

East Central ISD

2015-2016

Parent & Student



EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

Nondiscrimination Act

East Central ISD does not discriminate in its educational programs and services on the basis of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Stevie Gonzales and the Section 504 Coordinator is Mary Eitnhear, 6674 New Sulphur Springs Rd. San Antonio, Texas 78263, (210) 648-7861.

De acuerdo con el título VI de la Ley de Derechos Civiles del año 1964, el Título IX de la Reforma Educativa del año 1972, el Artículo 504 de la Ley de Rehabilitación del año 1973 y el Título II de la Ley de los Estadounidenses con Discapacidades del año 1992, el Distrito Escolar Independiente de East Central no discrimina por motivos de raza, religión, estado militar, color, nacionalidad, edad, sexo, discapacidad ni por ningún otro motivo prohibido por la ley.

La directora del Título IX del distrito es la Sra. Stevie Gonzales y la Coordinadora del Artículo 504 es Mary Eitnhear, 6634 New Sulphur Springs Rd, San Antonio, TX 78263, (210) 648-7861.

**EAST CENTRAL ISD PHONE NUMBERS
2015-2016**

EAST CENTRAL INDEPENDENT SCHOOL DISTRICT PHONE NUMBERS

General Information	6634 New Sulphur Springs Rd – 78263	210	648	7861
Administration Office	6634 New Sulphur Springs Rd – 78263	210	648	7861
Adult Education/GED & ESL Classes	9787 New Sulphur Springs Rd- 78263	210	649	2121
Athletics	7173 FM 1628- 78263	210	649	2951
Attendance Records	6634 New Sulphur Springs Rd – 78263	210	648	7861
Child Nutrition	7395 FM 1628- 78263	210	649	1381
Communications/Public Information	6634 New Sulphur Springs Rd – 78263	210	648	7861
Counseling & Guidance	6674 New Sulphur Springs Rd – 78263	210	648	7861
Curriculum & Instruction Division	6674 New Sulphur Springs Rd – 78263	210	648	7861
Federal Programs & Grants	6674 New Sulphur Springs Rd – 78263	210	648	7861
Finance Division	6634 New Sulphur Springs Rd – 78263	210	648	7861
GED Testing Center Office	9787 New Sulphur Springs Rd- 78263	210	649	2121
Health Services	3966 East Southcross- 78222	210	333	9573
Maintenance/Custodial	6634 New Sulphur Springs Rd – 78263	210	649	1007
Police Department	7382 FM 1628- 78263	210	649	2201
Social Services	7395 FM 1628- 78263	210	649	4216
Special Education	6674 New Sulphur Springs Rd – 78263	210	648	7861
Student Services	7395 FM 1628- 78263	210	649	4481
Superintendent's Office	6634 New Sulphur Springs Rd – 78263	210	648	7861
Special Programs- Bilingual Education, Dyslexia & 504, Gifted & Talented	6674 New Sulphur Springs Rd – 78263	210	648	7861
Testing Services	6674 New Sulphur Springs Rd – 78263	210	648	7861
Transportation	9653 New Sulphur Springs Rd- 78263	210	649	2332

EAST CENTRAL ISD SCHOOLS

Elementary Schools (Kindergarten- 3rd Grade)				
Harmony Elementary School	10625 Green Lake Drive- 78223	210	633	0231
Highland Forest Elementary	3736 S.E. Military Drive- 78223	210	333	7385
John Glenn Elementary (EE-3 rd Grade)	7284 FM 1628- 78263	210	649	2021
Pecan Valley Elementary (EE-3 rd Grade)	3966 E. Southcross- 78222	210	333	1230
Sinclair Elementary	6126 Sinclair Rd- 78222	210	648	4620
Intermediate Schools (4th & 5th Grades)				
Oak Crest Intermediate School	7806 New Sulphur Springs Rd- 78263	210	648	9484
Salado Intermediate School	3602 S. W. W. White Rd- 78222	210	648	3310
Middle Schools (6th-8th Grades)				
Heritage Middle School	8004 New Sulphur Springs Rd- 78263	210	648	4546
Legacy Middle School	5903 SE Loop 410- 78222	210	648	3118
High School (9th-12th Grades)				
East Central High School	7173 FM 1628- 78263	210	649	2951
Learning Academy	9787 New Sulphur Springs Rd- 78263	210	649	2121
Other Educational Services				
East Central Development Center (ECDC) (Pre-K)	12271 Donop Road- 78223	210	633	3020
Bexar County Learning Center (BCLC)	3621 Farm Rd- 78223	210	335	1745

East Central Independent School District

Philosophy

Committed to a quality education, the District strives to promote a positive school climate that optimizes teaching and learning in accordance with the values of its community.

The instructional focus is reflected in a curriculum that supports academic achievement for all children. Within our schools, this academic achievement is fostered by high expectations of both staff and students. The students' academic performance is monitored effectively and the results utilized in planning goals and objectives.

A strong commitment to preparing students to function in an ever changing technological world accompanies our goals for a solid basic education for all. Leadership throughout the District supports the goals and helps to communicate the educational mission of East Central.

Vision

East Central students will become successful, responsible, and productive citizens with a strong sense of community and a respect for cultural diversity. Embodying the American tradition of personal responsibility coupled with a sense of generosity and caring, they will become lifelong learners through the support of the education community and through their own academic endeavors.

As tomorrow's leaders, they will achieve to their maximum potential in safe, orderly schools with high learning standards and opportunities for real-world applications of their acquired skills.

ECISD District Goal 2015-2016

The District will provide an exceptional teaching and learning environment.

Board of Trustees

Steve Bryant, President
Master Trustee
(District 1)

Monique Presas, Vice President
(District 2)

Dell Braziel, Member
(District 7)

John Massengale, Member
(District 3)

Claudia Barrientos, Secretary
(District 6)

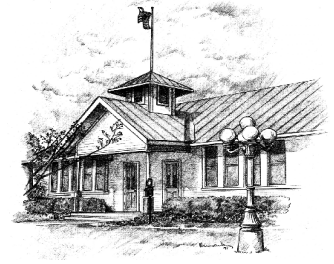
Victor Garza, Member
(District 4)

James T. Mulkey, Member
(District 5)

Mr. Roland Toscano
Superintendent of Schools

Mr. Jim Selby
Assistant Superintendent of Business

Mrs. Taffi Hertz
Assistant Superintendent of Curriculum and Instruction



EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

A Message from the Superintendent

As we begin another exciting school year, I would like to personally thank our students, parents, teachers, employees, Board of Trustees, and the East Central community for making the 2014-2015 year a tremendous success. ECISD Special recognition goes to EC Board of Trustees, our administrators, and staff across the district for their continued commitment to our students.

The Board goal adopted for the 2015-2016 school year and our continued focus is to “Provide an exceptional learning environment” by designing meaningful and enriching learning experiences for every student in every school, every day. Rest assured that a staff of extraordinary people will work tirelessly to rise to the challenge. We are excited about the opportunities that await our students in the upcoming year and look forward to our continued partnership.

Roland Toscano
Superintendent

Schedules and Holidays

First Day of School – Monday, August 24, 2015

Last Day of School – Friday, June 2, 2016

Schools Start & End Times & Early Release Information

School	Start	End	Early Release Time*
ECDC	7:45 a.m.	3:20 p.m.	12:15 p.m.
Harmony Elementary	7:45 a.m.	3:30 p.m.	12:30 p.m.
Highland Forest Elementary	7:45 a.m.	3:30 p.m.	12:30 p.m.
John Glenn Elementary	7:45 a.m.	3:30 p.m.	12:30 p.m.
Pecan Valley Elementary	7:45 a.m.	3:30 p.m.	12:30 p.m.
Sinclair Elementary	7:45 a.m.	3:30 p.m.	12:30 p.m.
Oak Crest Intermediate	7:45 a.m.	3:35 p.m.	12:35 p.m.
Salado Intermediate	7:55 a.m.	3:45 p.m.	12:45 p.m.
Heritage Middle School	8:00 a.m.	3:55 p.m.	12:55 p.m.
Legacy Middle School	8:00 a.m.	3:55 p.m.	12:55 p.m.
East Central High School	8:30 a.m.	4:10 p.m.	1:15 p.m.

Early Release Dates
September 30, 2015
October 28, 2015
November 11, 2015
January 27, 2016
March 2, 2016
March 9, 2016

April 6, 2016

May 18, 2016

June 2, 2016

***Early release will be
3 hours early.**

Student Holidays

September 7, 2015	Labor Day
October 12, 2015	Columbus Day
November 23 – 27, 2015	Thanksgiving Holiday
December 21, 2015-January 4, 2016	Christmas Break
January 18, 2016	Martin Luther King Jr. Holiday
February 15, 2016	Presidents' Day
March 14– 18, 2016	Spring Break
March 25, 2016	Good Friday
April 22, 2016	Battle of Flowers
May 30, 2016	Memorial Day

Nine Week Grading Periods

All Schools	
1 st Nine Weeks	Aug 24– Oct 23
2 nd Nine Weeks	Oct 26 – Jan 15
3 rd Nine Weeks	Jan 19 – Mar 24
4 th Nine Weeks	Mar 28– June 2

Preface

To Students and Parents:

Welcome to school year 2015–2016! Your child's success this school year requires that parents, teachers, and administrators work together. This student handbook is designed to help us achieve that goal.

The East Central ISD Student Handbook contains information that both students and parents are likely to need during the school year.

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

Both students and parents must be familiar with the East Central ISD *Student Code of Conduct*, required by state law and intended to promote school safety and an atmosphere for learning. The *Student Code of Conduct* is found in this handbook and is available in the principal's office.

The Student Handbook is reflective of Board policy and the *Student Code of Conduct*. Note that the handbook is updated yearly, while policy adoption and revision occur throughout the year. Changes in policy that affect the Student Handbook are made available to students and parents through newsletters or other communications.

In case of conflict between Board policies or the *Student Code of Conduct* and any provisions of the Student Handbook, the current provisions of Board policy or the *Student Code of Conduct* are followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. A copy of the District's Board policies is available online at www.ecisd.net.

East Central ISD Website

Please visit our District website (www.ecisd.net) to view online versions of the Student Parent Handbook, Student Code of Conduct, Board Policies, District Calendar, and other information of interest to East Central ISD students and parents.

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Admissions

Student's Legal Name

We recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name. We are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

Attendance Zones

The Board of Trustees has established geographic boundaries for each school, and students generally must attend the schools in the zone for their street address. You can make a written request for your child to attend a particular school and will have a chance to explain to the superintendent why you think your request should be granted. The superintendent or designee will make final decisions on which school a child attends.

Pre-Kindergarten Requirements

Pre-Kindergarten students must be residents of the East Central Independent School District and be four years old on or before September 1st. To qualify for the Pre-Kindergarten program, students must:

- be limited in the English language or
- be homeless or
- have a family income below subsistence level (as determined by standards set by the State Board of Education) or
- have been under the conservatorship of the Texas Department of Family and Protective Services (DFPS) or
- be the child of an active duty member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who is ordered to active duty by proper authority or
- be the child of a member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who was injured or killed while serving on active duty or
- qualify through Head Start criteria at Pecan Valley Elementary

Kindergarten Requirements

An all-day kindergarten program is offered for all children who will be five (5) years old on or before September 1 of the current school year and meet the *Admission Requirements* below.

Children who will be six (6) years old on or before September 1 of the current school year will be enrolled in the first grade.

Admission Requirements

The student must live in the district with a parent or legal guardian or one of the student's parents must live in the district, even if the student does not live with that parent.

- To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
- The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.

- The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian.
- A parent, legal guardian, or adult resident must enroll students under the age of 18 who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.

Registration Requirements

- A certified copy of the birth certificate
- Social security card
- Current immunization
- Parents of all new students to the District must provide a valid state driver's license/state ID card/picture ID with correct current information
- Proof of residence within the East Central School District
- The parent/guardian's most recent electric bill will be accepted as proof of residency. (Schools will not accept disconnection of services notices)
 1. The electric bill must be in parent/guardians name, include the home address where the service is being provided and the computerized address of the residence showing where the bill is being mailed.
 2. No post office boxes as home addresses will be accepted.
- Also acceptable as proof of residency will be a current rental/lease agreement containing the following information:
 1. date of agreement,
 2. leaser's name, signature and phone number
 3. leasee name and signature, and
 4. terms of the lease/rental agreement.
- If none of the above information is available, a host form will need to be completed and notarized. Host Forms are available by appointment at the District's Police Department. To schedule an appointment for a Host Form, call the Police Department at 649-2201.

The application for admission and enrollment forms are official government records and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

Asbestos

The Asbestos Management Plan may be reviewed in the appropriate principal's office or at the District's Central Office.

Attendance

The Texas Compulsory School Attendance law TEC Section 25.085(a) requires that a student between the ages of 6 and 19 (is required) to attend school each school day for the entire period that the program of instruction is provided unless the student is otherwise legally exempted or excused. Upon enrollment in pre-kindergarten or kindergarten, a child is also subject to the compulsory attendance law. However if a child has not reached mastery age (6 years old as of September 1 of the current school year) the child's parent or guardian may withdraw the student from school, and the child will not be in violation of the Compulsory School Attendance law. A student who voluntarily attends or enrolls after his or her 18th

birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on the school property thereafter would be unauthorized and may be considered trespassing.

Attendance and Credit

TEC Section 25.092 states that to receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether the absences can be excused or how the student can regain credit. Moreover, a student missing 10 percent of class instruction is only given a 90 percent chance for success. If credit is lost, the attendance review committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent. Students at the high school level must attend 90 percent of each semester the class is in session to be awarded credit for that semester.

Under Sec. 25.092.(a-1) A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. A student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit under this subsection without the consent of the judge presiding over the student's case.

Regular school attendance is essential for the student to make the most of his or her education. Attendance is taken at 9:30 a.m. (usually the second class period) for Average Daily Attendance. Absences from class may cause the student to not master the instructional material taught that day.

WE ARE REQUIRED BY LAW to have attendance procedures as well as consequences for non-attendance. **YOU WILL BE CONTACTED** if your child has excessive absences, tardies, or unverified absences.

East Central ISD uses an automated attendance tracking system to monitor excused and unexcused absences. The following is a list of approved absences. Although we remind parents and students that every minute of absence is a learning opportunity lost.

Excused Absences

(Non-A.D.A. Absence – Funding is provided from the State)

The East Central ISD will excuse a student from attending school for:

- Board-approved extracurricular activity;
- Required screening, diagnosis, and treatment of Medicaid students;
- Observing religious holy days;
- Documented health care appointment from a physician or clinic (must return to school the same day with an excuse from the physician);
- Juvenile court proceeding;
- Absence required by state or local welfare authorities;
- Approved college visitation (Juniors and Seniors ONLY).
- Serving as an Early Voting or Election Clerk, with verification according to policy.

Excused A.D.A. Absences

(No funding is provided from the State)

- Personal sickness
- Sickness in the family (within reason)
- death in the family

- any other principal approved absence

Excessive Excused Absence Notification

A notification will be sent to parent/guardian when student accrues 8 parent notes “N” code. After 10 parent notes, a physician note must be presented for the absence, otherwise, the absence will be considered unexcused (U) and fall under the unexcused (U) category of absences.

Unexcused Absences

The East Central ISD will send a letter to notify parents as per Texas Education Code, Section 25.095(b)(1)(2) that the student has been absent from school without excuse when a student’s absences accumulate to 3, 6, and 9 unexcused absences. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures may include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures will be considered appropriate by the district will also be initiated. When a student accumulates 10 unexcused absences, the district is officially authorized to take legal action against the student and/or parent. A court of law may impose penalties against a student’s parent if a school-aged student is deliberately not attending school.

The truancy prevention facilitator for the district is John Hernandez. If you have any questions about your student and the effect of his or her absences from school, please contact the facilitator at 210-649-4481 or any other campus administrator.

Doctor and Dental Appointments

Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor’s office. For high school students, if the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

Students Leaving Early/Parents Picking Them Up

Students will NOT be called out of a class until the parent/legal guardian has arrived to sign them out and provided proof of identity.

Religious Holidays

Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused, non A.D.A. absences.

Consecutive Absences

A student who is absent (3) or more consecutive days shall bring a note from a physician or health clinic verifying the absences. The administration retains the right to require a physician’s statement in the event that a student’s pattern of absences indicates that their absences are questionable.

College Days

ECHS Juniors and Seniors are eligible for two days per year of excused absences from school to visit prospective colleges. Dates of visit should be scheduled between September 1 and November 30 or between January 15 and April 30. Any dates outside this time frame need approval from the principal. Students must be passing all classes at the time of the visits. Absences will be officially recorded as school business. **Each student is required to bring back verification from the University or College visited, signed and dated by the admissions office, and on the official letterhead of the college. Failure to do so will result in an absence being recorded for the student.**

**** There is NO “Senior Skip Day”, or any other student skip day.** These absences are unexcused and will be dealt with as a discipline/truancy issue.

Trail Rides

Students attending a trail ride will be allowed up to two days that will count as “excused absences”, A.D.A. absence with a parent note. Any extra days taken on a trail ride will be counted as “unexcused absences”. Only one trail ride per calendar school year will be considered.

Funerals

Students attending funerals will be allowed up to three days that will count as an “excused absence”, A.D.A. absence with a parent note.

Note Required for Absence

Parents are asked to notify the school attendance office when their child will not be in attendance that day. If no report of an absence has been made, the school will make every effort to contact the parent/guardian by telephone if a student is absent. A student absent from school or from any class without permission will be considered truant and subject to disciplinary action. High School students who are late by five minutes or more will be considered absent. Parents who keep a student out of school without acceptable reasons can be referred to a truancy court.

When a student must be absent from school, the Parent/Guardian has three (3) days from the date the student returns to school to send a signed note describing the reason for absence. When a student is absent for personal illness for three (3) or more consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition. After a student has received a final warning for attendance violation only a physician's note or health clinic note verifying the illness or condition will be accepted as excused.

Excuses for absence must be written by parent or legal guardian on a full sheet of paper and must contain all of the following:

- Date excuse is written
- Full name of student
- Date(s) absent
- Reason for absence
- Signature of parent or guardian
- Telephone number of parent or guardian

Perfect Attendance

For a student to achieve Perfect Attendance for the school year, the District must receive ADA each day.

Awards and Honors

Each campus has a variety of programs to honor students who excel academically and honors them in various ways.

Superintendent's Student of the Month

District-wide, a student from each campus is honored monthly by the superintendent. Each campus selects a student to be Superintendent's Student of the Month and that child receives a Superintendent's Student of the Month certificate and bumper sticker. This student is selected from a group of students recommended by the teachers and staff. The criterion for selection is academic performance, attendance, citizenship, and community and school service. At the end of the year there is a reception honoring all the students selected.

Bullying, Sexual Harassment, Dating Violence and Sexual Violence Policy

The East Central Independent School District (ECISD) is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievement and for behavior.

ECISD strives to ensure that all of its students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. ECISD will make every effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all students and all alleged individuals.

Check applicable definition:

- € **Bullying:** is defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored, or school-related activity, or in a vehicle operated by the school district 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; or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student. This conduct is considered bullying if it: (1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; or (2) interferes with a student's education or substantially disrupts the operation of a school. Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism
- € **Retaliation:** The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
- € **Retaliation Prohibited:** Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action, including but not limited to detention, suspension, and referral to FISD D.A.E.P., expulsion to Wilson County Boot Camp or Bexar County JJAEP.
- € **False Claim:** A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

- Complaints will be documented and investigated in accordance with FFI policy. Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
- To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Procedures for Reporting Incidents of Bullying

- Students and staff members will complete a Complaint Form available in the principal's, assistant principal's or counselor's office.

- Complete the form, providing as much detailed information as possible so that the complaint may be properly investigated.
- It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.
- The Complaint Form will be submitted to the principal or designee immediately.
- The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation by having a student/parent conference and issuing a School Based Stay Away Agreement.
- Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.
- The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
- The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
- If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action Taken for Bullying

- If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
- A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
- The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
- Corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
- The principal or designee shall refer to FDB for transfer of students who are victims of bullying or students having engaged in bullying.
- The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
- If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
- To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

- A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

Bus Services

The district provides school bus transportation available to all eligible students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. Information on bus routes and stops can be obtained using the "*Transfinder*" link located on the main page of the ECISD web site or transportation web page. If you have questions concerning an alternate pickup or drop-off location, you may contact the Transportation Department at 210-649-2332. If a student needs to ride a bus other than their assigned bus, a note signed by the parent and approved by the campus administration will be required. The approval by the campus will be based on availability of seats on the requested bus.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding buses, students must:

- Follow all rules established in this handbook and the Student Code of Conduct.
- Follow the driver's directions at all times.
- Enter and leave the assigned bus in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Not possess or use any form of tobacco on school buses.
- Be seated while the vehicle is moving.
- **Assigned seating is at the discretion of the driver.**
- Fasten their seat belts, if available and as directed by the driver.
- Leave the bus carefully, and wait for the driver's signal before crossing in front of the vehicle.

