisions of the *Student Handbook and Code of Conduct*.

EMERGENCY DRILLS

From time to time, students, teachers, and other District employees will participate in drills for emergency procedures to practice for fire, tornadoes, and other emergency situations. 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 will 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

Information Card" containing emergency contact information. Parents may also submit emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) through Skyward Family Access. Parents should keep all emergency care information submitted to the District up-to-date. Please contact the campus nurse to update any information that the nurse or the teacher needs to know.

EXPLOSIVE WEAPONS

Any explosive or incendiary bomb, grenade, rocket, or mine 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. It includes a device designed, made or adapted for delivery or shooting an explosive weapon.

(See also "Weapons")

EXTENDED SCHOOL YEAR PROGRAM

(See *Summer School Programs*)

SCHOOL-SPONSORED EXTRACURRICULAR OR CO-CURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

All students are expected to adhere to the *Student Handbook and Code of Conduct* as it applies to school-related or school-sponsored activities. Students involved in extracurricular and/or co-curricular activities are expected to exhibit the highest standards of ethics and conduct. A student's participation in extracurricular and/or co-curricular activities is a privilege, not a right. Therefore, the teachers, sponsors, coaches, and directors of these activities may develop and enforce additional codes of conduct. In the event there is a conflict between the *Student Handbook and Code of Conduct* and an individual extracurricular or co-curricular activity's code of conduct, the *Student Handbook and Code of Conduct* shall control. Suspensions from extracurricular and/or co-curricular activities are not subject to appeal or review.

Consequences for Out-of-School Suspension (OSS)

Students who are suspended from school will be suspended from participation in all extracurricular and co-curricular games, contests, performances, banquets, and team transportation for the following lengths of time:

- 1st OSS: Suspension from the specified activities for a period of 10 school days from the date of OSS.
- 2nd OSS: Suspension from the specified activities for a period of 30 school days from the date of OSS.
- 3rd OSS: Suspension from the specified activities for a period of 90 school days from the date of OSS.

Note: a student's suspension from activities includes the specified number of school days, as well as any non-school days included within the suspension timeframe. For example, if a student receives a 10-day suspension and the student's suspension begins on a Monday, the student will be suspended from activities for Monday through Friday (school days 1-5), the immediately following Saturday and Sunday, and the next Monday through Friday (school days 6-10). Likewise, if a school holiday falls within the suspension timeframe and a student's suspension begins on a Monday, the student will be suspended from activities for Monday through Friday (school days 1-5), Saturday and Sunday, the Monday holiday, Tuesday through Friday (school days 6-9), Saturday and Sunday, and Monday (school day 10).

Consequences for DAEP Placement

Students who are placed in DAEP will be suspended from participation in all extracurricular and co-curricular activities, including, but not limited to, practices, team meetings, games, contests, performances, banquets, and team transportation for the following lengths of time:

- 1st DAEP placement: Suspension for a period of 45 school days from the date of DAEP placement.
- 2nd DAEP placement: Suspension for a period of 90 school days from the date of DAEP placement.
- 3rd and subsequent DAEP placements: Suspension for one calendar year from the date of DAEP placement.

Consequences for Expulsion

Students who are expelled are suspended from participating in all extra-curricular and co-curricular activities,

including, but not limited to, practices, team meetings, games, contests, performances, banquets, and team transportation for the period of time they are expelled.

Consequences for Non-School-Related Offenses

Students who commit non-school-related offenses may be suspended from participation in extracurricular and/or co-curricular activities by the campus behavior coordinator pursuant to this *Student Handbook and Code of Conduct* and as allowed by law. Before an extracurricular or co-curricular activity sanction will be imposed pursuant to this *Student Handbook and Code of Conduct*, the campus behavior coordinator shall thoroughly investigate the matter to gather all relevant information, including information from a law enforcement agency. When evidence of a non-school-related infraction is presented to the campus behavior coordinator, the student and parent/guardian will be notified of the offense. The student and/or parent/guardian will be afforded the opportunity to have a meeting with the campus behavior coordinator to discuss the offense and the penalties that have been assessed.

A student who commits a non-school-related offense will be suspended from participation in extracurricular and co-curricular games, contests, performances, banquets, and team transportation for the following lengths of time:

- 1st Offense: Suspension from specified activities for thirty (30) school days.
- 2nd Offense: Suspension from specified activities for sixty (60) school days.
- 3rd Offense: Suspension from specified activities for ninety (90) school days.

Note: a student's suspension from activities includes the specified number of school days, as well as any non-school days included within the suspension timeframe. See note above for examples.

Completion of Suspension from Activities

All listed extracurricular and co-curricular suspensions, regardless of whether they are school-related or non-school-related, are for "school days" and may continue into the next school year. For example, if a student is suspended from activities for thirty (30) school days with only ten (10) school days remaining in the school year, they will serve the remaining twenty (20) days at the beginning of the following school year. If a student is suspended from activities based on a DAEP placement or expulsion and the suspension continues into the following school year, the student will be suspended from all activities that may occur during the summer between the current and following school year. A student's suspension from extracurricular and/or co-curricular activities will not be automatically reduced and may continue until the full length of the suspension is completed, if the length of the disciplinary consequence is reduced.

Note: for a student's first career drug or alcohol offense, whether school-related or non-school-related, the student may participate in an optional counseling program to reduce the suspension by fifteen (15) school days, if the suspension is for 45 or more school days. The program will involve six (6) hours of counseling and may include parent participation. The cost of the program will be \$180.00, which will be paid by the student. This program is an option only on the first career drug or alcohol offense.

Suspension Penalties are Cumulative

Suspension penalties are cumulative throughout the student's middle school career (7th and 8th grades), high school career (9th and 10th grades), and senior high school career (11th and 12th grades). A student's accumulation of suspension penalties starts over and begins accumulating again each time the student moves up to the next level campus.

Participation in Tryout, Election, or Selection Process during Suspension from Activities

While under suspension from extracurricular and/or co-curricular activities, a student may participate in any tryout, election, or selection process that would allow them to participate in an activity that begins after their suspension is completed. A student elected to or selected for an organization or team while suspended from extracurricular and/or co-curricular activities may participate in games, contests, performances, and team transportation only after their days of suspension from extracurricular and/or co-curricular activities have been completed. Notwithstanding the

foregoing, a student will not be allowed to participate in any tryout, election, or other selection process that takes place while the student is serving out-of-school suspension, a DAEP placement, or an expulsion.

Note: a student's disciplinary consequence and suspension from extracurricular and/or co-curricular activities run concurrently. This means the student will not be allowed to participate in any tryout, election, or selection process during the student's suspension from activities while the student is concurrently serving their disciplinary consequence. However, once the disciplinary consequence has been completed and while the suspension from activities continues, the student may participate in a tryout, election, or selection process. For example, if the student receives a disciplinary consequence of three days of out-of-school suspension (OSS) with a resulting 10-day suspension from activities, the student will not be allowed to participate in any tryout, election, or selection process while the student is serving the three days of OSS, along with the first three days of the suspension from activities. However, once the OSS has been completed and while the student completes the remaining seven days of their suspension from activities, the student may participate in a tryout, election, or selection process.

FALSE ALARM OR REPORT

A "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;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly. *Texas Penal Code 42.06*

FIELD TRIPS

The primary purpose of a field trip is to give students an appropriate educational experience that is not otherwise possible in the classroom setting. Field trips shall have a direct relationship to the instructional activities in the classroom. These trips may serve as an introduction to concepts to be studied or as a culminating activity to finalize instruction regarding specific objectives. The activities involved during the trip should make a connection to the real world, foster relevance to subject matter, broaden cultural experience, and reinforce the engagement of the student. Field trips should be used for experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Field trips for the purpose of competition include academic competitions, musical competitions, and athletic competitions. These trips should foster both individual and collaborative efforts that will strengthen a student's ability to be a successful and productive citizen.

FIGHTING AND ABUSE

Fighting is defined as two or more persons engaged in any mutual violent or physically aggressive contact toward each other such as scuffling, pushing, shoving or hitting. Fighting will not be tolerated on school property or while attending a school--sponsored or school--related event on or off school property. If an individual is physically confronted by another student, the student should avoid striking back and alert an adult or administrator who can handle the situation. In assessing disciplinary consequences, consideration will be given to the "Guidelines for Assessing Disciplinary Consequences" set forth in the *Student Handbook and Code of Conduct*. Anytime one person makes physical contact with another with the implied intent to harm, the act, depending on the severity, may be considered "fighting," "assault," "assault by contact," or "assault with bodily injury." If a police officer is called, both students involved may be ticketed for the same offense, as appropriate.

FIREARM

"Firearm" is defined under federal law as:

1. Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device.

"Destructive device" means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant

charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun or a shotgun shell that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled. 18 USC 921.

Under state law a "firearm" is defined as 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. *Texas Penal Code 46.01*. Students are prohibited from possessing, exhibiting, using, or threatening to exhibit or use a firearm on school property (including but not limited to a vehicle owned or operated by the District) or at a school--sponsored or school--related event on or off school property. In accordance with the Gun--Free Schools Act, the District shall expel from the student's regular campus, for a period of one year, any student found in violation of this Act. *Board Policy FNCG (LEGAL) and FOD (LEGAL)*. A student will not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range not located on school property and while participating in or preparing for a school--sponsored shooting competition, a shooting sports educational activity sponsored or supported by the Parks and Wildlife Department, or a shooting sports organization working with the department. However, a student is prohibited from bringing a firearm on school property to prepare for or participate in a shooting sport competition or educational activity.

FOOD ALLERGIES

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

(See "Emergency Medical Treatment and Information")

FOOD AND DRINKS

Carroll ISD provides an environment supportive of good nutritional choices as required in wellness policy. *Policy FFA (LEGAL/LOCAL)*. In cooperation with this policy, parents are limited to bringing food and drinks to school for their child(ren) only and may not provide food or drinks to any other students with the exception of birthday treats and at limited special occasions and holiday events previously designated by the campus. Parents shall coordinate with the teacher several days in advance of their desired date to bring birthday treats.

To help parents with nut-free birthday treats, the District has created the Happy Birthday, Dragon! program. The Dragon Cafes at elementary and intermediate campuses offer several tasty options for class birthday treats. Items from the cafeteria are nut-free and produced on dedicated nut-free lines. The Happy Birthday, Dragon! program offers three package options for treats: Sugar Cookie Party, Hershey's Ice Cream Party, and Pop Star Gourmet Pops Party. For more information about the treat options and ordering information, please visit the District's website in the Departments/Child Nutrition section.

FOOD SERVICE

Carroll ISD's Child Nutrition Program offers students nutritionally balanced meals daily. Free and reduced--price meals are available based on financial need. Information about a student's participation is confidential. Applications for free and reduced--price meals are available in the front office of each school or from the Child Nutrition Department 817--949--8240. New applications must be completed and returned for approval each school year. The Child Nutrition Program utilizes an online computerized accounting system. Students have an assigned ID# which serves as their cafeteria account number. Online payments to your student's meal account can be made by setting up a user account at <https://www.lunchmoneynow.com/lmncrl/Main.htm>. Users may setup account balance notification reminders to alert them when their child's account reaches a low balance. Parents may

also send cash or checks with your students, in any dollar amount, to be credited to their account. Checks should be made to "Carroll ISD." All balances are carried over to the next year. When a student's meal card balance is depleted, the District will notify the parent, including notice of any unpaid charges to the meal card. Accounts with charged amounts shall be paid promptly. The student will be allowed to continue to charge meals according to the grace period established by the Board of Trustees. If the District is unable to work out an agreement with the student's parent for repayment of any balance and replenishment of the meal card the student may receive an alternative meal of a sandwich, and milk, juice, or water. The District will make every effort to avoid bringing attention to a student.

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, District employees, volunteers, and visitors 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, other District employees, volunteers, and visitors with courtesy and respect. The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, sexual orientation, national origin, disability, or age. 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. *Board Policy FFH(LEGAL/LOCAL)*.

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. *Board Policy DH (LEGAL, LOCAL and EXHIBIT)*.

Any student (or the student's parent) who believes that they have experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee. Failure to promptly report alleged sexual harassment may impair an administrator's ability to investigate and address sexual 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 District 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. However, a person who makes a false claim, offers false statements, or refuses to cooperate with a District investigation may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with *Board Policy FNG (LOCAL)*. In its efforts to promote nondiscrimination, the District makes the following statements: Carroll ISD does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, national origin, disability, or age 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 and Title II of the

Americans with Disabilities Act. The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination: Lauren Wurman, Director of Human Resources, 817--949--8218
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Vacant, Executive Director for Special Programs, 817--949--7050

(See also “Bullying,” “Harassment and “Sexual Harassment”)

GAMBLING

“Gambling” shall be defined as participating in games of chance for money and/or other things of value. Students guilty of gambling will be subject to appropriate consequences as outlined in this handbook.

GANG/GANG--FREE ZONE

A “criminal street gang” is defined as three or more person having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities. *Texas Penal Code 71.01*. Gang--related behaviors and activities, such as hand signals, gang signatures, mottoes, graffiti, and the wearing of gang--related insignia and flags, etc., disrupt the school environment and educational process, and cause intimidation of other students. To protect the safety of all students, to encourage regular attendance, and to ensure the progress of the educational process, such behaviors and activities are prohibited.

A “gang free zone” is any location that falls within the definition of *Texas Penal Code §71.028*, including any location that is: (1) in, on, or within 1,000 feet of: any real property that is owned, rented, or leased by a school or school board; premises owned, rented, or leased by an institution of higher education; premises of a public or private youth center; or playground; or (2) in, on, or within 300 feet of any: shopping mall; movie theater; premises of a public swimming pool; or premises of a video arcade; or (3) on a school bus. As required by *Texas Education Code §37.110*, the District provides the following information related to gang free zones and the consequences of engaging in organized criminal activity within those zones. *Chapter 71 of the Texas Penal Code* imposes various criminal and civil consequences for certain gang--related and other criminal offenses, including engaging in organized criminal activity in a gang--free zone, which includes areas surrounding school property and school buses. In addition to the criminal punishments that may be imposed for offenses performed on or within a gang--free zone, a criminal street gang or member of a criminal street gang can be held liable to the state or a governmental entity, including a school district for actual damages, civil penalties, court costs, and attorney’s fees, with the property of the criminal street gang or member seized in execution on such judgment, as provided by *Texas Civil Practice and Remedies Code § 125.070*.

GRADE--LEVEL CLASSIFICATION

After ninth grade, students are classified on the first day of school according to the number of credits earned toward graduation. *Board Policy EIE (LEGAL/LOCAL)*. Grade--level advancement for students in grades 9--12 shall be earned by course credits. To be promoted:

- From grade 9, a student must have acquired 6.5 credits;
- From grade 10, a student must have acquired 13 credits; and
- From grade 11, a student must have acquired 19.5 credits.

GRADING GUIDELINES

In grades PK--2, achievement is reported either as an individual student checklist to parents or a traditional report card. The checklist will provide more specific information about a student’s growth in skills and concepts being taught in four grading periods. In grades 3--12, grades in all subject areas shall be reported to parents, guardians, and students at the end of each grading period. Teachers follow Board--approved Grading Guidelines that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the school district grading policy applicable to the grade. Recorded grades must be based on relative mastery of an assignment and students will be assigned the grade earned and will not be assigned an arbitrary minimum grade. *Texas Education Code §28.0216*. 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.

All schools follow four grading periods. Each teacher is responsible for keeping the parent informed of student progress. Parents of students in grades 3--12 can also check their child's grades online. Contact the campus for more information on this service.

GRADUATION

To receive a high school diploma, a student must:

1. Complete requirements of the foundation high school program;
2. Complete testing requirements for graduation;
3. Complete demonstrated proficiency, as determined by the District (Academic Planning Guide); and
4. Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TAFSA), unless the student has properly declined to do so. *Board Policy EIF (LEGAL/LOCAL), TEC 28.0256.*

A student shall enroll in the courses necessary to complete the curriculum requirements for the foundation high school program and the curriculum requirements for at least one endorsement. The District offers several graduation program options. The school counselor can help students decide which program is best suited for them.

DIPLOMA REQUIREMENTS

(See "Graduation" and Board Policy EIF LEGAL/LOCAL)

STUDENTS WITH DISABILITIES

Upon the recommendation of the Admission, Review, and Dismissal Committee, students with disabilities may be permitted to graduate under the provisions of an Individualized Education Program (IEP). Students who finish four years of high school but will be remaining in CISD for post--secondary services pursuant to their IEP may choose to walk in the graduation ceremony with their peers but will not receive a diploma until they have completed the post--secondary program. Alternately, they may choose to participate in the graduation ceremony and receive their diploma when they have completed the post--secondary program.

STATE SCHOLARSHIP AND GRANTS

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement High School Program may earn financial credits in varying amounts. The amounts depend on the number of consecutive months in which a particular student completed graduation requirements and the number of early college credits the student earned. Financial credits may be used at public or private higher education institutions within Texas. The campus counselors can provide additional information about meeting the program's eligibility requirements. *Texas Education Code 56.203 and 56.204.*

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, contact the principal or counselor. *Board Policy EJ (LEGAL)*

COMMENCEMENT

Students are subject to removal from the commencement ceremony for inappropriate behavior before or during the ceremony. In addition to removal from the commencement ceremony, a conference with the principal may be required to obtain a diploma.

GRAFFITI

"Graffiti" is defined as any markings, including inscriptions, slogans, drawings, or paintings made on tangible property without the consent of the owner. Regardless of whether pecuniary damage results, when graffiti occurs on school property through the use of paint, indelible marker, or an etching or engraving device, the offense becomes a state jail felony, and is disciplined at Level IV as required by state law. *Texas Penal Code 28.08 and Texas Education Code 37.006.* Graffiti that does not rise to a felony level will be disciplined at Level III.

GUESTS AT SOCIAL EVENTS

The *Student Handbook and Code of Conduct* applies to students and guests, as applicable, attending school--sponsored/school--related social events. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. **(See also "Visitors to the Campus")**

HACKING/BREACH OF COMPUTER SECURITY

"Breach of computer security" involves knowingly accessing a computer, computer network, or computer system without the effective consent of the owner. Breach of District's computer system and other inappropriate use of the District's computer systems will be disciplined accordingly in accordance with state law. *Texas Penal Code and Texas Education Code 37.007*. **(See also *Acceptable Use Agreement and Board Policy CQ (EXHIBIT) and Board Policy CQ (LEGAL)*)**

HARASSMENT

All students, employees, volunteers, and visitors should be treated with courtesy and respect. Students should avoid any behaviors known to be offensive, and stop these behaviors when asked or told to stop. Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, sexual orientation, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by Board policy. Students shall not engage in prohibited harassment. This prohibition applies whether the conduct is by word, gesture, or any other inappropriate conduct, including requests for sexual favors. Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Forms of harassment, such as those mentioned above, that contain the elements of an offense listed in the Penal Code may be disciplined based on the Penal Code violation, as well as for harassment.

Gender--based harassment is also prohibited and includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. Gender--based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Students who believe that they have been harassed by fellow students or District employees are encouraged to promptly report such incidents to a teacher, counselor, principal, or assistant principal. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Failure to promptly report alleged harassment may impair an administrator's ability to investigate and address harassment.

Complaints of harassment will be addressed and resolved in a fair and expeditious manner. In accordance with District disciplinary procedures, appropriate disciplinary action shall be taken against students who are found to have engaged in harassment. In addition to these procedures, students and staff may have rights and procedural safeguards under other school policies or state and federal law. The District will not tolerate hostile or abusive

treatment, derogatory remarks, or acts of violence against students, staff, or volunteers. The District considers this behavior to constitute discrimination. *Board Policies DIA (LOCAL) and FFH (LOCAL)*.
(See "Bullying", "Freedom from Discrimination", and "Sexual Harassment")

HAZING

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described in item #5, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
5. Involves coercing, as defined by Penal Code section 1.07, the student to consume:
 - a drug; or
 - an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Penal Code section 49.01.

Texas Education Code 37.151

Hazing includes any willful act done by a student, individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Any teacher, administrator, or other person employed by the District, or any student who observes any other student engaged in any form of hazing, or who has reason to know or suspect that a student or students intend to engage in hazing, shall report that fact or suspicion to the principal. Hazing is a criminal offense. Students found to have engaged in hazing will be subject to disciplinary action. *Board Policy FNCC (LEGAL)*.

(See also "Bullying")

HIT LIST

A "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.

HOMELESS

(See "Special Programs")

HOMEWORK

Homework, an integral part of the learning process, supports, enriches, and reinforces topics covered in class. Students should be able to see the purpose of homework and clearly understand the requirements. The District encourages a reasonable amount of academic work to be done at home to complement learning during the school day. Homework also gives the child and parents an opportunity to share in the educational process. Any questions or concerns regarding homework should be directed to the teacher. The teacher's responsibility is to assign effective, well-planned homework assignments that aid the student in the mastery of the course's essential elements. This includes providing the student with ample notice of impending homework assignments. The student's responsibility is to complete assignments on time and to schedule after-school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class. A parent or guardian must take responsibility for ensuring that the child completes homework assignments. Regular monitoring of homework provides a good overview of what the student is learning in various subjects.

INDECENT EXPOSURE

A person commits the criminal offense of “indecent exposure” where he or she exposes his or her anus or any part of the genitals with the intent to arouse or gratify the sexual desire of any person and he or she is reckless about whether another person is present who would be offended or alarmed by his or her act. *Texas Penal Code 21.08*.

IMMUNIZATION REQUIREMENTS

A student must be fully immunized against certain diseases or must present an affidavit or certificate that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. Required immunizations include diphtheria, rubella (measles), rubella, mumps, tetanus, poliomyelitis (polio), pertussis, hepatitis A, hepatitis B, varicella (chicken pox) and meningococcal. The campus nurse can provide information on age--appropriate doses or on an acceptable physician--validated history of illness required by the Texas Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber--stamp validation. The vaccine requirements apply to all students entering, attending, enrolling in, and/or transferring to the District. Incomplete immunizations will prevent enrollment in school or can restrict attendance once enrolled if immunizations fail to be updated according to the requirements. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, TX 78714--9347 or online at <https://www.dshs.texas.gov/immunize/school/exemptions.aspx>

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 is medically contraindicated or 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. More information may be obtained at TDSHS online at <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>. *Board Policy FFAB (LEGAL)*.

INTENT

The design, resolve, or determination or state of mind with which a person acts. Since intent is a state of mind, it is ordinarily proved through inferences drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct or cause the result, an awareness that the conduct is reasonably certain to cause the result, or disregard of a substantial and justifiable risk when there is an awareness that the circumstances exist or the result will occur. The fact that a student may not have been motivated by a desire to violate the *Student Handbook and Code of Conduct* does not preclude imposing a disciplinary consequence so long as the student intended to engage in the underlying conduct that violated the *Student Handbook and Code of Conduct*. Intent is a factor that will be considered by District administrators when administering disciplinary consequences.

INTERNET ACCEPTABLE USE

Educational Purposes

1. The network is designed for educational purposes. The term “educational purposes” include activities that directly relate to the teaching and learning process as defined by curriculum support documents, district and/or campus improvement plans that support the mission, vision and goals of the district.
2. CISD has the right to place reasonable restrictions on the material students access or post through the system. Students are expected to follow the rules set for them in the District student conduct regulations and the law in their use of the network.
3. Students and their parents should be aware that Internet access using District computers is not private and may be monitored by District staff.

Student Internet Access

1. Students may obtain access to the Internet with the approval of their parents and the school.
2. Students shall sign and abide by the student Acceptable Use Policy. (See *CQ LEGAL/LOCAL*) The CISD statement for inappropriate use of technology can be found in the District’s Acceptable Use Policy (AUP). The AUP can be found on the district’s website.

http://www.southlakecarroll.edu/pages/CISD/Depts/Technology/_Procedures____Forms

Student Internet Postings

The content of contributions to a blog, wiki or podcast by a CISD student should be viewed as any content that a student would contribute to an academic assignment or other form of correspondence with the public. The social networking aspect inherent to contributions to a blog, wiki or podcast should enhance the ability for students to express themselves in an appropriate and socially acceptable manner.

