

# **SECTION III: Godley Middle School**

This section describes policies specific to Godley Middle School.

## **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child ['Before You Text' Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **GISD Electronic Communications System Acceptable Use Policy**

Godley Independent School District offers Internet access for students and teachers primarily for educational purposes that allow access to expert knowledge transmitted through a variety of media. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. This document contains the Acceptable Use Policy (AUP) of the district for using the GISD Electronic Communication System (ECS or system). The District will provide training in proper use of the ECS which will emphasize the ethical and safe use of

the Internet. The District will provide all users with copies of this policy through the student handbook and District's website.

Access to the District's Electronic Communications System shall be made available to students and employees in accordance with administrative regulations and all users are subject to the policies stated within this document. Access to the District's ECS is a privilege not a right. There can be no guarantee of privacy and some sites may contain information that is inaccurate or offensive to some users. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the ECS and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in the matter being turned over to the authorities and criminal prosecutions followed as well as disciplinary action by the District.

The Superintendent or designee will oversee the District's Electronic Communication System. Any violation of the purpose and goal of the District's network is considered inappropriate use. The system's administrators with review by the Superintendent, as needed, will deem what is inappropriate use of the ECS and their decision is final. Additionally, the system administrators may close an account at any time.

Parents of all minor students will have the opportunity to restrict their child's access to the Internet or the posting of their images. Failure to actively restrict access will be considered acceptance of ECS usage and consent to post their images.

### **Monitored Use**

Electronic mail transmissions, Internet browsing and all other use of the ECS by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of the District's system for educational or administrative purposes.

### **Filtering**

The District will maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors in compliance with the Children's Internet Protection Act (CIPA). All Internet access will be filtered to minors and adults as appropriate on computers with Internet access provided by the school.

System users and parents of students with access to the District's ECS should be aware that despite the District's use of technology protection measures, the Internet is a global network that may contain inaccurate and/or objectionable material. It should also be understood that material objectionable to some individuals may not be objectionable to others and the final determination if necessary will be made by the Superintendent and District Administration.

### **System Access**

Access to the District's electronic communications system is a privilege, not a right.

All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

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

1. As appropriate and with the approval of the immediate supervisor, District employees will be granted access to the District's system.
2. Students in grades PK through 12 will be granted access to the District's system by their teachers, as appropriate.
3. Students in grades 2 through 12 will be assigned individual accounts
4. As deemed necessary by the Technology Coordinator or campus designee.

Any system user identified as a security risk or having violated the District and/or campus computer use guidelines may be denied access to the District's system.

### **School Control**

The Superintendent or Technology Director will oversee the District's electronic communication system. The principal or designee of each campus that affords students telecommunication network access shall cause records to be maintained that include:

1. A yearly acknowledgement of technology policies signed by a parent or other responsible adult for each student who is afforded telecommunication access; all relevant passwords.
2. A denial of permission for Internet access should parents decline the student's access to such.
3. Codes, account numbers, etc., provided to such students in connection with telecommunication access.

The principal or designee is authorized to monitor or examine all system activities deemed appropriate to ensure proper use of the system. The district reserves the right to search the activities on the computer or device of any user of district owned computers or devices when reasonable suspicion dictates the need to do so.

### **Chromebook Rules**

Chromebooks will be covered in a separate document and must be signed off on by students and parents.

Sign off sheet link:

<https://docs.google.com/document/d/1hgptzR6QCv1WBdOZB9jqmLS1DiYeW-vRaDnnLkbLRxk/edit>

## **District Responsibility**

The Technology Director or designee for the District's ECS will:

- Be responsible for disseminating and enforcing applicable District Acceptable Use Policies.
- Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use.
- Ensure that employees supervising students who use the District's ECS provide instruction emphasizing the appropriate use of this resource.
- Ensure that all software loaded on computers in the District is consistent with District standards and needs and is properly licensed.
- Be authorized to monitor or examine all system activities, including electronic mail transmissions and Internet browsing as deemed necessary to ensure proper use of the system.
- Be authorized to maintain a retention schedule for email messages as required by law and to monitor media posting sites utilized by district employees or students as part of their educational experience. Any inappropriate postings will be removed.
- Set limits, if necessary for data storage within the District's system.

## **Supervising Teacher**

The supervising teacher will have the following responsibilities regarding student usage of the District's ECS:

- Ensure that no student whose parent or responsible adult has denied permission to the Internet is allowed on the District's system. Alternative assignments must be provided for these students.
- Ensure that all students have a properly signed Acceptable Use form and are aware of the District policy regarding the proper use of the District's Electronic Communication System.
- Provide training if needed to ensure students understand proper uses of the District's ECS and Internet.
- Monitor all students with the expectation that they abide by the District's Acceptable Use Policy.
- Do not leave students alone on computers or send them to classrooms where no supervision is present.

The supervising teacher will not be responsible or liable for any student' misuse of the District's electronic network if said student has not followed the rules established in the District's Acceptable use policy. Teachers may have classes and/or activities that give students the opportunity to have pictures, announcements and /or examples of student work published on the District's Website. Teachers may publish student images but are responsible for ensuring no images are published in which permission has been denied. The supervising teacher will not

be responsible for any student's misuse of the District's electronic network if said student has not followed the rules established in the District's Acceptable Use Policy.

### **Acceptable Use Of District's Electronic Communication System**

The following standards will apply to all users of the District's Electronic Communications Systems:

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- System users may not use another person's system account without written permission from the campus administrator or Technology Director or their designee, as appropriate.
- The ECS may not be used for illegal purposes, in support of illegal activities, for the purpose of profit, or any other activity prohibited by District policy or guidelines.
- Students may not distribute any home address, phone number, or personal information about themselves or others by means of the ECS.
- System users must purge electronic mail in accordance with established retention guidelines.
- No user will place any copyrighted software or data on any system connected to the District's ECS without written permission from the holder of the copyright.
- No user will plagiarize information received in any form.
- No user will share his/her password with anyone else.
- No user may attempt to circumvent the District's Internet filtering process.
- No user may knowingly bring prohibited materials into the school's electronic environment.
- System users may not participate in unlawful online conduct such as but not limited to piracy, and copyright infringement, publishing defamatory information or committing fraud.
- No user may disrupt or interfere with other users, services or the District's technology network, or resources by but not limited to distributing viruses or spam, phishing, attempting to gain unauthorized access (hacking, stealing passwords) to network resources, the distribution of large quantities of information or data that overwhelms the system or any other form of electronic threat.
- System users may not send or post messages on the District's ECS that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, bullying, hate-based, or illegal.
- System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, bullying, racially unacceptable, or illegal unless it is in the framework of an approved assignment (exception –assignments that are illegal cannot be made).
- Users of the District's ECS are prohibited from sending, sharing, viewing or possessing pictures, text messages, e-mails or other material of a sexual or socially unacceptable nature in electronic or any other form on a cell phone or other electronic device.