Prohibited Items

In addition to the prohibited items identified in the Student Code of Conduct, students may not bring the following items on the school bus:

- Live animals or insects.
- Glass containers.
- Any object that could be considered dangerous or conflict with the safety of the students and the driver.
- Laser pointers or mirrors.

Bus Misconduct

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended or removed. Severe misbehavior during the route may result in immediate removal of the student from the bus for the safety of other passengers. A student can only be removed by a school or

transportation official or a police officer. **Parents are responsible for providing transportation to and from school in the event a child is suspended or removed from a bus for disciplinary measures.**

Career and Technical Education Programs

The East Central Independent School District offers career and technology education programs in Agriculture, Food & Natural Resources; Architecture and Construction; Arts, A/V Technology and Communications; Business, Management & Administration; Education and Training; Finance; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety, Corrections, and Security; Manufacturing; Science, Technology, Engineering and Mathematics; and Transportation, Distribution and Logistics. Admission to these programs is based on interest and aptitude, grade level, class space availability, and course prerequisites where applicable. It is the policy of East Central ISD not to discriminate on the basis of race, color, or national origin; sex, religion, age, disability or genetic information in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. It is the policy of East Central ISD not to discriminate on the basis of race, color, or national origin; sex, religion, age, disability or genetic information in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. The East Central ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX Coordinator, Stevie Gonzales, at 6674 New Sulphur Springs Road, San Antonio, Texas, (210) 648-7861 and/or the Section 504 Coordinator, Mary Eitnrear, 6674 New Sulphur Springs Road, San Antonio, Texas 78263, (210) 648-7861.

Cell/Smart Phones

Cell/Smart Phone Policy for High School, Middle School and Intermediate Schools

Cell/smart phones used for non-instructional purposes (*texting, calling, social media, streaming, taking pictures, listening to music, etc.*) during instructional time will be subject to confiscation. A \$15 dollar administration fee will be charged prior to the phone being released to the parent.

Cell/Smart Phone Policy for Elementary Campuses

Cell/smart phones and paging devices must be turned off during the school day. Since school start and end times vary by campus each campus will designate the times when cell/smart phones or paging devices will be turned off. Students violating the cell phone/paging device guidelines will be subject to having their phones/paging device confiscated. A \$15 dollar administration fee will be charged prior to the phone/paging device being released to the parent.

Change of Contact Information

Notify the school office immediately when you change your address or telephone number. The school must have your current and correct information in case of an emergency.

If school officials discover that a student lives outside the school's attendance zone, the student may be withdrawn immediately.

Changing Students Transportation Home

Students will not be allowed to change the method in which they are transported home unless school officials receive either written notification (notes) or faxes of notes from a parent. A **telephone request will not be honored** because it cannot be verified that the caller is the parent / guardian. This practice is designed for the safety of your child.

Chaperones

All chaperones are considered volunteers and are therefore required to complete the Very Important Partner (VIP) Program requirements as described in the *Volunteers* section of this handbook.

- Parent chaperones are not permitted to bring other children with them on the field trip. The chaperone's assistance in supervising and assisting with instruction is essential.
- Chaperones must follow district procedures and policies and any activity guidelines established by the teacher sponsor.

Parents may not remove and transport their son or daughter from a school sponsored activity unless a request in writing has been approved by the principal prior to the trip. Parents are not permitted to remove or transport any student but their own. If a serious emergency occurs, the parent must notify the teacher-sponsor for permission before removing his or her son or daughter.

Child Abuse

District employees are required under state law to report to *Child Protective Services* when they suspect that a child has been abused or neglected. *Child Protective Services* may investigate and interview a student while at school.

Child Nutrition

Our schools participate in the United States Department of Agriculture (USDA) National School Lunch & Breakfast Program, which provide free and reduced-price meals to qualified households. We maintain strict confidentiality as to whether students participate in the program.

All student households are provided access to Free and Reduced Application and it is the choice of the family to submit it for processing. A new application must be completed every year. If you qualify for a Free or Reduced price lunch you also qualify for breakfast. Please contact the school cafeteria manager or Child Nutrition office at 649-1381 for any information regarding the Free and Reduced Price Lunch Program or submit an online application at schoolslunchapp.com

We serve a variety of nutritious foods for students and faculty members.

We encourage prepayment of meal accounts to enable quicker service. Prepayments can be made in the cafeteria or on line at www.mypaymentsplus.com.

- There is a prepayment incentive of \$2 for every \$20 prepaid on the account by check, cash or online payments.
- Please phone your cafeteria manager to set or modify limits on your student's account.
- We accept checks for the meal account only and cannot provide change from a check.

Food Allergies

District policy follows Texas DSHS guidelines regarding food allergies. Any student who has special dietary needs (food allergies) should contact the school nurse or the school principal. The school must have a "Special Diet Form" completed by the student's physician. This form is required and accessible through the school nurse, the cafeteria manager or online at www.ecisdcafe.net.

Food Deliveries

Parents/Legal guardians or people listed on the enrollment form are the only ones allowed to bring their child food on the elementary campuses. Parents/Legal guardians are the only ones allowed to bring their child food at the secondary campuses. Siblings or other relatives are NOT allowed to bring them food. Food should be an appropriate serving size for one individual student. Food for your child's friends is not permitted.

Birthday Parties

Elementary and Intermediate campuses allow students to celebrate birthdays. All party cakes, cupcakes and other baked items that parents provide must be commercially purchased. If you have questions, contact your campus as there are state and local nutrition food safety guidelines.

If you would like more information about the USDA Child Nutrition Program please contact the ECISD Child Nutrition & Food Service Office at 210-649-1381.

Child Nutrition Reminders

- Prior year status approvals for Free and Reduced Meals will expire as soon as the new application is processed or after 30 days into the school year.
- Free and Reduced Meal applications are available in English and Spanish at schoollunchapp.com, your school cafeteria, school office, or Student Services.
- Free and Reduced Meal applications are processed at the Child Nutrition office at 649-7861.
- All schools serve breakfast and lunch daily.
- The Cafeteria Manager/Child Nutrition Department will notify parent/guardian and campus administrator of students who have a negative balance in their meal account.

Non-Discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Clubs/Organizations

All sanctioned clubs and organizations are to offer academic, service, and social opportunities, which round out our school programs. Each develops school spirit, and offers a diversity of opportunities for self-expression and development. All information concerning school activities may be obtained from the club/organization sponsor.

College and University Information

College information is available in the East Central High School *Informer* publication or through your child's school counselor.

Complaints by Students and/or Parents

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the Personnel office.

Within 10 business days an administrator will schedule a conference to hear your complaint. The Administrator will then have 10 business days following the conference to provide complainant with the written response.

If the student or parent does not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee (Level Two) to appeal the Level One decision.

The Level Two notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response, or if no response was received, within ten days of the response deadline at Level One.

If the student or parent does not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board of Trustees.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the response deadline at Level Two.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

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

<u>Concern</u>	<u>Phone Number</u>
Discipline	210-649-4481
Discrimination, Free & Reduced Lunch, Instruction	210-648-7861
Transportation	210-649-2332

Counseling

Each school has certified school counselors and, with the support of teachers, administrators, and parents, they implement a district comprehensive guidance program which provides equal opportunities for all East Central students to receive guidance and counseling. The program is based on individual, school, and community needs and is developmental by design. The counselors help students by delivering the comprehensive guidance program through the following components:

Guidance Curriculum - provides guidance in a systematic way to all students through classroom visits.

Individual Planning - helps students monitor and understand their own development as well as planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues..

Responsive Services - addresses immediate concerns of students in either individual or group counseling.

System Support - includes program and staff support activities and services. Counselors work with teachers, administrators, and parents to help students have a successful school experience.

Conflict Resolution and Character Education- various instructional programs are used to teach children how to empathize with others' feelings, control anger, build character, solve everyday problems, and resolve conflicts non-violently. Students are provided ample opportunities to learn, practice, and transfer these skills to their classroom, playground, extra-curricular activities and community activities.

Disclosure and Informed Consent - E. C. High School Counseling Center

It is our mission to meet each student's academic, social, and emotional needs. We are here to assist students in overcoming challenges that interfere with learning and to ensure all students will have access to a counseling program that is comprehensive and developmentally appropriate.

We make every effort to follow the counseling guidelines contained in the American School Counselor Association Code of Ethics. This means we will keep the information students share with us confidential unless you give us permission to share it, or unless we are required by law or school policy to share the information.

Examples of when we must share your information:

- When you give us permission to share information.
- When we must consult with other professionals to better help you.

- When we are required to release information by school policy, state law and/or the code of ethics for counselors. For example:
 - If we believe you are at risk of harming yourself or others.
 - If we believe someone is trying to hurt you.
 - If a judge orders us to provide information in court.
 - If a law is broken.

If you have any questions about these privacy rules, please tell us. Your safety and welfare are our highest priorities.

Credit by Exam

Credit by Exam If a Student Has Taken the Course

Students may use credit by examination to demonstrate mastery in any subject in elementary grades or to earn credit in any academic course at the secondary level, with the prior approval of the appropriate administrator. To be eligible to earn credit by examination, a student shall have prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records, which may include coursework from a non -accredited school or home school, and shall have attained a grade of 60 if the course was failed [EHDB (Local)]. Tests shall be administered according to established procedures. A passing grade of 70 is required to earn credit.

Credit by Exam If a Student Has Not Taken the Course

A student is permitted to take an examination to earn credit for an academic course for which the student has no prior instruction or to accelerate to the next grade level. [EHDC (Local)] A student in elementary school is eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies.

The passing score required to earn credit on an examination for acceleration is 80.

A student planning to take an examination for acceleration (or the student's parent) must register with the district assessment office no later than 15 days prior to the scheduled testing date.

High School Credit in Middle School

- Students who meet the selection criteria may take high school credits while still in middle school. Stricter placement criteria will be applied for selection to these courses, and a student who does not continue to meet the criteria may be removed from the course. Middle school students taking these courses will receive high school credit, and their grade will count toward their high school GPA (grade point average).

First Grade Placement

A student not six years old at the beginning of the school year may be placed initially in first grade if certain criteria are met. Criteria for acceleration may include:

- Scores on readiness test(s) and/or achievement test(s) that may be administered by appropriate District personnel.
- Recommendation of the kindergarten or preschool the student has attended.
- Chronological age and observed social and emotional development of the student.
- Other criteria deemed appropriate by the principal and Superintendent.

Curriculum

East Central ISD operates a Pre-K—12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for elementary (Pre-K—grades 1-3), intermediate school (grades 4-5), middle school (grades 6-8), and high school (grades 9-12).

Core Curriculum - The District is committed to providing the best education for each student in the district. Elementary schools offer a balanced curriculum which emphasizes the basic academic subjects of language arts (reading, English, and spelling), mathematics, social studies, and science. Other subjects in the curriculum are health, handwriting, fine arts, computer literacy, and physical education. Instruction in these areas covers each grade level's Texas Essential Knowledge and Skills (TEKS) required by Texas law. In addition to the Texas Essential Knowledge and Skills (TEKS), many other concepts are taught through the use of textbooks, supplementary materials, and teacher-directed activities. Fine arts and physical education are taught by teachers who specialize in those areas. The District provides human sexuality instruction through physical education and health classes. It is a parent's right to remove their child from this instruction without penalty. A letter asking you to either grant permission, or opt out, will be sent home prior to any such instruction. Students at the high school level have the opportunity to enroll in courses through the Texas Virtual School Network (TxVSN). Please contact Gail Pieniazek at ECHS, or Taffi Hertz at Central Office, 648-7861 for more information.

Deliveries/Special Occasions

Birthday or personal celebrations are not acknowledged during the school day. Celebrations are prohibited during lunch or any other time unless cleared through the office. Deliveries of balloons, flowers, etc. for students' celebrations are disruptive to the school day. If any deliveries such as balloons or flowers are sent they will stay in the front office until school is dismissed. Balloons are not allowed on the school bus.

Distribution of Publication/Material

All school publications are under the supervision of the teacher, sponsor, principal, and/or designee. The District exercises the right of editorial control over style and content of student publications in the schools. These publications may be posted or distributed, with the prior approval of the appropriate administrator or supervisor.

Non-school Materials from Students

The district also maintains distribution control over non-school publications within the guidelines of School Board Policy. [FMA (Local)] Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

Non-school literature shall not be distributed by students on District property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- 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.
- 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.

The principal in each school designates a location for approved non-school materials display for voluntary viewing by students. To be considered for display, any non-school material must include the name of the sponsoring

organization or individual [FNAA (Local)]. Students may appeal the principal's decision in accordance with policy FNG (Local).

Non-school Materials from Other than Students

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal for specific prior review. The principal approves or rejects the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (Local).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

Objectionable Literature/Visuals

Printed or written material that casts a reflection on a person's character or reputation, or that is vulgar or indecent in any manner, is strictly prohibited.

Dress and Grooming

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. **Final determination of acceptable dress and grooming rests with the principal or designee and cannot be appealed.**

Students must dress and groom in a manner appropriate for a public school educational environment because we believe that in doing so, students are prepared for success. School Administrators will determine in a consistent and non-arbitrary manner whether the student's dress and grooming distracts or otherwise interferes with the educational process. A student may be asked to return home to change clothes or the student's parents may be contacted to bring a change of clothing. The principal or designee may also discipline, in accordance with the *Student Code of Conduct*, a student who violates the dress code.

To aid students and their parents in making decisions about appropriate dress and grooming for schools, guidelines and rules have been established and may be read in the *Student Code of Conduct* section of this handbook.

Drills – Fire, Tornado, Emergencies

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

English Language Learners

An English Language Learner (ELL)(as defined by Chapter 89.1201 policy and TEC 29 Subchapter B) is a person who is in the process of acquiring English and has another language as their first native language. English language learners (ELLs) are entitled to receive bilingual education or English as a Second Language (ESL). East Central ISD services ELLs through the Two-Way Dual Language Immersion Program and the ESL program at

the secondary level. To determine eligibility, a home language survey is conducted. Students whose native language is other than English are administered an English language proficiency assessment. The Language Proficiency Assessment Committee (LPAC) composed of a school administrator, a bilingual or ESL teacher, and a parent representative reviews the assessment and determines eligibility to participate in the program. In order for the student to participate in the program the parents must provide written consent. Ongoing assessments are conducted to determine a student's continued eligibility for the program.

The LPAC also determines whether linguistic accommodations are necessary for any state-mandated assessments. The Texas English Language Proficiency Assessment System (TELPAS) is also administered to ELL students who qualify for services.

If a student is identified as an ELL and receives special education services because of a qualifying disability, a Language Proficiency Assessment Committee (LPAC) in conjunction with ARD committee will make decisions for instructional accommodations and assessment purposes.

Emergency Medical Treatment

Emergency medical treatment for illness or students injured at school or a school-related activity requires written parental consent. Therefore, parents are asked each year to complete a health inventory form. For your child's welfare, this emergency information must contain up-to-date phone numbers. In addition, we ask you to provide two or more alternate reliable adult contacts with phone numbers who will assume temporary care of your child if you cannot be reached. **Please notify the school immediately if phone numbers change or additional phone numbers are needed.** If another adult is to be a caregiver for your child while you are out of town or unavailable, please provide in writing the caregiver's name and phone number and two reliable alternate phone numbers.

Current information is of critical importance should an illness or injury occur that requires medical attention. Please contact the school nurse to update any health/medical information. If your child has a food allergy, a special dietary form must be completed by a physician and returned to the school nurse so that the Child Nutrition Department can be notified and/or make accommodations.

Medical Expenses

The District is not responsible for medical expenses associated with a student's injury while at school. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires student coverage is responsible for paying insurance premiums and for submitting claims through the insurance company. **[FFAC (Local)]**

Emergency Operations/ School Closing

Information on emergency operations or school closing is broadcast on local television stations. Please tune in to your television if there is any question regarding an emergency and possible school closures. In addition, you may receive a ParentLink phone message with emergency or school closure information.

District Emergency Operations Plan and Communication

The East Central Independent School District has Emergency Operations Plans and procedures which incorporate: prevention, preparedness, response, and recovery. Plans and procedures are in place for students and staff during emergencies ranging from severe weather to violence on campus. Each campus has a Crisis Team prepared to respond to emergencies. Each staff member on campus and many District level administrators have an assignment during a crisis.

Drills will be conducted throughout the year. Students are expected to follow instructions from ECISD staff promptly and in an orderly fashion for the safety of all concerned.

The cooperation of parents is also necessary. Parents who are visiting on campus during a drill or crisis will be asked to follow instructions from ECISD staff or police. Certain events may require the evacuation of the campus. Parents are requested to tune in to local TV stations for directions regarding time and location of student release so that school telephone lines and roadways can be clear for emergency traffic. When parents are notified to pick up their child, the reunification process will require them to go to the Adult Report Point designated by the District. At that point, parents will fill out a Student Release Form

and present a government issued photo ID. District staff will verify the identity of the parent or guardian and verify they are listed on the enrollment card as having the right to pick up the child. Once the person picking up has been verified they will be sent to the Student Release Point, where they will be reunited with their child. You may receive a ParentLink phone message with additional information.

Your cooperation is appreciated and needed for East Central Independent School District to continue to provide a safe and effective learning environment for our students.

Extracurricular Activities

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as UIL Academics, are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills.

All of the athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the Marching Band, cheerleading, and drill team or pep squad. Although most extracurricular activities are designed for secondary students, those in grades 6/7 to 12, we encourage elementary age students to participate in UIL Academic activities and competitions.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in a designated advanced or honors course. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups.

Students can miss a class no more than 10 times in the school year or no more than eight in a semester to participate in an approved extracurricular activity. If a student advances to a post-district competition level, she or he is allowed up to five additional absences.

Extracurricular Eligibility

UIL rules state if a student is not passing, he/she may not play. Students who failed at the end of a nine-weeks grading period can become eligible at the end of the three weeks progress report period if they are passing **all** subjects. This allows students to regain their eligibility after three weeks of classroom assessment. Students will not lose eligibility at the three weeks progress report period; the report card alone takes away eligibility. Also, students who failed at the nine weeks period may still practice with the team. The following calendar of eligibility dates helps explain the UIL ruling.

2015-16 UIL Eligibility Schedule

The UIL eligibility schedule is established district-wide to ensure extracurricular eligibility guidelines and scheduled dates are applied consistently in accordance with policy and our

district procedures. This schedule applies to all extracurricular activities required to meet the No-Pass No Play guidelines.

August 24, 2015

SCHOOL BEGINS

During first six weeks –

Grades 7, 8, 9: “Placed” student is ineligible.

Grades 9, 10, 11, 12: Eligibility determined by credits.

All students who meet the following credit requirements are eligible through Friday, October 9

- All students in grades 9 and below promoted from the previous grade level.
- Second year high school students must have earned at least 5 credits which count toward state graduation requirements.
- Third year high school students must have earned at least 10 credits which count toward state graduation requirements or earned at least 5 credits which count toward state graduation requirements during the 12 months preceding August 24.
- Fourth year high school students must have earned at least 15 credits which count toward state graduation requirements or earned at least 5 credits which count toward state graduation requirements during the 12 months preceding August 24.

October 2, 2015

End of First Six Weeks (*Gain or Lose Eligibility*)

October 9, 2015

Student failing one or more courses on October 2nd is ineligible October 9th. “Placed” student who is passing all classes becomes eligible.

October 23, 2015

End of First Nine-Week Grading Period

October 30, 2015

Student who failed at least one course at the end of the first nine-week grading period becomes ineligible.

Student who fails first six weeks but is passing all subjects as of October 23 regains eligibility.

November 13, 2015

End of three-week cycle (*Gain Eligibility*)

November 20, 2015

ALL STUDENTS BECOME ACADEMICALLY ELIGIBLE AT CLOSE OF SCHOOL. A student ineligible during the day November 20 may not participate in a contest until the close of school. (*Holiday Rule*)**

November 20, 2015

Ineligible students passing all subjects as of November 13 regain eligibility.

November 30, 2015

Students ineligible on November 13, 2015 lose eligibility at the start of school November 30, 2015. (** *Holiday Rule*)

December 11, 2015

End of three-week cycle. (*Gain Eligibility*)

December 18, 2015

Ineligible students passing all subjects as of December 11 regain eligibility.