1. Be aware of your blog, wiki, or podcast content, intent, and use of language. Contributions to a blog, wiki or podcast should be appropriate for the general public. No abusive, threatening (bullying) or foul language will be tolerated.
2. If you choose to blog or contribute to a wiki outside of your school environment about a non--school related matter of public concern (i.e., the elections, terrorism or environmental issues) be sure that what you post will not impede your school's effectiveness or efficiency or otherwise disrupt the school environment.
3. If you choose to blog or contribute to a wiki about innocuous information (i.e., your favorite football team or family genealogy), you still must be careful not to engage in comments that could adversely affect your school (i.e., damage the school's reputation) or interfere with your ability to participate in school activities.

Unacceptable Uses

The CISD statement for inappropriate use of technology can be found in the district's Acceptable Use Policy (AUP). The AUP can be found on the district's website

<https://www.southlakecarroll.edu/site/Default.aspx?PageID=415>

Prohibited Conduct

1. Submitting, publishing or displaying any defamatory, cyber bullying, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private;
2. Using the network for financial gain, political or commercial activity;
3. Attempting to or harming equipment, materials or data;
4. Attempting to or sending anonymous messages of any kind;
5. Using the network to access inappropriate material;
6. Knowingly placing a computer virus on a computer or the network;
7. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers;
8. Accessing of information resources, files and documents of another user without authorization;
9. Attempting to or accessing technology resources without authorization;
10. Attempting to or bypassing school internet filter;
11. Posting personal information about others without proper authorization;
12. Attempting to "hack" into resources or use of hacking software;
13. Storing inappropriate information (i.e. programs and .exe files) in home directories or student shares;
14. Attempts to degrade or disrupt resource performance;
15. Passwords are confidential. Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Helping others to violate this rule by sharing information or passwords is unacceptable;
16. Responding to requests for user credentials via email, this is called Phishing. Do not provide logins and passwords to websites unless you know they are district approved websites;
17. Any interference with the work of others, with or without malicious intent;
18. Forgery or attempted forgery of electronic messages or data is prohibited;
19. Pretending to be someone else when sending/receiving messages is prohibited;
20. Systems may not be used for, or in support of, illegal activities, or for any other activity prohibited by district guidelines.

NOTE: Students will not be disciplined for technological misconduct related to possessing items described above so long as the student (1) did not contribute to creation of the item in anyway, (2) possessed it only after receiving the item unsolicited from another, (3) either promptly destroyed the item or reported it to a school employee as soon as possible, and (4) did not provide a copy, forward, or re--post the item to anyone other than law enforcement, a school employee, or the student's parent/guardian.

Illegal Activities

1. Students should not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
2. A student shall not make deliberate attempts to disrupt the District computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Consequences for Inappropriate Use

1. Revocation of computer system access; and/or
2. Other disciplinary or legal action in accordance with the *Student Handbook and Code of Conduct* and applicable laws. *Board Policy CQ (LEGAL/LOCAL)*

INTIMATE VISUAL MATERIAL

Intimate visual material is visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, videotape, negative, or slide or any photographic reproduction that contains or incorporates in any manner any film, photograph, videotape, negative, or slide, or any disk, diskette, or other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen by telephone line, cable, satellite transmission, or other method. *Penal Code 21.16*

JURISDICTION

The District has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from on District transportation;
2. While the student is in attendance at any school--related activity, regardless of time or location;
3. For any misconduct substantially likely to create a material disruption of the orderly operation of school, regardless of time or location;
4. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
5. When criminal mischief is committed on or off school property or at a school--related event;
6. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
7. For certain offenses committed while on school property or while attending a school--sponsored or school--related activity of another district in Texas;
8. As provided in extracurricular or organization handbooks, by--laws or constitutions;
9. If the student is a registered sex offender;
10. While on school property;
11. While traveling to and from school or school activities on District transportation;
12. Other off campus conduct as permitted and defined by Chapter 37 of the Texas Education Code, including certain instances of cyberbullying; and
13. When the student commits a felony, as provided by state law.

Teachers and administrators also have full authority over student conduct at before, during, or after--school activities on District premises and at school--sponsored events on or off District premises, such as play rehearsal, club meetings, athletic practice, 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 Handbook and Code of Conduct* or any stricter code of conduct for extracurricular participants established by the sponsor in accordance with Board Policy. School property is defined as any property belonging to the District. It is the parents' responsibility to supervise their children at the bus stop or while walking or riding bicycles to and from school.

LEWD VISUAL MATERIAL OF A MINOR – FELONY

Possessing, accessing, or promoting lewd visual material depicting a child, as further defined by Texas Penal Code 43.25 is punishable as a felony.

LOCATION-RESTRICTED KNIFE

A knife with a blade over 5 ½ inches.

LOITERING

Students who are not scheduled to meet with a teacher or participate in a group activity under the supervision of a sponsor should not loiter on the campus before or after school hours. Teachers are assigned before and after school duty to supervise the arrival and departure of students only. It is the parents' responsibility to provide appropriate supervision for students before and after school so that they are not left on a campus unsupervised.

LUNCH VISITORS

All lunch visitors are required to sign in at the front office and obtain a visitor pass prior to proceeding to the cafeteria.

Elementary / Intermediate

Lunch visitors at the elementary level may be parents, immediate family members, and campus mentors. Immediate family members are defined as the student's parents/step-parents, siblings, grandparents, or any person residing in the home. If a parent/guardian wishes to restrict visitation of immediate family members to their child, a written request must be submitted to the campus principal or principal's designee. Lunch visitors should leave at the end of the lunch period.

Secondary

Due to space and safety concerns at the secondary level, lunch visitors will be restricted to parents/guardians, grandparents (with written permission), and campus mentors. Siblings may attend, if accompanied by a parent or guardian. Mentors may not use visitation at lunch with an assigned student mentee as an opportunity to create a limited open forum or limited public forum. A violation to this restriction may result in the mentor losing the privilege of visiting during lunch. *Board Policy GKC (LEGAL/LOCAL)*.

(See also "Visitors to Campus")

MAKE--UP WORK

Students who have excused absences will be permitted to make up regular coursework and receive the actual grade earned. Students are given the number of days absent to make up all work assigned in their absence. Students will be responsible for obtaining, completing, and turning in the make-up work within the time frame.

Missed semester exams must be made up within a two-week period. Missed first semester exams must be made up within the first two weeks of the second semester. Missed second semester exams must be made up within the first two weeks following the last school day of the year. Extenuating circumstances are to be discussed with the campus principal or his/her designee.

MANDATORY

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

MEDICAL APPOINTMENTS

Because class time is important, doctor and dental appointments should be made before or after school hours if possible so students will not miss valuable instructional time. Students who have an appointment with a health care professional and either commence class or return to school on the same day of the appointment are not considered absent for attendance accounting purposes if a note from the doctor's office is provided and make-up work is completed within the time allotted by the teacher. Students must be signed in and out through the attendance office.

(See "Attendance")

MEDICINE AT SCHOOL

All medications (prescription and nonprescription) brought to the school must be taken to the school clinic for dispensing. Students may not be in possession of any prescription or nonprescription drug on school grounds during school hours. The following procedures must be met in order for medication to be administered at school:

1. All medication (prescription and over--the--counter) must be provided by a parent or legal guardian. If it is

a controlled substance, e.g. Ritalin, it must be transported by a parent or legal guardian, and the medication will be counted upon its arrival in the health clinic. Students may have a special exception to this rule for asthma inhalers (see #8).

2. A parent or legal guardian must complete a Carroll ISD Medical Request Form for all medications. Parents or legal guardians may get the forms from the school office.
3. Each prescription must be in the original prescription bottle with a prescription label bearing the student's name, the name of the medication, and instructions for giving the medication. Pharmacies can supply two (2) labeled bottles for this purpose. An extra bottle is required if medication is to be administered on a field trip.
4. Non--prescription medicine must be in the original container labeled with the student's name, the name of the medication, and instructions for giving the medication.
5. Sample prescription and alternative medicine must be labeled with the student's name and accompanied by a signed Texas Board Certified physician order, with a patient information sheet listing its ingredients, actions, and side effects.
6. Dietary supplements and other nutritional aids not approved as medication by the FDA may not be dispensed by school personnel. Provided, however, herbal substances or dietary supplements may be administered in accordance with *Board policy FFAC (LOCAL)* if provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.
7. All medication will be placed in a locked cabinet in the health clinic; an exception may be made for asthma inhalers (see #8 below).
8. Students may carry and use asthma inhalers if they complete the District's Asthma Inhaler Form.
9. The District can assume no responsibility for loss or negligent behavior when students carry conventional or alternative medication or dietary supplements without the knowledge of the campus health service personnel. Noncompliance may be subject to disciplinary action.
10. Any unused medication will be destroyed two weeks after last dosage. Medication will not be sent home with a student. It must be picked up by a parent or legal guardian at the school health clinic. *Board Policy FFAC (LEGAL/LOCAL)*.

These rules are necessary for students' safety. Students must have a note from their parent or legal guardian if they are not to participate in physical education classes due to illness or injury. Longer nonparticipation may require a physician's written excuse.

(See "*Prescription/Non--Prescription Drugs*")

MILITARY FAMILY STUDENTS

Carroll ISD follows the Interstate Compact on Educational Opportunities for military children.

MIRANDA WARNINGS

State law that applies to law enforcement officers in interrogating juveniles does not apply to public school administrators in their enforcement of discipline. Miranda warnings do not apply to school disciplinary proceedings.

NON--SUFFICIENT FUNDS FEE

An additional charge for all checks returned, plus any additional cost to the District, will be passed on to the check maker. The non--sufficient funds fee for Carroll ISD is \$32.

"OPTING OUT" OF ACTIVITIES

As a parent, you have a right to receive notice and determine your child's participation in the following:

- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information;
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
- Any survey concerning the private information listed below, regardless of funding. *Board Policies EF (LEGAL) and FFAA (LEGAL/LOCAL)*

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 the following:

- 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; and
- 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. *20 USC 1232h (b)*.

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. *Board Policy EF (LEGAL)*

PERSISTENT MISBEHAVIOR

Persistent misbehavior is repeated violations (2 or more) of the *Student Handbook and Code of Conduct* in general or repeated occurrences of the same violation.

PHYSICAL RESTRAINT, SECLUSION AND TIME OUT

Restraint of a child by a CISD employee shall only be allowed as a last resort in an emergency situation where proactive attempts of de-escalation have failed. An emergency situation is one where a student's behavior poses a threat of imminent, serious physical harm to the student or others; or imminent, serious property destruction.

The following limitations apply:

1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
2. Restraint shall be discontinued at the point at which the emergency no longer exists.
3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
4. Restraint shall not deprive the student of basic human necessities.

"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. *Board Policy FOF (LEGAL)*.

Restraint does not include the use of:

1. Physical contact or appropriately prescribed adaptive equipment to promote normative body positioning and/or physical functioning;
2. Limited physical contact with a student to promote safety (e.g., holding a student's hand), prevent a potentially harmful action (e.g., running into a street), teach a skill, or provide comfort;
3. Limited physical contact or appropriately prescribed adaptive equipment to prevent a student from engaging in ongoing, repetitive self--injurious behaviors; or
4. Seat belts and other safety equipment used to secure students during transportation.

The use of Physical Restraint, Seclusion, and Time--Out for students with special needs are governed by *Texas Education Code 37.0021*, the requirements of *34 CFR 300.324(a)(2)(i) and (c)*, and *19 T.A.C 89.1053*. CISD's procedures regarding the use of Restraint, Seclusion, Confinement, and Time--Out are consistent with all applicable laws and Board policy. Under these provisions:

"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 fifty (50) square feet of space. A school district employee or volunteer or independent contractor of the District may not place a student in seclusion.

"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. *Board Policy FOF (LEGAL)*.

PLAGIARISM

(See "*Cheating*")

POLICE INTERVENTION

The District reserves the right to refer any student, regardless of age, to law enforcement authorities if the District suspects that a student has broken the law. This referral may be in addition to any school disciplinary action taken against the student. Under some circumstances a report to law enforcement is required. (See "*Reports to Law Enforcement.*")

POSSESSION

"Possession" means actual care, custody, control, or management. A student shall be considered to be in possession of any substance or thing prohibited or regulated by the District's *Student Handbook and Code of Conduct* if the substance or thing is:

1. On the student's person or in the student's personal property, including but not limited to, the student's clothing, purse, book bag, backpack, or briefcase;
2. In any vehicle driven by the student to or from school or school--related activities, including but not limited to, an automobile, truck, motorcycle, or bicycle; or
3. In any school property used by the student, including but not limited to, a locker or a desk.

(See "*Vehicles on Campus*")

PRAYER

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

PRESCRIPTION/NON--PRESCRIPTION DRUGS

No student shall have non--prescription (over--the--counter medicine) or prescription drugs in his/her possession on school grounds during school hours. All medication will be stored and dispensed in the school clinic, and all medication must be in a properly labeled container with one medication per container. A student found in possession of a medication currently prescribed for the student is in violation of established District procedures. Possession of a nonprescription drug is also a Level II disciplinary offense. A student who sells, gives, or delivers a non--prescription drug to another student shall be subject to disciplinary action as a Level III offense.

A student who sells, gives, or delivers a prescription drug (controlled substance/dangerous drug) to another student; a student who attempts to sell, give, or deliver a prescription drug; a student who is in possession of a prescription drug belonging to someone else, or a person in possession of their own noncurrent prescription drug commits a Level IV offense and will be placed in an appropriate disciplinary alternative education program (DAEP). If the student is charged with a felony, the student is expelled by state law and placed in a Juvenile Justice Alternative Education Program (JJAEP). In simple terms, when a student sells, gives, delivers, etc. his/her own prescription drug, which is a controlled substance/dangerous drug, it becomes an illegal substance. Likewise, when a student possesses someone else's prescription drug, it becomes a controlled substance/dangerous drug that is illegal in the student's possession because the student does not have a prescription for the drug. If a student takes more than the recommended dosage of his/her own medication that results in a ticket for public intoxication or a similar charge, the student will be disciplined at Level IV.

Natural and/or homeopathic--like substances (not FDA approved) and dietary supplements are prohibited at school and will be treated as non--prescription drugs for disciplinary purposes as stated in this section.

(See "*Medicine at School*")

PRESCHOOL PROGRAMS

Carroll ISD offers a blended preschool setting which serves three types of preschool programs in one integrated, inclusive environment. All of the preschool programs described below are provided at three elementary campuses: Carroll Elementary, Old Union Elementary, and Rockenbaugh Elementary.

The first type of preschool program is the Preschool Program for Children with Disabilities (PPCD), which provides special education and related services for eligible children with disabilities ages three to five. This program is legally mandated for eligible students beginning on their third birthday, regardless of when the birthday falls during the school year, and ends when the student becomes eligible for kindergarten. These services are determined by the student's Admission, Review, and Dismissal (ARD) committee, based on individual need, and may include walk-in therapies, or partial/full day placement in the CISD Blended Preschool Program. Special education services provided through PPCD are offered at no cost to parents.

The second type of preschool program is the state-mandated pre-kindergarten program. Texas state law requires school districts to provide free full-day preschool programs if there are 15 or more four-year-old students who meet any of the eligibility criteria. If you believe your child is eligible under any of the eligibility requirements below, please contact the CISD Assessment Center at the number provided below.

Eligibility requirements:

1. The student is unable to speak and comprehend the English language (based on an assessment conducted by CISD English as a Second Language staff);
2. The student is educationally disadvantaged (eligible for free or reduced lunch program);
3. The student is homeless, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child;
4. The student is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority;
5. The student is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty;
6. The student is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by section 262.201 of the Family Code; or
7. The student is the child of a person eligible for the Star of Texas Award as a peace officer under section 3106.002 of the Texas Government Code, a firefighter under section 3106.003 of the Texas Government Code, or an emergency medical first responder under section 3106.004 of the Texas Government Code.

The third type of preschool program offered by Carroll ISD is the tuition-based blended preschool program involving both general and special education students. In order to be considered for enrollment in this program, parents must pre-register their students in the spring of the previous school year. Enrollment is determined through a lottery process, as space is limited. If you would like more information about any of these preschool programs or believe that your child may be eligible for services, please contact the Preschool Coordinator at 817-949-8402.

PROGRESS REPORTS

(See "Grades and Grading Guidelines")

PROHIBITED ITEMS

Prohibited items include, but are not limited to, the following: any weapons, knives of any size (including pocket knives), hand instrument designed to cut or stab another by being thrown, dagger (including but not limited to a dirk, stiletto or poniard), bowie knife, sword, spear, clubs/night sticks (or items that can be used as clubs), firearm silencer or suppressor, lookalike weapons, knuckles, alcohol, box cutters, chains, laser pointers, ammunition, razors, rubber bands, squirt guns; fireworks or pyrotechnics of any kind; tobacco products, electronic cigarettes, electronic or digital vaping devices, electronic nicotine delivery systems, drugs (even non-prescription drugs if not properly delivered to the campus nurse), synthetic or "look alike" drugs intended for use to induce the same effects as drugs, matches, lighters, handcuffs, mace, smoke or stink bombs, balloons, toys, or any other items which may be deemed to be disruptive, dangerous, or in violation of school policies. The school reserves the right to add items to the list when they are deemed to be inappropriate for school. *Board Policy FNCG (LEGAL).*

Students who unintentionally bring to school a prohibited item, which is not illegal, may turn in the item to a staff member without disciplinary consequences if this is done before the item is discovered or reported by a staff member or another student. This option applies only to the first time the prohibited item is accidentally brought to school. The second time the prohibited item is brought to school, the item will be confiscated and the student disciplined according to the type of item brought to school. Confiscated items will only be returned to the parent/guardian.

PROMOTION AND RETENTION

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

Grades K--2

In kindergarten--grade 2, promotion to the next grade level shall be based on 70 percent mastery of the grade level Standards (Texas Essential Knowledge and Skills) for each subject as indicated on the report card.

Grades 3--8

In grades 3--8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (Texas Essential Knowledge and Skills,) for all subject areas, and a grade of 70 or above in three of the following areas: language arts, mathematics, science and social studies.

Grades 9--12

Grade-level advancement for students in grades 9--12 shall be earned by course credits. *Board policy EIE (LOCAL)*

Parent Request for Student to Repeat Course or Grade

A parent may request in writing that a student repeat prekindergarten, kindergarten, or grade 1, 2, or 3. For the 2021-22 school year, a parent may request in writing that a student repeat grade 4, 5, 6, 7, or 8 that the student was enrolled in during the 2020-21 school year. For the 2021-22 school year, a parent may request in writing that a student repeat a course taken for high school credit that the student took and received credit for during the 2020-21 school year. Before granting a parent's request, the district may convene a retention committee to meet and discuss the request, and will invite the parent to participate.

PERSONAL GRADUATION PLAN

A Personal Graduation Plan (PGP) will be prepared for all students in a middle school or beyond who do not perform satisfactorily on a state-mandated assessment test or are 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 an individual student's educational goals and include consideration of the parent's educational expectations for the student. For additional information, contact the counselor or principal. *Board Policy EIF (LEGAL)*

PSYCHOTROPIC DRUGS

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 will not 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. "Psychotropic drug" means a substance used in diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood or behavior-altering substance. *Board Policy FFAC (LEGAL/LOCAL)*.

PUBLIC DISPLAYS OF AFFECTION

In order to maintain a mature and respectful atmosphere, students are reminded that public displays of affection

are considered unsuitable in an educational setting. These displays could be defined as kissing, embracing, and/or other forms of physical fraternization.

PUBLIC LEWDNESS

(Those acts defined in Texas Penal Code 21.07)

PUBLICATIONS-STUDENT SPEECH

The District's educators shall exercise editorial control over style and content of student speech in school--sponsored expressive activities so long as their actions are reasonably related to legitimate pedagogical concerns.

The District may refuse to disseminate or sponsor student speech that:

1. Would substantially interfere with the work of the school;
2. Impinges on the rights of other students;
3. Is vulgar or profane;
4. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order;
5. Does not meet the standards of the educators who supervise production of the publication;
6. Is inappropriate for the level of maturity of the readers; or
7. Associates the school with any position other than neutrality on matters of political controversy.

Board Policy FMA (LEGAL)

(See "Distribution of School Materials and Non--School Materials")

QUESTIONING OF STUDENTS

School officials such as administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. *Board Policy FNF (LOCAL)*. When law enforcement officers or other lawful authorities desire to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply.

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal shall notify the student's parents or other person having lawful control of the student unless the interviewer provides information that establishes that there is a significant risk of imminent danger to the student, other students or staff, or the campus as a whole.
3. If the student's parents or other person having lawful control of the student are unable to attend, the principal or designee shall be present during the questioning or interview. *Board Policy GRA (LOCAL)*

QUESTIONING OF STUDENTS-CHILD ABUSE INVESTIGATION

Administrators will not impede the questioning of a student by a law enforcement officer who has a subpoena, court order, directive to apprehend, warrant, or who is willing to take the child into custody and remove the child from campus for investigation regarding a non--school--related matter as provided by *Texas Family Code 52.01*. In case of removal from the campus, the law enforcement officer will be requested to follow campus procedures for checking the student out of school. Absent one of these provisions, school personnel will request that prior to allowing an interview for non--school--related matters, that parental permission must be obtained.

Administrators will also not impede a CPS investigation and will allow CPS case workers or law enforcement officers to question students related to a reported claim of child abuse. *Board Policy FFG (LEGAL)*. When a representative of the Department of Family and Protective Services or another lawful authority desires to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's request regarding the conditions of the interview or questioning.

REASONABLE BELIEF

Reasonable belief is a determination made by the Superintendent or designee that misconduct occurred using all factual and legally available information, including the information furnished under *Article 15.27, Code of Criminal Procedures*.

RELEASE OF STUDENTS FROM SCHOOL

No student will be allowed to leave with any person not named on the student registration card, unless prior written permission by a parent or guardian has been received. Identification will be required. The District is committed to the protection of students entrusted to its custody during the school day. Therefore, campus administrators shall exercise caution in releasing students during the school day. The procedures controlling the release of a student from school are as follows:

1. Definite and satisfactory identification (i.e. driver's license or picture ID) shall be required of the person authorized to talk with a student or to take a student from school. The following persons will be allowed access to a student: a) the student's parents/guardians; b) a person who has written authorization from the student's parent/guardian; or c) a person who is authorized by a legal order to take possession of a student.
2. A teacher shall not allow a student to leave school without securing the permission of the principal or administrative designee.
3. A telephone call from a person representing himself/herself as a parent shall be verified by a principal or designee. The parent shall be notified any time a request for the release of a student is denied by the principal.
4. When checking a student out of school, a parent or guardian must report to the attendance office or front office.
5. High school students who have a car on campus must obtain an early dismissal pass to leave campus during the school day by presenting a signed and dated note from the parent. These students shall check out through the appropriate office before leaving the campus.

Parents requesting that a student be allowed to leave the campus for medical or family matters must make a request, in writing or by personal contact. The principal or principal's designee will verify the request. Students who leave campus at any time without parental permission and administrative approval shall be considered truant and will be subject to disciplinary action.

(See "Closed Campus")

RELIGIOUS HOLIDAYS

The District respects the religious beliefs of all religions and recognizes that there are faiths that require students to abstain from school/work on religious holy days. If the observance prohibits a student from attending class, the absence will be an excused absence. Notes may be submitted by the parent/guardian either before or after the absence. If the observance of religious holy days requires travel time, one travel day to and one travel day from the observance may be excused.