- System users may not spoof or pretend to be some else while emailing, posting messages, or creating accounts (e.g. text, images, audio or video).
- System users may not waste District resources related to the ECS.
- Computer games or simulation games are allowed when they are used to enhance current classroom curriculum or for student rewards as deemed appropriate by the classroom teacher and/or the district administration.
- Additional acceptable use guidelines may be developed by individual campus or department entities, as may be necessary.

### **Limited Personal Use**

- Limited personal use of the ECS by an employee shall be permitted if the use:
- Imposes no tangible cost to the District.;
- Does not unduly burden the District's computer or network resources;
- Is not used for commercial or political purposes;
- Has no adverse effect on the employee's job performance or on a student's academic performance as determined by the District's administration.

### **Network Etiquette**

- All users will follow the guidelines of network etiquette which includes but is not limited to:
- Using polite responses and appropriate language
- Do not use profanity, vulgarities, ethnic or racial slurs, inflammatory language or any other inappropriate language as determined by school administrators.
- Transmitting obscene or sexually oriented messages, pictures or videos is prohibited.
- System users should be mindful that use of school related electronic resources to send mail or post messages might cause some recipients or other readers to assume they represent the District or school, whether or not that was the user's intention.

### **Vandalism**

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's ECS or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, stealing, intentional breaking and the uploading or creating of computer viruses.

Vandalism as defined above may result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

### **Discipline**

The guidelines for appropriate use stated in this document are applicable to all use of Godley Independent School District computers and refer to all electronic communication systems and

information resources, whether individually controlled, shared, stand alone or networked. Disciplinary action for students, staff, and other users, shall be consistent with the District's policies and administrative regulations. The use of the District's ECS is a privilege and violations in the policies and guidelines stated herein may result in:

- Suspension from the ECS for a period of time;
- Revocation of access privileges/closing system account;
- Assigned to Temporary Alternative Placement;
- Termination of employment ;
- Other school disciplinary or legal action, in accordance with the Godley Independent School district and campus policies and applicable laws.
- Specific disciplinary measures will be determined on a case-by-case basis.

### **District Website**

The District will maintain a District Website for the purpose of informing employees, students, parents and members of the community of District programs, policies, and current activities. Requests for publication of information on the District Web site must be directed in digital form to the designated Webmaster. The Technology Director and the District Webmaster will establish guidelines for the development and format of Web pages controlled by the district.

No personally identifiable information regarding a student will be published on a website controlled by the district without written permission from the student's parent or guardian. Only first names will be published for students in grades PK-6 with permission from their parents. First and last names may be used for students in grades 7 through 12 with permission from their parents. No home addresses, phone numbers or other personal information will be used.

### **Intellectual Property Rights**

Students shall retain all rights to work they create using the District's Electronic Communications System.

As agents of the District, employees shall have limited rights to work they create using the District's electronic Communication System. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the district.

### **Student Data**

Godley Independent School District's educational staff may be given access to student performance data to evaluate for the purpose of instructional decisions that will increase the opportunity for student success. Results of individual student performance on academic skills assessment instruments administered are confidential and may be released only in accordance with the Family Educational Rights and Privacy Act of 1974.

### **Information Content/Third-Party Supplied Information**

- System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications in the global electronic network that may contain inaccurate and/or objectionable material.
- A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.
- A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policies.

### **Disclaimer**

- The District's ECS is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including without limitation those of merchantability and fitness for a particular purpose with respect to any services provided by the ECS and any information or software contained therein.
- The District shall not be liable for the users' inappropriate use of the District's ECS or violation of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District's system will be used only for administrative and instructional purposes consistent with the District's policies with the exceptions noted herein.
- The District assumes no responsibility that the content of any advice of information received by a student or employee from a source outside the Godley Independent School District or that the information or software contained on the system is accurate or will meet the user's needs.
- The district does not warrant that the functions or services performed by, or that the information or software contained on the ECS will meet the system user's requirements, or that the ECS will be uninterrupted or error free, or that defects will be corrected.

### **Social Media Policy For Faculty And Staff**

The Godley Independent School District realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this aim, Godley Independent School District has developed the following guideline to provide direction for instructional employees and the school district community when participating in online social media activities. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. The Godley Independent School District social media guidelines encourage employees to participate in online social activities. But it is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by Godley Independent School District



teachers and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki, podcast or any type of social media.

### **Personal Responsibility in Use of Social Media such as Facebook, Blogs, Wikis and Twitter**

- Godley Independent School District employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards.
- Remember that blogs, wikis, podcasts and all other social media are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a Godley School District employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Godley School District.
- When contributing online do not post confidential student information.
- By posting your comments or having online conversations etc. on social media sites you are broadcasting to the world. Be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- Remember your association and responsibility with the Godley School District in online social environments. If you identify yourself as a Godley District employee, ensure your

profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.

- Be cautious how you set up your profile, bio, avatar, etc.

**An employee who uses electronic media to communicate with students shall observe the following:**

- If an employee chooses to communicate with students via a social network page regarding school matters, the employee must create a professional social network page or account and only communicate through this professional page. The employee must allow district and campus level administrators and parents to access these social network pages or accounts. GISD employees are prohibited from communication with students through a personal social network page with one exception. Employees who are also parents of students can “friend” their child or child’s friend from a personal site; but this is not recommended by the district.
- Employees are prohibited from following students on student social media accounts.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators.
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- The employee will not put up any image of students who have not signed a media release form.
- Respect copyright and fair use guidelines. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate.