December 18, 2015

ALL STUDENTS BECOME ACADEMICALLY ELIGIBLE AT CLOSE OF SCHOOL. (*Holiday Rule*)**

January 4, 2016 Students ineligible December 18, 2015 lose eligibility at the start of school January 4, 2016. (****Holiday Rule**)

January 15, 2016

End of Second Nine-Week Grading Period.

January 19, 2016

BEGINNING OF SECOND SEMESTER

The seven day grace period begins Friday, January 15, 2016 at the start of school and ends on Friday, January 22, 2016 at the close of school. Student who was ineligible December 18, 2015, is ineligible during the grace period.

January 22, 2016

Student who failed at least one course at the end of the second nine-week grading period becomes ineligible

Ineligible student passing all subjects at the end of the second nine-week grading period becomes eligible.

February 5, 2016

End of three-week cycle (*Gain Eligibility*)

February 12, 2016

Ineligible students passing all subjects as of February 5 regain eligibility.

February 26, 2016

End of three-week cycle (*Gain Eligibility*)

March 4, 2016

Ineligible student passing all subjects as of Feb. 26 regains eligibility

March 11, 2016

ALL STUDENTS BECOME ACADEMICALLY ELIGIBLE AT CLOSE OF SCHOOL (** Holiday Rule**)**

March 21, 2016

Students ineligible March 4, 2016, lose eligibility at the start of school March 21 (**** Holiday Rule**)

March 24, 2016

End Of Third Nine Week Grading Period

March 31, 2016

Students passing all classes regain eligibility at the end of school. Students who failed one or more classes in Third Nine Week grading period become ineligible at the end of the school day.

April 15, 2016

End of three-week cycle (*Gain Eligibility*)

April 22, 2016

Ineligible students passing all subjects as of April 15 regain eligibility (*****School Holiday Rule**)

May 6, 2016

End of three-week cycle

May 13, 2016

Ineligible students passing all subjects as of May 6 regain eligibility

June 2, 2016

ALL STUDENTS BECOME ELGIBLE AT THE END OF THE SCHOOL DAY

*****Full Week Holiday Rule - All students are eligible during a school holiday of a full calendar week or more.***

****** School Holiday Rule – Friday, April 22nd is a School Holiday. As per TEA/UIL side by side: Students who are losing eligibility has a seven (7) calendar day grace period and students who are regaining eligibility have a seven (7) Calendar day waiting period. Eligibility is lost or regained the following Friday at the time the regular schoolday ends or would end if that is a holiday.***

Federal Family Educational Rights and Privacy Act

The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person who is acting as a parent in the absence of the child’s parent or legal guardian.

Parents control the access to their children’s education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and to copy their children’s education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or copy his or her child’s education records, she or he should contact the principal of the child’s school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 4:00 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from the principal’s or superintendent’s office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies. Parents will be charged the district’s usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child’s records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children’s education records, the district ordinarily will not permit access to or copies of education records without at least one parent’s written authorization to release the records.

However, under some circumstances, the District can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:

- The District will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The District will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The District will release educational records to a juvenile justice agency in accordance with an agreement with between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The District will release directory information about students to any person who submits a written request for the information, including military recruiters, college or university recruiters, and businesses conducting marketing activities.
- The District will comply with request from various governmental agencies, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.

Certain information about District students is considered directory information. There are 2 types of directory information, (1) for limited school-sponsored purposes, and (2) for purposes other than school-sponsored purposes. Directory information will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of directory information about the student. If you do not want East Central ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten (10) business days of your receipt of this Notice.

East Central ISD has designated the following information as directory information identified only for limited school-sponsored purposes: student's name, address, telephone listing, photograph, honors and awards received, grade level, and participation in officially recognized activities and sports, and the weight and height of members of athletic teams. East Central ISD has designated the following information as directory information for purposes other than school-sponsored purposes: Student's name, address, telephone listing, and grade level.

Audio and video recordings of extracurricular and co-curricular performances, such as band, orchestra, and choir concerts; marching band performances; and performances of plays, musicals, or skits are treated as directory information. Video recordings of students made by security cameras on school buses or in common areas of a campus are treated as directory information unless they are used to impose discipline. In that case, the tapes become an educational record of the student or students who are disciplined and are subject to the same restrictions on access and disclosure as any other student education record.

If you do not want the school to release directory information about your child to any person, including military recruiters, college or university recruiters, and businesses conducting marketing activities, you must notify the principal in writing of the category or categories of information that you do not want released. You may not "selectively" opt out of directory information, i.e., you cannot allow release to an organization affiliated with the school, but not to military recruiters or businesses conducting marketing activities. You have 10 school days after you receive this Handbook to tell the principal in writing what information you do not want released.

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

Protection of Pupil Rights Amendment

We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

- political affiliations or beliefs of the student or his or her parent;
- mental or psychological problems of the student or his or her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of others with whom the responding students have close family relationships;
- legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- religious practices, affiliations, or beliefs of the student or his or her parent; or
- income, other than as required by law to determine program eligibility.

Invasive Examinations or Screenings

We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, acanthosis nigricans, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

Teacher Qualifications

You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

Fees

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.

- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).
- Fees for transcripts.
- Testing fees – AP, ACT, SAT, Accuplacer
- Software (DC Software at the high school).
- Field trips.
- Fines for lost or damaged school materials or property (textbooks, uniforms, band instruments or other school-issued property).
- Entry fees for extra-curricular, and/or co-curricular activities and contests.

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

Fund Raising

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal or designee at least 30 days before the event. [For further information, see policies at FJ and GE.] Law prohibits raffles of any type.

Grading System and Report Cards

The primary purpose of grading is to measure understanding and knowledge of content.

Additional purposes are:

1. Provide and communicate academic achievement status to the student, parents and institution.
2. Provide information that the student can use for evaluation/remediation.
3. Provide information that teachers can use for student evaluation and to modify planning and instruction.
4. Evaluate the effectiveness of the instructional program and teaching methodologies.

Students in pre-kindergarten and kindergarten receive checklists which reflect the essential knowledge and skills for those levels. In grades 1-12, report cards are sent home at the end of each nine weeks period. In addition, progress reports will be sent home every three weeks for secondary schools and every 4 ½ weeks for intermediate and elementary schools. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences.

Individual or campus grading procedures, particularly specific percentages assigned to types of assignments, will be provided separately.

Grading Policy for High School Credit Courses

Credit shall be awarded at the end of each semester. To receive .5 credit for course work done in a semester, the student's average shall be 70 or above. If a student receives a grade lower than a 70 for the first semester of a two-semester course but passes the second semester with a grade that, when averaged with the first semester results in a grade of 70 or above, the student shall receive full credit for the course.

However, if the student passes the first semester and fails the second semester, the student may receive credit for the second semester if the second semester grade is a 65 or higher and averages with the first semester grade to be a 70 or higher.

Late/Incomplete/Make Up/Re-Testing Policy

- Students may re-attempt a summative assessment provided they have engaged in the learning process. Students are not entitled to multiple opportunities without engagement in the process. The teacher may assess no more than a 10 point penalty for retest.
- Formative assessments may include class work, projects, homework, discussions, questioning or other activities. Teachers may assign a 10 point penalty for late work.
- Assignments that are not turned in, incomplete, or late will be recorded as an "I" and will remain incomplete until work is done. Consequence for missing, late, or incomplete assignments will be to complete the work. Teachers may assign a penalty of no more than 10 points for these issues.

Graduation Plans

Under State Board of Education rules, students have a variety of graduation plans to choose from, depending on when they first began high school.

Starting in 2011-12, entering ninth grade students, must pass the required STAAR EOC exams (Algebra I, Biology, United States History, English I, and English II) and complete the Recommended Program or the Advanced Program in order to graduate from high school. Beginning in 2014-2015, the Foundation Program, the Foundation Program with Endorsement, and the Foundation Program with Endorsement at the Distinguished Level graduation plans became available for all high school students. A Foundation graduation plans is required for incoming freshmen in 2014-15, but a student entering high school prior to 2014-15 may choose to follow any of the acceptable graduation plans.

All graduation plans and a basic description of their requirements are described in the *Informer*.

Graduation Honors/ Class Ranking

Under state law, students who are ranked in the top 10% of their graduating class are eligible for automatic admission to all Texas state colleges and universities, including The University of Texas system and the Texas A&M University system. In addition students entering high school in 2014-2015 or later must graduate at the Distinguished level to be eligible. The counselor will provide more detailed information about this opportunity during a student's first year of high school, including information about eligibility for financial aid. Please contact the counselor at any time for information.

Rank in class for purposes of determining which students are in the top 10% of their graduating class will be calculated at the end of the 11th grade, middle of the 12th grade, and at high school graduation. Students will use the latest ranking in relation to their college application deadlines. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of students in the graduating class.

We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and effort required for the course. The additional grade point/points on the grade are used solely for ranking purposes and will not be reflected in the grades recorded on your child's official transcript or Academic Achievement Record. (For more information review the East Central HS *Informer* publication.)

Early Graduates

Students desiring to complete their graduation requirements prior to the normal four school years must request permission to do this by writing a letter to the school principal. There is a form (which can be obtained from the counselor) and a letter, which must be filled out as part of the request for early graduation. All requests must be approved by the time the student's choice sheet is returned in the spring term of the year prior to the proposed graduation date. The principal and the student's counselor will review the request and, if the criteria are met the student will be graduated at the end of the appropriate semester. The student will be allowed to participate in that year's graduation exercises subject to compliance with the administrative directions and policies of the principal of the high school.

A student opting to graduate early will be ranked according to the class with which he/she graduates. All honors, etc. will be given based on his/her rank in that graduation class.

Honor Cords

Graduating seniors that are members of honor societies will be allowed to wear braided, color honor cords during the graduation ceremony. The honor society must be approved by the High School Administration and the society must be:

- (1) Nationally affiliated and sponsored by an education association,
- (2) Inducting members based on academic achievement and
- (3) Enforcing active membership requirements (continued academic success and participation in service projects).
- (4) In addition, established benchmarks by GPA (see below Summa cum laude, magna cum laude, cum laude) and by all commended Exit Level TAKS.

Honor Graduates

Graduating seniors will be recognized as honor students distinguished by the following final numerical grade average. There will be no recognized valedictorian and salutatorian; only honor graduates as follows.

- 100 or more = Summa Cum Laude
- 95 – 99.9999 = Magna Cum Laude
- 90 – 94.9999 = Cum Laude

Summer Graduates

East Central students, who complete graduation requirements through summer school, night school, dual enrollment, or out-of-school Exit-Level TAKS testing, will be eligible to participate in the Commencement Exercises in the Spring of the upcoming year.

Health Services

The following information, regarding district policy and procedures, is to help facilitate your students' welfare while at school.

Each school clinic in ECISD is staffed with a registered nurse. The nurse administers first aid, dispenses medication, conducts state mandated screenings, and performs medical procedures as ordered by a physician. The nurse does not diagnose illnesses or injuries, but assesses signs and symptoms and notifies the parent/guardian of those findings when necessary. A full or part-time health assistant assists the nurse with first aid and clerical duties. Your child's school nurse is a valuable resource regarding health information; please contact the nurse should you have any questions.

When to Keep Your Child Home from School

The American Academy of Pediatrics recommends that your child be kept home from school if any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness
- Diarrhea or stool that contains blood or mucus
- Vomiting two or more times in 24 hours
- Mouth sores and drooling until a physician does not feel the condition is infectious
- Fever or rash or change in behavior until a physician has determined that the problem is not caused by an infectious disease

If you are in doubt, contact your child's doctor for further guidance before sending your child to school.

Contagious Diseases/Conditions

To protect children 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 must phone the school nurse or school principal so that other students who have been exposed to the disease can be alerted.

These diseases include:

Amebiasis	Hepatitis A	Rubella
Campylobacteriosis	Impetigo	Typhoid Fever
Chickenpox	Mononucleosis	Scabies
Cold with fever	Influenza	Shigellosis
Fifth Disease	Measles	Streptococcal disease
Gastroenteritis	Meningitis	Tuberculosis, Pulmonary
Giardiasis	Pinkeye	Whooping Cough
Mumps	Salmonellosis	Cryptosporidiosis
E. Coli Infection	Impetigo	Infectious Mononucleosis
		Ringworm of the scalp

Bacterial Meningitis

State law requires the District to provide the following information about Bacterial Meningitis.

What is Meningitis?

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

What are the symptoms?

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

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

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

How serious is Bacterial Meningitis?

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

How is Bacterial Meningitis spread?

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

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

How can Bacterial Meningitis be prevented?

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

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

What should you do if you think you or a friend might have Bacterial Meningitis?

You should seek prompt medical attention.

Where can you get more information?

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

Head Lice

Head lice are very common among children. Although lice are not an illness or a disease, they can spread through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Parents are responsible for checking their children to reduce the spread of lice. If a student is found to have live lice or nits at school, the district will inform the parent. A referral and information letter will be sent home with the student that day. The child should be treated that evening and return to school the next day with the signed referral. Teachers, custodial staff, and transportation will be informed to improve classroom environment and reduce spread.

An FDA-approved shampoo or cream rinse can be purchased from a drug store or grocery store. After the student has undergone one treatment, the parent and student should check in with the school nurse to discuss the treatment used and get answers to questions concerning their child's treatment. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

If the nurse determines that no action has been taken and there has been no effort by the parent to resolve the infestation, he/she will inform the principal for possible exclusion until the issue is addressed.

The district will not conduct mass screenings as they disrupt valuable student and teacher class time. Studies have shown these screenings to be ineffective in the reduction of head lice. More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Illness/Injury at School

If a child becomes ill or injured at school, they will be given first aid and the parent/guardian will be notified if necessary. Every effort will be made to contact the parent/guardian, before contacting alternative names listed on the emergency form. It is imperative that phone numbers (home, work, cell) be kept current and that the clinic be notified of changes.

The nurse has the responsibility to request that a child be picked up by the parent/guardian and examined by a physician for diagnosis and treatment if she suspects a contagious illness or serious health problem or an injury. Texas Department of State Health Services guidelines are followed. We ask that children be kept home when ill and until they are fever free for 24 hours without medication before returning to school. This is important in the health of the child and for the health of all children at the school.

A parent may request in writing that a child be excused from physical education including recess, for a maximum of two days due to illness or injury. More than two days of excuse requires a written statement from a physician. The statement should include a diagnosis, limitations/restrictions and the length of time of the restrictions. Any student needing the assistance of a medical device such as crutches, wheelchair, etc. must provide a doctor's order before a student can use the device on campus.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), PCV(Pre K), HIB(Pre K), and meningococcal. Requirements can be found at <http://www.dshs.state.tx.us/immunize> or the school nurse can provide information on age-appropriate doses or an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

As noted above at **Bacterial Meningitis**, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

Medications

Parents are encouraged to schedule the administration of student medication so that medication is given at home whenever possible. District employees are prohibited from giving a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions. [FFAC (Legal)]

Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by the parent in the original, properly labeled container along with a signed request and the physician's orders for administration at school.

- Nonprescription medication provided by the parent in the original, properly labeled container along with a signed request and with physician's orders for administration at school.
- Only medications that are FDA approved pharmaceuticals that are manufactured in the U.S. for administration will be accepted. Homeopathic preparations (i.e., "herbals," etc.) will not be accepted.

In addition:

- All medications should be taken directly to the school office or clinic by the parent. No medication may be kept in the classroom nor may students administer their own medication.
- At the end of the school day, parents or a designated adult should pick up the medication. Individual schools may vary on this policy to meet the safety needs of their students. Please check with the school.
- If it is necessary to send medication with the child, the parent is encouraged to notify the school office by phone the same day. Parents are reminded that they are responsible for the medication until it is delivered to a school district employee.
- At the end of the school year, parents must pick up leftover medication. Students may take home only empty medication containers. Parents will be notified two weeks prior to the end of school to make arrangements for pickup of leftover medication. Any medications left after the end of the last day of school, will be destroyed.

Prescription medications fall under the *Texas Penal Code* definition of "controlled substance" or "dangerous drugs". Students are subject to disciplinary action if they do not follow the rules regarding prescription medications.

State law allows for the self-administration of prescription asthma medicine by public school students while on school property or at a school-related event or activity if:

- The asthma medication is labeled with the student's name.
- The self-administration is done in compliance with the prescription or the physician/licensed health care provider's written instructions.
- The parent provides written authorization.
- The physician/licensed health care provider provides and signs a statement stating:
 1. The student has asthma and is capable of self-administering the prescription asthma medicine;
 2. The name and purpose of the medicine;
 3. The prescribed dosage for the medicine;
 4. The times at which or the circumstances under which the medicine may be administered;
 5. The period for which the medicine is prescribed.

The physician's statement must be kept on file in the office of the school nurse.

The unauthorized possession, use, or sharing of prescribed asthma medication is strictly prohibited and may be subject to action through the District's *Student Code of Conduct*.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes is permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity.

Psychotropic Drugs

Psychotropic drug is a substance used in the 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.

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.

Steroids

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at: www.uiltexas.org/health/steroid-information.

Homework

Homework is an essential component to learning. Students should expect purposeful, reasonable, and understandable homework assignments. It is the student's responsibility to complete and return any assignments made by the teacher. Students should expect efforts on homework assignments to be reflected in their grades. All students are responsible for taking their books, their homework and their supplies to school/class each day. In assuming the responsibility for satisfactorily completing their homework assignments, students also gain skills in reading, organization, and responsibility. Parents should stay informed about their child's assignments and encourage and support the completion of all homework. If questions or concerns arise, the parent should contact the teacher.

Identification Cards

For High School Students

Each student is required to carry daily, his or her photographic student identification card.

- Lost ID cards will be replaced in the writing lab from 7:45a.m. – 8:35 a.m. daily. The cost for replacement is \$5.00.
- Students displaying another student's ID card or defacing an ID card will receive an automatic discipline referral, and must pay for the cost of replacing the ID card.
- All students who are suspended out of school, assigned to the Student Adjustment Center (SAC), or expelled must surrender their ID to their assistant principal. Upon returning from suspension, SAC or expulsion, the card will be returned to the student at the required parent-administrator conference.
- Student ID cards are required for admittance to school activities/events.

Insurance for Students

The district offers low-cost accident insurance for students. Students or parents must pay the premium for the coverage, if they choose to participate. Under the Texas Tort Claims Act East Central ISD is not liable for injuries students may incur while at school or participating in school related activities with the exception of the use or operation of motorized vehicles. Parents will be responsible for costs associated with a student's injury or injuries.

Intra-district Transfer Requests

A student shall be assigned to a school in the attendance area which he or she resides.

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

The Superintendent or designee is authorized to investigate and approve a transfer between attendance areas if extreme hardship is established and the transfer is in the best interest of the child, unless such transfer has a negative impact on the state-mandated 1/22 teacher-student ratio for grades K-4, on available classroom space, or on the ethnic balance of either the sending or receiving schools. All intra-district transfer requests must be in writing and submitted to the Assistant Superintendent for Business & Operations through the attendance Office at East Central ISD Administration Building.

All approved intra-district transfers for hardship and/or medical reasons are granted on a yearly basis and shall be reviewed and re-evaluated on an annual basis. Transportation services may not be provided in all cases.

Lost, Damaged or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Mark your child's personal items (coat, sweater, jacket, backpack, lunch box) with his/her name. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Lost and Found

Any object that is found on the campus which cannot be returned to its' owner should be turned in to "Lost and Found" at the receptionist's desk. If you have lost an article, you should first check with the "Lost and Found". Items will not be held past the current school year.

Makeup Work

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted may receive a grade of zero for the assignment. It is the responsibility of the student or parent to obtain missed work upon his/her return to school.

Students who miss school due to an anticipated absence, such as field trips, extracurricular events, etc., may obtain class work to be missed prior to their absence provided the student and teacher have made such arrangements.

No Child Left Behind (NCLB)

The No Child Left Behind (NCLB) Act of 2001 provides federal funding and guidance for the administration of educational programs. Federal programs are required by law to supplement, not supplant, the regular educational program. The District will participate in the following programs under NCLB for the 2015-16 school year:

- Title I, Part A: Improving Basic Programs
- Title I, Part C: Migrant Program
- Title I, Part D: Delinquent/At-Risk
- Title II, Part A: Teacher and Principal Training and Retention
- Title III, Part A: English Language Acquisition

Title I Part A provides supplemental funding to schools with high concentrations of students from low-income families. The intent is to provide a high-quality education that will enable all children to meet the state's student performance standards. Each Title I A campus:

- Convenes an annual meeting to inform parents of the campus participation under Title I A and to explain the requirements as well as the parent's right to be involved
- Offers flexible meetings at various times
- Involves parents in decisions regarding parental involvement activities
- Develops a written parent involvement policy and parent-school compact

East Central ISD designates nine of its schools as Title 1, Part A school-wide campuses. These campuses are East Central Development Center (ECDC), John Glenn Elementary, Harmony Elementary, Pecan Valley Elementary, Sinclair Elementary, Highland Forest Elementary, Oak Crest Intermediate, Salado Intermediate School, and Legacy Middle School.