(See Attendance)

REPORT CARDS

In grades PK--2, achievement is reported in either an individual student checklist to parents or a standards-based report card. The checklist will provide more specific information about a student's growth in skills and concepts being taught in four grading periods. In grades 3--12, grades in all subject areas shall be reported to parents, guardians, and students at the end of each grading period. In grades 3--8, each student will receive a computer--generated report card that includes academic achievement grades, conduct status grades, and absences one week following the end of a grading period (usually a Friday). Exceptions to this schedule may occur when holidays or vacation days fall during the week. In grades 9--12, each student will receive a computer--generated report card that includes academic achievement grades and absences one week following the end of a grading period (usually a Friday). Exceptions to this schedule may occur when holidays or vacation days fall during the week. In addition to the standard report card, students with disabilities must also receive a report indicating their progress on IEP goals.

REPORTS TO LAW ENFORCEMENT

In accordance with law and *Board Policy GRAA (LEGAL/EXHIBIT)*, a principal or designee, including the campus behavior coordinator, is required to make reports to local law enforcement authorities when there are reasonable grounds to believe that a student has engaged in any of the following activities that occur in school, on school property, or at a school--sponsored or school--related activity on or off school property, without regard as to whether the activity is investigated by school security officers:

1. Conduct that may constitute an offense listed in Texas Government Code 508.149; deadly conduct, as described by Texas Penal Code 22.05; or a terroristic threat, as described by Penal Code 22.07.
Board Policy GRAA (EXHIBIT)

2. The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code.
3. The possession of any of the weapons or devices listed in *Penal Code 46.01(1) --- (14) or (16)*. *Board Policy FNCG (LEGAL)*
4. The possession of a weapon as defined by *18 USC 921*, in accordance with the Gun--Free Schools Act. *Board Policy FOD (LEGAL)*
5. Conduct that may constitute a criminal offense under *Penal Code 71.02*, engaging in Organized Criminal Activity. *Board Policy GRAA (EXHIBIT)*
6. Conduct that may constitute a criminal offense for which a student may be expelled under *TEC 37.007(a), (d), or (e)*.

Please refer to *Board Policy GRAA (Exhibit)* for other examples of required reports. The report shall include the name and address of each student the person believes may have participated in the activity, but is not required if the person reasonably believes that the activity does not constitute a criminal offense. *Texas Education Code 37.015*.

In addition, a principal or person designated by the principal (other than a school counselor) may make a report to law enforcement if the principal has reasonable grounds to believe that a student engaged in conduct that constitutes assault under Penal Code 22.01 or harassment under Penal Code 42.07(a)(7).

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 ensure school safety. A student shall do the following:

1. Avoid conduct that is likely to put the student or other students at risk.
2. Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
3. Wear at all times district assigned student ID/badge.
4. Remain alert to, and promptly report to a teacher or the principal any safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
5. Know emergency evacuation routes and signals.
6. Do not prop open doors or curtail campus security procedures.
7. Students must not open doors for individual wanting access to the building.
8. Participate in all district safety training and comply to directives by staff member during drills.
9. Immediately follow the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

SCHOLARSHIPS/GRANTS

(See "*Graduation*")

SCHOLASTIC PENALTIES

(See "*Cheating*")

SCHOOL HEALTH ADVISORY COUNCIL

Information regarding the District's School Health Advisory Council (SHAC), including the number of meetings scheduled or held during the year and the duties of the council, is available from the Executive Director for Curriculum and Instruction. The SHAC will meet a minimum of four times per year. *Board Policies BDF (LEGAL) and EHAA (LEGAL)*

SCHOOL RESOURCE OFFICERS

The primary functions of a School Resource Officer (SRO) are to protect the safety of students and faculty, provide campus security, investigate criminal offenses, and plan and participate in law enforcement operations designed to prevent juvenile delinquency. An SRO's duties include:

1. Monitoring access to the school grounds and assisting in limiting access to the school grounds to authorized persons only.
2. Providing police protection of school property, personnel, and students.

3. Patrolling school property during school hours.
4. Answering calls for assistance from school officials.
5. Investigating criminal acts committed by and against juveniles on and off school grounds, and serving as liaison between the District, the Southlake Police Department, and other agencies of the juvenile justice system, as determined by the Southlake Police Department Chief of Police, or their designee.
6. Making and preparing reports and documentation on criminal activities.
7. Making court appearances as necessary, related to events occurring within the officers' jurisdiction.
8. Answering calls and assisting with the facilitation of dispute resolution between students, students and school authorities, and parents and school authorities.
9. Being available as a resource person to teach, lead a discussion, or offer information on topics on which the officer has special competence due to law enforcement training.
10. Providing a high visibility crime deterrent on school property in order to effectively promote security and order in the schools.
11. Attempting to detect and identify the early signs of deviant behavior associations.
12. Supporting student adherence to the *Student Handbook and Code of Conduct*.
13. Assisting with traffic control and direction at assigned campuses during times requested by the District and at other times and locations, as requested by the District and approved by the Southlake Police Department Chief of Police or their designee.
14. Being available to respond to a specific location upon request, when a school official is conducting a search of a student and the school official has reasonable grounds to believe that the search will discover evidence that the student has violated or is violating the law or the rules of the school.
15. Attending meetings as requested by the District and approved by the Southlake Police Department Chief of Police, or their designee.
16. Completing other duties as assigned by the District and agreed upon by the Southlake Police Department.

SROs may assist with, but shall not be specifically assigned to perform, lunchroom duties, hall monitoring, bus duties, parking lot monitoring, or any other duties that would restrict an officer's ability to investigate or respond to threats to the school or criminal activity. When school administrators discuss school disciplinary matters with students and/or parents, SROs may be requested to preserve the peace. While in that capacity, an SRO will not intervene unless a criminal violation is identified or observed.

SCHOOL RULES

As required by law, the District has established a *Student Handbook and Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior, both on campus and off campus to the extent authorized by law, and consequences for violation of the standards. Students need to be familiar with the standards set out in the *Student Handbook and Code of Conduct*, as well as campus and classroom rules.

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. School officials may search a student's outer clothing, pockets, or property if the official has reasonable suspicion to believe that the student possesses contraband or a prohibited item. School officials may also search a student's outer clothing, pockets, or property by securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation; and
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with *Board Policy FNF (LEGAL/LOCAL)*.

STUDENTS' LOCKERS AND VEHICLES

Students have full responsibility for the security of their lockers and for vehicles parked on school property. It is

the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property. Vehicles parked on District property are within the jurisdiction of the District. School officials may search lockers or vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the Vehicle, the District may turn the matter over to local law enforcement officials. Law enforcement may be contacted even if consent to search is given.

SEARCHES --- TRAINED DOGS

The District may use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in *Board Policy FNCF (LEGAL AND EXHIBIT)*, and alcohol. This program was implemented with the objective of maintaining a safe school environment conducive to education. Such visits by trained dogs to schools shall be unannounced. The dogs are used to sniff vacant classrooms, vacant common areas, student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the *Student Handbook and Code of Conduct. Board Policy FNF (LEGAL AND LOCAL)*.

(See "Interrogations" and "Questioning of Students")

SECRET SOCIETIES

The Board prohibits any fraternity, sorority, secret society, or gang defined by state law as any "organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization." The term does not include an agency for public welfare, including Boy Scouts, Hi--Y, Girl Reserves, DeMolay, Rainbow Girls, Pan--American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities." *Texas Education Code (TEC) 37.121(d)*. A person commits a Class C misdemeanor if the person:

1. Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
2. Is not enrolled in a public school and solicits another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged. *TEC 37.121(a)(c)*

An appropriate administrator shall recommend placing in a disciplinary alternative education program (DAEP) any student who commits the offenses described above. *TEC 37.121(b) and Board Policy FOC (LEGAL) Board Policy FNCC (LEGAL)*

SELF--DEFENSE

"Self--defense" is when the person who is not the aggressor and is without fault in provoking the encounter and uses the minimum force required to remove himself or herself from immediate danger or harm. Force used against another must be reasonably believed to be immediately necessary to protect the person. Actions that escalate or continue the encounter will not be considered self--defense. Interactions prior to the encounter will also be considered.

(See also "Fighting/Assault")

SERIOUS MISBEHAVIOR

"Serious misbehavior" means to engage in:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Texas *Penal Code 1.07*; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under *Texas Penal Code 21.07*;

- b. Indecent exposure under *Texas Penal Code 21.08*;
- c. Criminal mischief under *Texas Penal Code 28.03*;
- d. Personal hazing under *Texas Education Code 37.152*; or
- e. Harassment, under *Texas Penal Code 42.07(a) (1)*, of a student or district employee.

SEX OFFENDER

A student is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure* for an offense committed on or after September 1, 2007. The term does not include a student who: (1) is no longer required to register as a sex offender under Chapter 62, (2) is exempt from registering as a sex offender under Chapter 62, or (3) received an early termination of the obligation to register as a sex offender under Chapter 62. *Board Policy FOE (LEGAL)*.

SEXUAL ABUSE OF A CHILD

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to mail or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually aggressive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you. As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following web sites might help you become more aware of child sexual abuse:

<http://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

<https://kidshealth.org/en/parents/child-abuse.html>

<http://www.taasa.org/resources--2/>

Reports may be made to the Child Protective Services (CPS) division of the Texas Department of Family and Protective Services at 1--800--252--5400 or on the web at <http://www.txabusehotline.org>.

The District has adopted and implemented a policy addressing sexual abuse, sex trafficking, and other maltreatment of children. This policy can be found in *Board Policy FFG (LEGAL/LOCAL)*.

SEXUAL ASSAULT TRANSFERS

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 victim or the offending student to another campus, the victim or 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. *Board Policy FDE (LEGAL/LOCAL)*.

SEXUAL HARASSMENT

“Sexual harassment” of students is welcomed and unwelcomed sexual advances, requests for sexual favors, sexually motivated physical, verbal, or non-verbal conduct or other conduct or communication of a sexual nature when (1) a District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct or (2) is conduct that is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s education opportunity or creates an intimidating, threatening, hostile, or abusive educational environment. Sexual harassment is prohibited by District Policy FFH and FNC. If a student believes he/she has been sexually harassed, the student or the student’s parents should report the incident to any of the following: principal, assistant principal, counselor, or the District’s Title IX Coordinator, Lauren Wurman, Executive Director of Human Resources. *Board Policy FFH (LEGAL/LOCAL)*.
(See “Freedom from Discrimination” and “Harassment”)

SHORT--BARREL FIREARM

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 if, as altered, has an overall length of less than 26 inches.
(See also “Weapons”)

SKATEBOARDS/SCOOTERS/ROLLER BLADES

Students and others are not permitted to use skateboards, scooters, roller blades, and/or rollers on campus grounds at any time. If a student is using any one of these as a means of transportation to or from school, he or she must walk and carry the skateboard, scooter, roller blades, and/or rollers while on school property. Skateboards, scooters, roller blades, and/or rollers should be kept in a locker or designated place approved by campus administration or staff until the end of the school day.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, students with dyslexia, 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. Students or parents with questions about these programs should contact the campus principal.

ASSISTANCE TO STUDENTS HAVING LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. Carroll ISD implements Response to Intervention (RTI) processes in order to meet the needs of all students. RTI is the practice of meeting the academic and behavioral needs of all students through a variety of services containing the following key elements:

1. High-quality instruction and scientific research--based tiered interventions aligned with the individual student need;
2. Frequent monitoring of student progress to enable results--based academic and/or behavioral decisions; and
3. Application of student response data in making important educational decisions (such as those regarding placement, intervention, curriculum, and instructional goals and methodologies).

The instructional approaches within the general education setting should result in academic and/or behavioral progress for the majority of the students. Struggling students are identified using data--based progress monitoring and are provided intensive instruction. The use of scientifically validated curricula and teaching methods expected in an RTI model leads to data--based school improvement (TEA 2008, Response to Intervention Guidance). The primary focus of RTI is early intervention to prevent long--term academic failure. RTI is an “intervention for growth” approach; rather than a “wait to fail approach,” to student intervention. We do not rush the intervention or the data--gathering process. Each step is vitally important.

Parents of students experiencing learning difficulties may contact the District’s Executive Director for Special Programs at 817--949--7050 to learn about the District’s overall general education referral or screening system for support services. This system links student to a variety of support options, including referral for a special

education evaluation. Parents are entitled to request an evaluation for special education services at any time by contacting the counselors or a campus administrator. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is necessary, the parents will be notified and asked to provide consent for the evaluation.

A full report of an individual and initial evaluation of a student for special education services is due 45 school days after the school district receives written consent to perform the evaluation. This is a change from the previous 60--day deadline. If a student is absent for three or more days during that 45--day period, the deadline is extended by the number of days for which the student was absent. If consent is granted at least 35 school days before the last day of the school year, but less than 45 school days, then the full report is due no later than June 30. The student's ARD committee must meet no later than the 15th day of the following school year to determine the evaluation. If consent is granted with less than 35 school days left in the school year or if there are at least 35 school days left but the student is absent for three or more days, then the deadline is extended. If a request is made by a parent to the Executive Director for Special Programs or to an administrative employee in the district for a full individual and initial evaluation of a student, then no later than 15 school days after the request is made, the parent must be given the opportunity to provide written consent. The district also has a 15--day deadline to instead refuse the evaluation and give the parent notice of procedural safeguards under federal law. A school day does not include a day that falls after the last instructional day of the spring semester or before the first instructional day of the fall semester. Additionally, the notice must inform the parents how they can obtain a copy of the Notice of Procedural Safeguards -- Rights of Parents of Students with Disabilities.

Services for the Homeless and for Title I Participants

The liaison for Homeless Children and Youths, who coordinates services for homeless students, is the Executive Director for Special Programs, at 817--949--7050. The Parent Involvement Coordinator, who works with parents of students participating in Title I programs, is the Executive Director for Special Programs, at 817--949--7050.

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. For more information, contact the Executive Director for Special Programs at 817--949--7050. Parents of students with disabilities that qualify or may qualify for services under Section 504 should contact their school counselor for answers to any questions. The Executive Director for Special Programs is also available for questions at 817--949--7050.

STUDENT EXPRESSION OF RELIGIOUS VIEWPOINT

The District treats a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner as the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject. The District will not discriminate against a student based upon a religious viewpoint expressed by a student on an otherwise permissible subject. *Board Policy FNA (LOCAL)*.

STUDENT IN FOSTER CARE

In an effort to provide educational stability, the District strives to assist any student who is currently placed or newly placed in foster care with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the District. Please contact the District's Executive Director for Special Programs, who has been designated as the District's Foster Care Liaison, at 817--949--7050 with any questions.

STUDENT RECORDS

The District maintains general education records required by law. The District makes available to parents and guardians information concerning their child enrolled in school. A request in writing may be submitted to the school or to the District records management officer at the District administrative office. Unless parental rights are legally terminated, each parent, guardian, or "eligible" student may access the records. (For purposes of student records, an "eligible" student is one who is 18 or older, or who is attending an institution of post--secondary education). *Board policy FL (LEGAL/LOCAL)*.

(See Student Records—Notification of Rights—Family Educational Rights and Privacy Act on page 19)

STUDENT SPEAKERS AT GRADUATION EVENTS

The District has created a limited public forum for a student to speak to begin graduation ceremonies as well as another opportunity for a student to end graduation ceremonies. For each speaker, the District will set a maximum time limit that is reasonable and appropriate for the graduation occasion. The District has set forth criteria to be eligible to speak at graduation ceremonies. For further direction on student speakers at graduation, please refer to *Board Policy FNA (LOCAL)*.

STUDENT SPEAKERS AT NON--GRADUATION EVENTS

The District has created a limited public forum for student speakers at all school events at which a student is to publicly speak. The District sets a maximum time limit that is reasonable and appropriate for the occasion. For further direction on student speakers at non--graduation events, please refer to *Board Policy FNA (LOCAL)*.

STUDENTS TAKEN INTO CUSTODY

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

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services (CPS), 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.

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 custody action, notification will most likely be after the fact. *Board Policy GRA (LEGAL/LOCAL) and Texas Family Code 52.01(a)*

The Superintendent shall notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody as provided by a law enforcement agency. *Texas Code of Criminal Procedure, Article 15.27(a)*

SUBSTANCE ABUSE

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

Carroll ISD also has a voluntary random drug testing program for students in grades 7-12 to help reinforce a drug-free educational environment, discourage student use of illegal and performance-enhancing drugs or alcohol, and educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol. The program is designed to provide support and resources to parents/guardians of participating students; therefore, a positive drug test for a participating student does not result in disciplinary consequences. Participation in the program is strictly voluntary and free of cost to students and families. More information regarding the program can be found on the District's website or by contacting the school counselor.

SUICIDE PREVENTION

The District is committed to partnering with parents to support the healthy, mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texassuicideprevention.org> or contact the school counselor for more information related to suicide prevention services in the area.

SUMMER SCHOOL PROGRAMS

Elementary Summer School (Grades 3--6)

The elementary summer school program is for students who need remediation or review in language arts and/or mathematics. Students qualify when their performance is below expectations on the state assessments, other locally developed data, and grade level performance. Students attend Monday through Thursday of each week. Parents will receive registration information from their child's classroom teacher or counselor in May of each school year.

Secondary Summer School (Grades 9--12)

Secondary Summer School is a tuition-based program, open only to Carroll ISD students enrolled in grades 9-12. The enrollment period is from April to early May. Students wishing to participate must obtain approval from their counselor prior to enrollment. Two summer sessions are available with a variety of courses for which students will earn credits upon successful completion. The courses are publicized during the enrollment period; there must be sufficient enrollment before courses become finalized. Course offerings, dates of the summer sessions, tuition amounts and other pertinent information are provided in the enrollment packet and are advertised on the District website.

Summer School Credit Recovery (Grades 7-12)

The Credit Recovery program is open to CISD students enrolled in grades 7--12 who have not successfully passed their classes during the school year. Students are recommended for this program by their CISD counselors. Course offerings, dates of the summer sessions, tuition amounts and other pertinent information are provided in the enrollment packet and are advertised on the District website.

Summer School STAAR Academy

The STAAR Academy program is for students who have not successfully passed one or more subjects on the State of Texas Assessment of Academic Readiness (STAAR) and is based on a recommendation from the student's counselor. Students who do not pass the State of Texas Assessment of Academic Readiness (STAAR) End-of-Course assessments in the spring should attend the STAAR Academy program to prepare for the retest.

Extended School Year (ESY) Program

The ESY program, held during the summer, is provided for some students with disabilities. The need for participation in the ESY program is determined on an individual basis at the annual Admission, Review, and Dismissal Committee meeting. Services will be based on the individual and unique needs of each student as determined by the ARD. Guidelines for the Carroll ISD Extended School Year program can be requested from the campus diagnostician. The determination of need for ESY services are based on a Regression--Recoupment Analysis. The analysis determines if the student has exhibited or may be expected to exhibit severe and substantial regression in one or more critical objectives that cannot be recouped in a reasonable time period. Additional considerations include:

1. The severe or substantial regression meaning the child has been, or will be, unable to maintain one or more acquired critical skills in the absence of ESY services;
2. The loss of critical skill results, or is reasonably expected to result in any of the following occurrences during the first eight weeks of the next regular school year; or
3. The reasonable period of time for recoupment of acquired skills must be determined on the basis of needs identified in the child's IEP.

SURVEYS

(See "Opting Out of Activities")

SWITCHBLADE

A "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 other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force.

(See "Weapons")

TARDIES

Students are expected to be seated in the classroom when the tardy bell rings with all needed materials prepared for instruction. There are no excused tardies to first period classes for those students who arrive by a mode of transportation other than riding a school bus. Tardies are also considered “parts of days” and are generally considered unexcused except for illness or doctor/dentist appointments. Students with excessive tardies may be assigned disciplinary consequences.

(See “*Truancy*”)

TERRORISTIC THREAT

“Terroristic threat” is a threat to commit any offense involving 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, 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). *Texas Penal Code 22.07 and Board Policy FOC (LEGAL)*

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

THREATS

All threats will be taken seriously and will be investigated by campus administrators or law enforcement personnel, as appropriate. Disciplinary consequences will be assessed based on the outcome of the investigation.

(See “*Terroristic Threat*”)

TITLE V FELONIES--OFFENSES

Title V felonies are listed in Title 5 of the Penal Code and are typically offenses against a person. These offenses include the following:

1. Murder;
2. Capital murder;
3. Manslaughter;
4. Criminally negligent homicide;
5. Unlawful Restraint/Transport;
6. Kidnapping;
7. Aggravated kidnapping;
8. Trafficking/smuggling of persons;
9. Indecency with a child;
10. Improper relationship between educator and student;
11. Invasive visual recording;
12. Assault (if against a public servant or other circumstances);
13. Sexual assault;

14. Aggravated assault;
15. Aggravated sexual assault;
16. Injury to a child, elderly individual, or disabled individual;
17. Abandoning or endangering a child;
18. Deadly conduct;
19. Terroristic threat;
20. Aiding suicide;
21. Tampering with a consumer product;
22. Harassment by person in certain correctional facilities;
23. Continuous sexual abuse of a child or disabled individual;
24. Abandoning or endangering a child;
25. Disclosure or promotion of intimate visual material;
26. Tampering with a consumer product;
27. Voyeurism;
28. Sexual Coercion; and
29. Bestiality.

Title V, Penal Code and Board Policy FOC (LEGAL)

TOBACCO--FREE SCHOOL ZONE

The District prohibits smoking or using tobacco products on District property or at school--related or school--sanctioned activities on or off school property. Students are prohibited from possessing tobacco products on District property or at school--related or school--sanctioned activities on or off school property. A person commits an offense if he or she is in possession of a burning tobacco product or smokes tobacco in a facility of a public school or in an elevator. *Texas Education Code 38.006, 20 USC 6083 and 7183 and Board Policies FNCD (LEGAL) and GKA (LEGAL).*

TOBACCO, ELECTRONIC AND VAPOR DEVICES --- USE AND POSSESSION

Students shall be prohibited from smoking, using, or possessing tobacco products at a school--related or school--sanctioned activity on or off school property. These prohibitions will be strictly enforced on school property and at school--related or school--sponsored activities on or off campus. Appropriate disciplinary consequences will be assessed for violations. Smoking and smokeless tobacco are not permitted in District buildings, vehicles, or on District property or at school--related or school--sanctioned events off school property. In addition, students may not possess tobacco products at any of the locations or activities listed above. *Board Policy FNCD (LEGAL) and GKA (LEGAL).*

Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school--related functions. Students are also prohibited from smoking, using, or possessing electronic cigarettes, electronic or digital vapor devices and electronic nicotine delivery systems, or any components, parts, or accessories for such devices, at a school--related or school--sanctioned activity on or off school property. These prohibitions will be strictly enforced on school property and at school--related or school--sponsored activities on or off campus. Appropriate disciplinary consequences will be assessed for violations.

TRANSFERS

The District allows for both intra--district and inter--district transfers as provided in Board policy. Students who have been granted a transfer may have the transfer revoked for reasons set forth in Board Policy and any written transfer agreement. In addition, under very specific circumstances involving bullying, cyberbullying, and sexual assaults, students/parents may request a transfer to another campus or be transferred to another campus or placed in the District's Disciplinary Alternative Education Program (DAEP) as allowed by policy. *Board Policies FDA (LEGAL/LOCAL), FDB (LEGAL/LOCAL,) and FDE (LEGAL/LOCAL).*

(See "Bullying" and "Sexual Assaults")

TRANSPORTATION

The driver of a school bus transporting students to or from school or a school--sponsored or school--related activity may send a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the school bus. The principal or the campus behavior coordinator shall respond by employing appropriate discipline management techniques consistent with the *Student Handbook and Code of Conduct. Board Policy FOA (Legal)*. In an effort to provide safe bus transportation, students are expected to assist staff in maintaining a clean and orderly bus. When riding school buses, students are held to behavioral standards established the *Student Handbook and Code of Conduct*. Riding a school bus is a privilege. Please refer to the *Carroll ISD Bus Safety Handbook* for additional information. Misconduct will be disciplined in accordance with the *Student Handbook and Code of Conduct*, and bus riding privileges may be suspended as a disciplinary consequence.