# **DRESS AND GROOMING**

Godley Middle School expects its students to dress and groom themselves in a manner, which reflects a positive image. This will help in providing an atmosphere that is conducive to learning. Dress and apparel that unduly attract the attention of other students often precipitate comments and/or other reactions that are disruptive to the learning environment. This environment will also instill discipline and help prepare the students to be valued members of society. Safety, general health, hygiene and modesty are factors that are considered in the establishment of this dress and grooming code. The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

## **Pants, Shorts, Skirts and Dresses**

1. The length of shorts, skirts and dresses will follow the "finger length/palm" rule. When a student is standing in a relaxed stance with his/her hands at their side, no part of the shorts, skirt or dress should be shorter than where the palm of the hand and fingers meet.
2. Slits in dresses, skirts, and shorts may not be higher/shorter than "finger length/palm".
3. Rips in jeans, shorts, skirts or dress must be below "finger length/palm" rule. If there is a hole in the garment above the "finger length/palm" no skin may be exposed.
4. Any clothing that exposes undergarments or where undergarments should be is prohibited.
5. Leggings, jeggings, yoga pants, tights etc. are allowed only when the over garment is at least "finger length/palm" and worn under shorts, skirts or dresses.

## **Shirts**

1. Muscle shirts, tank tops, halter tops, strapless, spaghetti straps, backless and bare midriff garments are prohibited.
2. Sleeveless tops must have a strap that is at least 3 of the students finger widths wide.
3. Shirts may be worn untucked, but must be appropriately sized in shoulders, sleeves and length.
4. All clothing that exposes undergarments or where undergarments should be are prohibited.
5. Midriffs may not be exposed when hands are extended straight out in front of the student.
6. Tops will be limited to the "Palm width rule." With the index finger placed on the base of the clavicle bone horizontally the shirt or top can not be open past the base of the pinky finger when the hand is closed.

## **Other**

1. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, metal shop, and other activities where unique hazards exist.
2. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
3. All students must wear shoes. Cleated shoes are prohibited in the building.
4. No house shoes, pajamas, or blankets will be allowed at school.
5. No hats, caps or any other form of head covering will be allowed to be worn in the building.
6. Clothing that advertises alcohol, tobacco, drugs, illegal activities or prohibited substances such as beer, wine, liquor, cigarettes is prohibited. In addition clothing that advertises activities that are suggestive, lewd, vulgar, or obscene language, cults, satanic/demonic symbols, sex, racism or violent images or otherwise inappropriate is prohibited.
7. Spikes and chains of any type (including wallet chains, safety pins, fish hooks, and straight pins) are prohibited.
8. Any gang related attire is prohibited.
9. Appropriate undergarments shall be worn. Any clothing that exposes undergarments is prohibited.
10. Piercings in the ear are allowed. Tapers, gauges and plugs in the ears cannot exceed 1/3", 0g or 8mm. Small nose studs up to 2mm are permitted. Clear spacers must be worn for all other piercings.
11. Dark glasses or sunglasses may not be allowed in the school building without a doctor's prescription.
12. Trench coats and dusters are prohibited.
13. Hair must be worn in such a way that it does not obstruct the view of the students' own eyes.
14. Hair must be a natural color and must be kept clean and neat.
15. Facial hair is to be kept neat and clean.
16. Facepaint/designs and glitter on the face are not allowed. Make-up should not be distracting and will be at the discretion of the administration.

## **Spirit Days**

The dress and grooming code may be modified with administrative approval to accommodate extracurricular activities and special events.

## **Administrator Discretion**

If the principal or assistant principal determines that a student's clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. Appropriate clothing may be available in the front office if the student cannot correct the issue within a reasonable amount of time. If not corrected, the student may be assigned to TAP for the

remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to school within a reasonable amount of time. Repeated offenses may result in more serious disciplinary action in accordance with the Student Handbook and/or Student Code of Conduct.

The principal or assistant principal shall render judgment concerning appropriate attire when such judgment is needed. The principal or assistant principal shall have the right to appraise any current fashion or fad and determine its appropriateness for school wear.

The principal or assistant principal, in cooperation with the sponsor, coach or other person in charge of an approved extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity. A sponsor, coach, or other person in charge, with the principal's approval, may establish dress standards for students that participate in those activities (i.e. dances, field day, athletics, band, UIL academics, awards days, etc.)

# **DISCIPLINE MANAGEMENT PLAN**

Policies outlined in the Student Code of Conduct document apply.

The policy of discipline of the Godley Independent School District is to preserve order and maintain a climate conducive to learning. The right of every pupil to the opportunity to learn and every teacher to teach free of disruption and misconduct of others shall be vigorously protected.

To this end all school officials shall have authority to take prompt, appropriate, and effective action to abate any disruption of the educational process, to protect the health, safety, and welfare of all, and to administer appropriate punishment for wrongdoing. In taking such action the constitutional rights of individuals shall be observed and protected.

- A. Pupils will be respectful and obedient to those in authority. They will also be considerate of schoolmates, orderly, punctual, industrious, neat and clean of person, and moral in habits.
- B. Pupils will leave the school grounds immediately upon being dismissed, will go to and from school in an orderly manner and without delay and will refrain from interference with other pupils on the way to and from school.
- C. Pupils of one school will not visit the building or grounds of another school while the latter is in session except with the permission of the principals of both schools. Damage or disturbance at one school by a pupil from another school will be considered a most serious offense.
- D. These policies concern pupil conduct in the classroom, in the school building, or on the school grounds and relate to school activities whether curricular or extracurricular.

## **Policy Principles**

- 1. Objectives of the policies pertaining to pupil behavior are:
  - a. To facilitate teaching and learning in the classroom
  - b. To assist in the development of proper attitudes toward law and order in the schools and community
  - c. To educate youth to observe accepted rules of conduct
- 2. Acts of behavior which tend to undermine the purpose of the school's educational program or which are adverse to the welfare of other pupils will not be tolerated.
- 3. Respect for constituted authority and obedience is an essential lesson to qualify one for the duties of citizenship, and the classroom is an appropriate place to teach and stress that lesson.