East Central ISD also sets aside Title 1, Part A funding to address needs and strengthen program of Homeless Students at non-Title 1 campuses, meet professional development requirements, and support Parental Involvement activities.

More NCLB and Federal Program information pertaining to the District and these campuses can be found on the District's website www.ecisd.net and under the subtitle Federal Programs and Grants.

Parent and Teacher Conferences

Parents are encouraged to meet with teachers for frank and informal conferences about the instruction of their child. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

Parent and Teacher Conference suggestions:

- When requesting the conference, state what you would like to discuss.
- The conference should last 15 to 30 minutes.
- When a personal conference cannot be scheduled, let the teacher know where and when you can be reached for a telephone conference.
- You are encouraged to contact the teacher at school whenever you feel there is a need to do so. Conferences may be scheduled at any time during the school year.
- Please remember that teachers may not hold conferences while they have children under their supervision.

Students and parents may expect teachers to request a conference:

- if the student is not maintaining passing grades or achieving the expected level of performance,
- if the student exhibits behavior problems
- in any other case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal.

Parental Involvement

Parent & Family Involvement Policy

East Central ISD welcomes the participation of parents and families in support of student learning and recognizes that involvement increases student achievement. It is the policy of East Central ISD to foster and maintain ongoing communications with parents and families concerning their opportunities for involvement, their children's eligibility for special programs, their children's educational progress, the professional qualifications of their children's teachers, and the status of their children's schools. East Central ISD strives to provide such information in an understandable and uniform format, including

alternative methods upon request, and, to the extent practicable, in a language that parents can understand. To the extent practicable, East Central ISD shall provide opportunities for the full participation of parents and families with: economic hardships, limited English proficiency, disabilities or migratory children. Communications with parents/guardians shall, at all times, respect the privacy of students and their families.

The East Central ISD Parent & Family Involvement Policy is focused on servicing families and continually enhancing the academic quality of our schools through valued, research based activities. In order to build the capacity of schools and develop a consistent presence of strong parental participation, East Central ISD will utilize the Six Types of Parental Involvement research based practices developed by Dr. Joyce Epstein of Johns Hopkins University. These include:

- Parenting- Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families.
- Communicating –Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.
- Volunteering- Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.
- Learning at Home-Involve families with their children on homework and other curriculum-related activities and decisions.
- Decision Making- Include families as participants in school decisions, and develop parent leaders and representatives..
- Collaborating with Community- Coordinate resources and services from the community for families students, and the school, and provide services to the community;

Title I, part A is the largest federal assistance program and solely supports closing the educational gaps of students within our nation’s schools. These funds provide East Central Independent School District and nine of its campuses with the ability to utilize financial resources for activities related to family and parent involvement. East Central’s activities and academic support services are annually designed. Evidence of needs are collected throughout the year and choreographed into an action plan for the district and campuses during the Comprehensive Needs Assessment Process. This process includes two-way and meaningful consultations with teachers, principals, program administrators, pupil services, and parents of students attending its schools or area private-non-profits.

Expand accessibility to various academic and health resources, promote literacy development and provide enrichment opportunities are deemed most important in supporting East Central parents and families for the 2015-2016 school year. It is the intent of the East Central ISD stakeholders that Family Involvement Activities be designed in respect to the district’s core-beliefs and the six practices developed by Dr. Joyce Epstein, as well as have the purpose of providing varied levels of engagement for all participants in the educational process and development of children.

Anyone interested in assisting, contributing, or participating in East Central ISD’s Parent and Family Involvement Plan, may contact the district’s Director of Federal Programs and Grants, Mrs. Meredith Rokas (210-648-7861), or Family Advocate, Mrs. Alma Ayala (210-649-2121, en español).

Parental Rights

As a parent, you have the right:

- To request information regarding the professional qualifications of your child’s teachers. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has been administered to your child.

- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance Records & Grades ▪ State Assessments & Test Scores ▪ Teacher & Counselor Evaluations
 - Disciplinary Records ▪ Counseling Records ▪ Psychological Records
 - Applications for Admission ▪ Health and Immunization ▪ Reports of behavioral patterns
Information & Other Medical Records
- To grant or deny any written request from the District to make a video recording or voice recording of your child. State law, however, permits the school to make a video recording or voice recording without parental permission for the following circumstances:
 1. When it is to be used for school safety;
 2. When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 3. When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows [EC (Legal)].
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity [EHBK (Legal)].
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion [FL(Legal) (Local)], [FO(LEGAL)] and the *Student Code of Conduct*.

Parking Permits

For High School Student Drivers

Students **MUST** register cars with the East Central High School bookkeeper. Students are to park in the designated areas established by the principal. Students are to park and lock cars and come immediately onto the school grounds upon arrival.

THE PARKING LOTS ARE OFF LIMITS DURING THE SCHOOL DAY, or until it is time for a work student to leave the parking lot.

1. Students applying for parking permits must show a Texas driver's license, license plate number and proof of liability insurance.
2. Students must have a valid parking permit to park their cars on campus.

3. Parking permit applications will be issued to eligible students during Prep Days.

Students who wish to get a permit after this time must pick up the permit from the bookkeeper in the office. When the form is correctly completed, and if the student meets all criteria, a parking sticker will be issued. NOTE: The sticker is to be attached to the windshield in the lower right hand corner.
4. Students are to park in student parking areas only. Students are not to park in the driveways or behind other students. (No double-parking at any time).
5. Students are to follow all state and local traffic laws and regulations while they are on school property. Any major moving or parking violation may result in losing parking privileges on campus. There is to be no traffic or parking on the circular drive except buses and delivery vehicles.
6. FACULTY /STAFF parking areas are clearly marked and are not to be occupied by students.
7. Any student driving recklessly on campus will be subject to disciplinary action and/or issued a traffic citation.
8. Each permit costs \$10.00. If a permit is suspended for disciplinary reasons or lost, the replacement permit will cost the full price of \$10.00.
9. If a parking permit is lost or stolen, the student must report the incident to the assistant principal immediately.
10. Parking permits are to remain on the vehicle for which they are registered. If a different vehicle is brought onto the campus, the office should be notified immediately, so a temporary parking pass may be issued or another permit is purchased.
11. Temporary permits are available for a designated period of time.
12. **Excessive tardies** could lead to parking permit and privileges being revoked. Upon reinstatement of privileges, a new permit must be purchased at full price.
13. Failure to follow the “STUDENT CODE OF CONDUCT” will give administration just cause to revoke or suspend all parking privileges on the school campus.

Party Policy

In an effort to improve safety on campuses and to keep the focus on learning, parties for holidays and at the end of school will not occur. Principals and teachers will hold recognitions and celebrations as appropriate on each campus. Field days, special programs and activities, PTA meetings, and other special after school activities are allowed as appropriate on each campus.

Passes (Secondary Schools)

To be out of class during a time other than the regular passing periods, a student must have an official pass in his or her possession. Passes will not be issued the first and last fifteen minutes of each class period.

Passes from Assigned Areas

Every student is required to have a pass in his/her possession whenever she/he is out of the classroom other than during the five-minute passing periods or at lunch. Only one student can utilize the approved pass at a time.

Teacher, Counselor, or Administrator Requests

A staff member requesting a student from another class may have this student only with the consent of the teacher in whose class he is assigned. Students will not be allowed to visit the office or counseling center during class without a pass from the teacher or a request from the appropriate office. Students are not to be out of class without a written pass that is signed and dated by a staff member.

Payment by Check

Payments to East Central ISD and its campuses by **check** will be processed as an Electronic Fund Transfer “EFT”, and may be debited from your account on the same day. The original check will not be returned. Checks presented against insufficient funds shall be sent to collections. The payer will be responsible for payment of the original check and an insufficient funds fee of \$35. For inquiries please call the District’s Business Office at 210-648-7861.

Pest Control Information

The District periodically applies pesticides inside and outside of buildings. Information regarding the application of pesticides is available from the **Integrated Pest Management** coordinator in the Maintenance Department at 210-649-1007.

Physical Education

East Central has adopted the CATCH (Coordinated Approach to Child Health) as it’s approved Coordinated School Health Program as mandated by TEA.

Elementary Physical Education

Students in **full-day** Pre-kindergarten through grade 5 will engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. All students in Kindergarten to grade 5 are encouraged to wear shoes with rubber soles, low heels and the shoe must cover the toes and heels of the feet; girls are encouraged to wear shorts under dress and skirts; all students are required to wear belts to hold up loose pants. Students who are ill or injured may be excused from Physical Education with a written parent note for 3 PE days. After 3 days, a medical excuse issued by a physician is required. Students in K- grade 5 will receive 2 grades in Physical Education; the first for participation, skills and effort based on the PE TEKS by grade level, the second grade for behavior and sportsmanship.

Secondary Physical Education

Students in grades 6-8 will engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Physical education classes in grades 6 to 8 require each boy or girl to change into "gym" clothes and to participate in class activities. The student's P.E. clothes may be purchased from the PE teachers. Tennis shoes must be worn during P.E. Showering after class is encouraged. The student needs to provide his/her own towel and toiletries. A doctor's recommendation in writing is necessary to be excused from P.E. activities for any consecutive period of more than three days. P.E. teachers will, on notification **in writing from the parent/guardian**, excuse a student from an active sport for a short period of time if the student is recuperating from illness, etc. The notes must be given to the PE teacher before activities begin.

Physical Fitness Assessment

Annually, the District conducts a state mandated physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of the child’s physical fitness assessment conducted during the school year.

Plagiarism

Offering another person's work as one's own without proper acknowledgment is plagiarism. Any student, who fails to give credit for quotes or nearly identical material taken from books, encyclopedias, magazines, and other reference works or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

The attempt of students to present work not honestly performed by them is regarded as a serious offense which may subject the offender to a grading penalty and/or disciplinary action.

Pledges, Minute of Silence, Prayer, and Meditation

Each day teachers will lead students in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Posters

Signs and posters that students wish to display must first be approved by the sponsor(s) of the organization represented and/or by an administrator. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

Prohibited Recordings

Using or having on or in an operational mode any device that permits recording the voice or image of another person, unless all persons whose voices or images are being recorded are made aware of the recording prior to the actual recording of their voices or images. Parents and students are prohibited from using any type of recording device in any matter that interferes with or is disruptive of the educational process or invades the privacy of District officers, students, employees, volunteers or visitors. This includes messages or images of another person that is abusive, obscene, sexually oriented, harassing, or illegal. If they violate this prohibition, then they are subject to discipline under this provision of Federal and State Law, and/or any other provision in the Student Code of Conduct that may be applicable to the circumstances involved.

Release of Students from School

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's/attendance office and sign the child out. **You must have a photo I.D. when picking up students.**

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Retention and Promotion

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

East Central is committed to preventing the retention of students and to providing immediate, appropriate, and innovative interventions to ensure student success. Research shows that for academic and social reasons, students should continue to advance. However, if a student is retained, the second year of the program should be significantly different from that of the first year.

Local school board policy for promotion is based on:

- In grades 1-8 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 (TEKS) for all subject areas and grade of 70 or above in Language Arts and mathematics.

Grade Level Reclassification (High School)

- Grade level reclassifications are made once a year at the start of the fall term.
- Mid-year reclassifications will be made on a case by case basis.
- Grade placement is determined by credits earned/academic achievement.
- Please check [The Informer](#) for minimum credit requirements.

Students Not Meeting Promotion Requirements

Students not meeting promotion requirements who are considered for placement in the next grade must have a well-defined plan for acceleration with interventions designed to bring the student to the higher grade-level proficiency within a reasonable time. These interventions shall provide multiple opportunities to learn and be assessed. An acceleration plan shall also be developed for students retained in the same grade in order to monitor progress and adjust instructional strategies.

Personal Graduation Plan

A Personal Graduation Plan (PGP) is prepared for any student in a middle school or beyond who did not perform satisfactorily on a state mandated assessment test or who is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. A Personal Graduation Plan (PGP) is prepared for all students at the high school. The PGP is designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan identifies the student's educational goals and includes consideration of the parent's educational expectations for the student. For a student receiving special education services, the student's IEP serves as the student's PGP and is developed by the student's ARD committee.

Safety/Accident Prevention

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

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

School Health Advisory Council

The district established a School Health Advisory Council (SHAC) to assist in assuring that the district's health instruction reflects local community values. The district considers the recommendation(s) of the SHAC before changing the health education curriculum or instruction. The council makes recommendations for programs to prevent cardiovascular disease, obesity, and Type II diabetes through coordination of health education, physical education, nutrition services, parental involvement, and tobacco prevention. Any course materials and instruction relating to human sexuality, sexually transmitted diseases, immunodeficiency virus or acquired immune deficiency syndrome shall be selected by the board of trustees with the advice of the local health advisory council.

The council is made up of volunteers from the community, parents, students, school nurses and administration. If you are interested in volunteering, please contact the district health services facilitator or your child's school nurse.

Service Animals

The parent of a child who uses a service animal because of the student's disability must contact the school principal and Mary Eitnear, Special Education Director at 648-7861 before bringing the service animal on campus in order to allow sufficient time to plan for the practical aspects of having the animal on campus.

Service animals are permitted on campus in conjunction with board.

Sexual Abuse

Jenna's Law

The District has established a plan for addressing child sexual abuse, which may be accessed from your child's campus. 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. 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 stomach aches and headaches. Behavioral indicators may include verbal references of pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive 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 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 manage 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](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

Child Protective Services (CPS) Division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

Special Programs

The District provides special programs for gifted and talented, dyslexic, homeless, homebound, bilingual, and migrant students, students with limited English proficiency, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and

services offered in the District or by other organizations. A student or parent with questions about these programs should contact the school office.

At-Risk

A student at risk of dropping out of school includes each student who is under 21 years of age and who:

- is in pre-kindergarten, kindergarten, 1st, 2nd, or 3rd and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year;
- is in grades 7 - 12 and did not maintain an average equivalent to 70 on a scale of 100 in two or more subjects in the foundation curriculum during a semester in the preceding or current school year or is not maintaining such an average in two or more subjects in the foundation curriculum in the current semester;
- was not advanced from one grade level to the next for one or more school years;
- did not perform satisfactorily on an assessment instrument administered to the student under Subchapter B, Chapter 39, **and** who has not in the previous or current school year subsequently performed on that instrument or another appropriate instrument at a level equal to at least 110 percent of the level of satisfactory performance on that instrument;
- is pregnant or is a parent;
- has been placed in an alternative education program in accordance with Section 37.006 during the preceding or current school year;
- has been expelled in accordance with Section 37.007 during the preceding or current school year;
- is currently on parole, probation, deferred prosecution, or other conditional release;
- was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school;
- is a student of limited English proficiency, as defined by Section 29.052;
- is in the custody or care of the Department of Protective and Regulatory Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official;
- is homeless, as defined by 42 U.S.C. Section 11302, and its subsequent amendments; or
- resided in the preceding school year or resides in the current school year in a residential placement facility in the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster group home.

Bilingual/ESL Program

A student may be eligible to receive bilingual education or ESL support if his or her primary language is other than English, and the student has been identified as English language learner (ELL). If the student qualifies for services, the Language Proficiency Assessment Committee (LPAC) determines the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

The district offers Dual Language Immersion in grades Kinder to 12th grade. The goal of the Dual Language Immersion Program is to enable English language learners (ELLs) and English native speakers to become bilingual, bi-literate and bicultural individuals. In addition, secondary campuses offer Content-Based ESL to qualifying English language learners (ELLs). For more information contact the Bilingual Office at 210-648-7861.

Student Support Team

The Student Support Team is a group of individuals who meet when teachers or parents are concerned about any aspect of school performance. The team reviews information from a variety of sources and

decides upon appropriate interventions. The Student Support Team may make referrals for assessment to the Section 504 Committee, the Dyslexia Committee, or the Special Education Department.

Immediate intervention and enriching experiences to accelerate learning include, but are not limited to:

- Careful diagnosis of areas of need utilizing all district resources
- Alternative methodologies
- Regrouping for instructional needs (e.g., smaller classes; team-teaching); in-school tutoring; use of a daily activity period and flexible master scheduling
- Reassignment of students
- Doubling of core subjects in areas of weakness
- Inclusion assistance
- Title I programs
- Bilingual/ESL services
- Solicitation and encouragement of parental involvement (e.g., progress reports, conferences)
- Referral to social services (e.g., counseling, family therapy, student advocate, social worker, and health services)
- Extended day/year programs
- Ongoing monitoring of student progress

Dyslexic Students

The District offers a program for K-12 dyslexic students. Dyslexia is a specific learning disability that is neurological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences of dyslexia may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge (Adopted by the International Dyslexia Board of Directors, November 12, 2002). These difficulties are unexpected for the student's age, educational level, or cognitive abilities. Additionally, there is often a **family history** of similar difficulties. If a campus Student Support Team suspects a student is dyslexic, the student may be referred to the campus dyslexia committee for assessments. Students who are identified as dyslexic will be provided an instructional program by a teacher trained in dyslexia disorders.

Parents will be notified of proposal to assess student for dyslexia; parents will be informed of their rights; and consent will be obtained before any special testing or individual assessment is conducted as part of the testing and identification process. The campus 504 Committee is composed of at least three professional educators that are knowledgeable about: the student being assessed; the reading process; dyslexia and related disorders; dyslexia instruction; federal guidelines for assessment; the assessments used; and the meaning of the collected data. The 504 Committee will review the student's assessment information and data and determine the most appropriate educational setting.

Parents shall be notified of the student's eligibility for the dyslexic program, and the campus shall obtain permission from parents before program placement.

Students identified as dyslexic by a previous school district shall submit records to be evaluated for eligibility in East Central's dyslexia program. The dyslexia committee may choose to accept the outside assessment(s), or may re-assess the student. In either situation, the 504 committee will determine the identification status of a student enrolled in East Central I.S.D., and the placement of the student in the dyslexia program.

Upon successful completion of East Central I.S.D.'s dyslexia program, as measured by program mastery checks (assessments) completed at regular intervals, students will be exited from the district dyslexia program. Additional

criteria for exit may include but is not limited to: grades from progress reports or report cards, state assessment data, benchmarks, progress monitoring data, teacher and/or parent observations/checklists, and individual dyslexia program requirements.

Students that have completed the East Central I.S.D. dyslexia program will receive regular monitoring during the first year.

Gifted and Talented

East Central Independent School District offers a program for K-12 gifted/talented students in the four core areas of Language Arts, Social Studies, Mathematics and Science. Scheduling is individualized per each campus to best meet the needs of the gifted/talented students. Students may be nominated for screening and identification by parents, teachers, counselors, or other interested persons. Screening is based on work products, assessments, and teacher observations. The District may reassess as needed.

Parent consent must be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. The District and/or campus gifted and talented committee, composed of at least three professional educators who have received training in the nature and needs of gifted students, shall evaluate nominated students and determine the most appropriate educational setting.

Parents and students shall be notified upon selection of the student for the gifted program, and the campus shall obtain permission from parents before program placement.

Transfer students who have been identified as G/T in another district will have the opportunity to participate in the East Central I.S.D. G/T program *if there is a reasonable expectation that they can be successful in their campus' G/T instructional setting*. In order to maximize the likelihood of success, the following procedures will be followed on all campuses.

1. Transfer students who bring records of prior testing with assessment data sufficient to complete the E.C.I.S.D. matrix and with scores high enough to qualify according to district standards may be placed immediately into their campus' G/T setting without further screening.
2. For students whose data does not match our testing requirements but shows evidence that they were previously in an Academic Gifted and Talented Program in their previous district may be placed on a *provisional* status.

Students who are placed on a *provisional* status will not be entered as G/T in PEIMS. Parents will be notified in writing that the placement is provisional and future testing may be required before a committee determines formal placement. Formal entrance procedures will be followed once it is determined that the committee has sufficient data and the student will then be placed in PEIMS as G/T.

The emphasis throughout the process of determining placement for transfer students is on finding the best match between instructional options and the student's abilities and interests.

A student or parent may request a furlough, due to extenuating circumstances, for up to one year, and if granted, may re-enter the program without retesting. At the end of the furlough, the student's progress shall be reviewed and the student may re-enter the gifted program or be removed from the program.

A student may be furloughed or removed from the program at any time the campus selection committee determined it is in the student's best interest or if the student or parent request to be furloughed or removal. Should the student desire re-admission after exiting, the student must re-qualify on the basis of the selection criteria in effect at that time.

Homebound Program

Homebound services may be requested for a student who is unable to attend school due to illness or injury during the school term. Such services are available to students whose projected absence from school is four weeks or longer. An examination by a medical doctor is required. For information, contact your school counselor, nurse, or the Homebound Coordinator Teacher at 649-4221.