Removal from District Transportation

Appropriate student behavior is essential to the safe operation of District transportation. Students must comply with the expectations of the *Student Handbook and Code of Conduct* while using District transportation. In addition to compliance, students are expected to comply with the following transportation rules:

1. Students are required to be picked up and dropped off at their designated bus stop;
2. Arrive at the bus stop five (5) minutes before the scheduled stop--time and wait at least 10 steps from roadway where the bus stops;
3. When the bus arrives, do not approach the bus until it has come to a complete stop. Form a single line and board the bus (no pushing or breaking in line). Students will go directly to their assigned seat and sit in a safe position;
4. Enter and exit transportation in an orderly manner at the designated stop;
5. Remain seated in designated seats facing forward;
6. Do not obstruct the driver's view;
7. Refrain from making loud or distracting noises;
8. Keep aisles clear of books, bags, instruments, feet, or other obstructions;
9. Do not throw objects inside the bus or out of the windows or doors;
10. Do not extend any body part, clothing, or other article outside of the bus;
11. Keep hands, feet, other body parts, or objects to yourself;
12. Do not mark, deface, destruct, or tamper with seats, windows, emergency doors, or other equipment;
13. Use acceptable language; obscene, profane, unacceptable language, and/or gestures are prohibited.
14. Keep the bus clean;
15. Follow the driver's rules for food or beverages;
16. Comply with lawful directives issued by the driver;
17. When it is time to exit the bus, students will wait for the bus to come to a complete stop before getting up from the seat;
18. Upon exiting the bus, students needing to cross the street shall wait until directed by the bus driver before crossing immediately in front of the bus. Never walk behind the bus;
19. An adult must meet any kindergarten student at the designated bus stop on a daily basis. For greater student safety Carroll ISD encourages parents to meet all of their children at the bus stop.

Procedure for Removal

A driver of District--owned or operated transportation may send a student to the campus principal's or campus behavior coordinator's office to maintain discipline during transport to or from school or a school--sponsored or school--related activity, to enforce the transportation rules, or when the student engages in behavior that violates the *Student Handbook and Code of Conduct*. The principal or the campus behavior coordinator may use one or more discipline management techniques to address the behavior, which may include temporarily suspending or permanently revoking school transportation privileges. The student will be informed of the reason for suspension or revocation of transportation privileges and will be given an opportunity to respond before the principal's or coordinator's decision is final. Suspension of transportation privileges does not excuse a student from attending school. It is the responsibility of the parent/guardian and/or student to make alternate transportation arrangements to and from school. The following procedures will be adhered to when inappropriate behavior occurs on a bus serving a regular route or an activity trip:

1. The driver or other District employee will attempt to correct the misbehavior of the passengers.
2. If the driver or other District employee is unable to resolve the problem, the principal or the campus behavior coordinator will be notified as soon as possible.
3. The principal or designee will investigate the incident and notify the driver of the action taken.
4. If the misconduct is a violation of the *Student Handbook and Code of Conduct* and if the conduct results in placement of the student in in-school suspension, out-of-school suspension, DAEP, or JJAEP, or if the student is taken into custody by law enforcement, the principal or the campus behavior coordinator or appropriate administrator will send written notice of the violation to the student's parent.
5. If determined necessary by the principal or the campus behavior coordinator, a conference involving the principal, the student passenger(s), the driver, and parent(s) will be held.
6. The principal may suspend the student's bus-riding privileges or other listed behavior interventions in accordance with the *Student Handbook and Code of Conduct*.
7. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver has the authority to call for law enforcement assistance; the principal, the campus behavior coordinator and parent(s) will be notified of the situation as soon as possible.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the provisions in the student's Individual Education Plan or 504 Accommodation Plan.

Field Trips and Extra-Curricular Activities

This is a privilege and service offered to the students. All school bus rules apply to field trip and extracurricular activity buses.

Bus Lanes

Bus lanes are designated for buses only. For the safety of our students, parents are requested to drop off and pick up their child(ren) in the designated parent pick-up/drop-off area.

Emergency Phone Numbers

Please remember to update home and emergency phone numbers at the school and transportation offices and/or in your Skyward account. State law requires parents to update contact information within two weeks after the date the information changes. In the event of an emergency, we must be able to contact a parent, guardian or emergency contact as identified on the Emergency Contact Information Card.

Seat Belts

When students ride in a District van, passenger car, or bus equipped with seat belts, the seat belts must be used at all times.

Concerns/Complaints

Students or parents who have a complaint shall contact the campus principal or designee. Depending on the nature of the concerns/complaints, the principal or designee may refer the issue to the Carroll ISD Transportation Department.

Transportation Contact

If you have any questions or concerns, please call Transportation at 817--949--8333.

TRANSPORTATION --- VIDEO MONITORING

Video/audio equipment may be used on any or all buses and in commons areas on campuses at any time without parental consent for District use. The principal or designee may review the tapes routinely and document student misconduct. Discipline will be in accordance with this handbook. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access; however, access may be restricted in accordance with *Board Policy FL (LEGAL/LOCAL)* and *the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Individuals with Disabilities Education Act*. A District employee may, without consent of a child's parent, make a videotape or recording of the child if the videotape or recording is to be used only for:

1. Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; *Board Policy FO (LEGAL)*

2. A purpose related to a co--curricular or extra--curricular activity; *Board Policy FM (LEGAL)*
3. A purpose related to regular classroom instruction; *Board Policy EHA (LEGAL)* or
4. Media coverage of the school.
5. A purpose related to the promotion of student safety under Texas Education Code 29.022 regarding video surveillance of special education settings. *Texas Education Code 26.009 (b)*

TRESPASSING

Trespassing on District property is defined as being on District property without permission, entering a building without a staff member present to supervise, or failing to leave after being told to do so. Campus administrators may issue an oral or written trespass warning to a student. A trespassing student may also receive disciplinary consequence in accordance with the *Student Handbook and Code of Conduct*. Students found on Carroll ISD property during periods of suspension or expulsion will be subject to arrest and charged with criminal trespass. Students assigned to an on--campus disciplinary alternative education program (DAEP) at the elementary level are prohibited from attending any school--sponsored or school--related activities after school hours until the day after the period of their assignment ends.

Secondary students assigned to the DAEP or JJAEP, for disciplinary reasons, are prohibited from returning to their home campuses or from attending any school--related extracurricular activities. In addition, the District may discipline any student who is trespassing on campus. By special permission, students may come on campus accompanied by their parent or guardian or be allowed to attend educational--type activities such as College Night, SAT/ACT testing, Summer School, etc.

TRUANCY

“Truancy” is defined as an absence of a student from school for other than excused reasons without the knowledge of a parent or guardian. Truancy may be for:

- a full day;
- any part of a day;
- an individual class period; or
- leaving campus during the school day without permission.

Students over 19 years and older are required to attend school for the entire period a program of instruction is offered. The District may revoke for the remainder of the school year the enrollment of a student who is 19 years and older and has five (5) absences in a semester that are not excused absences as defined above. A warning letter shall be sent to the student after the 3rd unexcused absence. A student’s enrollment cannot be revoked on a day student is physically present at school. A student who is 19 years of age or older cannot be referred to truancy court. A person whose enrollment is revoked may be considered an unauthorized person on District property.

School employees must investigate and report, by statute, violations of the state compulsory attendance law. A student’s absence from school without permission 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 law and subject to disciplinary action. A court of law may assess a penalty against the student’s parents or persons standing in parental relation if a school--aged student deliberately does not attend school. A complaint against the parent or a person standing in parental relation may be filed in the appropriate court if the student is 12 years of age or older and younger than the age of 19 and is required to attend school under *Education Code 25.085* and 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. *Board Policies FD (LEGAL AND LOCAL), and FEA (LEGAL AND LOCAL)*.

TUTORIALS

All teachers shall provide tutorials. Any student not demonstrating at least 70 percent mastery of a subject for a grading period is encouraged to attend these tutorials before, during, and/or after school. Parents will need to provide transportation for tutorials before or after school.

UIL PARENT MANUAL

Carroll ISD has provided you a link to the UIL Parent Manual. Please refer to it for important UIL information. The web link is <http://www.uiltexas.org/athletics/manuals>

UNDER THE INFLUENCE

Regarding a student, "under the influence" means that in the professional judgment of a District employee, the student lacks the normal use of mental or physical faculties likely attributed to the use of a prohibited substance. Impairment of a person's physical and/or mental faculties may be evidenced by abnormal or erratic behavior and/or the presence of symptoms associated with drug or alcohol use. A student "under the influence" need not be legally intoxicated to trigger disciplinary action. The following list contains examples of indicators of possible drug or alcohol use, but is not inclusive:

1. While walking or standing, the person may stumble, stagger, fall, or be unsteady.
2. The person's speech may be incoherent, rambling, slurred, inappropriately loud, or shouting in tone of voice. Conversely, the person may be silent when it is inappropriate to be so.
3. The person's actions may be marked by profanity, fighting, extreme hostility, overly aggressive behavior, sleepiness, or crying.
4. The person's eyes may have dilated or constricted pupils, or may be bloodshot/red, or may be glassy.
5. The person may smell like alcohol or like an illicit drug, such as marijuana.
6. There may be physical evidence of alcohol or drug use, such as a bottle, pills, and/or drug paraphernalia.

USE

"Use" means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. In addition, "use" shall include introducing any amount of a drug or alcohol into a student's body by any manner regardless of whether physical signs of use are detectable at the time of the investigation or whether criminal charges are filed. Additionally, student self--admission of use of prohibited substances is considered "use" for the purposes of the disciplinary consequences.

VANDALISM

(See "*Damage to School Property*")

VEHICLES ON CAMPUS

Students who drive to and from school in personal vehicles must:

1. Obtain and appropriately display a student parking permit;
2. Park in a designated student parking area on campus;
3. Adhere to individual school parking rules; and
4. All Texas laws.

Failure to obtain the required permit and/or to park in an approved student parking area may result in the loss of driving and parking privileges and other appropriate disciplinary action. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicions exist to do so. A student has full responsibility for the security of his/her vehicle and will make certain that 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 for having such objects or substances on school property. Searches of vehicles may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student. Students who park on campus must adhere to all regulations outlined in student handbooks.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents are unavailable or refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them. *Board Policy FNF (LOCAL)*. The District is not responsible for damage to vehicles or items in vehicles parked on campus at any time. Illegally parked cars may be towed or impounded by a boot locked on a car tire at the owner's expense. A campus administrator may terminate a student's driving and/or parking privileges at any time that he/she feels this action is appropriate. Loss of driving and/or parking privileges does not allow another student driver to drive the offender's vehicle while he/she (the offender) rides as a passenger.

VIDEOTAPING AND RECORDINGS OF STUDENTS

Video/audio equipment may be used on any or all buses and in commons areas on campuses at any time without parental consent for District use. The principal or designee may review the tapes routinely and document student misconduct. Discipline will be in accordance with this handbook. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access; however, access may be restricted in accordance with *Board Policy FL (LEGAL/LOCAL)* and the *Family Education Rights and Privacy Act of 1974* and the *Individuals with Disabilities Education Act*. A District employee may, without consent of a child's parent, make a videotape or recording of the child if the videotape or recording is to be used for:

1. Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; *Board Policy FO (LEGAL)*;
2. A purpose related to a co--curricular or extra--curricular activity; *Board policy FM (LEGAL)*;
3. A purpose related to regular classroom instruction; *Board Policy EHA (LEGAL)*;
4. Media coverage of the school. Texas Education Code 26.009(b); or
5. A purpose related to the promotion of student safety under *Texas Education Code 29.022* regarding video surveillance of special education settings. *Texas Education Code 26.009 (b)*

With regard to the promotion of student safety, state law requires that upon the request of a parent, a staff member (as defined in law), a principal or assistant principal, or the board of trustees, the District shall place, operate, and maintain audio and video equipment in a self--contained classroom in which the majority of students in regular attendance are provided special education services and are assigned to a self--contained classroom for at least 50 percent of the instructional day. Before the District places a video camera in a classroom in which your child receives special education services, the District will provide written notice to you. For further information, parents should speak to the campus principal or the Executive Director for Special Programs, 817--949--7050, who has been designated by the District to coordinate the implementation of and compliance with this law. *Texas Educ. Code 29.022.*

VISITORS TO THE CAMPUS

Parents are welcome to visit District schools. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. In the event disruptive or inappropriate behavior occurs, parents and other visitors may be requested to leave campus. All visitors are required to sign in prior to proceeding to any area of the campus in order to maintain student safety and/or an orderly environment. This process will usually require a check of the visitor's identity through the national sex offender database.

It is the principal's responsibility to minimize interruptions during instructional time. To support the attainment of this goal, the following guidelines will apply to all visitors to the schools:

1. Upon arrival to a campus, visitors must report and sign in with the front office. All visitors must provide a valid identification.
2. Visitors needing to go beyond the front office must sign--in and receive a visitor pass.
3. Visitor passes must be worn by visitors the entire time they are on the campus.
4. Visitors are expected to follow all campus-- and District--based rules.
5. Parents wishing to visit their child's classroom should make prior arrangements with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, parents should not bring their child's siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting. An administrator may accompany the parent.
6. Parents in classrooms are there as observers and are asked to sit in the rear of the room in an effort to minimize distractions to students. Parents should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent has need for discussion with the teacher, a conference must be scheduled outside instructional time.
7. Classroom visits are limited to one class period unless otherwise approved by the principal or designee. Principals or other administrative designees may restrict and/or preclude classroom visits if requests become excessive in terms of frequency, length of visit, and/or number of requests or

interfere with or are disruptive to the educational process.

8. Volunteers, who are also parents of one or more students, should follow the same procedures as other parents when requesting classroom visitations.
9. Parents requesting a conference with the teacher should make prior arrangements one day in advance (preferred) with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.
10. The school will provide a designated waiting area in the school for parents to pick up children at the end of the school day. Parents must wait until their child is released by the teacher.
11. In an emergency, when it is necessary for a visitor to meet with a student, the principal or an administrative designee will call for or escort the student to the office.
12. Visitors may be asked to leave the classroom and/or campus if their presence disrupts or interferes with the educational process or school activities in any way.

Only parents/guardians are allowed to visit in their child's classroom in order to avoid disruptions to the educational setting. Other visitors will not be permitted to visit in classes or the campus, and students will not be permitted to bring friends to school with them. Special exceptions may be considered with prior approval by the principal or principal's designee. *See Board Policy GKC (Legal) and (Local).*

In accordance with Texas Education Code 37.105, a school administrator, resource officer, or school district peace officer may refuse to allow a person to enter or may eject a person from any property under the control of the school district if the person refuses to leave peaceably upon request and (1) the person poses a substantial risk of harm to themselves or others or (2) is behaving in a way that is inappropriate for a school setting. Such removal is appropriate and permissible if, prior to the person being removed from District property, the school employee issues a verbal warning that the behavior was inappropriate and could lead to the person's removal and the person persisted in the behavior. Any person who is refused entry or ejected from District property may appeal such removal or ejection under Board policy FNG (Local) or GF (Local), as appropriate.

WEAPONS

A student shall not be in possession of any prohibited weapon at school or any school--related activity; nor shall a student knowingly, intentionally, or recklessly go on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted; or be a passenger on a school vehicle with any prohibited weapon, unless such possession is pursuant to written regulations or written authorization of the District. *Penal Code 46.03(a)(1), (f), (g) and Texas Education Code 37.007(a)(1), 37.125*

As provided by *Texas Penal Code 46.05*, "prohibited weapons" are defined as follows:

1. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine 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, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). *Texas Penal Code 46.01(2)*
2. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). *Texas Penal Code 46.01(9)*
3. A short--barrel firearm (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). *Texas Penal Code 46.01(10)*
4. Armor--piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). *Texas Penal Code 46.01(12)*
5. A chemical dispensing device (device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a chemical capable of causing an adverse psychological or physiological effect on a human being). *Texas Penal Code 46.01(14)*
6. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth--bore or rifled--bore barrel by using the energy generated by an explosion or burning substance). *Texas Penal Code 46.01(16)*

7. A tire deflation device. *Texas Penal Code 46.01(17)*
8. An improvised explosive device (a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components. The term does not include (A) unassembled components that can be legally purchased and possessed without a license, permit, or other governmental approval; or (B) an exploding target that is used for firearms practice, sold in kit form, and contains the components of a binary explosive). *Texas Penal Code 46.01(18)*

Other prohibited items include: knives of any size (including pocket knives), devices designed to emit an electrical shock intended to incapacitate a person, fireworks of any kind, razors, box cutters, chains, or any other object that could be used in a way that threatens or inflicts bodily injury on another person. Possession of a knife, other than a location-restricted knife, and including a pocket knife and those designed to be used as manicure instruments, will be disciplined at Level III. Local law enforcement agencies will be notified any time a knife is confiscated to ensure that the knife is not an illegal weapon. All illegal knives will be disciplined at Level V as required by statute. Any device not included as a removable or expellable offense by statute that is designed to propel a projectile either by a spring--type mechanism, air, or gas shall be disciplined at Level III. This includes, but is not limited to, items such as BB--guns, pellet guns, paintball guns, sling shots, etc. Local law enforcement agencies will be notified any time one of these devices is confiscated to ensure that it is not an illegal weapon. The possession or use of articles not generally considered weapons, including school supplies, may be prohibited when the principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use of such articles.

Lockers and cars parked on school premises may be searched by school personnel if there is reasonable suspicion to believe they contain weapons. *Board Policy FNF (LEGAL/LOCAL)*. Other than as stated above, students found to be in violation shall be subject to disciplinary action as specified in *the Student Handbook and Code of Conduct*. In addition to policy provisions, students possessing "look--alike" weapons will be disciplined at Level II, and students exhibiting, using, or selling "look--alike" weapons will be disciplined at Level III.

(See "Prohibited Items")

WITHDRAWAL

In order for a student under 18 to withdraw from school, it is necessary for a parent, legal guardian, or court--appointed guardian to come to school and make a request to withdraw the student. The student, parent and/or guardian must return textbooks and library books and clear any outstanding fines or records. A parent or guardian must sign the withdrawal form. 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. The student must return textbooks and library books and clear any outstanding fines.

ZIP GUN

A zip gun is a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth--bore or rifled--bore barrel by using the energy generated by an explosion or burning substance. *Texas Penal Code 46.01 (16)*

(See also "Weapons")

STUDENT CODE OF CONDUCT

DEVELOPMENT OF THE STUDENT HANDBOOK AND CODE OF CONDUCT

Each year the District's *Student Handbook and Code of Conduct* is revised to better serve our parents and students, and is adopted by the Carroll ISD Board of Trustees. This handbook provides information to parents and students regarding school--related issues, standards of conduct, consequences of misconduct, and procedures for administering discipline. In accordance with state law, this handbook will be posted on the District's website and 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 from the District. Because the *Student Handbook and Code of Conduct* is adopted by the District's Board of Trustees, it has the force of policy. If at any time there is a conflict between the *Student Handbook and Code of Conduct* and state or federal law, state and federal law shall control. If at any time there is a conflict between the *Student Handbook and Code of Conduct* and Carroll ISD Board policy, the most recently adopted item will control.

DISCIPLINE MANAGEMENT PLAN

The District's "discipline management plan" known as the *Student Handbook and Code of Conduct* contains information, policies, and regulations on the rights and responsibilities of students and outlines student disciplinary expectations and consequences. The *Student Handbook and Code of Conduct* shall be posted on the District's website for all students, parents, teachers, and administrators to review. Students and parents need to be familiar with the standards set out in the handbook, as well as campus and classroom rules. Annually, each student and parent shall sign a statement that they have received and read the *Student Handbook and Code of Conduct* and acknowledge the responsibilities outlined therein. Each parent and student should also be familiar with policies and procedures outlined in campus student handbooks/folders and campus discipline procedures.

DISCIPLINE MANAGEMENT TECHNIQUES

In general, discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices, but will not include the aversive techniques prohibited by law. Discipline management techniques used when students violate the *Student Handbook and Code of Conduct* shall include, but not be limited to, the following:

- Verbal correction;
- Cooling--off time or "time--out" that does not constitute an aversive technique;
- Seating changes within the classroom;
- Rewards or demerits;
- Counseling by teachers, counselors, or administrative personnel;
- Restitution of damages;
- Temporary removal from class;
- Parent--teacher conferences;
- Temporary confiscation of items;
- Behavioral contracts;
- Detention, including lunch and before and after school;
- Saturday school;
- Special assignments or duties;
- Loss of privileges;
- Exclusion from extra--curricular activities, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school--sponsored clubs and organizations;
- Penalties identified in individual student organizations' extracurricular standards of behavior;
- Grade penalties as permitted by Board policy;
- Withdrawal or restriction of bus privileges;
- Required Parent Meeting (RPM);

- Transfer to a different classroom or campus;
- In--school suspension;
- Out--of--school suspension;
- Removal to a Disciplinary Alternative Education Program (DAEP);
- Expulsion to a Juvenile Justice Alternative Education Program (JJAEP); and/or
- Referral to law enforcement for criminal prosecution, in addition to school disciplinary consequences.
- Restorative justice.
- Teen court.
- Peer mentoring.
- Training in conflict management.
- Other strategies and consequences as determined by school officials.

An aversive technique is a technique or intervention that is intended to reduce the likelihood of a behavior reoccurring by intentionally inflicting on a student significant physical or emotional discomfort or pain. The term includes a technique or intervention that:

1. Is designed to or likely to cause physical pain, other than corporal punishment;
2. Is designed to or likely to cause physical pain through the use of electric shock or any procedure that involves the use of pressure points or joint locks;
3. Involves the directed release of a noxious, toxic, or otherwise unpleasant spray, mist, or substance near the student's face;
4. Denies adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility;
5. Ridicules or demeans the student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse;
6. Employs a device, material, or object that simultaneously immobilizes all four extremities, including any procedure that results in such immobilization known as prone or supine floor restraint;
7. Impairs the student's breathing, including any procedure that involves applying pressure to the student's torso or neck, or obstructing the student's airway, including placing an object in, on, or over the student's mouth or nose or placing a bag, cover, or mask over the student's face;
8. Restricts the student's circulation;
9. Secures the student to a stationary object while the student is in a sitting or standing position;
10. Inhibits, reduces, or hinders the student's ability to communicate;
11. Involves the use of a chemical restraint;
12. Constitutes a use of timeout that precludes the student from being able to be involved in and progress appropriately in the required curriculum and, if applicable, toward the annual goals included in the student's individualized education program, including isolating the student by the use of physical barriers; or
13. Deprives the student of the use of one or more of the student's senses, except this technique may be used if the technique is executed in a manner that does not cause the student pain or discomfort, or complies with the student's individualized education program or behavior intervention plan.

A school district, a school district employee or volunteer, or an independent contractor of a school district may not apply an aversive technique, or by authorization, order, or consent, cause an aversive technique to be applied, to a student. The prohibition of the use of aversive techniques does not prohibit a teacher from sending a student to the campus behavior coordinator's office in order to maintain effective discipline in the classroom.
TEC 37.0023

The District's discipline management plan utilizes all discipline management techniques allowed under Texas law, other than corporal punishment. A student with an Individual Education Plan (IEP) or accommodation plan will have his/her specialized need addressed in the area of discipline. Appropriate discipline management techniques may be included within the IEP or accommodation plan. In most instances, the discipline management techniques supplement the *Student Handbook and Code of Conduct*.

DISCIPLINE AUTHORITY

The campus behavior coordinator is a campus administrator designated by the campus principal who will be responsible for overseeing disciplinary concerns on the campus. In conformance with District policy, campus principals and assistant principals shall be responsible for establishing school rules and regulations that will ensure a safe educational program free from disruption for all students and for enforcing consistently and fairly all discipline policies and school rules and regulations regarding discipline.