## DISCIPLINE INFRACTIONS AND ACTIONS TAKEN

DISCIPLINE INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
<b>ACADEMIC</b>			
<b>CHEATING (zero on assignment at teacher discretion)</b>	3 days lunch detention & parent contact	1 day TAP & parent contact	3 days TAP and parent conference
<b>NOT ATTENDING A TEACHER-ASSIGNED TUTORIAL</b>	1 day lunch detention	3 days lunch detention	5 days lunch detention
<b>ZERO REFERRAL (missing assignments)</b>	TAP for each offense thereafter		
	1 <sup>st</sup> - 4 <sup>th</sup> offense in a quarter- warning	5 <sup>th</sup> offense- grade contract established	6 <sup>th</sup> offense 2 days TAP
	TAP for each zero referral thereafter		
<b>FAILURE TO FOLLOW LUNCH DETENTION RULES</b>	1 additional day lunch detention	2 additional days lunch detention	1 day TAP
<b>DESTROYING, TAKING, OR STEALING ANOTHER STUDENT'S WORK</b>	2 days TAP	3 days TAP	5 days TAP
<b>TESTING IRREGULARITY (MAP, STAAR, ETC.)</b>	3 days TAP	5 days TAP	3 days OSS and possible DAEP hearing
<b>TECHNOLOGY</b>			
<b>REFUSAL TO GIVE PHONE OR ELECTRONIC DEVICE</b>	3 days TAP	5 days TAP	3 days OSS and possible DAEP hearing
<b>POSSESSION OF A CELL PHONE/ELECTRONIC DEVICE THAT DOES NOT BELONG TO THE STUDENT</b>	3 days lunch detention	5 days lunch detention	1 day TAP
<b>USE OF CELL PHONE/BLEETOOTH HEADPHONES (minor) (i.e. texting, checking social media, etc.)</b>	1 day lunch detention and student picks it up from the office at the end of the day	3 days lunch detention and student picks it up from the office at the end of the day	5 days lunch detention and student picks it up from the office at the end of the day
	TAP for each offense thereafter		
<b>USE OF CELL PHONE/BLEETOOTH HEADPHONES (major) (i.e. filming or distributing a fight, etc.)</b>	1 day TAP	3 days TAP	5 days TAP
<b>CELL PHONE USE IN OFF-LIMIT AREAS (locker rooms, office, and bathrooms)</b>	1 day TAP	3 days TAP	5 days TAP

CHROMEBOOK INFRACTIONS (minor) (i.e. tearing off tag, misplacing, procedural, etc.)	3 days lunch detention and restitution/repair	1 day TAP and restitution/repair	3 days TAP and restitution/repair
CHROMEBOOK INFRACTIONS (major) (i.e. taking another student's, destroying, etc.)	3 days TAP and restitution/repair	5 days TAP and restitution/repair	3 days OSS and possible DAEP hearing
MISUSE OF OR TAMPERING WITH SCHOOL COMPUTERS OR NETWORK	Investigate nature and severity Restitution, TAP, OSS, or DAEP hearing		
CAMPUS OR CLASSROOM BEHAVIOR			
DRESS CODE VIOLATION	Warning and required to change into GMS loaner clothing.	3 days lunch detention and required to change into GMS loaner clothing.	5 days lunch detention and required to change into GMS loaner clothing.
	Administration reserves the right to make discretionary judgments regarding dress code		
FAILURE TO ATTEND TAP	1 additional day of TAP and parent contacted	3 additional day of TAP and parent contacted	3 days OSS and parent contacted
TARDY TO CLASS	Tardy 1-3 Warning	Tardy 4-6, 7-9 1 Day LD	Tardy 10-12 3 Days LD
	Tardy 13-15, 16-18 5 Days LD	Tardy 19-21, 22-24 1 Day TAP	Tardy 25-27 2 Days TAP
DISRUPTION DURING SATURDAY SCHOOL	1 day TAP	2 days TAP	3 days TAP
CLASS DISRUPTION (minor) OR NOT BRINGING MATERIALS TO CLASS	1 day lunch detention, complete refocus sheet, and teacher contacts parents	3 days lunch detention, complete refocus sheet, and teacher contacts parents	5 days lunch detention, complete refocus sheet, and teacher contacts parents
	TAP for each offense thereafter		
CLASS DISRUPTION (major)	2 days TAP	3 days TAP	5 days TAP
HORSEPLAY	3 days lunch detention	5 days lunch detention	1 day TAP
WILLFUL DISOBEDIENCE	5 Days LD	1 day TAP	3 Days TAP
ACTIONS WITH MALICIOUS INTENT	3 days TAP	5 days TAP	7 days TAP



<b>FLAGRANT DISRESPECT FOR SCHOOL STAFF</b>	3 days TAP	5 days TAP	3 days OSS and possible DAEP hearing
<b>DISRUPTION DURING ASSEMBLY (student removed)</b>	1 day TAP	3 days TAP and parent conference	3 days OSS and banned from future assemblies
<b>DISRUPTION DURING SAFETY DRILL</b>	1 day TAP & parent contact	3 days TAP & parent contact	5 days TAP & parent contact
<b>EATING/DRINKING IN CLASS (teacher discretion)</b>	Teacher addresses the situation (throws food/drink away)	Teacher addresses the situation and contacts parents (throws food/drink away)	1 day TAP
<b>MISUSE OF HALL PASS</b>	3 days lunch detention	1 days TAP	3 days TAP
<b>NO HALL PASS</b>	1 day lunch detention	3 days lunch detention	1 day TAP
<b>NO ADMIT SLIP</b>	1 day lunch detention	3 days lunch detention	1 day TAP
<b>HALL DISRUPTION (minor)</b>	2 days lunch detention	5 days lunch detention	1 day TAP
<b>HALL DISRUPTION (major)</b>	1 day TAP	3 days TAP	5 days TAP
<b>SKIPPING CLASS</b>	1 day TAP	3 days TAP	5 days TAP
<b>LEAVING CAMPUS W/O PERMISSION</b>	3 days TAP	5 days TAP	3 days OSS and possible DAEP hearing
<b>LEAVING CLASS W/O PERMISSION</b>	5 days lunch detention	1 day TAP	3 days TAP
<b>ENTERING OR IN OFF-LIMIT AREAS</b>	2 days lunch detention	1 day TAP	3 days TAP
<b>LEAVING TRAY/TRASH ON CAFETERIA TABLE</b>	Warning	3 days lunch detention	5 days lunch detention
	Will assist cafeteria staff in cleaning cafeteria		
<b>CAFETERIA DISRUPTION (minor)</b>	1 day lunch detention	3 days lunch detention	5 days lunch detention
<b>CAFETERIA DISRUPTION (major)</b>	2 day TAP	3 days TAP	5 days TAP
<b>DISRESPECT TO THE FLAG</b>	Conference with student	Conference with parent/student	
<b>MULTIPLE OFFICE REFERRALS IN ONE DAY</b>	1 day TAP	1 day OSS	3 days OSS and possible DAEP hearing