Migrant

Migrant students residing in the district are eligible to participate in all instructional and support programs. The Title 1, Part C Migrant Education program is designed according to federal requirements. The District is part of the Education Service Center Region 20 cooperative. ESC Region 20 with District support ensures that all migrant students are identified and recruited on a yearly basis as outlined in the Texas Manual for the Identification and Recruitment of Migrant Students. The district's policy ensures that new and late entry migrant students have appropriate course placement and are provided opportunities to catch up with past course work. Migrant student's absences only incur after enrollment in the district.

Campus Improvement Plans include instructional activities that address migrant students identified needs, because all students are expected to meet or exceed the academic standards. Contact the Federal Programs Department at 210-648-7861 concerning other services available to migrant students.

Section 504

To be eligible under Section 504, a student must be both "qualified" and "handicapped." "Handicapped persons means any person who

1. has a physical or mental impairment which **substantially** limits one or more major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment."

Parents will be notified of proposal to assess student for Section 504; parents will be informed of their rights; and the campus will obtain consent before any evaluation is conducted as part of the testing and identification process. The campus 504 Committee will be composed of at least three professional educators that are knowledgeable about: the student being assessed; his or her limitations; and the meaning of the data collected. The 504 Committee will review the student's assessment information and data to determine what accommodations are necessary and the most integrated setting appropriate to the student's needs.

Parents shall be notified of the student's eligibility for Section 504, and the campus shall obtain permission from parents before Section 504 placement.

Students identified as Section 504 by a previous school district shall submit records to be evaluated for eligibility for Section 504 in East Central I.S.D.

Contact your campus principal or campus 504 Coordinator or Mary Eitnrear, Section 504 Coordinator at 648-7861 to receive full information about the school's Section 504 program.

Transitions Program (McKinney-Vento Homeless Program)

The term "homeless children and youth" is defined by the McKinney/Vento Assistance Act as, "An individual who lacks a fixed, regular, and adequate nighttime residence that is either a short term/transitional style of housing or a place not designed for/or ordinarily used as a regular sleeping accommodations for human being" due to the loss of public or private housing, economic hardship or similar reason.

Children and Youth in transitional and high mobility situations face unique barriers to enrolling, attending and succeeding in school. Despite such challenges, these students can succeed in school if they are provided with the assistance they need.

East Central Transitional Program is designed to assist all children and youth experiencing homelessness with enrollment assistance or the opportunity to continue attending their current school. Additional services provided to assist students and families in transition include; helping to attain school related documents, school supplies, transportation assistance, academic support, and referrals to outside agencies.

If you or someone you know is experiencing homelessness, please contact the District's Homeless Liaison, Mrs. Ashley Chohlis at 648-7861 or Homeless Advocate, Mrs. Raquel Hernandez at 210-649-4216.

Standardized Tests for College Entrance

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged early during their junior year to talk with the counselor to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, most students must take an assessment test and be TSI compliant per THECB (Texas Higher Education Coordinating Board) requirements.

State Mandated Screenings

Vision and Hearing

Vision and hearing screenings are conducted each year for all new students and students in Pre K, K, 1st, 3rd, 5th, and 7th grades.

Spinal Screenings

Students are screened for scoliosis, or curvature of the spine, in the 5th and 8th grades. The National Scoliosis Foundation states that 1 in 10 children from ages 10 – 14 have some degree of scoliosis. Early detection can prevent severe deformity. The screening requires the removal or partial removal of clothing (shirt) to allow visualization of the spine by the examiner. A notice will be sent to parents should a student need further evaluation following the screening.

A professional examination may be substituted for the screening. Written proof of such examination must be presented to the school. A student may be exempt from screening if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is a member or adherent. To qualify for the exemption, a written parental objection must be presented to the school principal or nurse on or before the day of screening.

Acanthosis Nigricans

Acanthosis Nigricans is a condition that causes light brown to black, velvety rough areas or increased skin markings usually on the back and sides of the neck. It is an indicator of insulin resistance. Insulin resistance is a primary factor in the development of type 2 diabetes. The development of type 2 diabetes can be prevented or delayed through diet and exercise if insulin resistance is identified early in life.

As of September 1, 2001, the Texas Health and Safety Code, Chapter 95, requires acanthosis nigricans screening in schools in eight regions of Texas including San Antonio. East Central Independent School District nurses are trained to screen for acanthosis nigricans. Students in grades 1, 3, 5, and 7 will be screened. A notice will be sent to parents should a student need further evaluation following the screening.

State –Mandated Testing

In addition to routine testing and other measures of achievement, students at certain grade levels will take state mandated assessment tests.

Students in Kindergarten-Grade 2 will be administered a reading and math screening instrument several times each year.

Students in grades 3-8 will take the State of Texas Assessments of Academic Readiness (STAAR) in the following areas:

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law for promotion to the next grade.

STAAR Alternate for students receiving special education services, is available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

The Texas English Language Proficiency Assessment System (TELPAS) assesses the English language proficiency of English language learners (ELLs) in K-grade 12 in four language domains: listening, speaking, reading and writing.

End-of-Course (EOC) Assessments for Students in Grades 9-12

Beginning with students entering ninth grade in the 2011 – 2012 school year, end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I, English II
- Biology
- United States History

Satisfactory performances on the applicable assessments are required for graduation and also affect the plan under which the student graduates.

Three testing windows, fall, spring and summer, are available during the year when a student may take an EOC assessment.

STAAR Accommodated and STAAR Alternate, for students receiving special education services, are available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee determines whether successful performance on the assessments is required for graduation.

STAAR-L, the linguistically accommodated assessment, is available for students who are determined to be LEP and who require this type of testing accommodation.

For more information about STAAR see TEA's brochure at: www.tea.state.tx.us/student.assessment/taar

Student Success Initiative (SSI)

Enacted by the 76th Texas Legislature in 1999 and modified by the 81st Texas Legislature in 2009, the Student Success Initiative (SSI) grade advancement requirements apply to enrolled grades 5 and 8 students who take the State of Texas Assessment of Academic Readiness (STAAR) reading and mathematics tests at grades 5 and 8.

As specified in these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee that the student is likely to perform at grade level after additional instruction. The goal of SSI is to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS has transitioned to STAAR. Only students who have previously tested with a TAKS assessment but have yet to meet state assessment requirements will continue to test with an online TAKS assessment. Three testing windows, fall, spring and summer, are available during the year when a student may retake a TAKS assessment.

Student Schedules/Changes

Students have the responsibility of choosing their own courses with the assistance of their teacher, parent and counselor. During the early part of each semester, it is sometimes necessary to make class changes. Despite all

planning, classes may be of unequal sizes and some schedules may be in error. Beyond these necessities, all requests for class changes are discouraged.

Students with Disabilities

Special Education is instruction specifically designed to meet the unique needs of children with disabilities. It includes a continuum of educational and support services used in combination with those provided in the general school program.

Special Education services are available for children ages 3-21 who display one or more of the following disabling conditions: learning disability, emotional disturbance, mental retardation, visual impairment, auditory impairment, autism, speech handicap, or physical handicaps.

Services are initiated after these children have been referred, appropriately tested, qualified and placed by a committee including the child's parents. Students who qualify under 504, which guarantees equal access to curriculum and facilities, are provided appropriate accommodations. If you have questions, please contact Mary Eitnrear, Director of Special Education, 210-648-7861.

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within timelines required by law. The district must give a copy of the report to the parent.

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

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

ECDC	Melissa Dildy	(210) 633-3020
John Glenn Elementary	Stephanie Theis	(210) 649-2021
Harmony Elementary	Karen Kopeck	(210) 633-0231
Pecan Valley Elementary	Krystle Halbardier	(210) 333-1230
Sinclair Elementary	Darlene DelaGarza	(210) 648-4620
Highland Forest Elementary	Christine Moreno	(210) 333-7385
Salado Intermediate	Denise Petter	(210) 648-3310
Oak Crest Intermediate	Brittany Ervin	(210) 648-9484
Heritage Middle School	Kelly Mendoza	(210) 648-4546
Legacy Middle School	Kara Mihalski/Charity Nathaniel	(210) 648-3318
East Central High School	Rene Bailey/Christine Gazelas	(210) 649-2951

Substance Abuse Testing Guidelines

ECISD expects that all students, including students who participate in any Extracurricular, Co-curricular

and Student Group (to be known as East Central Student Groups for this document) activities will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in East Central Student Groups is a privilege, not a given right and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines.

The use, possession, sale, or furnishing to others of alcohol, tobacco or drugs of any kind is strictly prohibited. Also included in the guidelines will be any arrest, citation, misdemeanor, felony, or display of any suggestive behavior/pictures, profanity, negative connotations, or reference to any ECISD student or staff while using on or off line technology on or off school property. Any student who violates this policy is not in compliance with the rules of participation and will be subject to disciplinary measures which will result in removal or suspension from the East Central Student Group activities in which the student participates.

These guidelines and statement of consequences apply to all East Central Student Group activities sponsored by the East Central Independent School District. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol, tobacco or other drugs and disorderly conduct or inappropriate behavior. The guidelines are to help students avoid drug, tobacco, alcohol use, to promote positive behaviors and to establish consistency in consequences across all activities for students who do not comply with the guidelines. It is to promote a high quality educational experience in all activities and assist ECISD to maintain order and a safe learning environment, and to promote a high level of civic and individual responsibility among students.

East Central Student Groups are subject to these guidelines at all times throughout the twelve month calendar year, whether the activity is "in season" or inactive and on weekends and during school holidays. Students transitioning from one grade into the next who, during the summer, engage in conduct that violate the policy will be subject to guidelines.

To ensure consistency among activities, these guidelines shall be used by all East Central Student Groups. However, nothing in these guidelines prohibits a sponsor from developing activity guidelines and rules to address topics other than alcohol, tobacco, illegal drug activities, disorderly conduct or inappropriate behavior.

The following definitions will apply to these guidelines:

- **Leadership Position** - a position or office an East Central Student Group student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair, etc.
- **Parent** - A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- **Period of removal** - period of time during which an East Central Student Group student is excluded from any participation in an activity due to violation of the guidelines. During a period of removal, an East Central Student Group student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization. During this time, the East Central Student Group student will be required to attend and participate in any and all practices as required by the sponsor.
- **Prescription Drugs** - A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.
- **Possession** - To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle used for transportation to or from school or school-related events, or other property used by the student such as a desk, locker, or cubby-hole.
- **Use (Substance)** - Voluntarily introducing into one's body, by any means, a prohibited substance, recently enough that it is detectable by observation of the students physical appearance, actions, breath, speech, or by substance testing.

- **East Central Student Group Activities** - School sponsored activities including but not limited to Dance & Drill Teams, JROTC, Cheerleaders, Spirit Groups, Band, FFA, Sports, Fine Arts, Clubs, UIL governed Activities, Student Council and other school sponsored student activities unique to a campus.

An East Central Student Group student violates the Guidelines if he or she:

- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of tobacco, alcohol or drugs, or furnishing tobacco, alcohol or drugs to another in a non-school setting;
- Is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol and tobacco on or off school property (including observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for or is arrested for illegal tobacco, alcohol or drug activity or substance on or off school property;
- Performs or participates in an East Central Student Group activity while under the influence of alcohol or other drugs or using tobacco.
- Receives a positive test result from random drug testing performed under the guidelines of drug testing policy of East Central Independent School District.
- Engages in any act listed as Levels 1, 2 or 3 offenses.

An East Central Student Group student who receives an MIP, MIC, DUI, DWI, other alcohol/tobacco/drug citation shall promptly notify the activity sponsor. An East Central Student Group student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense. The consequences for violation of the policy apply regardless of the disposition of any citation the student may receive.

Process

When an activity sponsor or campus administrator learns that an East Central Student Group student has violated the guidelines, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and will communicate with the student and his/her parents to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the policy and to offer the student and his/her parents a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will notify the student and his/her parents in writing of the reasons for any consequences imposed.

Students may request to be placed on a First Offender Disciplinary Contract for the possibility of reducing the number of days suspended from their activity. All request will be considered on a case by case basis and not all requests may be granted. A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy - FNG (Local), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

Substance Abuse Testing Guidelines Extracurricular Participation and Driving Privileges

Applicability

This policy applies to all students in grades 7-12 who participate in school sponsored competitive extracurricular programs and/or as a condition of obtaining and maintaining a permit to drive and park on campus.

Notification

The District shall notify students of the Guidelines by giving each student, who participates in school sponsored competitive extracurricular programs and/or who intends to drive a vehicle to school, a copy of the guidelines and obtain a written acknowledgment from each student verifying that the guidelines have been received and read. Consent forms for testing shall be signed by both the student and a parent/guardian/custodian at the beginning of the school year or as soon as the child knows he/she plans to participate in school sponsored competitive extracurricular programs. A student may not participate in a school sponsored competitive extracurricular program until a signed consent form is obtained. Likewise, consent forms for testing are required for any student who drives a vehicle to school and is required to have a permit to park on campus.

Testing

All testing will be conducted by urinalysis performed by a laboratory certified by the Substance Abuse and Mental Health Services Administration. All specimens that show positive on the initial screen will be confirmed by a second analytical procedure, Gas Chromatography/Mass Spectrometry. All students participating in a school sponsored competitive extracurricular program and/or who are driving and parking a vehicle at the high school shall be subject to random testing. Students will be selected for testing by random selection, which will be conducted by an outside third party. Parental consent for a student to submit to biological testing shall be required as a condition of participation in any school sponsored competitive extracurricular program and/or as a condition of driving a vehicle to school. If a student or his/her parent/guardian/custodian refuses to sign a consent form, the student shall not be permitted to be a member of any school sponsored competitive extracurricular program and/or will not be allowed to drive a vehicle to school.

Medical Review Officer

The Vendor with whom the District contracts for the drug testing shall provide the services of a Medical Review Officer (MRO) who is certified by the Medical Review Officer Certification Council or by the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training so as to properly interpret and evaluate the results of any drug testing as may be authorized by the District. The MRO shall, as well, agree to abide by the procedures as may be established by the District for the evaluation and timely reporting of any positive drug test.

Random Selection of Students

Students in school sponsored competitive extracurricular programs and/or who drive a vehicle to school shall be placed in a pool and shall be subject to testing anytime during the school year. The selection of students must be made by a scientifically valid method, such as a double blinded random numeric generator. Under this selection process, each student will have an equal chance of being tested each time selections are made. Test dates and students selected to be tested will be determined by an independent testing firm. The schedule will not follow any recognizable pattern. The drugs to be screened are determined by the East Central I.S.D. Board of Trustees and are listed in the Drug Section of this policy. The Superintendent or his designee will take reasonable steps to assure integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to, assuring that all participating students are in a pool that the person drawing the names has no way of knowingly choosing or failing to choose particular students for testing, assuring that the identity of the students drawn for the testing is not known to those involved in the selection process. All students, including seniors, who begin the school year in a school sponsored competitive extracurricular program and/or who drive a vehicle to school, shall remain in the random drug testing pool until the last day of school. When notified, any student not reporting promptly to the designated area or not otherwise following testing procedures shall be subject to the same consequences as having had a positive test result.

Drugs

For the purposes of the Guidelines, the drugs to be tested may include any substance considered illegal for a student less than 21 years of age by either Federal or Texas law or which are controlled by the Food and Drug Administration. The testing laboratory will test the following drug classes, substances or their

metabolites in collected urine specimens. They include: Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene and Synthetic drugs such as K2, pep spice, etc.

Procedures

Names of students to be tested will be delivered to the Principal's office or designee immediately prior to the testing. The High School administration will notify the students to be tested and shall direct the selected students to report to the designated area immediately. Testing will take place in a designated area as determined by the school principal or designee. All tests will be administered by an independent testing company. Tests may be required on any school day and anytime during the school day. Selected students will wait in the designated area and will be called into the testing area one at a time.

Procedures for a Positive Result

Whenever a student's test result indicates the presences of an illegal drug and/or banned substance, the following will occur:

The Medical Review Officer, within 24 hours, will notify the parent/guardian/custodian and the student of any positive results. Should the MRO be unsuccessful in initial attempts to contact the parent within the time specified, the District shall provide assistance in locating the parent or person otherwise in lawful control of the participant.

Upon verification of a positive test result, the MRO or representative shall report the result to the Superintendent, Principal or designee within one school day after contacting the parent or person otherwise responsible for the participant. A written notification from the primary contact, by form letter, will be sent to the parent/guardian/custodian by certified mail. Likewise, the District will contact the

parent/guardian/custodian by certified mail for the purpose of identifying approved drug abuse counseling agencies.

If the parent/guardian/custodian chooses to use counseling service or agency other than those listed, the District must give prior approval before the counseling begins. The District may keep all test results for the period of one year, or the length of the student's enrollment at the high school, whichever of the two is greater.

The student will be notified and be required to submit a monthly urine specimen, via vendor as part of the regular testing schedule for the high school.

If the parent/guardian/custodian or student wants to contest the results, the Vendor will arrange for a split portion of the specimen to be submitted to another laboratory certified by the Substance Abuse and Mental Health Services Administration. This is done at parent/guardian/custodian or student expense. Such a request must be made to the school district in writing within 72 hours of notification of positive test results by the Medical Review Officer (MRO).

The Medical Review Officer (MRO) for the district may use quantitative results to determine if positive results on repeat testing indicated recent use of illicit or banned Substances or the natural decline of levels of the illicit or banned substances from the body.

Appeals (For Substance Abuse Testing Results)

For positive test/results, the student or his/her parent/guardian/custodian has the opportunity to submit any relevant medical information which may provide a legitimate explanation for the positive result to the physician serving as the Medical Review Officer. The decision of the Medical Review Officer shall be final. All specimens reported as positive will be kept in frozen storage for one year by the laboratory. During this time, the parent/guardian/custodian of the student who has provided the sample shall be permitted by the District to have a portion of the original sample sent to a different SAMSHA laboratory for analysis at the parent's/guardian's/custodian's expense.

Level 1 Offenses (90 day suspension from date of occurrence)

- Possessing, and/or using tobacco products, or behavior associated with a theft
- Activity related to disorderly conduct or inappropriate behavior on or off school property that rises to a level of serious offense or could result in a citation or arrest.

Level 2 Offenses (180 day suspension from date of occurrence)

- Any inappropriate behavior or criminal offense that results in a DAEP placement.
- Any conduct related to selling, possessing, giving, being under the influence, or delivering of marijuana, controlled substance, dangerous drug or alcohol **while off campus** and **not** at any school related activity.
- Any member of a student group that receives a positive drug test during the random drug testing period.

Level 3 Offenses (270 day suspension from date of occurrence)

- Conduct occurring on or off campus for all felony activity and/or offenses.
- Any conduct related to selling, possessing, giving, being under the influence, or delivering of marijuana, controlled substance, dangerous drug or alcohol **while on campus** or **at** any school related activity.

If a student commits any offense listed in Levels 1, 2 or 3, the suspension as well as the following consequences will be adhered to.

- The student's parents/guardians will be notified of violation and suspension.
- The student will be suspended from all performances, special events, socials and or contests during his/her time of suspension.
- The student will remain in class and is accountable to attend any and all practices.
- The student will perform community service as set by Director of Program.
- In effort to reduce days for periods of removal parent(s) may use the First Offender program to re-establish good standing, once all guidelines and requirements are met. Not all requests may be granted and the campus administrator's decision is final.

If the student's offense is drug related the following will also be added to consequences:

- The East Central Student Group student's parents/guardians will be notified of positive drug test.
- The East Central Student Group student will attend mandatory drug counseling with the number of hours being determined by Campus Principal or designee.
- The East Central Student Group student will have mandatory drug testing for one calendar year from the date of the 1st positive test. Drug testing will not be administered during the months of June and July.
- The East Central Student Group student's Program Director and/or Sponsor will be notified of a positive drug test.

For students participating in activities that may extend into the month of June or begin in August, these days will be counted toward suspension as long as they are actively participating in a school activity with a sponsor of the program.

If a student moves/transfers into the East Central Independent School District with prior offenses, he/she will be subjected to the consequences of the ECISD District-Wide Guidelines for Extra-Curricular, Co-Curricular, Restorative Classes, Comm. Service, Special Programs & East Central Student Groups in Grades 7-12 & The Substance Abuse Testing Guidelines.

Surveillance Cameras

Cameras will be strategically placed on campus to monitor student behavior, including on buses. They will support in providing a safe campus as well as assist with any offenses to include vandalism or any violations in the “Student Code of Conduct”.