DISCIPLINE MANGEMENT TRAINING

Each principal shall be responsible for providing discipline management in--service training for campus staff, including the campus behavior coordinator. The training must include a review of the District's *Student Handbook and Code of Conduct*, as well as a review of any campus--based discipline strategies or techniques.

DISCIPLINE RECORDS

Campus administrators will maintain discipline records on each student that are separate from the student's permanent record file. Discipline records remain active for the current school year. At the end of the school year, these records are stored for the period of time specified in the District's records retention schedule before being destroyed. Students start each year with a clean discipline record, except for those assigned disciplinary consequences extending beyond the end of the previous school year. However, a student's disciplinary history remains available to campus administrators to review and consider, in certain circumstances, such as assessing disciplinary consequences for a new violation of the *Student Handbook and Code of Conduct*.

GUIDELINES FOR ASSESSING DISCIPLINARY CONSEQUENCES

Students who violate the District's *Student Handbook and Code of Conduct* shall be subject to disciplinary action. The District's disciplinary options include using one or more discipline management techniques. When imposing discipline, District personnel shall adhere to the following general guidelines:

1. No student shall be subjected to corporal punishment of any kind. Corporal punishment is not permitted by Carroll ISD policy.
2. Discipline shall be administered, when necessary, to protect students, school employees, or property and to maintain essential order and discipline.
3. Students shall be treated fairly and equitably. Teachers and administrators have a variety of discipline consequences available. Consequences shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include the following:
 - a. Seriousness of the offense;
 - b. Student's age and grade level;
 - c. Frequency of misconduct;
 - d. Student's attitude;
 - e. Intent or lack of intent at the time the student engaged in the conduct;
 - f. Self--Defense. Depending on all of the relevant circumstances, a student who acts in self--defense may still be subject to an appropriate discipline consequence;
 - g. Potential effect of the misconduct on the school environment;
 - h. Degree of severity and risk of danger;
 - i. Student's disciplinary history;
 - j. Disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, to the extent required by state and federal law;
 - k. Student's status in the conservatorship of the Department of Family and Protective Services;
 - l. Student's status as a student who is homeless; and
 - m. Legal requirements, including requirements of Chapter 37 of the Texas Education Code and the District's *Student Handbook and Code of Conduct. Board Policy FO(LOCAL)*.

Consideration will be given to items e, f, i, j, k, and l above in each decision concerning suspension, removal to a disciplinary alternative education program (DAEP), or placement in a juvenile justice alternative education program (JJAEP), regardless of whether the decision concerns a mandatory or discretionary action.

LEVEL SYSTEM

Disciplinary offenses in the *Student Handbook and Code of Conduct* are categorized into five levels that identify

sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline, unless Board policy, state law, or the student code of conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student shall apply the Guidelines for Assessing Disciplinary Consequences set forth above. In a given situation, the teacher or administrator may use discretion in determining the action(s) most appropriate to the setting and the infraction, except with regard to mandatory placements specified in state law (Level IV and V offenses). Campus administrators have the authority to discipline students for violations of the *Student Handbook and Code of Conduct* that occur on campus, on a school bus, or at school-related or school-sponsored activities, as well as certain off-campus offenses, as specified by law.

LEVELS I, II, III, IV, AND V

The discipline charts provided herein list examples of offenses and disciplinary options applicable at each campus level (elementary/intermediate, middle school, and high school) for Levels I, II, and III. Level IV offenses are assessed DAEP placements. Level V offenses are assessed expulsions resulting in JJAEP placements, except for students under the age of 10 years of age, who shall be placed in a DAEP. Level IV placements in the DAEP that extend beyond 60 days or the end of the next grading period, whichever is earlier, and Level V expulsions are the only disciplinary consequences that entitle students to a hearing before the Board or its designee, as more fully addressed below. Any decision of the Board or its designee concerning placement beyond 60 days or the end of the next grading period is final and cannot be appealed. See Board Policy FOC (LEGAL). Parental questions or complaints regarding ancillary issues related to disciplinary measures taken in these cases should be addressed to the teacher or campus administration, as appropriate and in accordance with Board policy FNG (LOCAL).

PARENT-TEACHER CONFERENCES

One or more conferences may be held during each school year between a teacher and the parents of a student if the student is not maintaining passing grades, is not achieving the expected level of performance, presents some other problem to the teacher, or in any other case the teacher considers necessary. In addition, conferences between the parents and the teachers are held to discuss progress, set goals, and provide a collaborative team for planning the child's education.

RESPONSIBILITIES/STANDARDS

Teachers and parents/guardians must fulfill certain responsibilities, if a positive learning environment is to be achieved. Both experience and research show that a child's education succeeds best when there is a strong partnership between home and school-- a partnership that thrives on communication. A cooperative relationship among students, parents, and educators is encouraged.

RESPONSIBILITIES OF SCHOOL BOARD MEMBERS

- Enact and enforce policies that facilitate the establishment and maintenance of a positive and safe learning environment;
- Approve and support the District's *Student Handbook and Code of Conduct*; and
- Fulfill designated roles in due process and hearing procedures.

RESPONSIBILITIES OF CENTRAL OFFICE ADMINISTRATORS

- Develop, with input from the District planning and decision making committee, a draft of a *Student Handbook and Code of Conduct* for the Board's review and approval;
- Assure District compliance with state and federal laws;
- Publish on the District website the Board-approved *Student Handbook and Code of Conduct* to individual campuses;
- Provide training for campus administrators on the Board approved *Student Handbook and Code of Conduct*;
- Fulfill designated roles in due process and hearing procedures;
- Report certain disciplinary infractions to the Texas Education Agency (TEA) as required by the *Texas Education Code (TEC)*; and
- Provide each certified employee with a copy of *Subchapter A, Chapter 37 of the TEC*, and local

District policy – via the District website.

RESPONSIBILITIES OF CAMPUS ADMINISTRATORS

- Assume responsibility for the distribution of the Board approved *Student Handbook and Code of Conduct*;
- Provide campus--based in--service to students and staff on the Board--approved *Student Handbook and Code of Conduct*;
- Ensure fair and impartial treatment of students in assigning consequences for disciplinary infractions;
- Maintain an atmosphere conducive to good behavior;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Monitor the delivery of differentiated instruction to meet the needs of individual students in accordance with IEPs, accommodation plans, and other individualized programs;
- Facilitate the resolution of school--related conflicts in a timely manner;
- Encourage parent/guardian participation in school affairs and actively promote open communications between parents/guardians and school personnel;
- Notify parents/guardians of receipt of a written report from a teacher of a violation of the *Student Handbook and Code of Conduct*;
- Ensure compliance with appropriate timeframes and procedures for disciplinary due process rights;
- Notify the appropriate law enforcement agency if there are reasonable grounds to believe that a crime has been committed;
- Inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for the instruction of a student who has engaged in an offense for which the student is removed to a DAEP or JJAEP of the conduct that resulted in the student's removal or expulsion; and
- Provide required notices regarding discipline action to parents/guardians where the campus behavior coordinator is unavailable or unable to provide the required notices.

RESPONSIBILITIES OF CAMPUS BEHAVIOR COORDINATOR

- Primarily responsible for maintaining student discipline;
- Promptly notifies parent/guardian by phone, in person or in writing on the day a student is placed in in-school suspension, out-of-school suspension, DAEP, expelled to a JJAEP, or is taken into custody by a law enforcement officer;
- Provides written notice to a parent/guardian who has not been reached by 5:00 p.m. the first business day after disciplinary action is taken;
- Responds to removals of students from the classroom with appropriate discipline management techniques;
- Contacts the parent/guardian by phone or in writing within three school days of becoming aware of misconduct that may result in out--of--school suspension, DAEP placement, or expulsion from school. (Failure to send any notice within this time period or as noted elsewhere in the *Student Handbook and Code of Conduct* does not preclude imposing a discipline consequence);
- Ensures compliance with appropriate timeframes and procedures for disciplinary due process rights;
- Notifies parents/guardians of receipt of a written report from a teacher of a violation of the *Student Handbook and Code of Conduct*. Administrators and teachers strive to notify parents/guardians of student conduct concerns as they occur;
- Notifies the appropriate law enforcement agency if there are reasonable grounds to believe that a crime has been committed; and
- Informs each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for the instruction of a student who has engaged in an offense for which the student is removed to a DAEP or JJAEP of the conduct that resulted in the student's removal or expulsion.

RESPONSIBILITIES OF TEACHERS

- Maintain an atmosphere conducive to good behavior;
- Develop, maintain, and communicate classroom guidelines and clear expectations for students;

- Maintain regular attendance and punctuality and are prepared to perform their duties with appropriate materials;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Differentiate instruction to meet the needs of individual students in accordance with IEPs, accommodation plans, and other individualized programs;
- Notify parents of student progress and of significant changes in achievement or behavior;
- Notify the principal or appropriate administrator in writing of violations of the *Student Handbook and Code of Conduct*;
- Report a crime they have witnessed at school to any peace officer with the authority to investigate the crime;
- Adhere to District and campus policies and procedures;
- Establish and maintain open communications with parents;
- Maintain confidentiality upon notification that a student has committed an offense for which the student is placed in a DAEP or JJAEP; and
- Refer a student to the campus behavior coordinator (CBC) when a student has been referred out of the classroom for misconduct.

RESPONSIBILITIES OF STUDENTS

- Read and adhere to the *Student Handbook and Code of Conduct* as well as campus and classroom rules;
- Exhibit an attitude of respect toward individuals and property, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes, regularly and on time;
- Prepare for each class; take appropriate materials and assignments to class;
- Adhere to District and campus standards of grooming and dress;
- Obey all campus and classroom rules;
- Respect the rights and privileges of students, teachers, and other District staff and volunteers;
- Respect the property of others, including District property and facilities;
- Cooperate with and assist the school staff in maintaining safety, order, and discipline;
- Comply with all provisions of the *Student Handbook and Code of Conduct*;
- Express opinions and ideas in a respectful and courteous manner;
- Refrain from making profane, insulting, threatening, or inflammatory remarks;
- Pursue mastery of the Texas Essential Knowledge and Skills of the curriculum as prescribed in the District and the state;
- Establish an effective working relationship with parents, peers, and school personnel;
- Cooperate with all lawful and reasonable directives issued by school personnel;
- Follow the rules and regulations established by the teacher and the District as stated in the *Student Handbook and Code of Conduct*;
- Seek changes in school policies and regulations through approved channels in an orderly and responsible manner;
- Cooperate with school/District staff in investigations and all school-related matters;
- Give parent/guardian a copy of all notices, including discipline notices, promptly;
- Return papers requiring a parent signature promptly; and
- Pay required fees and fines in a timely manner, unless they are waived.

RESPONSIBILITIES OF PARENTS/GUARDIANS

- Review the *Student Handbook and Code of Conduct* and discuss the contents with their child;
- Submit the signed "Verification of Receipt" card in a timely manner;
- Encourage their child to put a high priority on education and work with their child on a daily basis to make the most of the educational opportunities the school provides;
- Ensure that their child completes all homework assignments and special projects;
- Become familiar with all of their child's school activities and with the academic programs, including special programs, offered in the District. If their child is entering the ninth grade, review the

- requirements of the graduation programs with their child;
- Monitor their child's academic progress and provide an appropriate area in the home for their child to use for study;
 - Participate in meaningful conferences with school personnel regarding their child's academic progress, behavior, or general welfare;
 - Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel;
 - Ensure their child's attendance at required tutorials;
 - Assist their child in selecting appropriate attire for school and school--related activities;
 - Communicate, in a courteous and respectful manner, with campus personnel regarding concerns about their child's educational progress or conduct;
 - Send their child to school each day on time (except in the case of illness or extenuating circumstances) prepared, rested, and ready to learn;
 - Ensure their child's immunizations are up--to--date according to state requirements and provide the school with documentation in a timely manner;
 - Maintain up--to--date home, work, and emergency telephone numbers at the school;
 - Be responsible for negligent, willful, or malicious conduct of their child;
 - Be knowledgeable of state, District, and school policies, regulations, and requirements;
 - Supply all records required for enrollment;
 - Exercise their right to request information regarding the professional qualifications of their 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. Parents also have the right to request information about the qualifications of any paraprofessional who may provide services to their child;
 - Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and examining tests that have been administered to their child;
 - Inspect surveys created by a third party before the survey is administered or distributed to their child **(See "Opting Out" of Activities)**;
 - Grant or deny any written request from the District to make a videotape or voice recording of their child; **(See "Videotaping and Recordings")**;
 - Remove their child temporarily from the classroom if an instructional activity in which their child is scheduled to participate conflicts with their religious or moral beliefs. The written request for removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, their child must satisfy grade--level and graduation requirements as determined by the school and by the *Texas Education Agency. Board Policy EMB (LEGAL/LOCAL)*.
 - Request that their 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 their child to be excused from participation in the required moment of silence or silent activity that follows *Board Policy EC(LEGAL)*.
 - Request that their 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) the parent/guardian provides a written statement requesting that their child be excused, (2) the District determines that their child has a conscientious objection to the recitation, or (3) the parents/guardians are a representative of a foreign government to whom the United States government extends diplomatic immunity. *Board Policy EHBK (LEGAL)*.
 - Request in writing, if the parent is a noncustodial parent, that the parent 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. *Board Policy FO (LEGAL)*
 - Become a school volunteer. *Board Policy GKG(LEGAL/LOCAL)*.
 - Participate in campus parent organizations. *Board Policy GE (LEGAL/LOCAL)*.

- Offer to serve as a parent representative on District or campus Level planning committee that assist in the development of educational goals and plans to improve student achievement; *Board Policies BQ (LEGAL/LOCAL), BQA (LEGAL/LOCAL), and BQB (LEGAL/LOCAL)*.
- Offer to serve on the School Health Advisory Council, assisting the District in ensuring that local community values are reflected in health education instruction. *Board Policies BDF (LEGAL) and EHAA (LEGAL)*
- Attending Board meetings to learn more about District operations. *Board Policies BE (LEGAL/LOCAL) and BED (LEGAL/LOCAL)*

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

Disciplinary actions regarding students with disabilities shall be in accordance with all applicable state and federal statutes, rules, and regulations. In accordance with the Texas Education Code, a student who is receiving special education services may not be disciplined for conduct meeting the definition of bullying, harassment, or making a hit list until an ARD committee meeting has been held to review the conduct. In addition to the general guidelines considered when determining whether to impose a disciplinary change of placement such as suspension, DAEP, or JJAEP, administrators will consider whether the student's misbehavior was directly caused by the disability.

LEVEL I DISCIPLINARY CHART--ELEMENTARY/INTERMEDIATE

Level I: Teacher Directed

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. More than one disciplinary option may be assigned.

Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the campus behavior coordinator.
3. The teacher may want to discuss the misbehavior with the parent/guardian, administrator, campus behavior coordinator, and/or support personnel.
4. In the case of informal classroom removal (office referral), the teacher will refer the student to the campus behavior coordinator who will respond by employing appropriate discipline management techniques before returning the student to the classroom. If the student's behavior does not improve, the campus behavior coordinator will employ alternative discipline management techniques, including progressive discipline interventions.
5. Level I offenses and disciplinary options are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level II.

Examples of Offenses	Examples of Disciplinary Options								
	Verbal correction	Cooling off time or "time out"	Parent conference	Loss of privileges	Counselor/student conference	Temporary confiscation of item	Change of seat assignment	Special assignment or duties	Before, during lunch, or after school detention
Being tardy to class	•			•					•
Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings	•			•				•	•
Failing to follow classroom rules	•			•	•		•		•
Neglecting to bring required materials or assigned work to class	•		•		•				•
Failing to participate in classroom activities or fulfill assignments	•		•	•	•		•	•	•
Eating, drinking, or chewing gum in an undesignated area	•		•			•		•	•
Throwing objects or passing unauthorized notes	•	•	•			•	•	•	•
Talking back/arguing or name calling	•		•		•		•	•	•
Horse playing/scuffling (not fighting)	•		•	•				•	•
Possessing and/or using nuisance items	•					•			
Violating campus cell phone procedures			•			•			
Disrupting the orderly classroom process	•	•	•		•		•	•	•
Spitting (without bodily contact)	•		•				•	•	
Telling a falsehood	•								
Bullying and/or engaging in harassment toward another student, District employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•		•	•	•		•	•	•

LEVEL II DISCIPLINARY CHART--ELEMENTARY / INTERMEDIATE

Level II: Administrator Directed

Some infractions will result in a referral to the campus behavior coordinator or other appropriate administrator. The disciplinary action(s) will depend on the offense, previous disciplinary actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

RESTRICTION ON USE OF OUT-OF-SCHOOL SUSPENSION WITH STUDENTS GRADE 2 AND BELOW: A student who is in second grade or below shall not receive an out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault; (3) or the student engages in selling, giving, or delivering to another person, or possessing, using, or being under the influence of, marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Exception for Students who are Homeless: A school district may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. A written referral will be sent to the campus behavior coordinator or other campus administrator.
2. The campus behavior coordinator or other campus administrator will confer with the student and/or teacher to establish appropriate disciplinary consequence(s).
3. The campus behavior coordinator will send copies of the appropriate discipline notices to the teacher and/or parent/guardian indicating the misbehavior and action(s) taken.
4. The parent/guardian is supposed to sign and return the discipline notice to the school, if oral contact has not been made.
5. Within these guidelines and consistent with state law, each campus behavior coordinator has the authority to establish appropriate disciplinary consequences based on campus needs, which may be different than disciplinary consequences established for other campuses in the District. The campus behavior coordinator will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
6. The campus behavior coordinator will notify the parent/guardian of any conduct violation by their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration self-defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or the student's status as a student who is homeless. The number of days of a student's out-of-school suspension shall not exceed three school days.
7. Level II offenses and disciplinary options are not limited to those provided.
8. Repeated violations shall result in a more severe response and/or referral to Level III.

Examples of Offenses	Examples of Disciplinary Options										
	Parent Conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Withdrawal or restriction of bus privileges	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed 3 days at a time)
Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)	•	•	•	•	•	•	•	•	•	•	•
Using food inappropriately		•	•	•		•		•			
Using inappropriate language (oral or written) or gestures		•					•	•			
Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate	•	•		•		•	•	•	•	•	•
Being truant, including skipping class and/or leaving school/class without permission	•	•		•		•	•	•	•	•	•
Being tardy repeatedly	•	•		•		•	•				
Physically contacting another student creating a disruptive environment	•	•	•	•		•	•	•	•	•	•
Violating dress and grooming standards	•	•		•		•		•	•	•	
Creating or participating in a disturbance, including discharging a fire extinguisher	•	•	•	•		•	•	•	•	•	•
Failing to serve detention	•	•		•		•		•	•	•	
Possessing lighters or matches	•	•		•	•	•		•	•	•	
Possessing a laser pointer for other than an approved use	•	•		•	•	•		•	•	•	
Bullying and/or engaging in harassment toward another student, District employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•	•	•	•	•	•	•	•	•
Possessing a current prescription (student's own medication) or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements	•			•	•	•		•	•	•	•
Possessing a look-alike weapon	•	•		•	•	•	•	•	•	•	
Violating the acceptable use policy for computers	•	•	•	•	•	•	•	•	•	•	
Telling a falsehood	•	•	•	•		•	•	•	•	•	
Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property		•	•	•		•	•	•		•	
Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property	•	•			•	•					
Possessing or using a camera, phone, radio, video or other unauthorized electronic device without permission	•	•	•	•	•	•	•	•		•	
Being present in area without authorization	•	•		•		•		•		•	
Academic dishonesty including cheating or copying the work of another	•	•		•		•		•		•	
Engaging in a public display of affection	•	•				•			•	•	
Loitering on school campus before or after school	•	•				•					
Selling or soliciting for sale unauthorized merchandise	•	•			•	•		•	•	•	
Posting or distributing unauthorized publication	•	•			•	•			•	•	

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

LEVEL III DISCIPLINARY CHART--ELEMENTARY / INTERMEDIATE

Level III: Administrator Directed

“Serious” offenses are defined as, but not limited to, those listed below. “Persistent” offenses shall be defined as two or more violations of the code in general, or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

RESTRICTION ON USE OF OUT-OF-SCHOOL SUSPENSION WITH STUDENTS GRADE 2 AND BELOW: A student who is in second grade or below shall not receive an out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault; (3) or the student engages in selling, giving, or delivering to another person, or possessing, using, or being under the influence of, marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Exception for Students who are Homeless: A school district may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The campus behavior coordinator may coordinate with the school district’s homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. The appropriate campus administrator will investigate the infraction(s) and, if necessary, confer with the teacher.
2. The campus behavior coordinator will determine the appropriate disciplinary action(s), and oral or written notice will be provided to the student and the parent/guardian.
3. The parent/guardian is supposed to sign and return the written discipline notice to the school, if oral contact has not been made.
4. Within these guidelines and consistent with state law, each campus behavior coordinator has the authority to establish appropriate disciplinary consequences based on campus needs, which may be different than disciplinary consequences established for other campuses in the District. The campus behavior coordinator will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
5. The campus behavior coordinator will notify the parent/guardian of any conduct violation by their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration self-defense, intent or lack of intent at the time the student engaged in the conduct, the student’s disciplinary history, whether the student has a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct, a student’s status in the conservatorship of the Department of Family and Protective Services, or the student’s status as a student who is homeless. The number of days of a student’s out-of-school suspension shall not exceed three school days.
6. Level III offenses and disciplinary options are not limited to those provided.
7. Repeated violations shall result in a more severe response.

Examples of Offenses	Examples of Disciplinary Options										
	Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed 3 days at a time)	Disciplinary Alternative Education Program (DAEP)
Committing persistent offenses from Level II, including bus infractions	•	•	•	•	•	•	•	•	•	•	
Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP		•		•	•	•	•	•	•	•	
Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures	•	•		•	•	•	•	•	•	•	
Bullying and/or engaging in harassment toward another student, District employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•	•	•	•	•	•	•	•	
Using slurs (oral or written), based on race, color, religion, sex, gender, sexual orientation, national origin, disability, or age, committing inappropriate acts that are directed toward a specific person or group based on the above categories, or making derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence	•	•		•	•	•	•	•	•	•	
Fighting; encouraging or promoting fighting	•	•		•	•	•	•	•	•	•	
Using lighters or matches	•	•	•	•	•	•	•	•	•	•	
Possessing or using tobacco products, electronic cigarettes, electronic or digital vapor devices, or electronic nicotine delivery systems or any component, part, or accessory for such devices		•	•	•	•	•	•	•	•	•	
Using a laser pointer for other than an approved use	•	•	•	•	•	•	•	•	•	•	
Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace--type materials), or "shock" pens and other similar devices	•	•	•	•	•	•	•	•	•	•	
Possessing ammunition, including paintballs	•	•	•	•	•	•	•	•	•	•	
Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District's computer	•	•	•	•	•	•	•	•	•	•	
Possessing, distributing, and/or concealing a weapon, including knives that are not illegal (e.g. pocket knives, knives with blades shorter than five and one-half inches), BB guns, paintball guns, pellet guns, slingshots, etc., not constituting a mandatory removable or expellable offense	•	•	•	•	•	•	•	•	•	•	•
Possessing drug paraphernalia	•	•	•	•	•	•	•	•	•	•	•
Selling, giving, or delivering to another person a non-prescription drug, or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance	•	•		•	•	•	•	•	•	•	
Attempting to sell or purchase, without being in possession of, a prohibited substance through oral or written communication	•	•		•	•	•	•	•	•	•	
Stealing or unauthorized possession of another person's property; committing burglary	•	•	•	•	•	•	•	•	•	•	
Exhibiting, possessing, delivering, using, or selling look--alike weapons	•	•		•	•	•	•	•	•	•	
Forging or altering school records, parent notes, forms, or other school/home communications	•	•		•	•	•	•	•	•	•	
Assaulting another student or adult that does not constitute a mandatory removable or expellable offense	•	•		•	•	•	•	•	•	•	
Vandalism, including defacement of or damage to school property, and graffiti not constituting a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury	•	•	•	•	•	•	•	•	•	•	
Failing to disclose information, hiding/covering up (for self or others) information/evidence, or lying as a witness during a school investigation	•	•		•	•	•	•	•	•	•	

Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense	•	•		•		•	•	•	•	•	
Engaging in sexual conduct	•	•		•		•	•	•	•	•	
Engaging in sexual harassment (verbal, written, or by gesture), including stalking	•	•		•		•	•	•	•	•	
Mooning, streaking, or other forms of nudity; exposing one's undergarments or those of another	•	•		•		•	•	•	•	•	
Hazing, harassing, or stalking (non-sexual)	•	•		•		•	•	•	•	•	
Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.)	•	•		•	•	•	•	•	•	•	
Gambling	•	•		•		•	•	•	•	•	
Hacking /breach of computer security (illegal or unauthorized entry or attempted entry into computer files)	•	•		•		•	•	•	•	•	
Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report	•	•		•		•	•	•	•	•	
Participating in an unauthorized organization, secret society, or gang; gang--related activity	•	•		•		•	•	•	•	•	
Committing extortion, coercion, or blackmail	•	•		•		•	•	•	•	•	
Possessing a current prescription (student's own medication), or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substance, or dietary supplement	•	•	•	•	•	•	•	•	•	•	•

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V, as appropriate. Depending on the circumstances, misconduct at Level III may result in placement in a disciplinary alternative education program (DAEP).