<b>SCHOOL BUS INFRACTION (parents notified)</b>	Will follow GISD Transportation Policies Note: Fighting on/off the bus will follow the fighting procedures, along with suspension from the bus. Note: Riding the bus is a privilege and may be revoked at any time.		
<b>REMAINING ON CAMPUS AFTER SCHOOL DAY W/O PERMISSION OR LEGITIMATE AFTER-SCHOOL PURPOSE</b>	Warn and contact parents	1 day TAP	3 days TAP and possible trespassing charges
<b>PHYSICAL CONTACT &amp; LANGUAGE</b>			
<b>FIGHTING</b>	3 day OSS	3 days OSS and DAEP hearing	
<b>UNWELCOME PHYSICAL CONTACT (minor)</b>	2 days lunch detention	5 days lunch detention	1 day of TAP
<b>UNWELCOME PHYSICAL CONTACT (major)</b>	3 days TAP	5 days TAP	3 Days OSS
<b>PUBLIC DISPLAY OF AFFECTION</b>	Warning	2 days lunch detention	5 days lunch detention and parents notified
<b>ASSAULTING FACULTY</b>	1 <sup>st</sup> Offense – 3 day OSS, DAEP hearing, and contact SRO. Expulsion will be recommended to the superintendent.		
<b>ASSAULTING STUDENT</b>	1 <sup>st</sup> Offense – 3 day OSS, DAEP hearing, and contact SRO.		
<b>INAPPROPRIATE LANGUAGE NOT INTENDED TO INSULT, THREATEN, OR OFFEND (verbal/written/gesture)</b>	2 days lunch detention	5 days lunch detention	1 day TAP
<b>INAPPROPRIATE LANGUAGE INTENDED TO INSULT, THREATEN, OR OFFEND (verbal/written/gesture)</b>	3 days TAP	3 days OSS	3 days OSS, possible DAEP hearing
<b>INAPPROPRIATE CONVERSATION FOR A SCHOOL SETTING</b>	3 days lunch detention	5 days lunch detention	1 day TAP
<b>THREATENING FACULTY, STAFF, STUDENTS, OR STUDENT'S FAMILY (minor)</b>	Investigate nature and severity Possible lunch detention, TAP, OSS, DAEP hearing, contact SRO		
<b>BULLYING OR CYBERBULLYING (minor)</b>	Investigate/Warn/Counsel/Resolve lunch detention or TAP if warranted		
<b>BULLYING OR CYBERBULLYING (major)</b>	3 days TAP and contact SRO	5 days TAP and contact SRO	3 days OSS and possible DAEP hearing; contact SRO

SEXUAL HARASSMENT (CAN ALSO BE CYBER OR DIGITAL COMMUNICATION)	Investigate nature and severity contact SRO, 3 days OSS and possible DAEP hearing		
ILLEGAL SUBSTANCES AND WEAPONS			
POSSESSION OF LIGHTER/MATCHES	1 day TAP	3 days TAP	5 days TAP and possible DAEP hearing
POSSESSION/USE/ DISTRIBUTION OF E-CIGARETTE, VAPE, SMOKELESS DEVICE	OSS, DAEP Hearing, confiscation of device and accessories	OSS, DAEP Hearing, confiscation of device and accessories	OSS, DAEP Hearing, confiscation of device and accessories
POSSESSION/USE/ DISTRIBUTION OF TOBACCO PRODUCT	OSS, DAEP Hearing, confiscation of tobacco	OSS, DAEP Hearing, confiscation of tobacco	OSS, DAEP Hearing, confiscation of tobacco
GLORIFYING OR PROMOTING DRUG USE (i.e. false joint, snorting sugar, mixing medicine with drinks, etc.)	5 days lunch detention	2 day TAP	5 days TAP
POSSESSION/USE/UNDER THE INFLUENCE/ DISTRIBUTION OF DRUGS	1 <sup>st</sup> Offense – 3 days OSS, contact SRO, and DAEP hearing		
POSSESSION/USE/UNDER THE INFLUENCE/ DISTRIBUTION OF ALCOHOL	1 <sup>st</sup> Offense – 3 days OSS, contact SRO, and DAEP hearing		
POSSESSION OF WEAPON(S)	1 <sup>st</sup> Offense – 3 days OSS, contact SRO, and DAEP hearing or expulsion		
POSSESSION OR SHOOTING FIREWORKS	1 <sup>st</sup> Offense – 3 days OSS, contact SRO, and DAEP hearing		
LEGAL MATTERS			
THEFT (depending on severity)	3 days TAP and restitution	5 days TAP and restitution	3 days OSS and possible DAEP hearing
FORGING SIGNATURES/NOTES	1 day TAP	3 days TAP	5 days TAP
OBSCENE OR PROFANE DIGITAL DISPLAY (SEXTING), IMPERSONATION, ETC.	3 days TAP and report to SRO	5 days TAP and report to SRO	3 days OSS, report to SRO, and possible DAEP hearing
DEFACING OR DESTROYING SCHOOL PROPERTY	3 days TAP	5 days TAP	3 days OSS
	restitution for any damages, repair, or replacement incurred by district		