Tardiness

A student will be considered tardy upon entering the classroom after the scheduled beginning of the class. When a student is excessively tardy to class, parents will be notified by campus administration and disciplinary action will be taken. If parents frequently take their child out of school before dismissal time, a “reverse tardy” may be considered. A “reverse tardy” is when a student is taken from school before dismissal time.

Technology Use

Responsible Use Agreement

Our staff and students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today’s global economy. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Responsible Use Agreement (RUA) supports our vision of technology use and upholds in our users a strong sense of digital citizenship.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This policy applies to all East Central Independent School District (ECISD) computer networks (including the resources made available by them), and all devices connected to those networks.

Parents/Guardians/Guests who choose to photograph or video record ECISD school related events/activities and subsequently distribute or otherwise publish the photographs or video recording through any means, including but not limited to, CDs, Facebook, or YouTube, assume any and all potential risk in the event of any complaint from other students who may appear in the photographs or video recording and whose families do not wish for their student’s image to be distributed or otherwise published.

Responsible Use and Digital Citizenship

Respect Yourself: I will select online names that are appropriate, and I will be polite and use appropriate language/content in all online posts.

Protect Yourself: I will not publish personal details, contact details or a schedule of activities for myself or anyone else. I understand that unless otherwise authorized, I am the owner of my accounts, and I am responsible for all activity initiated by and/or performed under these accounts. I understand that it is my responsibility to appropriately secure my account credentials. I understand that I am responsible for maintaining and backing up all of my own data. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher/administrator before engaging in that activity.

Respect Others: I will not use technologies to bully or tease other people. I will not make audio or video recordings of students/employees without their prior permission. I understand that posing as someone else is forbidden and I will not pose as a user other than myself when online. I will not access, download, or modify accounts, files, or data belonging to others. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.

Protect Others: I will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.

Respect Intellectual Property: I will suitably cite any and all use of websites, books, media, etc. I will respect all copyrights.

Protect Intellectual Property: I will request to use the software and media that others produce.

Access the ECISD Digital Citizenship and CyberSafety curriculum resources at <http://bit.ly/ecisddc>

General Policies

- The purpose of an ECISD user account is to access the ECISD network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.
- ECISD user accounts are owned by the ECISD; consequently they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by ECISD staff at anytime without prior notice and without the permission of any user. The ECISD reserves the right to monitor all accounts and any content stored in, created, received, or sent through the ECISD computer network in order to maintain system integrity as well as to ensure responsible use.
- Student's pictures, names, work, etc. may be published unless parents/guardians notify the campus principal in writing that they do not wish for student information to be published. When identifying a student in a picture, first name and last initial only will be used at all campuses except the middle school and high school. Groups of student names, as for awards, teams, etc., may be published without any identifying picture of the individuals. In accordance with the Family Educational Rights and Privacy Act (FERPA), no student's e-mail address, personal web address, street address or telephone number will be published.
- The ECISD employs GoogleApps for Education and Edmodo.com to provide district-wide email for students and staff and provide a virtual classroom environment. These services are deemed necessary for District functions. Your signature on the parent acknowledgement form in the Student Handbook serves as record that you grant consent for your child to use these services under school district supervision.
- A content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the ECISD. The ECISD is not responsible for the content accessed by users who connect via their own 3G type service (cellphones, air-cards, etc.).

Government Laws

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to:

• unauthorized tampering	• cyberstalking	• vandalism
• harassing email	• child pornography	• cyberbullying

2. Libel Laws - You may not publicly defame people through published material.

3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

Bring Your Own Technology (BYOT)

ECISD is now allowing staff and students at East Central High School, Heritage and Legacy Middle Schools, and *beginning in October, 2014 at Oak Crest and Salado Intermediate School campuses*, the option to Bring Your Own Technology (BYOT). **Staff** may use a personal device in place of (or along with) their district assigned devices if they choose. **Students** may use a personal device in class for instructional use with teacher permission. **I understand that if my device is damaged or stolen while on**

ECISD property I will not hold the ECISD liable for the replacement or repair of my device. I understand that any data and/or SMS/MMS (texting) charges will not be reimbursed by the ECISD.

Access the ECISD BYOT resources at <http://bit.ly/ecisdbyot>

I understand that for my device to be compatible with the ECISD BYOT initiative antivirus/antimalware software may need to be installed on the device. I understand that the ECISD may provide accessories that can be installed and used with my personal device. These accessories will remain district property and will be maintained according to the currently established procedures in the ECISD. At such time as I choose to leave the ECISD, any of the ECISD owned accessories will be returned prior to my last day, and I will be responsible for removing any licensed ECISD software from my device(s). I understand that I will **only** have access to the guest wireless service that the ECISD has provided. I understand that I will not have access to the wired network. I understand that my Internet will still be filtered by the ECISD content filter when I am connected to the guest wireless service. I understand that I will not be allowed to access the Internet via my personal data plan.

Mobile Device Policy

Students and staff should avoid adding or using their own personal user accounts (e.g. Apple ID, GooglePlay store ID) on district-owned mobile devices (e.g. iPad, Android). Exceptions are allowed only for specific administrative functions. Please refer to additional resources at <http://bit.ly/ecto> under *Guidelines for District Mobile Devices*.

Account Management of Web-based Services

In accordance with our district mission, goals and our vision for technology our students require accounts in third party systems (e.g. GoogleApps for Education, Edmodo.com) that are managed by the ECISD. These accounts will be used at school for school related projects but may also be accessed outside of school and are essential to achieving instructional objectives.

Instructional staff may also use other third party accounts (e.g. ClassDojo, Diigo.com, Evernote.com) within the vendor's terms of service, after obtaining District and campus principal support and providing written notification to parents. The use of these accounts will help our students to master effective and proper online communications as required in the PreK-12 Technology Applications Standards.

Electronic Media Guidelines for Communication with Students

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail, blogs, electronic forums, chatrooms, video-sharing sites, editorial comments posted on the Internet, and social networking sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

In accordance with the administrative regulations, a certified or licensed employee may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities.

Campus and/or classroom web pages are the preferred means of student communication. If electronic media/communication tools are available, it is recommended they be used over other outside communication tools. Below are guidelines for the use of electronic media tools that are not within the scope of school district services:

Electronic Media	Examples	Guidelines
Social Networking	Facebook, Google+, MySpace	ECISD students and employees should not "friend" each other or communicate on these sites.
One-way Communication	Twitter	Postings should be brief and professional. Students should follow the educator's posts. Educators should not follow students posts.

Texting	Changes in times, dates, bus schedules, programs, activities, etc.	Messages should be brief and professional. Pertinent information only. Parents should be informed. This should not be a requirement as some students may not have access to texting or may be charged per text message.
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As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct.

Web Publishing Policy

Students publishing on a district or school website will do so under the direct supervision of a classroom teacher or school administrator. Supervising teachers and administrators will be held responsible for assuring students are aware of all web publishing policies that are located in the district employee handbook. Supervising teachers and administrators are responsible for all material students post to a district or school sponsored website.

Disclaimer of Liability

East Central ISD shall not be liable for the user's *inappropriate use of the District's technology resources or violations of copyright restrictions*, users' mistakes or negligence, or cost incurred by users. ECISD shall not be responsible for ensuring accuracy or usability of any information found on the Internet.

Data contained in the ECISD technology resource systems remain the property of East Central Independent School District. Electronic mail transmissions and other use of ECISD technology resource systems including Internet access and data storage shall not be considered confidential and may be monitored by authorized individuals at any time to ensure appropriate use for educational purposes.

Consequences

I understand and will abide by this Responsible Use Agreement. If I break this agreement, the consequences could include suspension of your accounts and network access. In addition you could face disciplinary/legal action including but not limited to: criminal prosecution and/or penalty under appropriate state and federal laws.

The following actions are not permitted and could result in the consequences outlined above:

- Users may not attempt to disable or bypass the ECISD content filter, including the use of wireless internet cards or personal hotspots.
- Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure. (If in doubt, please check with the ECISD Technology Department at (210) 649-2343)
- Users may not use their accounts for non-school related activities including but not limited to:
 - Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations
 - Political activity: lobbying for personal political purposes, or activities such as solicitation for religious purposes
- Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or images that would violate school policies. The school policies against harassment and discrimination apply to the use of technology. We encourage parents to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

The Director of Technology Operations and the campus principal will deem what is considered to be inappropriate use of the ECISD computer network. They may suspend an account or network access at any

time. In addition, the administration, faculty, and staff of the ECISD may request that a user's account be suspended or denied at any time.

***Note:** This document takes effect on the first day of school. All users will be expected to adhere to the provisions outlined within it.*

Regulations

- CQ(R)
- DGT (R)

Telephone Use

Office telephones - The office telephones are business telephones. During the school day, student requests to use these telephones should be limited to emergency needs. With permission from an adult in the office, these telephones may be used after school hours for brief calls limited to three minutes.

Telephone messages - Students will not be called out of class for telephone messages; however, **emergency messages** received by the office will be given to the student.

Textbooks & Library Books

State-approved textbooks are provided free of charge for some subjects or classes. Students are required to use their books carefully. **State law requires that students keep their textbooks covered.**

Any student, failing to return a book issued by the school, shall lose the right to free textbooks until the book is returned or paid for by the parent or guardian. In addition, a student will have to pay for damaged/lost textbooks and/or damaged/lost calculators that were issued to him/her. Lost or stolen books are the responsibility of the student/parent or guardian to whom they were issued.

The East Central library program provides a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view.

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. Trained professional staff selects instructional resources for use in accordance with Board Policy and the state-mandated curriculum. A varied collection of books, periodicals, reference and online resources are maintained so school life can be more meaningful, enjoyable, and valuable to each member of the student body.

Creating avid readers is a major goal of the East Central library system. Students who can read well and like to read tend to perform better in classes across the curriculum. Various programs are available to help the library promote reading, making it fun, interesting, and more attractive to students.

It is suggested that students have 2 to 3 books at a time for a checkout period. Students are encouraged to return materials as soon as they have finished using them and are responsible for the care and preservation of all instructional materials checked out to them. For specific hours and policies, a library handbook can be found on each campus webpage.

Tobacco Use

The use of tobacco in any form by the student is prohibited. A student who is found smoking, using tobacco products, or in the possession of cigarettes, other tobacco products including electronic cigarettes, apparatus (lighter, matches, pipes, etc.) is subject to disciplinary action according to the *Student Code of Conduct* and state law.

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

Transcripts for High School Students

Transcripts of a student's scholastic achievement record and test scores may be obtained on request. Students who want copies of their transcript sent to colleges, employers, or other agencies should make their requests early. They may complete the proper forms in the registrar's office before school, at the beginning of the lunch hour or after school.

All universities require a final transcript to be sent at the end of the school year. Students need to request a final transcript be sent to the university they will be attending. If students attended a junior college for dual credit, a final transcript must be sent to them, also. Please see the registrar if you have any questions. One transcript will be sent free. Additional transcript will cost \$2.00. Transcripts may be requested on Mondays and Wednesdays.

Official transcripts will only be sent to schools or agencies designated by the requesting student.

Travel

Students who participate in school-sponsored trips are required to ride in transportation provided by the school, to and from the event. However, the **principal** may make an exception to this requirement under the following circumstances:

- The parent personally requests that the student be permitted to ride with the parent; or
- On the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

The district shall not be liable for injuries that occur while students are riding in vehicles that are not provided by the district.

Field Trips

Field trips are taken from time to time to extend students' classroom learning experiences. Written parent permission is required before a student can be taken on a field trip.

Competition Trips

Any student who intends to be a participant or spectator at an event for which the school provides transportation will be expected to follow the guidelines listed below:

1. Conduct, language and attitude on the bus and at the site of event will reflect the courtesy and proper conduct in keeping with the type of event.
2. School songs and cheers are welcome when the occasion is appropriate.
3. Students will be assigned to buses. A student who rides to an event on a school bus will ride the same bus back to school.
4. Dress on the bus will be the same, as that required at school unless the principal should direct otherwise.
5. Students who are absent from school the day of the event may only participate upon the approval of the principal and the sponsor.
6. Sponsors will provide students and parents with a written agenda of the trip which shall include:
 - a) place, date, and time of departure and return; method of transportation;
 - b) name, address, and phone number of overnight accommodation if the event involves more than one day;
 - c) list of items, which will be needed by the student while on the trip; schedule of events students will attend or participate in while on the trip.

Overnight and Out-of-State Travel

Overnight and Out of State Travel overnight and Out of State/overnight school related travel by an employee(s) or student(s) must have the prior approval of the Administrative Council. This includes any student travel that is paid for by district funds, fundraisers, and students personally, campus enterprise, or any other source where they are representing East Central ISD. Out of state/overnight travel requests must be submitted to the campus principal to be forwarded to the Administrative Council at the Central Office for approval.

Truancy

Truancy is defined as absence from class or school for any portion of a period or day without proper permission from home and school. Students who are truant will be subject to disciplinary action. Unusual circumstances or repeated truancy may necessitate more severe disciplinary action and enforcement of the Compulsory Attendance Law.

School officials aggressively enforce the state compulsory attendance laws. You and/or your child may be prosecuted for contributing to truancy and for failure to attend school. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Under section 25.094(a) (1) (2) of the Texas Education Code, an individual commits an offense if the individual is required to attend school and fails to attend school:

1. On 10 or more days or parts of days within a six-month period in the same school year or,
2. On 3 or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

Unsafe Schools/School Safety Transfers

A request may be made for a student to transfer to a safe public school in the district if the student:

1. Attends school at a campus identified by TEA as persistently dangerous; or
2. Was a victim of a violent criminal offense while at school or on the grounds of the school the student attends.

A request may be made for a transfer on this basis within 14 calendar days after:

1. Notice is provided that the student's assigned campus has been identified as persistently dangerous; or
2. The student becomes a victim at school of one of the following offenses, as defined by the Penal Code:
 - a. Attempted murder,
 - b. Indecency with a child
 - c. Aggravated kidnapping
 - d. Assault resulting in bodily injury or aggravated assaulted; or
 - e. Sexual assault or aggravated sexual assault

The District shall complete the transfer within 14 calendar days of the request for a subsequently enrolling student.

No East Central campuses have been identified by TEA as persistently dangerous.

Vending Machines

The District has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For information regarding these policies and guidelines call Nancy May, Child Nutrition Director at 210-648-7861.

Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and receive their visitor pass. All visitors must comply with all district policies and procedures.

RAPTOR – Visitor Pass

- **All visitors to the campus must have a valid driver's license or picture I.D issued by a government entity. The I.D. will be run through the Raptor program and a visitor pass will be printed with your picture. No one will be permitted on campus without a visitor pass. This process is done for the security of our students.**
- **Driver's license will be kept at the receptionist's desk until their departure of the campus and the temporary sticker is returned.**

Or

- **Criminal Justice personnel / Law Enforcement Officers, uniformed or not, and agents of Child Protective Services, must present official Departmental Identification.**

Parents and any other person(s) on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest.

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

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Parents who create a disruption at school or behave inappropriately may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

****Due to safety reasons, small children (especially infants) are discouraged on campus while school is in session. Students who are absent from their own campus may not visit another campus.**

Volunteers

The District values our volunteers and there are many opportunities whether the contribution is of time or that of a donation, all of our students will benefit.

Who can be a volunteer? Parents, family members, retirees, businesses, members of the military, civic groups, college students, and others who want to take part in making a difference in the life of an East Central ISD child.

Volunteer candidates are required to attend a one-time District Very Important Partner (VIP) Program Session* in its entirety and complete and submit the following forms at the VIP Session:

- ECISD Authorization For Release Of Criminal History Records Information
- DPS Computerized Criminal History Verification
- ECISD VIP Program Certification Form
- Any other school specific volunteer forms

Note: The DPS Computerized Criminal History Verification may take as long as three weeks to process, volunteer candidates should plan in advance.

*High School Volunteers are required to attend the District Very Important Partner (VIP) Program Session yearly.

The approval is valid for ONLY one year (August 1st- July 31st). A DPS Computerized Criminal History Verification will have to be submitted yearly.

A calendar of VIP Program sessions is available at campuses and on the District website on the Volunteers webpage.

Withdrawal from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary withdrawal forms. The school should be notified at least one day (24 hours) before the date of withdrawal to allow time for preparation of report cards and release an official copy of the student's records to parents/legal guardians or to another school district. Students are responsible for returning library books, textbooks, clearing charges with the cafeteria and library, and returning any other school materials.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

If a student withdraws from ECISD during his/her assignment to the DAEP, that student must complete all of his/her assigned days upon return to and re-enrolling in ECISD, unless the assignment days were completed during enrollment in another school district.

Withdrawal for Nonattendance Secondary School

The District may initiate withdrawal of a student for nonattendance under the following conditions:

- The student has been absent 20 consecutive school days.
- Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Students who must withdraw from school due to family moves, transfers, etc. should report to the Counseling Center for withdrawal forms and instructions. The school must have written permission from the parent/guardian of the student before issuing withdrawal forms. It is imperative that each student who withdraws follow all of the necessary procedures and obtain all of the necessary signatures pertinent to withdrawal. Failure to do so may delay the student's transcript being sent to other schools, jobs, military service, etc.

Withdrawal for Non Residency

Only students whose parents or guardians reside in the ECISD attendance boundaries may attend school in the District. Students who are discovered to have registered using false residency information, or who have moved during the school year will be withdrawn from school and required to enroll in the School District in which they actually reside. Students who are on a "Host Form" may be withdrawn due to attendance or disciplinary issues.

Student Code of Conduct

General Overview

In order to promote a safe and secure learning environment for all of our students, the Board of Trustees has adopted this Student Code of Conduct. Inside you will find information regarding:

- The District-wide discipline management plan,
- A description of prohibited misconduct,
- The disciplinary options, methods, and consequences for preventing and addressing student misconduct, and
- The process the District will follow when administering disciplinary consequences.

If there is a conflict between the Student Code of Conduct and the Student Handbook, the terms of the Student Code of Conduct will control. If there is a conflict between the Student Code of Conduct and District policy, the more recently adopted provision will control.

The Student Code of Conduct (SCOC) is enforced from the time the student enters a school bus or steps on the school campus or when a student attends any school-sponsored or school-related activities. In addition, pursuant to State law, the SCOC includes disciplinary consequences for certain conduct and behaviors that occur off-campus and not at any school-sponsored or school-related activities.

Students **may** be subject to campus, classroom, or organization rules in addition to those found in the Student Code of Conduct. Depending on the nature of the misconduct, students **may** face consequences under these additional rules as well as possible disciplinary action under the Student Code of Conduct.

References to the Texas Penal Code made in this SCOC are to define offenses only; in order to be punished under the SCOC, it is not necessary for the student to be charged or convicted under the Texas Penal Code or the Texas Family Code.

In situations where a student engages in conduct that is not specifically addressed in the Student Code of Conduct, the student **may** be disciplined if the conduct interferes with the educational process or learning environment.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others, and in doing so are not required to comply with the procedural requirements imposed upon law enforcement officials. In the context of school discipline, students have no claim to a right not to incriminate themselves.

Teachers and administrators strive to notify parents/guardians of student conduct concerns as they occur. More serious violations of the Student Code of Conduct may result in out-of-school suspension, removal of participation in extra-curricular activities, DAEP placement, Boot Camp Placement or expulsion from school. The campus administrator will contact the parent/guardian by phone or in writing within three school days of becoming aware of the violation. (The failure to make contact or to send any notice within the time period noted above or a time period noted elsewhere in the Student Code of Conduct will **not** preclude disciplining a student involved in a violation of the Student Code of Conduct.)

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 will be disciplined in accordance with those laws. For more information about those specific procedures, please contact the Coordinator of Student Services, John Hernandez at 210-649-4481, Director of Special Education, Section 504 Coordinator, Mary Eitniear, and Jennifer Kasper Dyslexia Coordinator at 648-7861. A student enrolled in a special education program may not be disciplined for bullying, harassment, or making hit lists until an ARD meeting is conducted.

With respect to students who are not receiving special education services, any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

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- protect a person, including the person using the physical restraint, from physical injury;
- obtain possession of a weapon or other dangerous object;
- protect property from serious damage;
- remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to maintain or restore order or impose disciplinary measures; or
- restrain an irrational student.

The use of force, but not deadly force, against a student is justified if the teacher, administrator or other person is entrusted with the care, supervision or administration of the student, and when and to the degree the teacher, administrator or person reasonably believes the force is necessary to further the purpose of education or to maintain discipline in a group.

Students with disabilities will be restrained in accordance with limits imposed by state law and regulations.

The District shall not discriminate against students on the basis of race, sex, national origin, disability, religion, color, or ethnicity when enforcing the provisions of the Student Code of Conduct.

Appeals of disciplinary measures should be directed to the teacher or campus administration, as described in local District policy FNG. Depending on the disciplinary consequence assigned, different complaint procedures may apply. A copy of the appropriate policy is available at the campus or central administration office. Disciplinary consequences will not be delayed or deferred pending the outcome of an appeal.