LEVEL I DISCIPLINARY CHART--MIDDLE SCHOOL

Level I: Teacher Directed

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. More than one disciplinary option may be assigned.

Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the campus behavior coordinator.
3. The teacher may want to discuss the misbehavior with the parent/guardian, administrator, campus behavior coordinator, and/or support personnel.
4. In the case of informal classroom removal (office referral), the teacher will refer the student to the campus behavior coordinator, who will respond by employing appropriate discipline management techniques before returning the student to the classroom. If the student's behavior does not improve, the campus behavior coordinator will employ alternative discipline management techniques, including progressive discipline interventions.
5. Level I offenses and disciplinary options are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level II.

Examples of Offenses	Examples of Disciplinary Options								
	Verbal correction	Cooling off time or "time out"	Parent conference	Loss of privileges	Counselor/student conference	Temporary confiscation of item	Change of seat assignment	Special assignment or duties	Before, during, or after school detention
Being tardy to class	•		•	•	•			•	•
Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings	•	•	•	•	•		•	•	•
Failing to follow classroom rules	•	•	•	•	•	•	•	•	•
Neglecting to bring required materials or assigned work to class	•		•	•	•		•	•	•
Failing to participate in classroom activities or fulfill assignments	•	•	•	•	•		•	•	•
Eating, drinking, or chewing gum in an undesignated area	•	•	•	•		•	•	•	•
Throwing objects or passing unauthorized notes	•	•	•	•	•		•	•	•
Talking back/arguing or name calling	•	•	•	•	•		•	•	•
Harassment/playing/scuffling (not fighting)	•	•	•	•	•		•	•	•
Possessing and/or using nuisance items	•	•	•	•		•	•	•	•
Violating campus cell phone procedures			•			•			
Disrupting the orderly classroom process	•	•	•	•	•		•	•	•
Spitting (without bodily contact)	•		•	•					•
Telling a falsehood	•		•	•					•

LEVEL II DISCIPLINARY CHART--MIDDLE SCHOOL

Level II: Administrator Directed

Some infractions will result in a referral to the campus behavior coordinator or other appropriate administrator. The disciplinary action(s) will depend on the offense, previous disciplinary actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

Exception for Students who are Homeless: A school district may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. A written referral will be sent to the campus behavior coordinator or other appropriate administrator.
2. The campus behavior coordinator or other campus administrator will confer with the student and/or teacher to establish appropriate disciplinary consequence(s).
3. The campus behavior coordinator will send copies of the appropriate discipline notices to the teacher and/or parent/guardian indicating the misbehavior and action(s) taken.
4. The parent/guardian is supposed to sign and return the written disciplinary notice to the school, if oral contact has not been made.
5. Within these guidelines and consistent with state law, each campus behavior coordinator has the authority to establish appropriate disciplinary consequences based on campus needs, which may be different than disciplinary consequences established for other campuses in the District. The campus behavior coordinator will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
6. The campus behavior coordinator will notify the parent/guardian of any conduct violation by their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration self-defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or the student's status as a student who is homeless. The number of days of a student's out-of-school suspension shall not exceed three school days.
7. Level II offenses and disciplinary options are not limited to those provided.
8. Repeated violations shall result in a more severe response and/or referral to Level III.

Examples of Offenses	Examples of Disciplinary Options										
	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Withdrawal or restriction of bus privileges	Saturday School	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension	Out-of-school suspension (not to exceed 3 days at a time)
Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)	•	•	•	•	•	•	•	•	•	•	•
Using food inappropriately	•	•	•	•	•		•	•		•	•
Using inappropriate language (oral or written) or gestures	•						•	•	•	•	
Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate	•		•			•	•	•	•	•	•
Being truant, including skipping class and/or leaving school/class without	•		•				•	•	•	•	
Being tardy repeatedly	•		•				•	•		•	
Physically contacting another student creating a disruptive environment	•	•	•	•		•	•	•	•	•	•
Violating dress and grooming standards	•		•				•	•	•	•	•
Creating or participating in a disturbance, including discharging a fire	•	•	•		•	•	•	•	•	•	•
Failing to serve detention	•		•		•		•	•		•	
Abusing the use of a hall pass	•		•				•	•		•	
Possessing lighters or matches	•		•	•			•	•		•	
Possessing a laser pointer for other than an approved use	•		•	•		•	•	•		•	
Bullying and/or engaging in harassment toward another student, District employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•		•	•	•	•	•	•	
Possessing a current prescription (student's own medication) or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substance, or dietary supplement	•						•	•	•	•	•
Possessing a look-alike weapon	•						•		•	•	•
Violating the acceptable use policy for computers	•		•				•	•	•	•	•
Telling a falsehood	•		•				•	•			
Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property	•	•	•		•	•	•	•	•	•	•
Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property	•		•	•			•	•			
Possessing or using a camera, phone, radio, video, or other unauthorized electronic device without permission	•		•	•			•	•		•	
Being present in area without authorization	•		•				•	•	•	•	•
Academic honesty including cheating or copying the work of another	•		•				•	•	•	•	
Engaging in a public display of affection	•		•			•	•	•	•	•	•
Loitering on school campus before or after school	•		•				•	•	•	•	
Selling or soliciting for sale unauthorized merchandise	•		•	•		•	•	•		•	
Posting or distributing unauthorized publication	•	•	•	•	•	•	•	•	•	•	•

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation when it is deemed necessary.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than those in the District's *Student Handbook and Code of Conduct*, and may condition membership or participation in the activity on adherence to those standards. The sponsors and coaches will develop those standards in conjunction with the District's *Extracurricular Activities Student Handbook* to help ensure consistency in standards and enforcement across all activities.

LEVEL III DISCIPLINARY CHART--MIDDLE SCHOOL

Level III: Administrator Directed

"Serious" offenses are defined as, but not limited to, those listed below. "Persistent" offenses shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

Exception for Students who are Homeless: A school district may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. The appropriate campus administrator will investigate the infraction(s) and, if necessary, confer with the teacher.
2. The campus behavior coordinator will determine the appropriate disciplinary action(s), and notice will be provided to the student and the parent/guardian.
3. The parent/guardian is supposed to sign and return the written discipline notice to the school, if oral contact has not been made.
4. Within these guidelines and consistent with state law, each campus behavior coordinator has the authority to establish appropriate disciplinary consequences based on campus needs, which may be different than disciplinary consequences established for other campuses in the District. The campus behavior coordinator will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
5. The campus behavior coordinator will notify the parent/guardian of any conduct violation by their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out--of--school suspension, the campus behavior coordinator shall take into consideration self--defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or the student's status as a student who is homeless. The number of days of a student's out-of-school suspension shall not exceed three school days.
6. Level III offenses and disciplinary options are not limited to those provided.
7. Repeated violations shall result in a more severe response.

Examples of Offenses	Examples of Disciplinary Options											
	Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Saturday School	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-school suspension (ISS)	Out-of-school suspension (OSS, not to exceed 3 days at a time)	Disciplinary Alternative Education Program (DAEP)
Committing persistent offenses from Level II, including bus infractions	•	•	•	•		•	•	•	•	•	•	
Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP		•		•			•		•	•	•	
Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures	•	•	•	•			•		•	•	•	
Intentionally or knowingly making libelous or slanderous remarks (oral or written) about students, employees, or others							•		•	•	•	
Bullying and/or engaging in harassment toward another student, District employee, official, or volunteer, including actions motivated by race, color, religion, and sex, gender, sexual orientation, national origin, disability, or age		•	•	•			•		•	•	•	
Using slurs (oral or written), based on race, color, religion, sex, gender, sexual orientation, national origin, disability, or age, committing inappropriate acts that are directed toward a specific person or group based on the above categories, or making derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence	•	•	•	•			•		•	•	•	
Fighting; encouraging or promoting fighting	•	•	•	•					•	•	•	
Using lighters or matches	•	•	•	•	•		•		•	•	•	
Possessing or using tobacco products, electronic cigarettes, electronic or digital vapor devices, electronic nicotine delivery systems, or any component, part, or accessory for such devices	•	•		•	•				•	•	•	
Using a laser pointer for other than an approved use	•	•			•		•		•	•	•	
Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices	•	•	•	•	•		•		•	•	•	
Possessing ammunition, including paintballs	•	•			•		•		•	•	•	
Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District's computer system	•	•		•	•		•		•	•	•	•
Possessing, distributing, and/or concealing a weapon, including knives that are not illegal (e.g., pocket knives, knives with blades shorter than five and one-half inches), BB guns, paintball guns, pellet guns, slingshots, etc., not constituting a mandatory removable or expellable offense	•	•		•	•				•	•	•	
Possessing drug paraphernalia									•	•	•	•
Selling, giving, or delivering to another person a nonprescription drug, or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance									•	•	•	•
Attempting to sell or purchase, without being in possession of, a prohibited substance through oral or written communication									•	•	•	•
Stealing or unauthorized possession of another person's property; committing burglary	•	•	•	•	•		•		•	•	•	
Exhibiting, possessing, delivering, using, or selling look-alike weapons	•	•		•	•				•	•	•	
Forging or altering school records, parent notes, forms, or other school/home communications		•		•			•		•	•	•	
Assaulting another student or adult that does not constitute a mandatory removable or expellable offense	•	•		•					•	•	•	
Vandalism, including defacement of or damage to school property, and graffiti not constituting a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury	•	•		•					•	•	•	•

	Disciplinary Alternative Education Program (DAEP)	Out-of-school suspension (OSS, not to exceed 3 days at a time)	In-school suspension (IS)	Required Parent Meeting (RPM)	Before, during lunch, or after school detention	Saturday School	Special assignment or duties	Temporary confiscation of item	Exclusion from extracurricular activities	Restitution of damages/restoring to order	Loss of privileges	Withdrawal or restriction of bus privileges
Failing to disclose information, hiding/covering up (for self or others) information/evidence, or lying as a witness during a school investigation		•	•	•		•			•		•	•
Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense		•	•	•					•		•	•
Engaging in sexual conduct		•	•	•					•		•	•
Engaging in sexual harassment (oral, written, or by gesture), including stalking		•	•	•		•			•		•	•
Mooning, streaking, or other forms of nudity; exposing one's undergarments or those of another		•	•	•					•		•	•
Hazing, harassing or stalking (non-sexual)		•	•	•		•			•		•	•
Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids; pulling chair out from someone; taking more than the recommended dosage of a medicine, etc.)		•	•	•		•			•	•	•	•
Gambling		•	•	•							•	•
Hacking/breach of computer security (illegal or unauthorized entry or attempted entry into computer files)			•	•						•	•	•
Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report		•	•	•					•		•	•
Participating in an unauthorized organization, secret society, or gang; gang-related activity		•	•	•					•		•	•
Committing extortion, coercion, or blackmail		•	•	•					•	•	•	•
Possessing a current prescription (student's own medication), or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substance, or dietary supplement				•			•					•

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary. If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V, as appropriate.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than those in the District's *Student Handbook and Code of Conduct* and may condition membership or participation in the activity on adherence to those standards. The sponsors and coaches will develop those standards in conjunction with the District's *Extracurricular Activities Student Handbook* to help ensure consistency in standards and enforcement across all activities.

Depending on the circumstances, persistent misconduct at Level III may result in placement in a disciplinary alternative education program (DAEP).

LEVEL I DISCIPLINARY CHART--HIGH SCHOOL

Level I: Teacher Directed

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. More than one disciplinary option may be assigned.

Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the campus behavior coordinator.
3. The teacher may want to discuss the misbehavior with the parent/guardian, administrator, campus behavior coordinator, and/or support personnel.
4. In the case of informal classroom removal (office referral), the teacher will refer the student to the campus behavior coordinator, who will respond by employing appropriate discipline management techniques before returning the student to the classroom. If the student's behavior does not improve, the campus behavior coordinator will employ alternative discipline management techniques, including progressive discipline interventions.
5. Level I offenses and disciplinary options are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level II.

Examples of Offenses	Examples of Disciplinary Options									
	Verbal correction	Cooling off time or "time out"	Parent conference	Loss of privileges	Counselor/student conference	Temporary confiscation of item	Change of seat assignment	Special assignment or duties	Temporary removal of student from class	Before, during, or after school detention
Being tardy to class	•		•	•				•		•
Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings	•	•	•	•		•	•	•	•	•
Failing to follow classroom rules	•	•	•	•				•		•
Neglecting to bring required materials or assigned work to class	•		•	•				•		•
Failing to participate in classroom activities or fulfill assignments	•		•	•	•		•	•		•
Eating, drinking, or chewing gum in an undesignated area	•		•	•		•		•	•	•
Throwing objects or passing unauthorized notes	•	•	•	•			•	•	•	•
Talking back/arguing or name calling	•	•	•		•		•		•	•
Hoarse playing/scuffling (not fighting)	•	•	•	•	•		•	•	•	•
Possessing and/or using nuisance items	•	•	•	•			•	•	•	•
Violating campus cell phone procedures			•			•				
Disrupting the orderly classroom process	•	•	•	•		•	•	•	•	•
Spitting (without bodily contact)	•	•	•	•	•		•	•	•	•
Telling a falsehood	•				•					•

LEVEL II DISCIPLINARY CHART--HIGH SCHOOL

Level II: Administrator Directed

Some infractions will result in a referral to the campus behavior coordinator or other appropriate administrator. The disciplinary action(s) will depend on the offense, previous disciplinary actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

Exception for Students who are Homeless: A school district may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. A written referral will be sent to the campus behavior coordinator or other appropriate administrator.
2. The campus behavior coordinator or the other campus administrator will confer with the student and/or teacher to establish appropriate disciplinary consequence(s).
3. The campus behavior coordinator will send copies of the appropriate discipline notices to the teacher and/or parent/guardian indicating the misbehavior and action(s) taken.
4. The parent/guardian is supposed to sign and return the written discipline notice to the school, if oral contact has not been made.
5. Within these guidelines and consistent with state law, each campus behavior coordinator has the authority to establish appropriate disciplinary consequences based on campus needs, which may be different than disciplinary consequences established for other campuses in the District. The campus behavior coordinator will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
6. The campus behavior coordinator will notify the parent/guardian of any conduct violation of their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration self-defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or the student's status as a student who is homeless. The number of days of a student's out-of-school suspension shall not exceed three school days.
7. Level II offenses and disciplinary options are not limited to those provided.
8. Repeated violations shall result in a more severe response and/or referral to Level III.

Examples of Offenses	Examples of Disciplinary Options											
	Parent Conference	Loss of Privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary Confiscation of item	Special assignment or duties	Withdrawal or restriction of bus privileges	Saturday School/Friday Night Detention	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-School Suspension (ISS)	Out-of-school suspension (OSS; not to exceed 3 days at a time)
Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)	•	•		•		•	•	•	•	•	•	•
Using food inappropriately	•		•		•	•		•	•	•	•	•
Using inappropriate language (oral or written) or gestures	•	•				•	•	•	•	•	•	•
Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate	•	•		•		•	•	•	•	•	•	•
Being truant, including skipping class and/or leaving school/class without permission	•					•		•		•		
Being tardy repeatedly	•	•		•		•		•	•	•	•	•
Physically contacting another student creating a disruptive environment	•		•	•	•		•	•	•	•		
Violating dress and grooming standards	•	•		•	•			•	•	•	•	•
Creating or participating in a disturbance, including discharging a fire	•	•	•		•			•	•	•	•	•
Failing to serve detention	•			•				•			•	•
Abusing the use of a hall pass	•	•			•	•	•	•	•	•	•	•
Possessing lighters or matches	•	•			•		•	•	•	•	•	•
Possessing a laser pointer for other than an approved use	•	•		•	•		•	•	•	•	•	•
Bullying and/or engaging in harassment toward another student, District employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•	•		•	•	•	•	•	•	•
Possessing a current prescription (student's own medication), or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substance, or dietary supplement	•	•		•					•	•	•	•
Possessing a look-alike weapon					•					•	•	•
Violating the acceptable use policy for computers	•	•	•				•	•	•	•	•	•
Telling a falsehood	•							•	•	•	•	•
Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property	•	•	•	•		•		•	•	•	•	•
Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property	•		•		•			•	•	•	•	•
Possessing or using a camera, phone, radio, video, or other unauthorized electronic device without permission	•			•	•			•	•	•	•	•
Being present in area without authorization	•	•						•	•	•	•	•
Academic dishonesty including cheating or copying the work of another	•	•						•	•	•	•	•
Engaging in a public display of affection	•	•		•		•		•	•	•	•	•
Loitering on school campus before or after school	•	•				•		•	•	•	•	•
Selling or soliciting for sale unauthorized merchandise	•	•	•	•	•	•		•	•	•	•	•
Posting or distributing unauthorized publication	•	•	•	•	•	•		•	•	•	•	•
Violating parking rules/procedures	•	•	•	•	•	•		•	•	•	•	•

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than those in the District's *Student Handbook and Code of Conduct* and may condition membership or participation in the activity on adherence to those standards. The sponsors and coaches will develop those standards in conjunction with the District's *Extracurricular Activities Student Handbook* to help ensure consistency in standards and enforcement across all activities.

LEVEL III DISCIPLINARY CHART--HIGH SCHOOL

Level III: Administrator Directed

"Serious" offenses are defined as, but not limited to, those listed below. "Persistent" offenses shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

Exception for Students who are Homeless: A school district may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. The appropriate campus administrator will investigate the infraction(s) and, if necessary, confer with the teacher.
2. The campus behavior coordinator will determine the appropriate disciplinary action(s) and oral or written notice will be provided to the student and the parent/ guardian.
3. The parent/guardian is supposed to sign and return the written discipline notice to the school, if oral contact has not been made.
4. Within these guidelines and consistent with state law, each campus behavior coordinator has the authority to establish appropriate disciplinary consequences based on campus needs, which may be different than disciplinary consequences established for other campuses in the District. The campus behavior coordinator will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
5. The campus behavior coordinator will notify the parent/guardian of any conduct violation by their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out--of--school suspension, the campus behavior coordinator shall take into consideration self--defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or the student's status as a student who is homeless. The number of days of a student's out-of-school suspension shall not exceed three school days.
6. Level III offenses and disciplinary options are not limited to those provided.
7. Repeated violations shall result in a more severe response.

Examples of Offenses	Examples of Disciplinary Options													
	Parent Conference	Withdraw from restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Detention	Saturday School/Friday Night	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-School Suspension (ISS) exceed 3 days at a time)	Out-of-School suspension (not to exceed 3 days at a time)	Disciplinary Alternative Education Program (DAEP)
Committing persistent offenses from Level II, including bus infractions	•	•	•	•	•	•	•	•	•	•	•	•	•	
Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP	•		•		•	•		•	•	•	•	•	•	
Using profane, vulgar, obscene, or threatening language, (written or verbal), or obscene gestures	•		•		•			•	•	•	•	•	•	
Intentionally or knowingly making libelous or slanderous remarks (oral or written) about students, employees, or others	•		•		•			•	•	•	•	•	•	
Bullying and/or engaging in harassment toward another student, District employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•	•	•			•	•	•	•	•	•	
Using slurs (oral or written), based on race, color, religion, sex, gender, sexual orientation, national origin, disability, or age, committing inappropriate acts that are directed toward a specific person or group based on the above categories, or making derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence												•	•	•
Fighting; encouraging or promoting fighting	•		•		•			•	•	•	•	•	•	
Using lighters or matches	•		•	•	•		•	•	•	•	•	•	•	
Possessing or using tobacco, electronic cigarettes, electronic or digital vapor devices, or electronic nicotine delivery systems	•					•	•	•	•	•	•	•	•	
Using a laser pointer for other than an approved use	•		•		•	•		•	•	•	•	•	•	
Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices	•		•		•	•		•	•	•	•	•	•	
Possessing ammunition, including paintballs	•		•	•	•	•		•	•	•	•	•	•	
Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District's computer system	•		•	•	•	•		•		•	•	•	•	
Selling, giving, or delivering to another person a nonprescription drug, or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance													•	•
Attempting to sell or purchase, without being in possession of, a prohibited substance through oral or written communication													•	•
Possessing, distributing, and/or concealing a weapon, including knives that are not illegal (e.g., pocket knives, knives with blades shorter than five and one-half inches), BB guns, paintball guns, pellet guns, slingshots, etc., not included as a mandatory removable or expellable offense	•		•	•	•	•		•		•	•	•	•	
Possessing drug paraphernalia	•		•			•		•	•	•	•	•	•	
Stealing or unauthorized possession of another person's property; committing burglary	•		•		•	•		•		•	•	•	•	
Exhibiting, possessing, delivering, using, or selling look-alike weapons	•		•		•	•		•		•	•	•	•	
Forging or altering school records, parent notes, forms, or other school/home communications	•		•		•	•	•	•	•	•	•	•	•	

	Parent Conference	Withdraw from restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Detention	Saturday School/Friday Night	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-School Suspension (ISS)	Out-of-School suspension (not to exceed 3 days at a time)	Disciplinary Alternative Education Program (DAEP)
Assaulting another student or adult that does not constitute a mandatory removable or expellable offense	•		•	•	•			•		•	•	•	•	
Vandalism, including defacement of or damage to school property, and graffiti not constituting a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury	•		•	•	•			•		•	•	•	•	
Failing to disclose information, hiding/covering up (for self or others) information/evidence, or lying as a witness during a school investigation	•		•		•			•		•	•	•	•	
Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense	•		•	•	•		•	•			•	•	•	
Engaging in sexual conduct	•	•	•		•			•			•	•	•	
Engaging in sexual harassment (oral, written, or by gesture), including stalking	•	•	•		•			•			•	•	•	
Mooning, streaking, other forms of nudity, exposing one's undergarments or those of another	•	•	•		•			•			•	•	•	
Hazing, harassing or stalking (non-sexual)	•	•	•		•			•		•	•	•	•	
Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.)	•	•	•	•	•	•	•	•	•	•	•	•	•	
Gambling	•		•	•	•	•		•	•	•	•	•	•	
Hacking /breach of computer security (illegal or unauthorized entry or attempted entry into computer files)	•		•	•	•	•	•	•	•	•	•	•	•	
Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report	•	•	•	•	•	•	•	•	•	•	•	•	•	
Participating in an unauthorized organization, secret society, or gang; gang-related activity	•		•		•		•	•	•	•	•	•	•	•
Committing extortion, coercion, or blackmail	•	•	•		•	•		•		•	•	•	•	
Possessing a current prescription (student's own medication), or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substance, or dietary supplement	•				•			•		•	•	•	•	

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-- sponsored or school--related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary. If a student is charged with a felony on campus or at a school--related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V, as appropriate.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than those in the District's *Student Handbook and Code of Conduct* and may condition membership or participation in the activity on adherence to those standards. The sponsors and coaches will develop those standards in conjunction with the District's *Extracurricular Activities Student Handbook* to help ensure consistency in standards and enforcement across all activities.