(includes attempting)			
GAMBLING (for money or objects)	1 day TAP	2 days TAP	3 days TAP
MAKING A FALSE REPORT	1 day TAP	3 days TAP	5 days TAP
IMPEDING A CAMPUS INVESTIGATION	5 days lunch detention	1 day TAP	3 days TAP
ON SCHOOL GROUNDS DURING SUSPENSION	1 <sup>st</sup> Offense – issue trespassing ticket	2nd Offense – issue trespassing ticket and additional suspension OSS (+1-3 days) or DAEP/JJAEP (+10 days)	
INCITING A RIOT OR UNCONTROLLED UNREST	1 <sup>st</sup> Offense – 3 days OSS, contact SRO, and DAEP hearing		
TAMPERING WITH FIRE ALARM OR EXTINGUISHERS	Investigate nature and severity contact SRO, restitution, possible TAP, OSS, or DAEP hearing		
GANG GRAFFITI OR GANG VANDALISM	Investigate nature and severity contact SRO, restitution, possible TAP, OSS, or DAEP hearing		

### **Glossary:**

**DAEP** – Disciplinary Alternative Education Program

**OSS** – Off-School Suspension

**TAP** – Temporary Alternative Placement or (ISS) In-School Suspension

**SRO** – School Resource Officer

**\*\* ANY VIOLATIONS NOT LISTED ARE LEFT TO THE DISCRETION OF THE ADMINISTRATION. \*\***

**ADMINISTRATION HAS THE RIGHT TO ALTER OR CHANGE ANY ACTION TAKEN ON COMMITTED INFRACTIONS.**

- Any student that is in suspended status (ISS, OSS, or DAEP) may not participate or attend any after school or extracurricular activities or programs.
- Any student that accumulates 10 days of in school suspension, home suspension or any combination of the two in one school year, may be placed in DAEP for serious and persistent misbehavior by administration.
- Any student assigned to DAEP twice in one school year will serve a minimum 60 day placement for the second term assigned.
- Neither the school district nor its personnel shall be liable for damage to nor loss of student's personal property, including cell phones confiscated pursuant to student handbook and/or cell phone guidelines.
- In accordance with local policies, persons wanting to appeal the DAEP placement MUST attend DAEP during the appeal process.
- Consideration will be given by administration as a factor in each decision concerning suspension to self-defense; intent or lack of intent at the time the student engaged in the

conduct; a student's disciplinary history; or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

## **Disruptions of School Operations**

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

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

## **Social Events / Student Travel**

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

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

Parents/Guardian, please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## **Tardies**

Tardies will be recorded in groups of three, and the 1st, 2nd, and 3rd tardy will serve as a warning to the student. Following the 6th and 9th tardy, the student will be assigned a one-day lunch detention. Upon reaching the 12th tardy, the student will receive a three-day lunch detention. After the 15th and 18th tardy, the student will receive a five-day lunch detention. Subsequently, after the 21st, 24th, 27th, and 30th tardy, the student will be assigned TAP. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

Random tardy sweeps may be conducted at the discretion of the administration as a protective safety measure.

## **Cell Phones and Other Telecommunication Devices**

Use of cell phones, earbuds, AirPods, bluetooth headphones, or other telecommunication devices is prohibited while students are on the GMS campus, unless otherwise directed by the teacher. Cell phone use is not permitted in bathrooms, locker rooms, and office areas.

Cell phones must be turned off or on silent and stored inside their backpack or locker. Earphones that are wired and plug into a Chromebook may be used if needed for course work and with teacher permission.

Any violation of the cell phone policy will result in a disciplinary action.

## **Temporary Alternative Placement (TAP)**

Temporary Alternative Placement is an in-house disciplinary method, which will reinforce socially acceptable behavior, provide a basically sound educational program and provide a viable alternative to corporal punishment.

Students are assigned to TAP for minor or major infraction of the rules (normally in lieu of corporal punishment or suspension) by the principal. The length of time spent in TAP is determined by the severity of the infraction and the conduct of the student while in TAP. Assignment to TAP and length of time served in TAP will be according to the disciplinary procedures.

The classroom teachers are notified and will write out assignments for the student to be completed while in TAP. Full credit will be given to the student upon completion of the work, thereby not interrupting his educational program because of a disciplinary problem.

## **Regulations For TAP**

1. The Principal, Assistant Principal, or designee will assign students to TAP.
2. Misconduct in TAP will result in further disciplinary action-possible suspension. If suspension occurs; that amount of time in TAP which was missed must be served before returning to regular classes.
3. An absence from TAP must be made up.
4. Early dismissal may be granted by the principal or designee. However, time missed by early dismissal must be made up.
5. Students assigned to TAP will not be permitted to attend any special assemblies, club meetings, or athletic activities during the school day.
6. Students assigned to TAP and that will still be assigned to TAP the next school day may attend after school practice but may not participate in games or competitions. Students assigned to OSS will not be permitted to attend any type of after school event.
7. Cell phones, bluetooth headphones, and all other electronic devices must be turned in to the TAP teacher upon arrival.

8. Each student will sit in an assigned seat.
9. The first assignment a student will complete is writing the TAP rules word for word.
10. Student dress code will be enforced.
11. Students will not be allowed to talk to other students, make noises, or touch other students or their belongings.
12. The TAP teacher will grade each student during each day of TAP using a grade sheet. They will be graded each period in the following 5 categories: respectfulness, staying on task, following directions, staying quiet and seated, and staying awake and alert.
13. Gum, candy, snacks, and drinks are not allowed in the TAP room unless they are part of your lunch.
14. All students in TAP will eat lunch as a group, at a different time and place than the rest of the student body.
15. The student will be expected to complete all his assigned classroom work. He/she will not be allowed to sleep, talk, or play, etc.
16. The counselor will work individually and in groups with TAP students to remediate behavior, which causes disciplinary problems.
17. Students will be required to have all textbooks and materials necessary to their work before reporting to TAP. No student will be allowed to leave to get textbooks.
18. Tardiness to TAP will result in further disciplinary action.
19. No other students will be permitted to visit or interrupt students who are assigned to TAP.