Withdrawal from school after a student has been accused of or charged with a violation of the Student Code of Conduct will not prevent the District from investigating the alleged violation and, if it is determined that a violation did occur, assessing the appropriate disciplinary consequence and enforcing that consequence to the fullest extent permitted by law should the student re-enroll in the District.

Dress Code

In the following Clothing, Accessories, and Grooming Requirements, the campus administration reserves the right to determine whether a student's dress and grooming is in compliance and/or appropriate for his/her grade level and age.

The following clothing items, accessories, and grooming items are prohibited at school or at school-related or sanctioned activities. The ECISD Dress Code is intended to encourage good grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for self and others, including persons of authority.

Prohibited Clothing

- Displays printed statements or pictures that:
 - are vulgar or obscene
 - relate to or depict sexual activity
 - depict death or violence
 - promote hate or violence in general or are directed at any specific person or group of persons
 - relate to or depict the use of drugs, alcohol, or tobacco
- Is revealing, see-through, sheer, and/or exposes undergarments
- Is excessively dirty, torn, tattered, or has holes
- Are pajamas or pajama pants

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- Worn below the waist line (pants/shorts/skirts)
- Indicates a student's affiliation to a gang
- **Excessively large or oversized pants, shorts or shirts**
- Shirt length below wrists or not hemmed
- Exposes the midsection
- Has excessively low neckline (front or back)
- Has shirt or blouse straps less than 3" wide and/or unhemmed for girls
- Tops that are spaghetti straps for girls
- Is a sleeveless shirt for boys
- Razor back shirts or overly revealing tops (front or back)
- Is inappropriate length – including slits: shirt, blouse, skirt, pants, or shorts

PreK-3rd: shorter than mid-thigh. 4th – 12th: higher than 3 inches above the knee

All leggings must be worn with a skirt or skirt/shorts dress that is the appropriate length.

Prohibited Accessories

- Visible piercing and adornments of body parts (nose, cheek, tongue, lip, or eyebrow rings or studs). Covering these piercings with a Band-Aid does not make them acceptable.
- Facial jewelry worn anywhere other than the ear - boys may not wear large loop or dangle earrings
- Spikes and spacers
- Chains (including wallet, watch, or decorative chains)
- Visible body tattoo
- Hats or other headwear (scarves, do-rags, stocking caps, caps, cowboy hats, headbands, and the like) except as may be required for certain courses. *Caps or hats worn to school activities must be worn bill forward and must be removed during the National Anthem. All hats must be removed while inside a building.*
- Dangling belts
- Bandanas, lanyards, rosaries, and any other accessory that indicates a student's colors and affiliation to a gang

Prohibited Grooming

- **Unconventional hair styles as determined by campus principal:** design fading, carved, mo-hawk hair style, excessive spiked hair style, multi-colored hair and hair that covers eyes or obstructs vision. Hair coloring must be a natural hair color.
- Makeup (Pre-K – 5th grade)
- All facial hair must be well groomed. Poorly groomed full beards, mustaches, or goatees; sideburns below bottom of the earlobes.

Prohibited Shoes and Footwear

- Bare feet
- Slippers or house shoes
- Flip-flops and open toed shoes (for Pre-K, Kinder, and Elementary Campuses)

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- Shoes with rollers in the soles
- Steel-toed or hard-plastic-toed boots or shoes.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule of thumb is that student's dress and grooming should not be suggestive or indecent, or bizarre and unusual as to detract from the classroom environment.

Scope of the District's Disciplinary Authority

In addition to the disciplinary authority established for certain types of offenses as described within the Student Code of Conduct, the District has general disciplinary authority over a student at the following times:

- At any time during the school day
- While on school property
- While traveling to and from school or school activities on District transportation
- For any school-related misconduct, regardless of time or location
- While attending any school-sponsored or school-related activity, regardless of time or location
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line
- As provided in extracurricular or organization handbooks, by-laws, or constitutions
- During lunch periods, including those in which a student leaves the campus
- Other off campus conduct as permitted by Chapter 37 of the Texas Education Code

The District has a right to search a student's clothing, personal property, vehicle, or other method of transportation whenever there is reasonable cause to believe the search will reveal articles or materials prohibited by the District. School property used by the student (such as lockers or desks) may be searched in some circumstances. Students **may** be disciplined for possession of prohibited items discovered during a search. For more information about searches, please review the District's Student Handbook and local policy FNF and FNCE.

Pursuant to Board Policy FNF (Local), the District may use specially trained non-aggressive dogs to sniff out and alert school officials to the presence of concealed prohibited items, illicit drugs and substances and alcohol. Parents and students are hereby put on notice that:

- Lockers may be sniffed by trained dogs at any time;
- Vehicles parked on school property may be sniffed by trained dogs at any time;
- Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present; and
- If any contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with this Student Code of Conduct.

Search of Telecommunication Devices

In accordance with the local policy (FNCE) a search of a cellular phone or paging device shall only be conducted based on reasonable suspicion of inappropriate usage of the telecommunication device. A search of the telecommunication device will occur if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating Federal and/or State Law or the Student Code of Conduct.

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Please take note: Nearly every year there is an incident involving a student whose vehicle is found to contain some prohibited item, and the student claims that he or she had no knowledge it was in the vehicle. Students **are** held responsible for making sure that whatever vehicle they drive to and park on any school property does not contain any prohibited items. Therefore, it is important to check the vehicle **before** the student comes onto school property.

A school administrator will report crimes as required by law and **may** contact local law enforcement regarding suspected criminal activity.

Certain acts of misconduct may also be considered criminal offenses in addition to violations of the Student Code of Conduct. Because school discipline is independent of criminal prosecution, disciplinary consequences usually will **not** be postponed pending the outcome of any criminal proceeding. As previously noted, it is not necessary for a student to be charged or convicted under the Texas Penal Code or the Texas Family Code in order to be disciplined pursuant to this Student Code of Conduct.

Discipline Considerations and Techniques

Using their professional judgment, District employees will consider a variety of factors when administering disciplinary consequences and determining the duration of the consequence, including but not limited to:

- the degree of severity and the effect of the misconduct
- the frequency of the misconduct
- the age and grade level of the student
- the student's disciplinary history
- the student's demeanor
- legal requirements
- a 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.

When deciding to order the out-of-school suspension, DAEP placement, or expulsion to JJAEP/Boot Camp of a student, the District will consider either: (1) self-defense, (2) the student's intent at the time of the misconduct, (3) the student's disciplinary history or (4) a student's disability.

Discipline is designed to correct student behavior and encourage students to comply with school rules. The District may use any one or a combination of the following strategies or techniques to manage student behavior, prevent or intervene in discipline problems, or address violations of the Student Code of Conduct or campus or classroom rules:

- Verbal correction
- Calming-down time/Timeout
- Seating changes
- Counseling
- Parent conferences
- Confiscation of items
- Grade reductions as permitted by policy
- Demerits or rewards
- Contracts to modify student behavior
- Sending the student to the office or other area

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- Removal from the classroom
- Transfer to a different classroom or campus due to bullying
- Assignment of school-related tasks or duties
- Consequences identified in extracurricular codes of conduct, constitutions, or by-laws
- Detention, Impact 180, Extended Day
- Out-of-school suspension
- Student intervention classes
- Charging an administrative fee of not more than \$15 for a confiscated telecommunication device.
- Saturday school
- Referral to outside agency
- Letter to parents
- Restitution
- Continuation of other Districts' DAEP
- Community service
- Continuation of expulsion previous year (not to JJAEP)
- Continuation of expulsion previous year (to JJAEP)
- Placement in DAEP by court order
- Loss or restriction of privileges, including transportation privileges, participation or membership in extracurricular activities, and seeking or holding honorary positions, loss of parking permit
- Corporal punishment
- PBSI
- Rebound
- Placement at DAEP, the District's Disciplinary Alternative Education Program (DAEP)
- Expulsion to Boot Camp
- Other methods and consequences as stated in the Student Code of Conduct
- Exclusion from extracurricular activities
- Shave/Change clothes
- Time management class
- Confiscate prohibited property and forward to East Central Police Department
- Ticket/fine
- Continuation of DAEP or Boot Camp placement previous year
- Placement in JJAEP by court order
- Expulsion to Bexar County JJAEP

The District has a number of policies and rules involving computer use and accessing the internet; violations of those policies and rules may result in termination of privileges involving computer use and internet access as well as disciplinary action under this Student Code of Conduct.

General Types of Prohibited Conduct

Misconduct identified in the list of prohibited behaviors below will result in the assignment of one or more “*Discipline Management Techniques*,” up to and including placement at DAEP, if the behavior is committed at school, a school-sponsored or school-related activity, or when the District has “*Disciplinary Authority*” as described in the Student Code of Conduct.

Prohibited Conduct

- Fighting or scuffling that does not result in physical pain, illness, or any impairment of a physical condition
- Conduct that can cause bodily injury (*see definitions*) or property damage
- Stealing from others, including the District
- Marking District property such as textbooks, lockers, furniture, or equipment with graffiti, tagging, or other means
- Making false accusations of bullying and/or harassment or providing false statements concerning wrongful, unlawful, inappropriate or illegal conduct against any District officer, official, employee volunteer or student
- Possessing or using matches or a lighter
- Using laser pointers in an unauthorized manner
- Possessing or using pepper spray or other small chemical dispenser to spray other students
- Possessing or using razor blades, box cutters, or chains
- Possessing or using CD or DVD players, iPods, electronic games, MP3 players, PSP’s, stereo head sets, or other electronic equipment such as cellular telephone, smart phone or telecommunications device for other than approved use.
- Violating dress and grooming criteria
- Being insubordinate or otherwise failing to comply with lawful directives given by school personnel
- Leaving the campus or school events without permission
- Violating rules for conduct on school transportation
- Violating policies or rules involving computer use and/or accessing the internet
- Violating the District’s medications policy regarding prescription and over-the-counter drugs
- Violating other campus or classroom rules for behavior or district policies
- Engaging in academic dishonesty, including cheating or copying the work of another, plagiarism, or the unauthorized collaboration with another person in preparing an assignment
- Skipping class or leaving assigned area without the District’s or parent/guardian’s permission
- Attempting to violate or assisting, encouraging, promoting, or attempting to assist another student in violating the Student Code of Conduct
- Making false statements or hoaxes regarding school safety
- Engaging in misbehavior, actions, or demonstrations that substantially disrupt or materially interfere with school activities or that give school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- Engaging in evasion (*see definitions*)
- Damaging, destroying, or vandalizing property owned by others or the District

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- Falsifying, altering, forging, or destroying school records, passes, other school-related documents, or documents presented to school employees
- Forcing an unwilling person to act or obtaining money or another object of value from an unwilling person through duress, threats, force, extortion, coercion, or blackmail
- Subjecting a student or District employee to physical confinement or restraint
- Engaging in bullying (*see definitions*)
- Engaging in retaliation against a victim, a witness, or another person in relation to bullying
- Name-calling, ethnic or racial slurs or derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence
- Adding any substance, whether harmful or not, to food or beverages belonging to, in the possession of, or meant to be consumed by any District official, officer, employee, volunteer or student without permission of the person who is consuming or intending to consume the food or beverage
- Engaging in harassment (*see definitions*) toward another student or District employee, including harassment motivated by race, color, religion, national origin, disability, sex, or age
- Engaging in sexual harassment, (*see definitions*) sexual abuse, or dating violence
- Engaging in inappropriate verbal, physical, or sexual contact toward another student or District employee regardless of whether it is consensual
- Engages in conduct that contains the elements of the offense of breach of computer security if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school district property or information; or commits a breach of any other computer, computer network or computer system.
- Engaging in oral or written threats to cause harm or bodily injury to another student, an employee or school property, including threats made using the Internet or other computer resources at school. Students may be disciplined for threats made outside of school if the threat causes a material or substantial disruption at school
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, harassing, or illegal
- Engaging in assault by contact
- Engaging in hazing (*see definitions*)
- Using in an operational mode any device that permits recording the voice or image of another person, unless all persons whose voices or images are being recorded are made aware of the recording prior to the actual recording of their voices or images. Students are prohibited from using any type of recording device in any matter that interferes with or is disruptive of the educational process **or invades the privacy of District officers, students, employees, volunteers or visitors.** If they violate this prohibition, then they are subject to discipline under this provision and/or any other provision in the Student Code of Conduct that may be applicable to the circumstances involved
- Possessing, using or selling tobacco products, to include electronic cigarettes.
- Possessing, using or selling fireworks, smoke or stink bombs or any other pyrotechnic device
- Possessing, using or selling “Look-alike” drugs or items attempted to be passed off as drugs, including non-prescription drugs, medications, or herbal or dietary supplements except as permitted by District policy
- Possessing or using a knife with a blade less than or equal to 5 ½ inches

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- Possessing or using fake or “look-alike” weapons
- Possessing or using BB gun, air gun, or stun gun
- Possessing or using ammunition, shells, or bullets
- Possessing material that is sexually-oriented, pornographic, or reveals a person’s private body parts
- Possessing material, including published or electronic items, that promotes or encourages illegal behavior or could threaten school safety
- Possessing articles not generally considered to be weapons when the administrator determines that a danger exists or when used in a way that threatens or inflicts bodily injury to another
- Using profanity, vulgar language, or obscene gestures
- Engaging in gambling
- Engaging in inappropriate exposure of a student’s private body parts, including mooning, streaking, or flashing
- Attempting to start or starting a fire on or in any property owned, used, or controlled by the District that does not rise to the level of arson or criminal mischief
- Committing or assisting in a robbery, theft, or burglary that is not punishable as a felony
- Discharging a fire extinguisher or pulling a fire alarm when there is no smoke, fire, danger, or emergency
- Fighting/engaging in mutual combat
- Engaging in school-related gang activities and/or violence
- Unauthorized possession or destruction of standardized testing materials including but not limited to materials involving or related to STAAR, EOC, TAKS, AP, ACT, PSAT, and SAT tests
- Engaging in deadly conduct
- Threatening another person with imminent bodily injury, or causing physical contact with another person when the student knows or should reasonably believe that the other person will regard the contact as offensive or provocative
- Substantially disrupting the educational process as a result of showing disrespect to school employees or officials by the use of a computer or the internet, wherever the computer is located or however the internet is accessed, including the posting of any comments about or images of school employees or officials on any internet website that are demeaning, obscene vulgar or profane, and which comments or images can be accessed using a District computer
- Substantially disrupting the educational process as a result of using, in any manner or format, any voice recording, picture or visual display of any school employee or official without the written authorization of the campus principal and the school employee or official in the picture or visual display or on the recording
- Installing any device or software onto or into any part of the District’s computer or electronic communications system that will permit or facilitate the recording of any keystrokes or the acquisition of any passwords or other security-related information
- Engaging in organized criminal activity, gang-related or other criminal acts within the gang-free zone

Gang Free Zone

The term ***gang-free zone*** in a school zone means in, on the grounds of any real property that is owned, rented, or leased by a school district and within a distance of 1,000 feet from the grounds of public, parochial or private schools.

The term ***school*** means an educational facility which provides elementary or secondary education.

The term ***Gang*** means an organization, combination or association 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 the 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, or that seeks to advance its interests by illegal and/or violent means. In determining the identity of gangs and associated gang attire, the District will consult with law enforcement authorities. For a list of gangs and associated or related gang attire, contact the school principal.

More prohibited conduct information is listed on the following pages under Discipline Alternative Education Program (DAEP), Boot Camp and Expulsion.

Removal from Classroom by Teacher

A teacher **may** send a student to the administrator's office to maintain effective discipline in the classroom or when the student engages in behavior that violates the Student Code of Conduct. The administrator **may** use one or more discipline management techniques to address the behavior.

A teacher **may** remove a student from class when:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach or with learning of other students; or
- The behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach or with the learning of other students.

A teacher **must** remove a student from class if the student engages in conduct that requires or permits DAEP placement, Boot Camp or expulsion under the Texas Education Code.

No later than three school days after a teacher has formally removed a student from class, the administrator will schedule a conference between the administrator, the student's parent/guardian, the student, and the teacher. At the conference, the student will be provided an explanation of the basis for removal and be given an opportunity to respond. After the conference, the administrator will render a discipline decision and inform the student and parent/guardian of the consequences.

When a teacher utilizes a formal removal of the student from the classroom, the administrator **may** place the student in: (1) another appropriate classroom, (2) in-school suspension, (3) out-of-school suspension, or (4) DAEP.

If the teacher removed the student from class because the student engaged in assault resulting in bodily injury, aggravated assault, sexual assault, or aggravated sexual assault against the teacher, the student **may not** be returned to the teacher's class without the teacher's consent. In other cases where the teacher initiates a formal removal, the student **may** only 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.

Removal by a School 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 principal's office to maintain effective discipline on the school bus. The principal shall respond by employing appropriate discipline management techniques consistent with the student code of conduct.

Positive Behavior Support and Instruction (PBSI)

In this District, In-School Suspension (ISS) is also referred to as Positive Behavior Support and Instruction (PBSI). Students **may** be placed in PBSI for any misconduct listed in any category of the Student Code of

Conduct. An assignment to PBSI **may** exceed three consecutive school days. While assigned to PBSI and under the supervision of a paraprofessional employee, students will complete assignments given them by their regular teachers, as well as participate in and complete positive change activities.

The student will be informed of the reason for placement in ISS or PBSI, and will be given an opportunity to respond before the administrator's decision is final. If the ISS or PBSI placement is going to extend the three consecutive days, the campus administrator shall schedule a conference among the parent, student and administrator to discuss the reason for the removal. Whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall order the extended placement of the student in ISS or PBSI.

Rebound

A student who is removed from the regular classroom may be placed in PBSI for an extended period of time, not to exceed 30 days. In such cases, students are considered to be assigned to the "Rebound" program. Students in the Rebound program are required to wear a uniform similar to the DAEP uniform. They may or may not be assigned to their home campus, and may or may not be provided transportation to and from school while in the Rebound program.

Out-of-School Suspension (OSS)

Students **may** be suspended from school for any misconduct listed in any category of the Student Code of Conduct.

The student will be informed of the reason for out-of-school suspension and be given an opportunity to respond before the administrator's decision is final. While the student is suspended, the administrator **may** place restrictions on the student's participation in school-sponsored or school-related activities. Students **may** be suspended for a maximum of three school days per behavior violation.

Disciplinary Alternative Education Program (DAEP) **Reasons for Mandatory DAEP Placement**

School-Related

A student **must** 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:

- Engages in conduct punishable as a felony.
- Commits an assault (*see definitions*) resulting in bodily injury to another.
- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage in any amount not punishable as a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable as a felony.
- Engages in an offense relating to abuse of volatile chemicals.
- Engages in public lewdness.
- Engages in indecent exposure.
- Possesses or uses martial arts objects.
- Engages in expellable conduct if the student is between six and nine years of age.
- Engages in a federal firearm offense if the student is six years of age or younger.

Off-Campus

A student **must** be placed in DAEP for the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

Regardless of location a student **shall** be placed in DAEP as provided by Texas Education Code § 37.0081, if:

- (1) the student received deferred prosecution for a Title 5 felony (*see definitions*) offense, or was found by a court or jury to have engaged in delinquent conduct for a Title 5 felony offense, and
- (2) the administrator believes 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 interest of the District's students.

In this circumstance, DAEP placement **shall** 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 requirements regarding the conduct.
- A court or jury finds the student engaged in delinquent conduct for a Title 5 felony offense.
 - The administrator reasonably believes that the student engaged in a Title 5 felony offense.

Regardless of Location

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

- Issues a false alarm or report (*see definitions*) or a terroristic threat (*see definitions*) involving a public school.
- Retaliates (*see definitions*) against any school employee.
- Students who are convicted, receive deferred adjudication, 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 against another student assigned to the same campus at the time the offense occurred shall be placed in DAEP, (or may be placed in JJAEP as appropriate) if the victim student does not wish to transfer, and there is only one campus serving that grade level.

Reasons for Discretionary DAEP Placement

School-Related

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:

- Criminal mischief if the damage is less than \$1,500.
- Possessing or selling less than a useable amount of stems, seeds, or other pieces of marijuana
- Is involved with a public school fraternity, sorority, secret society, or gang, including participating as a member or pledge, or solicits another person to become a member or pledge.
- Possessing, using, selling, or giving paraphernalia (*see definitions*) related to any prohibited substance, including but not limited to marijuana, a controlled substance, dangerous drug, or an alcoholic beverage.