Depending on the circumstances, persistent misconduct at Level III may result in placement in a disciplinary alternative education program (DAEP).

LEVEL IV DISCIPLINARY CHART--ALL GRADE LEVELS

Level IV offenses are primarily acts of misconduct resulting in mandatory or discretionary removal to a disciplinary alternative education program (DAEP). *Texas Education Code 37.006*. Students who commit one of the mandatory removable offenses will be assigned to the District's DAEP.

LEVEL V DISCIPLINARY CHART--ALL GRADE LEVELS

Level V offenses are primarily acts of misconduct resulting in mandatory or discretionary expulsion. *Texas Education Code 37.007*. Students who commit one of the mandatory expellable offenses will be assigned to a Juvenile Justice Alternative Education Program (JJAEP). However, students under the age of ten who commit an expellable offense will be assigned to the District's DAEP.

DISCIPLINARY CONSEQUENCES OUTLINED EMERGENCY DAEP

PLACEMENT/EXPULSION

The principal or the principal's designee may order the immediate placement of a student in a disciplinary alternative education program (DAEP) if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the student's class, with the ability of the student's classmates to learn, or with the operation of school or a school--sponsored activity.

The principal or the principal's designee may also order the immediate expulsion of a student if the principal or the principal's designee reasonably believes that the action is necessary to protect persons or property from imminent harm. The District will provide any required notices per state law to a student's parents/guardians regarding emergency placement.

When a student is placed on emergency DAEP placement or expulsion, the campus behavior coordinator shall promptly notify the student's parent by phone or in person of the violation resulting in placement. A good faith effort shall be made on the day the action was taken to provide the student for delivery to the student's parent/guardian written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or principal's designee shall provide notice.

CONFERENCE OR HEARING RIGHTS

When an emergency placement/expulsion occurs, the student will be given oral notice of the reason for the action. The reason must be a reason for which placement in a DAEP or JJAEP may be made in a non--emergency basis. Within a reasonable amount of time after the emergency placement/expulsion but not later than the 10th day after the date of placement, the student will be given appropriate conference or hearing rights required for a student facing placement in a DAEP or expulsion. The principal or principal's designee shall not be liable for civil damages for an emergency placement/expulsion. If an emergency placement/expulsion involves a student with disabilities who receives special education services, the term of the student's emergency placement/expulsion is subject to the requirements of appropriate federal law. The student who is removed under an emergency placement/expulsion will be released to the student's parent, guardian, parent's representative, medical providers, or law enforcement authorities. The conditions of an emergency placement/expulsion may restrict the student's extracurricular activities according to the *Student Handbook and Code of Conduct*.

DETENTIONS

For infractions of the *Student Handbook and Code of Conduct*, other policies/regulations, or individual classroom rules, students may be assigned a campus detention before, during, or after school. Before assigning a student to a campus detention, the student shall be informed of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his/her version of the incident. Failure to serve a campus detention will result in a more serious consequence.

NOTICE TO PARENTS

When a student is assigned detention, a copy of the discipline notice shall be given to the student to inform

his/her parents of the reason for the detention and to afford them an opportunity to arrange for the student's transportation, if necessary. If a parent needs to change the date or time of an assigned detention, this may be easily accomplished by calling the school or sending a signed note prior to the scheduled detention.

CONFERENCE

A student who is assigned a campus detention may be given an informal conference with the teacher, principal, or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

RESTRICTIONS/PROHIBITIONS

A student assigned to a campus detention is not prohibited from attending or participating in school--sponsored or school--related activities on or off school property, except during the actual timeframe of the detention. Penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

COMPLAINT

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a campus detention, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, campus behavior coordinator, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board *Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment.

STUDENTS WITH DISABILITIES

Before a student who has been identified as having a disability under Section 504 or IDEA can be removed to the Disciplinary Alternative Education Program (DAEP), or expelled, an Admission/Review/Dismissal (ARD) committee must conduct a manifestation determination.

ROUTINE REFERRAL

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office or appropriate designee's office as a discipline management technique. The campus behavior coordinator or appropriate designee shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

FORMAL REMOVAL

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 with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or other appropriate administrator shall schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; the campus behavior coordinator; and any other administrator. At the conference, the student shall be informed of the misconduct for which he or she is charged and the consequences. The student shall be given the 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 campus behavior coordinator or appropriate administrator may place the student in:

1. Another appropriate classroom;
2. In--school suspension;
3. Out--of--school suspension; and/or
4. DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the

Texas Education Code requires or permits the student to be placed in DAEP or expelled. When removing for those reasons, the procedures relating to DAEP or expulsion shall be followed.

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, or aggravated sexual assault, 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.

REQUIRED PARENT MEETING (RPM)

If a Required Parent Meeting (RPM) is requested for a student, a parent/guardian must accompany the student to school the next school day for a conference. If the parent has prior commitments, the parent must contact the administrator to request a delay in the conference. If a delay is agreed upon, the student may return to school during the delay. Student absences, caused by the student's failure to appear with a parent or guardian, are considered unexcused absences. RPM does not constitute a removal from school.

NOTICE TO PARENTS

Administrators will make reasonable efforts to contact parents when a RPM is requested. Parents will also be notified in writing that a RPM has been requested, and the Transportation Department will be notified that the student is not to ride the bus to school.

REMOVAL BY BUS DRIVER

The driver of a school bus transporting students to or from school or a school--sponsored or school--related activity may send a student to the campus behavior coordinator or principal's office to maintain effective discipline on the school bus, or when a student engages in behavior that violates the *Student Handbook and Code of Conduct*. The campus behavior coordinator or principal shall respond by employing appropriate discipline management techniques consistent with the *Student Handbook and Code of Conduct* which may include temporarily suspending or permanently revoking school transportation privileges. *Board Policy FOA (Legal)*.

IN--SCHOOL SUSPENSION

In--school Suspension (ISS) is an in--house disciplinary setting where a student may be assigned for infractions as appropriate. Students may be placed in ISS for any misconduct set forth in the *Student Handbook and Code of Conduct*. ISS is provided in a classroom setting other than the student's regular classroom on the student's home campus. The student's regular classroom teachers provide daily coursework for the student to complete in a structured, non--social setting. Additionally, during the student's period of suspension, the campus will provide the student with an alternative means of receiving all course work provided in the student's foundation curriculum classes that the student misses as a result of the suspension. One option for receiving the course work will not require the use of the Internet. The campus behavior coordinator, principal, or principal's designee shall notify a student's parent/guardian when a student has been assigned to ISS. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent/guardian written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day ISS is imposed, the campus behavior coordinator shall send written notification by U.S. Mail. A student who is assigned ISS will be given an informal conference with the campus behavior coordinator or other campus administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident. The student assigned to ISS will also receive a copy of the discipline notice to be given to his/her parents.

IN--SCHOOL SUSPENSION PROHIBITIONS/RESTRICTIONS

A student assigned to ISS is prohibited from attending or participating in school--sponsored or school--related activities on or off school property except by special permission for educational--type events only (i.e. PSAT/SAT/ACT testing and College Night). The student will be allowed to attend and/or participate in school sponsored or school--related activities, including practice, on the day following the last day of the assignment. If the

student receives additional assignments while serving an ISS placement, this prohibition is extended until the day following the completion of all consecutive assignments. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

IN--SCHOOL SUSPENSION TRANSFERS

Carroll ISD will require a student enrolling in the District to complete an ISS assignment ordered by the previous school district upon receipt of the written notice.

OUT-OF-SCHOOL SUSPENSION

Except as provided below, an elementary or secondary student may be assigned out--of--school suspension for up to three (3) school days, with no limit on the number of times a student may be suspended in a semester or school year. Students may be assigned to out--of--school suspension for any misconduct set forth in the *Student Handbook and Code of Conduct*. A student who is assigned an out--of--school suspension will first be given an informal conference with the campus behavior coordinator or other campus administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident. In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration self--defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or a student's status as student who is homeless. The student's absence during an out--of--school suspension shall be considered to be an excused absence. During the student's period of suspension, the campus will provide the student with an alternative means of receiving all course work provided in the student's foundation curriculum classes that the student misses as a result of the suspension. One option for receiving the course work will not require the use of the Internet. The student shall be responsible for all assignments missed during the period of suspension. If the student satisfactorily completes assignments for the period of the out--of--school suspension within a reasonable time determined by the District, no grade penalty will be imposed. It is the responsibility of the parent to provide adequate supervision of the student during the period of out--of--school suspension. All bus privileges are revoked during the out--of--school suspension period.

Exception for Students Grade 2 and Below: A student who is in second grade or below shall not receive an out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Exception for Students who are Homeless: A school district may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

NOTICE TO PARENTS

The campus behavior coordinator will notify a parent/guardian by phone, in person or in writing on the day a student is placed in out-of-school suspension. In addition, parents will be provided with written notification of student's suspension. The notice will specify the nature of the offense, the length of the out--of--school suspension, due process rights, and other sanctions.

OUT--OF--SCHOOL PROHIBITIONS/RESTRICTIONS

A student who is assigned an out--of--school suspension is prohibited from attending or participating in school Sponsored or school--related activities on or off school property except by special permission for educational--type events only (i.e. PSAT/SAT/ACT testing and College Night). The student will be allowed to return to the campus

and/or to attend and/or participate in school--sponsored or school--related activities, including practice, on the day following the last day of the out--of--school suspension. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

CONTINUATION OF PLACEMENT

If a secondary student withdraws from the District after being assigned a suspension and returns within the same school year, the student will be required to serve the remainder of his/her out--of--school suspension if the suspension was not completed in another district.

OUT--OF--SCHOOL SUSPENSION TRANSFERS

Carroll ISD will require a student enrolling in the District to complete an out--of--school suspension ordered by the previous school district upon receipt of the written notice.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

Misconduct for which mandatory or discretionary disciplinary alternative education program (DAEP) placement is a disciplinary consequence is considered a Level IV offense. Misconduct that falls under other Levels may also result in DAEP placement. The Texas Education Code requires districts to assign students to a disciplinary alternative education program (DAEP) for certain offenses. Carroll ISD shall provide a DAEP that:

1. Is provided in a setting other than a student's regular classroom;
2. Is located on or off a regular school campus;
3. Provides for the students who are assigned to the DAEP to be separated from students who are not assigned to the program;
4. Focuses on English language arts, mathematics, science, history, and self--discipline;
5. Provides for students' educational and behavioral needs;
6. Provides supervision and counseling;
7. Employs only teachers who meet all certification requirements established under *Subchapter B, Chapter 21 of the Texas Education Code*; and
8. Provides not less than the minimum amount of instructional time per day as required by *TEC 25.082(a)*.

Carroll Senior High School campus serves as the District's DAEP site for all secondary students. Elementary students placed in a DAEP will be accommodated on their home campuses. In rare cases, an elementary student may be placed in a DAEP at another location. Elementary students may not be placed in a DAEP with students not in elementary school. As specified in the Texas Education Code, students who are younger than six years of age may not be removed from class and placed in a DAEP.

Academically, the mission of a DAEP shall be to enable students to perform at grade level. However, Carroll ISD is not required to provide a course necessary to fulfill a student's high school graduation requirements other than the core areas specified above in item #4 while placed in a DAEP setting. Students may be withdrawn from a course for the remainder of the semester if the course is not offered at the DAEP. Advanced courses, such as, but not limited to, Pre--AP, AP, dual credit, and CTE courses, are not offered at the DAEP. The District is required to offer a student placed in a DAEP an opportunity to complete coursework necessary to stay on track for graduation before the beginning of the next school year. The District will not charge the student for any method of completion provided by the District.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) MANDATORY PLACEMENT

Student's committing offenses for which mandatory removal to a disciplinary alternative education program (DAEP) is required will be placed at the DAEP. A student shall be removed from class and placed in a DAEP if the student commits the following 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:

1. Engages in conduct punishable as a felony;
2. Engages in conduct that contains the elements of the offense of assault under *Section 22.01(a)(1), Penal Code*;
3. Sells, gives, delivers to another person or possesses, uses, or is under the influence of: marijuana; a controlled substance, as defined by *Chapter 481, Health and Safety Code, or by 21 USC Section 801 et seq.*; a

dangerous drug, as defined by *Chapter 483, Health and Safety Code.*; or an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*, in any amount not punishable as a felony. (Note: A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Texas Health and Safety Code does not violate this provision);

4. Commits a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony;
5. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under *Sections 485.031 through 485.033, Texas Health and Safety Code*;
6. Engages in conduct that contains the elements of the offense of public lewdness under *Section 21.07, Penal Code*, or indecent exposure under *Section 21.08, Texas Penal Code*;
7. Engages in conduct that contains the elements of the offense of harassment under *Section 42.07(a)(1), (2), (3), or (7), Penal Code*, against an employee of the school district.
8. Sells, gives, delivers, possesses, uses or is under the influence of designer drugs, synthetic marijuana, synthetic cannabinoids (such as K2 or spice) stimulants (such as bath salts), or analogs of any drug in any form, regardless of whether currently scheduled or classified as an illegal drug under state or federal law and regardless of whether the substance is legally sold or marketed as "herbal incense," potpourri", "bath salts" or "not for human consumption."
9. Possesses a deadly weapon (A firearm or anything manifestly designed, made or adopted for purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.)
10. Possesses, other than on his or her person, or uses a location-restricted knife.
11. Possesses, other than on his or her person, or uses a firearm or club as defined by state law.
12. Engages in expellable conduct if the student is between six and nine years of age; or
13. Engages in a federal firearm offense if the student is six years of age or younger.
14. A student in possession of any device not included as a removable or expellable offense by statute that is designed to propel a projectile either by a spring--type mechanism, air, or gas shall also be removed from class and placed in a DAEP according to local policy. This includes, but is not limited to, items such as BB--- guns, pellet guns, paintball guns, slingshots, etc.

In lieu of mandatory placement in a DAEP, the District may expel a student for conduct listed above and referenced in *Board Policy FOD (LEGAL)*.

A student shall also be removed from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school--sponsored or school--related activity if:

1. The student received deferred prosecution under *Section 53.03, Texas Family Code* for conduct defined as a felony offense in *Title 5, Texas Penal Code* or aggravated robbery;
2. A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Texas Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code* or aggravated robbery; or
3. The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense under *Title 5, Texas Penal Code* or aggravated robbery.

In addition, if item #1 or #2 above regarding Title 5 felonies or aggravated robbery applies, regardless of when or where the offense occurred, the student may be placed in a DAEP after an opportunity for a hearing in accordance with *TEC 37.0081*.

A student shall be placed in a DAEP who, engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

1. Conduct involving a public school that contains the elements of the offense of false alarm or report under *Section 42.06, Penal Code*, or terroristic threat under *Section 22.07 Penal Code*;
2. Retaliation against any school employee or official;
3. Criminal mischief if the damage is less than \$2,500 but equal to or greater than \$750; or
4. Is a registered sex offender under court supervision, probation, community supervision or parole

Students who are: (1) convicted of continuous sexual abuse of a young child or disabled individual; or (2) convicted, receive deferred adjudication or deferred prosecution, been found to have engaged in delinquent

conduct or conduct in need of supervision, or been placed on probation for either sexual assault or aggravated sexual assault or against another student assigned to the same campus at the time the offense occurred will be placed in DAEP (or JJAEP as appropriate) on the request of the victim's parents/guardians if the victim student does not wish to transfer, and there is only one campus serving that grade level. Placement in this circumstance may be for any length of time considered necessary.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) DISCRETIONARY PLACEMENT

A student may be placed in the DAEP (in lieu of expulsion) who is found to have engaged in the offense of aggravated robbery under *Section 29.03, Penal Code*, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school--sponsored or school related activity on or off of school property.

A student may be placed in the DAEP (in lieu of expulsion) who is found to have engaged in conduct described in *TEC 37.007(a)* if the student engages in that conduct on the school property of another district in this state or while attending a school--sponsored or school--related activity of a school in another district in this state.

Students who continue to engage in serious or persistent misbehavior at the home campus may be recommended for a discretionary placement at the DAEP. A student may also be placed in DAEP for committing any other offense included in this *Student Handbook and Code of Conduct* other than those offenses to which mandatory expulsion applies.

A student may be placed in DAEP for any of the following misconduct if committed while on school property, 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:

1. Possessing, giving, buying, or selling less than a useable amount of stems, seeds, or other pieces of marijuana;
2. Possessing, using, selling, buying or giving paraphernalia related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug or an alcoholic beverage;
3. Abusing the student's own prescription drug or using it in a way other than prescribed; giving, buying or selling a prescription drug; possessing, using, or being under the influence of another's prescription drug;
4. Offering to sell or buy any amount of marijuana, a controlled substance, a dangerous dug, an abusable volatile chemical, a prescription drug, or an alcoholic beverage; or
5. Preparing a hit list.

In addition, a student may be removed from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school--sponsored or school--related activity if:

1. The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense (other than those defined as a Title 5 felony offenses or aggravated robbery); and the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
2. Off campus conduct for which DAEP placement is required by state law when the administrator does not learn of the conduct until more than a year passes after the conduct occurred.

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the Penal Code, the Superintendent or the Superintendent's designee may consider all available information, including the information furnished under *Article 15.27, Code of Criminal Procedures*. The *Article 15.27* notice shall be considered by the Superintendent in making that determination. The length of stay for this offense will be determined on an individual basis.

A student may also be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus

1. Involvement in a criminal street gang, including participating as a member or pledge, or encouraging, soliciting, recruiting, enabling or causing another person to become a pledge or

- member of a gang;
- 2. 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; *Section 37.121 Texas Education Code*
- 3. If the student is a registered sex offender who is not under any form of court supervision. A registered sex offender who is not under any form of court supervision will be placed in regular classes if the student is not a threat to the safety of others, is not detrimental to the educational process, and such placement is not contrary to the best interests of the District's students; or
- 4. If the student engages in criminal mischief if the damage is less than \$750;
- 5. If the student engages in bullying that encourages a student to commit or attempt to commit suicide, or incites violence against a student through group bullying; or
- 6. If the student releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) EMERGENCY PLACEMENT

The principal or principal's designee may order the immediate placement of a student in an off-campus DAEP if the principal or principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of the school or a school-sponsored activity.

TEC 37.19. No later than the tenth day after the date of the emergency DAEP placement, the student will be given a conference as required for regular placement in DAEP.

(See *"Emergency Placement/Expulsion"*)

INFORMATION RELATED TO DISCRETIONARY AND/OR MANDATORY DAEP PLACEMENTS

Length of Removal

The length of a student's placement in DAEP will be determined on a case-by-case basis using the criteria identified in the Guidelines for assessing Disciplinary Consequences set forth herein above. The minimum assignment for secondary students assigned to the DAEP for engaging in conduct that constitutes a discretionary or mandatory removal to a DAEP will be for 45 days. If an offense occurs during the second grading period or the fourth grading period of the school year, the student will be placed at the DAEP through the end of the next semester. Elementary students engaging in conduct that constitutes a discretionary or mandatory removal to DAEP will be placed in accordance with law and in consideration of the age and maturity of the child. The minimum DAEP placement for elementary students will be for one (1) day and a maximum placement of 45 days. A student who is younger than six (6) years of age may not be placed in a DAEP. Elementary students may not be placed in a DAEP with students not in elementary. If an administrator recommends a period of placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

Students placed in DAEP at the end of the school year may be required to complete the assigned term at the beginning of the next school year. For DAEP placement to extend beyond the end of the school year, it must be determined 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 engaged in serious or persistent misbehavior that violates the District's *Student Handbook and Code of Conduct*. For purposes of this standard only, "serious or persistent" misbehavior means any misconduct identified as being punishable with placement in DAEP or expulsion or three or more violations of the *Student Handbook and Code of Conduct* or repeated occurrences of the same violation.

Placement in DAEP may exceed one year when a review by the District determines that the student is a threat to the safety of other students or to District employees. *Texas Education Code 37.009(a)*.

Students who commit an offense that requires a mandatory removal to a DAEP while already assigned to the DAEP will face the disciplinary consequence of the new offense as set forth herein. Parents will be notified in writing of the additional misconduct and will be informed of the appropriate procedures based on the disciplinary consequence assessed.

Students assigned to a DAEP in which the period of placement extends into the next school year must have the

approval of the appropriate principals and a review committee in order to attend summer school in Carroll ISD. Students who engage in documented serious misconduct despite documented behavioral interventions while assigned to the DAEP may be expelled to a Juvenile Justice Alternative Education Program (JJAEP).

Notice to Parents

If an order is entered placing a student in DAEP, parents will be provided with written notification of the student placement by the campus behavior coordinator. The notice will specify the nature of the offense, the length of the assignment, due process rights, and other sanctions. A student removed to either an on--campus or off--campus disciplinary alternative education program is prohibited from attending or participating in school--sponsored or school--related activities on or off school property except by special permission from their home campus principal. This restriction includes seeking or holding honorary positions and/or membership in school--sponsored clubs and organizations. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines when the student returns to the campus. The student will be allowed to return to their home campus and/or to attend and/or participate in school sponsored or school--related activities, including practice or participation in extracurricular activities, on the day following the last day of the DAEP placement. Seniors who complete their assignment at the DAEP may participate at graduation if graduation requirements are met.

Seniors whose assignments extend into the next school year may receive their diploma if graduation requirements are met at the end of the school year and are not obligated to continue their assignment in the fall; however, these students will not be allowed to participate at graduation.

Transportation

An elementary student placed in an on--campus DAEP may continue his or her regular mode of transportation. A secondary 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.

DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP) CONFERENCE

Not later than the third class day after the day on which a student is removed from class, the campus behavior coordinator or other appropriate administrator shall schedule a conference among the campus behavior coordinator, or other appropriate administrator, a parent or guardian of the student, and the student. The conference may be held over the phone with the designated individuals present with parent permission. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reason for the removal. The student may not be returned to class pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the campus behavior coordinator shall prepare a written placement order for the placement of the student in DAEP. In deciding whether to place a student in DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration the self--defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history or whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct. Students for whom a recommendation is made for assignment to the off--campus DAEP will be suspended for three (3) school days prior to reporting to the DAEP to allow time for the conference and for transportation to be arranged. Parents, who wish to do so, may transport their student to a DAEP on the first day of recommended removal. TEC 37.009

DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP) COMPLAINTS

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for DAEP placements which do not extend beyond 60 days or the end of the next grading period, whichever is earlier, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment.

DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP) APPEALS

Assignments to a DAEP that do not extend beyond 60 days or the end of the next grading period, whichever is earlier, may not be appealed. If placement in a DAEP extends beyond 60 days or the end of the next grading period, whichever is earlier, the student and/or the student's parent or guardian will be given notice and the opportunity to participate in a proceeding before the building principal or an impartial hearing officer. *Texas Education Code 37.009(b)*. The parent must notify the campus behavior coordinator or principal in writing within three (3) school days of receipt of the disciplinary notice if a hearing is to be requested. In order to appeal the campus-level hearing decision, a written request for an appeal must be submitted to the Assistant Superintendent of Staff and Student Services within three (3) school days of the notice of the campus behavior coordinator's decision or the right to appeal is waived. The student will be placed in the DAEP during the appeal process.

The Assistant Superintendent of Staff and Student Services will contact the parent within five (5) school days of receipt of a timely written request for appeal to schedule to hear the appeal. The proceeding will be recorded to provide an accurate record of the proceedings and the parents will be notified in writing of the decision as promptly as possible. The decision at the District-level is final. However, parents/students may still exercise their right to avail themselves of the complaint process outlined in Board policy FNG (LOCAL). A disciplinary consequence cannot be overturned as a result of the complaint process.