## **ACADEMIC INFORMATION**

### **Academic Grading Standards**

Godley Middle School grades are numerical. Passing grades are from 70 to 100. Failing grades are below 70. "I" or "Inc." means incomplete.

All academic classes, with the exception of P.E. , Band, and Athletics, will have a minimum of 9 minor grades and 3 major (test) grades each 9 weeks reporting period. Test grades may consist of folders, reports, projects, etc.

1 major grade will be entered for each progress reporting period

### **Daily Practice (50% of Total Grade)**

Daily Practice Activities are guided or independent practice activities that are designed to build student skills and confidence for the related TEKS Student Expectation that is being studied. Skills acquired will allow the student to demonstrate their mastery of the learning expectation at the appropriate level of rigor for the Student Expectation.

It is expected that students complete daily practice activities to the best of their abilities within the time frame given. Students that do not participate appropriately can be referred to the office.

### **Formative/Summative Assessment (50% of Total Grade)**

Formative Assessment activities allow the student to individually demonstrate their understanding of the learning expectation at the specific level of rigor for the TEKS Student Expectation. Students will receive immediate feedback allowing their teachers to adjust and improve their instruction and students can improve their level of understanding and learning.

Summative Assessments evaluate student learning at the end of an instructional unit. These may be a Unit Test, Research Paper, or other Project, or a designated Project checkpoint that will measure the student's level of proficiency of the required curriculum.

It is expected that students, through their successful completion of daily practice activities and their performance on Formative Assessment Instruments, will utilize these resources to adequately prepare outside the school day (i.e. Study) for their upcoming Summative Assessment.

One product must be posted to Skyward prior to the closing of the 3 week and 6 week progress reporting period. The other product must be posted no later than the Friday before the final week of the current reporting period. This minimum requirement does not include a folder check or any other type of participation grade.

### **Year-End Averages**

Year-end averages will be calculated by adding both semester grades and dividing by two.

### **Citizenship Grading Standards**

Citizenship grades will be listed as a numerical grade on the report card for all students. The grading scale will be as follows:

100-90	"E"	Excellent
89-80	"S"	Satisfactory
79-70	"N"	Needs Improvement



69 and below	"U"	Unsatisfactory
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Students will begin each quarter with a 100 and it will be reduced for individual infractions. Point deductions will be as follows:

3 point deduction	Classroom Disruption Failure to comply/cooperate Lacks necessary materials Campus/Classroom rule violation
5 point deduction	Unexcused Tardy
10 point deduction	Office Referral that results in lunch detention Zero referral that results in assigned D-Hall
15 point deduction	Office Referral that results in TAP

### **Project Based or Problem Based Learning (PBL)**

Your child may be participating in a PBL project during the course of a reporting period or semester. Even though this project may have a final culminating grade, there will be many checkpoints along the way towards completion. These various checkpoints will serve as many of the grading opportunities that have been outlined in this grading policy. Prior to the start of a new project, these will be outlined to the student as well as the grading criteria.

### **Non-Core Classes**

All other non-core subject classes will be required to meet the same grading criteria as core classes. Some non-core subject classes may have a different grading policy with principal approval.

Physical Education, Band, and Athletic grades will be based on daily participation. Grading standards will be published separately and distributed to students participating in these programs.

## **Assignments**

### **Assignments / Homework**

- Any assignment completed in-class or outside of class:
  - 1 Day Late: 20-point deduction from overall grade and mandatory teacher tutorial
  - 2 Days Late: Additional 10-point deduction from overall grade (30-points total) and mandatory teacher tutorial.
  - 3+ Days Late: A zero will be given unless the student has received prior permission from the teacher to extend the due date. The student may turn in the assignment to check for understanding but should not expect to receive any

credit. The student will also receive a zero referral that is assigned to the student by the teacher. Please also see Late Work And Zero Policy.

### **Make-Up Work**

If a student has an excused absence from school he/she has the opportunity to make up any assignments or tests that were missed. As a general rule, students that have been absent from school with an excuse, will be given one day per each day missed to make up assignments.

It is the responsibility of the student to go to each teacher to ask for all work to be made up.

Teachers shall inform the student the time allotted for completing make up work after an absence. Homework due dates will be set at the discretion of the individual teacher.

If a student is present when a test or the semester exam schedule is announced, the student may take the test or exam as scheduled. For example: on Monday a test is announced for Friday and the student is absent on Wednesday and Thursday, then the student may be expected to take the test as scheduled.

### **Assignment Corrections**

Retake Work (or redo work) is defined as work a student completes to correct mistakes or strengthen an area of weakness in learning after a student receives a failing grade. The maximum grade for retake work is no higher than a 70, unless otherwise approved by the campus principal. In order to qualify to retake or redo an assignment, all original work must be turned in complete and on time. This policy is to encourage student effort. The reason for retake work is not to improve the student's grade, but to provide the student another opportunity to learn the information not mastered on the original assignment. For this reason, the teacher may assign additional enrichment activities to re-teach skills not mastered.

### **Failure To Complete Corrections / Activities in a Timely Manner**

If a student does not complete corrections in the time frame allotted, or does not attempt to do so, their original score will remain. There is no exception requiring the teacher to allow a student to correct assignments from previous weeks that the student did not attempt to turn in during the original time frame given for corrections.

### **Late Work And Zero Policy**

In order to promote and enhance personal responsibility and accountability Godley Middle School has instituted a Zero Policy for its students. This policy states that it is a discipline infraction if a student does not turn in his or her work within two days after which it was originally due. This policy is designed to reinforce the grading policy that is in effect which states that work will not be accepted more than two days late. The zero referral process is as follows:

	<b>Assignment Turned-In</b>	<b>Assignment Not Turned-In</b>
<b>Due Date</b>	Student is eligible to receive full credit	Teacher will conference with student

	for the assignment.	and assign a mandatory tutorial for either before school, after school, or homeroom
<b>1 Day Late</b>	20-point deduction from overall grade (highest grade possible is an 80).	Teacher will conference with student and assign a mandatory tutorial for either before school, after school, or homeroom
<b>2 Days Late</b>	Additional 10-point deduction from the overall grade (highest grade possible is a 70).	Zero for the assignment and zero referral
<b>3 Days Late</b>	Zero for the assignment- The student may turn in the assignment to check for understanding but should not expect to receive any credit.	Zero for the assignment

## Zero Referral

An assignment turned in more than two days late will receive a zero for the assignment and a zero referral will be sent to the principal's office. The student may turn in the assignment to check on understanding but should not expect to receive any credit on the assignment.