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- Abusing the student’s own prescription drug; giving, buying, or selling a prescription drug; possessing, using, or being under the influence of another person’s prescription drug if not a felony.
- Preparing a hit list (*see definitions*).
- Committing or assisting in a robbery, theft, or burglary that is not punishable as a felony or possessing stolen property.
- Engaging in persistent misbehavior that violates this Student Code of Conduct as identified in “General Type of Prohibited Misconduct”. Persistent misbehavior is defined as two or more violations of the Student Code of Conduct in general, or repeated occurrences of the same violation.
- Engaging in serious misbehavior that violates the Student Code of Conduct. Student engages in deliberate violent behavior that poses a direct threat to the health or safety of others; or extortion, coercion, public lewdness, indecent exposure, criminal mischief, personal hazing, or harassment of a student or district employee.

Off-Campus

A student **may** be placed in DAEP for engaging in the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- The administrator reasonably believes the student engaged in conduct punishable as a felony (other than a Title 5 felony), and the student’s continued presence in the regular classroom is a threat to the safety of others or is detrimental to the educational process.
- 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.

Any student who commits a discretionary expulsion offense and who is not expelled may be placed into the District’s DAEP.

An administrator **may** order an emergency DAEP placement if the student has been so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the class, the learning of other students, or the operation of a school or a school-sponsored activity. The reason for emergency placement **must** also be a reason for which DAEP placement could be ordered on a non-emergency basis. At the time of the emergency placement, the student will be told the reason for the action. No later than the tenth day after the date of emergency DAEP placement, the student will be given a conference as required for regular placement in DAEP; see below.

Conference

No later than three school days after the student is removed from class, the administrator will schedule a conference between the hearing officer, administrator, the student’s parent/guardian, and the student or the District **may** conduct the conference and make a discipline decision regardless of whether the student or the student’s parent/guardian attends if the District made reasonable attempts to have them attend.

At the conference, the administrator will explain the allegations against the student, inform the student of the basis for the proposed DAEP placement, and give the student an opportunity to explain his or her version of the incident.

If during the term of DAEP placement the student engages in additional misconduct, additional conferences **may** be conducted and additional discipline may be imposed.

Interim Placement

Until a placement conference can be held, the student **may** be placed in another appropriate classroom, in-school suspension, Rebound, or out-of-school suspension.

DAEP Placement Order

After the conference, if the student is placed in DAEP, the administrator will issue a DAEP placement order. A copy of the DAEP placement order will be sent to the student and the student’s parent/guardian. For those students placed in DAEP for a reason identified in the Texas Education Code, the District will

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also send the juvenile court a copy of the DAEP placement order no later than the second business day after the placement conference.

The length of a student's placement in DAEP will be determined on a case-by-case basis using the criteria identified in the "*Discipline Considerations*" section of this Student Code of Conduct. Mandatory DAEP placements will result in placement for up to 180 days. Discretionary DAEP placements will result in placement for up to 90 days. The length of DAEP placement may not exceed one year unless, after review, the District determines that (1) the student is a safety threat, or (2) extended placement is in the best interest of the student.

Students placed in DAEP at the end of one 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, the administrator must determine that: (1) the student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or (2) the student has engaged in serious or persistent misbehavior (*see definitions*) that violates the Student Code of Conduct.

If the DAEP placement extends beyond 60 days or the end of the next grading period, whichever is sooner, the student or the student's parent/guardian **may** appeal the decision before the Superintendent or the Superintendent's designee as provided in policy FNG (LOCAL). Any decision of the Superintendent or the Superintendent's designee is final and **may not** be further appealed.

DAEP placements made pursuant to Texas Education Code § 37.0051 and § 37.0081 may be for any length of time considered necessary.

Parental questions or complaints regarding DAEP placement should be addressed to the campus administration in accordance with Board policy FNG (Local). A copy of this policy may be obtained from the principal's office or the central administration office. The student shall remain in the DAEP pending the final resolution of all grievances or complaints concerning or relating to the DAEP placement. Any decision by the Superintendent concerning any such complaint or grievance is final and may not be appealed.

Non Participation in Activities While in DAEP

Students placed in DAEP for mandatory or discretionary reasons are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period of the DAEP placement.

Impact on Graduation

For graduating seniors who are in DAEP during the last week of school, the last day of placement in DAEP will be the last instructional day. The student will not be allowed to participate in commencement exercises and related graduation activities if placed at the DAEP for mandatory or discretionary placement reasons, unless otherwise specified in the DAEP placement order.

Transportation

A student placed in DAEP will be provided transportation from a pick up / drop off point in the district. It is the responsibility of the parent/guardian to provide transportation to and from the pick up point.

Periodic Review

The District will review a student's DAEP placement and academic status upon completion of the assigned days. In the case of a high school student, the student's progress toward graduation will be reviewed and a graduation plan will be established. At the review, the student or the parent/guardian will have an opportunity to present reasons 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.

Effect of Student Withdrawal

When a student withdraws from school before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student re-enrolls in the District during the same or subsequent school year, the District **may** enforce the DAEP placement order at that time, minus any portion of the placement that was served by the student during enrollment in another district.

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If the administrator fails to issue a DAEP placement order after the student withdraws, the next district in which the student enrolls **may** complete the proceedings and issue a DAEP placement order.

Student Transfers

The District will place students assigned to DAEP in another Texas district or open-enrollment charter school at the time of enrollment into the District's DAEP to complete the term of their DAEP placement.

If the student was placed in DAEP by an out-of-state school district for behavior that is also a reason for DAEP placement in the enrolling district, the District will place the student in the District's DAEP to complete the term of DAEP placement. If the out-of-state DAEP placement period exceeds one year, the District will reduce the period of placement so that the total placement does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interests of the student.

Criminal Proceedings

The review and appeal process described below does not apply if the student was placed in DAEP as required by law for conduct occurring on or within 300 feet of school property or a false alarm or report or terroristic threat involving a public school.

If the District receives notice that prosecution of a student's case was refused and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated or a court or jury found the student not guilty or did not engage in delinquent conduct or conduct indicating a need for supervision and dismissed the student's case with prejudice, the District will review the student's DAEP placement and will schedule a review with the student's parent/guardian no later than the third day after receiving notice. The student will not be returned to the regular classroom before the review. After reviewing the notice and receiving information from the student's parent/guardian, the administrator may only continue the student's DAEP placement if there is reason to believe the student's presence in the regular classroom threatens the safety of others.

The administrator's decision **may** be appealed to the Board. In the event of an appeal, at the next scheduled meeting the Board will: (1) review the notice, (2) hear statements from the student, the student's parent/guardian, and the administrator, and (3) confirm or reverse the decision of the administrator.

If the Board confirms the decision of the administrator, the student and the student's parent/guardian have the right to appeal to the Commissioner of Education. The student **may not** be returned to the regular classroom while the appeal is pending.

DAEP Program Rules

ECISD students who are assigned to DAEP will report to the Floresville Alternative Education Center. If your child is assigned to this center, please read the following information:

The Floresville Alternative Education Center has a different Discipline Plan than the regular campuses which allow for additional days to be added in the event that a student violates certain rules or requirements. Your School Board has approved this plan. This is in accordance with the Texas Education Code and Board Policy. If you have any questions, you can reach the principal, Bud Box at (830)-393-5368.

Successful Day

Any day in which a student has not violated any rule contained in the Floresville Alternative Center Discipline Plan and was not absent.

Unsuccessful Day

Any day in which a student has accumulated one or more Minor Rule violations as listed below:

Minor Rules

1. Failure to be in seat by 8:00 a.m.
2. Failure to complete all academic assignments.
3. Failure to bring school supplies (paper, pencil, pen).
4. Communicating with other student(s) (talking, passing notes, signing, hand gestures).
5. Failure to raise hand when needing to communicate with monitor.
6. Dress Code Violation
7. Failure to stay on task (sleeping, head down on desk, idle).
8. Bringing any loose items into the Alternative Center building (any item not acceptable).
9. Displaying or drawing images related to drugs, weapons, violence or gang related writings, logos or paraphernalia.

Excessively frequent Minor Rules violations will be dealt with as follows:

The student may be referred to the Counselor or Assistant Principal after 3 Minor Rules violations during the same day.

The student may be suspended from 1 to 3 days if he/she violates a Minor Rule for the fourth time during the same day.

The disciplinary response to multiple Minor Rule violations will occur in the following sequence:

- 3 days – student is referred to counselor or assistant principal
- 5 days – written warning notice sent to child/parent
- 10 days – Suspension and/or placement in Level II
- 15 days – Placement in Level II for the remainder of the DAEP assignment

Any student suspended three (3) or more times for Minor Rule violations during their DAEP placement may be placed in Level II.

Level II is an extended placement. No afternoon transportation is provided from Floresville.

Excused absence days will be considered neither successful nor unsuccessful. The student will essentially “make up” the day toward the goal of earning 30 successful days (more or less depending upon the length of initial assignment). Unexcused absence recorded for a student will result in an unsuccessful day. TRUANCY will be handled by the district’s truancy officer.

Recommendation for Expulsion/Removal to FISD Boot Camp

A student may be recommended for Expulsion/Removal to Boot Camp If

1. Student engages in serious misconduct.
2. Student is disrespectful or demonstrates insubordination toward Alternative Center Staff members
3. Student threatens an Alternative Center Staff member.
4. Student strikes or has physical contact with an Alternative Center staff member or a fellow student.

5. Student purposely damages the Alternative Center building or its contents, or removes items without permission.
6. Student is in possession of illegal drugs, alcohol, or related paraphernalia.
7. Student is in possession of a knife, or dangerous weapon as described in school policy.
8. Student engages in sexual harassment of students or staff.
9. Student is on any school property in ECISD or Wilson County, including extracurricular activities and school related events on or off school property.

*No afternoon transportation is provided for FISD Boot Camp.

Floresville Alternative Center Dress Code

The Floresville ISD DAEP and Boot Camp have established a dress code that differs from regular campuses. Students who attend the FISD campuses will receive details when they enroll.

Expulsion

Reasons for Mandatory Expulsion (Bexar County JJAEP)

School-Related

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

- Brings to school a firearm, as defined by federal law (*see definitions*).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm, (2) an illegal knife, (3) a club, or (4) a prohibited weapon. (*See definitions*).
- 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, or (12) criminally negligent homicide.
- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage if the behavior is punishable as a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the behavior is punishable as a felony.

Reasons for Discretionary Expulsion to Bexar County JJAEP OR to Wilson County Boot Camp

School-Related

A student **may** be expelled for any of the following offenses that occur on school property, within 300 feet of school property as measured from any point on the District's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Sells, gives, delivers, possesses, uses, or is under the influence of any amount of marijuana, a controlled substance, dangerous drug, or an alcoholic beverage, if it is the 2nd infraction in the same school year and the conduct is not punishable as a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage, if it is the 2nd infraction in the same school year and the conduct is not punishable as a felony.
- Engages in misconduct that contains the elements of an offense relating to abusable volatile chemicals if it is the 2nd infraction in the same school year.
- Commits an assault (*see definitions*) resulting in bodily injury to a school employee or volunteer.

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- Engages in deadly conduct (*see definitions*)
- Engages in serious (*see definitions*) misbehavior that violates the Student Code of Conduct while the student is placed in DAEP.
- Engages in conduct that contains the elements of the offense of breach of computer security if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school district property or information; or commits a breach of any other computer, computer network or computer system.

Three Hundred Feet

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

- Possesses a firearm, as defined by federal law (*see definitions*).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm, (2) an illegal knife, (3) a club, or (4) a prohibited weapon, (5) felony marijuana, controlled substance, dangerous drug, or alcoholic beverage. (*See definitions*).
- 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, or (12) criminally negligent homicide.

Regardless of Location

A student **may** be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Commits aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student.
- Retaliates against a school employee or volunteer by committing an assault (*see definitions*) resulting in bodily injury.
- Engages in criminal mischief if the damage is \$1,500 or more.
- Commits 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.

Students who are not expelled for commission of a discretionary expulsion offense may be placed into the District's DAEP.

An administrator **may** order the immediate expulsion of a student if the administrator reasonably believes the emergency expulsion is necessary to protect persons or property from imminent harm. The reason for the emergency expulsion **must** also be a reason for which expulsion could be ordered on a non-emergency basis. At the time of the emergency expulsion, the student will be told the reason for the action. No later than the tenth day after the date of emergency expulsion, the student will be given a hearing as required for a regular expulsion.

Hearing

Students alleged to have committed an expellable offense will receive a hearing before the District Hearing Officer within a reasonable time following the alleged misconduct. The student's parent/guardian will be informed of the basis for the proposed expulsion and be invited in writing to attend the hearing. After making an effort to inform the student and parent/guardian of the hearing, the District may hold the hearing regardless of whether the student or the student's parent/guardian attends. At the hearing, the student is entitled to:

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- Representation by an adult, including the student’s parent/guardian, who can provide guidance to the student and who is not an employee of the District;
- An opportunity to question the District’s witnesses (generally the assistant principal); and
- An opportunity to testify and to present evidence and witnesses in the student’s defense.
- Additional proceedings **may** be conducted and additional discipline **may** be imposed if the student engages in additional conduct warranting an additional placement for DAEP or expulsion while the student is already expelled.

Interim Placement

Until an expulsion hearing can be held, the student **may** be placed in another appropriate classroom, in-school suspension, or out-of-school suspension.

Expulsion Order

If the outcome of the expulsion hearing is that the student will be expelled, the appropriate administrator will issue an expulsion order and provide a copy to the student and the student’s parent/guardian. If the duration of the expulsion differs from the guidelines in the Student Code of Conduct, the expulsion order will give notice of the inconsistency. The District will send a copy of the expulsion order to the juvenile court no later than the second business day after the expulsion hearing.

The duration of the expulsion will be determined on a case-by-case basis using the criteria identified in the “*Discipline Considerations*” section of this Student Code of Conduct. Mandatory expulsions will result in expulsion for up to 180 days. Discretionary expulsions will result in expulsion for up to 90 days. Students who bring a firearm (as defined by federal law) to school will be expelled from the regular classroom for at least one calendar year except as modified by the administrator on a case-by-case basis.

An expulsion will not exceed one calendar year unless, after review, the District determines that: (1) the student is a threat to the safety of other students or to District employees; or (2) extended expulsion is in the best interests of the student.

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.

Other Expulsion Issues

Academic Impact

Students will not receive academic credit for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program (JJAEP) or other District-approved program or as required by IDEA or Section 504.

Participation in Activities

Expelled students are prohibited from being on school grounds or attending school-sponsored activities while expelled.

Age Restrictions

Students under the age of ten that engage in expellable behavior will not be expelled, but will be placed in DAEP.

Effect of Student Withdrawal

If a student withdraws from the District before the expulsion hearing is conducted, the District **may** proceed with conducting the hearing after sending written notice to the parent/guardian and student. If the student re-enrolls during the same or subsequent school year the District **may** enforce the expulsion order

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at that time; students will be credited for any expulsion period that was served by the student while enrolled in another district.

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

Student Transfers

The District will continue the expulsion of students expelled from either another Texas school district or an out-of-state school district for behavior that is also a reason for expulsion in the enrolling district, until the term of expulsion has been served. If the out-of-state expulsion exceeds one year, the District will reduce the period of the placement so that the total expulsion does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interest of the student.

Expulsion Appeal

A decision by the Director of Student Services to expel a student **may** be appealed to the East Central ISD Board of Trustees. The request for appeal must be in writing and must be received by the Superintendent within three days of the date of the order of expulsion. The appeal will be heard at the next regularly scheduled board meeting. The Superintendent will provide the student or parent with written notice of the date, time, and place of the meeting at which the Board will review the decision.

At the meeting, the Board will review the record made at the expulsion hearing and will provide the parent and/or student with an opportunity to make a brief presentation to the Board. The administration may also be asked to speak. No new evidence, including witnesses or documents, will be permitted. The Board will set reasonable time limitations for presentations. The appeal will be conducted in closed session unless the parent or student request in writing that it will be conducted in open session. The student is expelled pending appeal.

Definitions

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.

ASSAULT: For student discipline purposes, intentionally, knowingly, or recklessly causing bodily injury to another.

BODILY INJURY: Physical pain, illness, or impairment of a physical condition generally requiring medical attention.

BULLYING: Engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored, or school-related activity, or in a vehicle operated by the school district 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; or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student. This conduct is considered bullying if it: (1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and (2) interferes with a student's education or substantially disrupts the operation of a school.

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 dispensing a substance capable of causing an adverse psychological or physiological effect on an individual.

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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.

CYBER BULLYING: Is a form of indirect or social bullying that uses technological communications to intentionally humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use instant messages, text messages, e-mail, chat rooms, cell phones, personal websites, blogs, social networks, digital messages or images, and other cyber technologies. Cyber bullying is the act of being cruel to others by sending, circulating, or posting harmful material and/or compromising photographs online or to and through cell phones/mobile devices.

DATING VIOLENCE: Intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

DEADLY CONDUCT: Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

ELECTRONIC POSTING: Purposely or inadvertently using, displaying, relaying, forwarding or transmitting in any manner images, voice recordings, or data communications from any electronic or telecommunication device to another electronic or telecommunication device, or to any website. **Telecommunication device** is defined as: any type of device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

EVASION: Students must, upon request of any school official, produce and show some type of identification. If a student refuses to produce and show his identification, that student is subject to disciplinary action for evasion. If a student attempts to evade questioning, discipline or consequences by any school official through an act of running away from that official, or seeks to avoid the questioning through any method, that student, by his or her conduct, is subject to disciplinary action by the District for evasion.

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. It includes a device designed, made or adapted for delivery or shooting an explosive weapon.

FALSE ALARM OR REPORT: Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be 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.

FIREARM (federal): (1) any weapon, including a starter gun, that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm weapon; or (4) any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

FIREARM (state): 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.

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FIREARM SILENCER: Any device designed, made, or adapted to muffle the report of a firearm.

GRAFFITI: Making marks of any kind on the tangible property of another without the effective consent of the owner.

HARASSMENT: Threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, maliciously taking any action that substantially harms another student's physical or emotional health or safety, or other conduct prohibited by District policy.

HAZING: Any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization. Consent to or acquiescence in the hazing activity on the part of the student subjected to any act of hazing does not absolve the student engaging in an act of hazing of responsibility for the misconduct.

HIT LIST: A list of people targeted to be harmed using a firearm, knife, or any other object to be used with intent to cause bodily harm.

ILLEGAL KNIFE: A knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

INDECENT EXPOSURE: The inappropriate or indecent display of a student's private body parts through such acts as mooning, flashing, streaking, or wearing attire in a sexually suggestive manner. Indecent exposure also includes the conduct defined in Texas Penal Code section 21.08.

KNIFE: A bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing.

KNUCKLES: Any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

MACHINE GUN: Any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

PARAPHERNALIA: Any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, or a dangerous drug into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, or pipes.

PERSISTENT: Two or more violations of the Student Code of Conduct or repeated occurrences of the same violation.

POSSESSION: To have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other

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school property used by the student, such as a locker or desk; regardless of the student's knowledge or intent to possess the item.

PROHIBITED WEAPONS: A prohibited weapon includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, or zip gun.

REASONABLE BELIEF: A determination that misconduct occurred can be made by the administrator using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

RETALIATION: Harming or threatening to harm another: (1) on account of their service as a District employee or volunteer, (2) to prevent or delay another's service to the District, or (3) because the person intends to report a crime.

SERIOUS: Engaging in deliberate violent behavior that poses a direct threat to the health or safety of others; (2) extortion, coercion, public lewdness, indecent exposure, criminal mischief, personal hazing, or harassment of a student or district employee.

SEXUAL HARASSMENT: Conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of a sexual nature that would make a reasonable person uncomfortable.

SEXTING: Text messages with sexually suggestive content such as text and nude or near nude accompanying photos of students.

SEXUAL VIOLENCE: Sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. This definition includes behavior including but not limited to incest, molestation, child abuse, stranger rape, and non-stranger rape.

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.

SWITCHBLADE KNIFE: 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.

TERRORISTIC THREAT: Threats to commit any offense involving violence to any person or property with intent to: (1) cause a reaction 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, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

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TITLE 5 FELONY OFFENSES: These are offenses against the person and, depending on the circumstances, may include murder; capital murder; manslaughter; criminally negligent homicide; unlawful restraint; kidnapping; aggravated kidnapping; aggravated robbery; trafficking of persons; unlawful transport; assault; aggravated assault; sexual assault; aggravated sexual assault; improper relationship between educator and student; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; improper photography or visual recording; coercing, soliciting, or inducing gang membership; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment by a person in a correctional facility; and tampering with a consumer product.

UNDER THE INFLUENCE: In the educator's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of a prohibited substance. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior. The student need not be legally intoxicated.

USE: To voluntarily inject, ingest, inhale, or otherwise introduce a prohibited substance into the body.

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.