HEARING PROCEDURES FOR DISCRETIONARY DAEP PLACEMENTS FOR TITLE V

Felonies and Aggravated Robbery Only

If a student is being recommended for expulsion to the DAEP for a Title V felony or aggravated robbery according to *Texas Education Code 37.0081*, the student is entitled to an appeal hearing regardless of the length of the placement in the DAEP following the process described by "Appeals" above. At the campus-level hearing, the campus behavior coordinator's or 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 interests of the District's students. The student's placement may be ordered 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.

The student placed in the DAEP under this provision is entitled to periodic reviews as prescribed for any other student assigned to the DAEP.

PLACEMENT REVIEWS FOR LONG TERM PLACEMENT

A student placed in a DAEP shall be provided a review of the student's status, including a review of the student's academic status, by the Board's designee at intervals not to exceed 120 days. In the case of a high school student, the Board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student. (The District is not required to provide courses other than those specified in statute while the student is attending a DAEP.) At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent. The teacher must not be coerced to consent.

PLACEMENT REVIEWS UNDER ARTICLE 15.27(g)

When the Superintendent or the Superintendent's designee receives notice under *Article 15.27(g), Code of Criminal Procedure*, i.e. the office of the prosecuting attorney or the office or officer designated by the juvenile court notifies the District that prosecution of the student's case was refused for lack of prosecutorial merit or insufficient evidence, or the court or jury found the student not guilty or made a finding that the student did not engage in delinquent conduct or conduct in need of supervision and the case is dismissed with prejudice, the Superintendent or designee shall review the student's placement in the DAEP. The student may not be returned

to the regular classroom pending the review. The Superintendent or designee shall schedule a review of the student's placement with the student's parent or guardian not later than the third class day after the Superintendent or designee receives notice from the office or official designated by the court. After reviewing the notice and receiving information from the student's parent or guardian, the Superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. *TEC 37.009(e)*

The student or the student's parent or guardian may appeal the Superintendent's decision described above to the Board of Trustees. The student may not be returned to the regular classroom pending the appeal. The Board shall, at the next scheduled Board meeting, review the notice provided under *Article 15.27(g)* of the Code of Criminal Procedure, and receive information from the student, the student's parent or guardian, and the Superintendent or designee and confirm or reverse the decision described above. If the Board confirms the decision of the Superintendent or designee, the Board shall inform the student and the student's parent or guardian of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending an appeal to the Commissioner. This appeal process does not apply to placement to the DAEP made in accordance with *Texas Education Code 37.006(a)*.

ORDER OF REMOVAL

An appropriate campus administrator shall deliver to the student and the student's parent or guardian a copy of a written order placing the student in a DAEP. If an administrator removes a student to a DAEP for misconduct for which the penalty is mandatory removal and the term of the removal extends beyond 60 days or the end of the next grading period, whichever is earlier, no later than the second business day after the date of a final appeal hearing is held by the Board or its designee, the Board or designee shall deliver a copy of the order placing the student in a DAEP to the authorized officer of the juvenile court in which the student resides.

NOTICE TO STAFF

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an offense requiring placement in a DAEP. Each educator shall keep the information confidential from any person not entitled to the information. *Texas Education Code 37.006(o)*

TRANSITION PLAN

As soon as practicable after a DAEP determines the date of a student's release from the program, the DAEP administrator will provide written notice of that date to the student's parent/guardian and the administrator of the campus to which the student intends to transition, and provide the campus administrator an assessment of the student's academic growth while attending the DAEP and the results of any assessment instruments administered to the student. Not later than five (5) instructional days after the date of a student's release from a DAEP, the campus administrator will coordinate the student's transition to a regular classroom. The coordination must include assistance and recommendations from school counselors, school resource officers, licensed clinical social workers, campus behavior coordinators, classroom teachers who are or may be responsible for implementing the student's personalized transition plan, and any other appropriate district personnel. The required assistance must include a personalized transition plan for the student developed by the campus administrator. A personalized transition plan must include recommendations for the best educational placement of the student, and may include:

1. recommendations for counseling, behavioral management, or academic assistance for the student with concentration of the student's academic or career goals;
2. recommendations for assistance for obtaining access to mental health services provided by the district or school, a local mental health authority, or another private or public entity;
3. the provision of information to the student's parent/guardian about the process to request a full individual and initial evaluation of the student for purposes of special education services; and
4. a regular review of the student's progress toward the student's academic or career goals.

If practicable, the campus administrator, or the administrator's designee, will meet with the student's parent/guardian to coordinate plans for the student's transition. *TEC 37.023*

REPORTING

In the manner required by the Texas Commissioner of Education, the District shall annually report for each placement in a DAEP:

1. Information identifying the student, including the student's race, sex, and date of birth that will enable the agency to compare placement data with information collected through other reports;
2. Information indicating whether the placement was based on:
 - a. Conduct violating the student code of conduct;
 - b. Conduct for which a student may be removed from class under teacher removal provisions;
 - c. Conduct for which placement in a DAEP is required; and/or
 - d. Conduct occurring while a student was enrolled in another school district and for which placement in a DAEP is permitted;
3. The number of full or partial days the student was assigned to the program and the number of days the student attended the program; and
4. The number of placements that were inconsistent with the District's *Student Handbook and Code of Conduct. Texas Education Code 37.020*

In addition, the District is required to forward a copy of the order of removal for students placed in a DAEP under *TEC 37.006* to the authorized officer of the juvenile court in the county in which the student resides. *TEC 37.010(a)*

WITHDRAWAL DURING PROCESS

When a student recommended for placement in the DAEP withdraws from the District before the placement order is completed, the District may complete the proceedings and issue a placement order. If the placement order is not completed, the next district in which the student enrolls may complete the proceedings and issue a placement order. If a student placed in a DAEP enrolls in another school district before the expiration of the period of placement, the District is required to forward a copy of the placement order along with other student records. The district in which the student enrolls may continue the DAEP placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement. If a secondary student withdraws from the District after being assigned to a DAEP and returns within the same school year or in the school year in which the placement ends, the student will be required to serve the remainder of his/her time in the appropriate DAEP if the placement was not completed in another district's DAEP. *Texas Education Code 37.009(i)*

TRANSFERS

Carroll ISD will require a student coming from a DAEP in another school district, an open--enrollment charter school, or a private school to complete his/her DAEP assignment in Carroll ISD as specified upon receipt of the written order. The determination of an appropriate placement will be made on a case--by--case basis and based on whether the grounds for placement are consistent with *the Student Handbook and Code of Conduct*. The District is required to provide information regarding a transferring student's conduct resulting in a DAEP placement to staff members as noted previously at "Notice to Staff." *Texas Education Code 37.009(i)*

If a student enrolling in the District is under the age of 18 years and is establishing a residence separate and apart from the person's parent/guardian, the District is not required to admit the student if the student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion;
 2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
 3. Has been convicted of a criminal offense and is on probation or other conditional release.
- Texas Education Code 25.001(d)*

EXPULSION

Misconduct for which mandatory and discretionary expulsion is a disciplinary consequent is considered a Level V offense. For some Level V offenses, expulsion is mandatory. A student must be expelled for any Level V offense requiring expulsion in compliance with Chapter 37 of the Texas Education Code.

MANDATORY EXPULSIONS

A student shall be expelled from school if the student, on school property or while attending a school--sponsored

or school--related event on or off school property:

1. Possesses or uses a handgun (a firearm designed, made or adopted to be fired with one hand), location-restricted knife, or club on or about his or her person.
2. Possesses, manufactures, transports, repairs, or sells one of the following prohibited weapons: an explosive weapon, machine gun, short--barrel firearm, firearm silencer, armor--piercing ammunition, chemical dispensing device, zip gun, tire deflation device, or improvised explosive device. (Note: A student will not be expelled for using, exhibiting, or possessing a firearm at an off--campus approved target range facility that is not located on a school campus, while participating in or preparing for a school--sponsored shooting sports competition, or while participating in or preparing for a shooting sports educational activity sponsored or supported by the Texas Parks and Wildlife Department or organization working with the Department.) *Texas Education Code 37.007(k)*.
3. Engages in conduct that contains the elements of the offense of:
 - a. Aggravated assault under 22.02, *Penal Code*, sexual assault under 22.011, *Penal Code*, or aggravated sexual assault under 22.021, *Penal Code*;
 - b. Arson under 28.02, *Penal Code*;
 - c. Murder under 19.02, *Penal Code*, capital murder under 19.03, *Penal Code*, or criminal attempt to commit murder or capital murder under 15.01, *Penal Code*;
 - d. Indecency with a child under 21.11, *Penal Code*;
 - e. Aggravated kidnapping under 20.04, *Penal Code*;
 - f. Aggravated robbery under 29.03, *Penal Code*;
 - g. Manslaughter under 19.04, *Penal Code*;
 - h. Criminally negligent homicide under 19.05, *Penal Code*; or
 - i. Continuous sexual abuse of a young child or disabled individual.
4. Engages in the following conduct, if the conduct is punishable as a felony:
 - a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - i. Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21USC Section 801 et seq.*; or
 - ii. A dangerous drug, as defined by *Chapter 483, Health and Safety Code*.
 - b. Sells, gives, or delivers to another person, uses, or is under the influence of an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*; or commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of an alcoholic beverage.

A student shall be expelled if the student, by committing a state--mandated expellable offense, retaliates against any employee or volunteer in retaliation for or as a result of the person's employment or association with the District without regard to whether the conduct occurs on or off school property or while attending a school--sponsored or school--related activity in or off school property.

A student shall also be expelled if the student brings a firearm, as defined by *18 USC Section 921*, to school. The student must be expelled from the student's regular campus for a period of at least one year, except that:

1. The Superintendent or other chief administrative officer of the District may modify the length of the expulsion in the case of an individual student;
2. The District shall provide educational services to an expelled student in a DAEP if the student is younger than ten (10) years of age on the date of expulsion; and
3. The District may provide educational services to an expelled student who is ten (10) years of age or older in a DAEP.

DISCRETIONARY EXPLUSIONS

A student may be expelled if the student, while placed in an off--campus disciplinary alternative education program (DAEP) for disciplinary reasons, engages in serious misbehavior despite documented behavioral interventions.

A student may be expelled if, while on school property, while 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 event on or off school property, the student engages in conduct that contains the elements of an offense of:

1. Assault under *Section 22.01(a)(1), Penal Code* against a District employee or a volunteer resulting in bodily injury; or
2. Deadly conduct under *Section 22.05, Penal Code*.

A student may be expelled for engaging in the following offenses that occur within 300 feet of school property as measured from any point on the District's real property boundary line:

1. Possesses a firearm, as defined by federal law;
2. Possesses or uses a handgun (a firearm designed, made or adopted to be fired with one hand), illegal knife, or club on or about his or her person. (Note: A student will not be expelled for using, exhibiting, or possessing a firearm at an off-campus approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored shooting sports competition, or while participating in or preparing for a shooting sports educational activity sponsored or supported by the Texas Parks and Wildlife Department or organization working with the Department.) *Texas Education Code 37.007(k)*.
3. Possesses, manufactures, transports, repairs, or sells one of the following prohibited weapons: an explosive weapon, machine gun, short-barrel firearm, firearm silencer, armor-piercing ammunition, chemical dispensing device, zip gun, tire deflation device, or improvised explosive device.
4. Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or disabled individual.
5. Engages in the following conduct, if the conduct is punishable as a felony:
 - a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of: (1) Marijuana or a controlled substance, as defined by *Chapter 481, Texas Health and Safety Code*, or by *21 USC Section 801 et seq.*; or a dangerous drug, as defined by *Chapter 483, Texas Health and Safety Code*.
 - b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Texas Alcoholic Beverage Code*; commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.

A student may also be expelled for the following offenses, regardless of whether the conduct took place on or off school property:

1. Committing aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder, or aggravated robbery against another student;
2. Retaliating against a school employee or volunteer by committing an assault resulting in bodily injury;
3. Engaging in criminal mischief if the damage is \$2,500 or more;
4. Engaging in a breach of computer security by accessing a computer, computer network or computer system owned by or operated on behalf of a school district without consent and knowingly alters, damages, or deletes school district property or information or breaches any other computer, computer network or computer system;
5. Committing a state-mandated expellable offense on the school property of another Texas School district or while attending a school sponsored or school related activity of another Texas school district;
6. Engaging in bullying that encourages a student to commit or attempt to commit suicide, or incites violence against a student through group bullying; or
7. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

Title V Felonies Regardless of Location. In addition to the expellable conduct listed above, a student may also be expelled and placed in DAEP if the student:

1. Is arrested for a Title V felony offense or aggravated robbery;
2. Is charged with engaging in a Title V felony offense or aggravated robbery;

3. Received deferred adjudication or deferred prosecution for a Title V felony offense or aggravated robbery;
4. Is on probation for a Title V offense or aggravated robbery;
5. Was found by a court or jury to have engaged in delinquent conduct for a Title V felony offense or aggravated robbery;
6. Has been referred to a juvenile court for delinquent conduct based on a Title V felony offense or aggravated robbery;
7. Was convicted of a Title V felony offense or aggravated robbery; and
8. The administrator determines the student's presence in the regular classroom threatens the safety of other students or teachers, is detrimental to the educational process, or is not in the best interests of the District's students. In this circumstance, expulsion to an alternative setting may be ordered regardless of:
 - (1) the date on which the conduct occurred, (2) the location at which the conduct occurred, (3) whether the student was enrolled in the District at the time the conduct occurred, or (4) whether the student successfully completed any court disposition requirement regarding the conduct.

A student may be subject to an expulsion under this circumstance until: (1) the student graduates from high school, (2) the charges are dismissed or reduced to a misdemeanor, (3) the student completes the term of the placement, or (4) the District assigns the student to another program. The student will be entitled to the same periodic review afforded to other students in alternate settings. An expulsion order in this case is final and may not be appealed beyond the Board of Trustees. *Texas Education Code 37.0081*.

DISCRETIONARY EXPULSIONS UNDER THE AGE OF TEN

A student between 6 and 10 years of age may not be expelled, but must be placed in a DAEP for an expellable offense. A student between 6 and 10 years of age who brings a firearm to school, and thereby violates the federal firearms provision, must be expelled but provided educational services in a DAEP *TEC 37.007(e) and (h)*. A student younger than 6 years of age may not be expelled or placed in a DAEP *TEC 37.006(l) and 37.007(h)* except for firearm violations. Elementary students cannot be placed in a DAEP with students not in elementary school.

EMERGENCY EXPULSION

A principal or principal's designee is authorized to order the immediate expulsion of a student if the principal or designee reasonably believes that action is necessary to protect persons or property from imminent harm. *Texas Education Code 37.019*. The reason for emergency expulsion must also be a reason for which expulsion could be ordered on a nonemergency basis. At the time of expulsion, the student will be told the reasons for expulsion. Not later than the tenth day after the date of the emergency expulsion the student will be given a hearing as required for non--emergency expulsions.

PLACEMENT AND LENGTH OF EXPULSIONS

As required by *Texas Education Code 37.011*, the Carroll ISD Board of Trustees has entered into an agreement with the Tarrant County Juvenile Board to have the Tarrant County Justice Alternative Education Program (JJAEP) provide educational services to secondary students expelled from the District for mandatory and discretionary reasons. The length of the student's assignment to the JJAEP is determined by the criteria identified in the Guidelines for Assessing Disciplinary consequences section above and the Memorandum of Understanding (MOU) with the Tarrant County Juvenile Board. For each student expelled under mandatory and discretionary expulsion criteria, who is placed in the JJAEP by a District, the minimum term of such placement will be consistent with the term of the student's expulsion from school. The minimum placement in JJAEP will be 90 successful days of attendance with appropriate behavior. The maximum placement shall be twelve (12) months. Students expelled at the end of one school year may be required to complete the term of their expulsion at the beginning of the next school year.

If an administrator recommends a period of placement that is inconsistent with these guidelines, written notice of the inconsistency must be provided in the written notice to parents. Elementary students who commit expellable offenses will be recommended for expulsion; however, the student may be placed in a DAEP setting in accordance with law and in consideration of the age and maturity of the child.

PLACEMENT AND LENGTH FOR FIREARMS

State and federal laws require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent or other appropriate administrator may modify the length of the expulsion on a case--by--case basis. The District may provide educational services to the expelled secondary student in a Juvenile Justice Alternative Education Program. Appropriate placements will be made according to the age and maturity of an elementary student. *Texas Education Code 37.007(e).*

EXPULSION RESTRICTIONS/PROHIBITIONS

Expelled students are prohibited from being on any school grounds or attending any school--related or school sponsored extracurricular activities on or off school property during the period of expulsion, except by special permission from the home campus principal. This restriction includes seeking or holding honorary positions and/or membership in school--sponsored clubs and organizations. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines when the student returns to the campus. The student will be allowed to return to the campus and/or to attend and/or participate in school--sponsored or school--related activities, including practice, on the day following the last day of the JJAEP assignment. Students expelled for a period in which the placement extends into the next school year must have the approval of the appropriate principal(s) and a review committee in order to attend summer school in Carroll ISD. The parents of students who are placed in a JJAEP will be required to provide transportation for their student as determined by the memorandum of understanding with the appropriate JJAEP.

EXPULSION DUE PROCESS--CAMPUS LEVEL

Before a student may be expelled, the District must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the District. If the campus behavior coordinator or other appropriate administrator makes a good--faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. Unless the student's parent/guardian signs a waiver forfeiting the student's rights to a hearing, a hearing must be held. *Texas Education Code 37.009(f).*

In an expulsion hearing, the student or the student's representative will be provided an opportunity to testify, present evidence or witnesses in his/her defense, examine evidence presented by the school, and question the school's evidence. The District may rely on the hearsay evidence of school administrators who investigate disciplinary infractions. The decision shall be based exclusively on the evidence presented at the hearing and shall be communicated promptly to the student and parent. A decision of expulsion shall take into consideration self--defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history or whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

For a secondary student who has committed a disciplinary infraction for which expulsion is mandatory under statute, the student shall, to the extent provided by law or by the memorandum of understanding, immediately attend an educational program in a Juvenile Justice Alternative Education Program (JJAEP) upon completion of the campus--level hearing and a decision to recommend placement at the JJAEP. The JJAEP will be the student's assigned placement pending the outcome of any further appeals. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

EXPULSION APPEAL DISTRICT--LEVEL

A parent or guardian may appeal a decision for expulsion. In order to do so, a written request must be made in writing within three (3) school days of the receipt of written notification of the campus--level decision. The written request should be addressed to the Assistant Superintendent of Staff and Student Services, 2400 North Carroll Ave, Southlake, TX 76092.

The Assistant Superintendent of Staff and Student Services shall provide the student an opportunity for a hearing

at which the student will be afforded the requisite due process. The Assistant Superintendent of Staff and Student Services shall contact the parent within five (5) school days of receipt of a timely written request for appeal to schedule a hearing. After scheduling the hearing, the Assistant Superintendent of Staff and Student Services shall provide written notice of the hearing including the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The decision of the Assistant Superintendent of Staff and Student Services shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated in writing to the student and the parent(s) as promptly as possible.

EXPULSION APPEAL TO THE BOARD

A decision to expel a student may be appealed to the Board. Request for a Board review of a decision to expel a student shall be made in writing to the Superintendent within three (3) school days after receipt of the written decision from the Assistant Superintendent of Staff and Student Services. The Superintendent shall provide the parent written notice of the date, time, and place of the meeting within five (5) school days of receipt of the appeal request. The hearing will be held in closed session unless a written request from the parent is made to hold it in open session. The granting of such a request will depend on the extent other student's information is implicated. The Board shall review the record created in the hearing before the Assistant Superintendent of Staff and Student Services, and shall base its decision on that record. No new evidence will be presented to the Board. A student may be denied privileges of the home campus pending an appeal of an expulsion recommendation at the campus level and/or the decision by the Assistant Superintendent of Staff and Student Services. A secondary student will remain in the JJAEP pending the outcome of the appeal process, or the student may be emergency expelled as outlined in the District's *Student Handbook and Code of Conduct*. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

EXPULSION APPEAL OF BOARD'S DECISION

The Board's decision may be appealed by *trial de novo* to a state district court in the county in which the District's central administrative office is located. The student will remain in the JJAEP pending the outcome of the appeal. Complaints Parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment.

EXPULSION NOTICE TO AUTHORITIES

The Board or its designee shall deliver to the student and the student's parent or guardian a copy of the order expelling the student. The Board or its designee shall also mail a copy of the order to the authorized officer of the juvenile court in the county in which the student resides within two (2) business days after the final hearing at the local level. *Texas Education Code 37.010(a)*

NOTICE TO STAFF

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for the instruction of a student who has engaged in an expellable offense. Each educator shall keep the information confidential from any person not entitled to the information. *Texas Education Code 37.007(g)*. Likewise, the District is obligated to notify all instructional and support personnel who have regular contact with the student when the student engages in certain criminal activity listed in *Texas Education Code 37.015*.

TRANSITION PLAN

As soon as practicable after a JJAEP determines the date of a student's release from the program, the JJAEP administrator will provide written notice of that date to the student's parent/guardian and the administrator of the campus to which the student intends to transition, and provide the campus administrator an assessment of the student's academic growth while attending the JJAEP and the results of any assessment instruments administered to the student. Not later than five (5) instructional days after the date of a student's release from a JJAEP, the campus administrator will coordinate the student's transition to a regular classroom. The coordination must include assistance and recommendations from school counselors, school resource officers, licensed clinical

social workers, campus behavior coordinators, classroom teachers who are or may be responsible for implementing the student's personalized transition plan, and any other appropriate district personnel. The required assistance must include a personalized transition plan for the student developed by the campus administrator. A personalized transition plan must include recommendations for the best educational placement of the student, and may include:

1. recommendations for counseling, behavioral management, or academic assistance for the student with concentration of the student's academic or career goals;
2. recommendations for assistance for obtaining access to mental health services provided by the district or school, a local mental health authority, or another private or public entity;
3. the provision of information to the student's parent/guardian about the process to request a full individual and initial evaluation of the student for purposes of special education services; and
4. a regular review of the student's progress toward the student's academic or career goals.

If practicable, the campus administrator, or the administrator's designee, will meet with the student's parent/guardian to coordinate plans for the student's transition. *TEC 37.023*

WITHDRAWAL DURING PROCESS OF EXPULSION

When a student recommended for placement in the expulsion withdraws from the District before the placement order is completed, the District may complete the proceedings and issue a placement order. If the placement order is not completed, the next district in which the student enrolls may complete the proceedings and issue a placement order. If a student expelled from Carroll ISD enrolls in another school district before the expiration of the period of placement, the District is required to forward a copy of the expulsion order along with other student records. The district in which the student enrolls may continue the expulsion under the terms of the order or may allow the student to attend regular classes without completing the period of placement. If a secondary student withdraws from the District after being assigned to a JJAEP and returns within the same school year or in the school year in which the expiration of the placement ends without serving his/her time in the JJAEP, the student will be required to serve the remainder of his/her time in the JJAEP. If the JJAEP will no longer provide services to the student because the period of the expulsion expired, the student will serve the remainder of the year in the District's off-campus DAEP. *Texas Education Code 37.009(i)*.

EXPULSION TRANSFERS

If a student who is under an expulsion order from another school district attempts to enroll in Carroll ISD, Carroll ISD will continue the expulsion under the terms specified upon receipt of the written order and will consider placement in an appropriate JJAEP or DAEP based on whether the grounds for placement are consistent with the *Student Handbook and Code of Conduct*.

With regard to out of state expulsion if it exceeds one year, the District will reduce the period of expulsion so that the total period of expulsion does not exceed one year unless the District determines that the student is a threat to the safety of others or continued placement is in the student's best interest.

If a student enrolling in the District is under the age of 18 years and is establishing a residence separate and apart from the person's parent/guardian, the District is not required to admit the student if the student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion;
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
3. Has been convicted of a criminal offense and is on probation or other conditional release.

Texas Education Code 25.001(d)