- A student that receives a Zero Referral will also have 10 points deducted from their current citizenship grade in that class by the teacher in which they did not do their work.
- A student who receives 5 cumulative zero referrals from all of their classes within a 9 week period will be placed under a grade contract. Violations of the grade contract will be viewed as willful disobedience toward school policy because the student has persistently refused to do their assigned class work; that infraction will result in a parent conference and TAP placement.

Teachers will allow one day for work to be completed for each day missed if the absence was excused and the student was not at school to receive the instructions for a given assignment. If the absence was excused and the student knew ahead of time of a deadline and had everything that was needed to complete the assignment, the assignment is due as soon as the student returns to school. It will be up to the individual teacher to take into consideration any situations or extenuating circumstances that may have prevented a student from completing outside work on time. The classroom teacher will ask for work when it is due and all students are expected to turn in their work completed at that time.

## Physical Education

If a student is not physically able to take part in physical activities, he/she may bring a note from his/her parent/guardian in order to be excused for the day. A parent's note is good for 3 days. After this, if the student is not able to take part in P E, he/she must bring an excuse from a

physician stating that he/she is not physically able to take part in the activities. All class work missed after the first 3 days must be made up in the form of research papers or some method satisfactory with the PE instructor. Physical Education student grades will be determined on daily participation.

## Honors Courses and Advanced Courses and HS Credit

Honors and advanced classes are offered in the following courses:

7th Grade	8th Grade
Honors Science	Honors Science
Honors English (ELAR)	Honors English (ELAR)
Honors Math	Honors Math
	Honors History
	Algebra I (High School Credit)
	Spanish I (High School Credit)
	Art 1 (High School Credit)
	Principal of Agriculture (High School Credit)

## Honor and Advanced Course Qualification Criteria

Because honors classes are more demanding on the students, the following minimum requirements for enrolling in the honors program have been put in place for admission.

### 7th Grade: Honors Science, Honors English, Honors Math

Students who are eligible for **first-time** entry for honors courses at GMS must fulfill the following criteria:

#### Automatic Qualification

- The student earned a minimum grade of 90 yearly average in the previous on-level course in the same subject
- The student earned 'Masters' grade level performance on the STAAR RLA and/or Math test (Science honors is based upon the Math STAAR score)
- The student has parent permission to enroll in honors courses
- The student must have at least 90% attendance

#### Discretionary/Optional Qualification Requirements

- The student earned a 90+ yearly average in the previous on-level course in the same subject

- The student earned a 'Meets' grade level performance on the STAAR RLA and/or Math test (Science honors is based upon the Math STAAR score) (History honors is based upon the RLA STAAR score)
- The student has teacher recommendation to enroll in honors courses
- The student has parent permission to enroll in honor courses
- The student must have at least 90% attendance

*Students who are already taking honors courses remain eligible to continue in honors courses for the next school year by maintaining a yearly grade average of 85% at least meets standard on state assessments.*

### **8th Grade: Honors Science, Honors English, Honors Math, Honors History**

Students who are eligible for first-time entry for honors courses (excluding Algebra) at GMS must fulfill the following criteria:

#### Automatic Qualification

- The student earned a minimum grade of 90 yearly average in the previous on-level course in the same subject
- The student earned 'Masters' grade level performance on the STAAR RLA and/or Math test (Science honors is based upon the Math STAAR score/Social Studies is based upon the RLA STAAR scores)
- The students has parent permission to enroll in honors courses
- The student must have at least 90% attendance

#### Discretionary/Optional Qualification Requirements

- The student earned a grade of 90+ yearly average in the previous on-level course in the same subject
- The student earned 'Meets' grade level performance on the STAAR RLA and/or Math test (Science honors is based upon the Math STAAR score and Social Studies is based upon the RLA STAAR scores)
- The student has teacher recommendation to enroll in honors courses
- The student has parent permission to enroll in honors courses
- The student must have at least 90% attendance

*Students who are already taking honors courses remain eligible to continue in honors courses for the next school year by maintaining a yearly grade average of 85% and at least meets standard on state assessments.*

### **8th Grade: Algebra I**

#### Qualification

- The student earned a grade of 90+ yearly average in the previous honors-level math course.
  - If student is not enrolled in honors 7th grade math, student may take the 8th grade math CBE for qualification
- The student earned 'Meets' grade level performance on the STAAR Math test

- The student's performance on the STAAR Math test reporting category 2 "Computations and Algebraic Relationships" is a score of 70% or better.
- The student has parent permission to enroll in Algebra I
- The student must have at least 90% attendance

### **Removal from Honors Course**

If a student's grade is below an 85 for a grading period, the student and parent will be notified by the teacher that they are on academic probation and in danger of being removed from the honors course. A student may remain in the honors course if their semester grade is at a minimum passing standard of an 85. If the student's semester grade is below an 85, they will be moved from the honors course to an on-level course.

### **Credit By Exam**

#### **Course/Subject Has Been Taken by the Student**

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the exam to receive credit for the course or subject. The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. [For further information, see the school counselor and policy EHDB(LOCAL).]

#### **Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The exams offered by the district are approved by the district's board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an exam, a student and the district must comply with

the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.] Results from these exams will impact the next school year. Students will not be promoted during a school year.

### **2023-2024 Credit by Exam Dates**

<b>Deadline to Notify Campus</b>	<b>Test Dates</b>
Oct 20	November 13-17
February 9	March 4-8
May 17	June 17-21
June 14	July 15-19

## **Academic Dishonesty**

Academic dishonesty is a serious concern as it cuts to the heart of the purpose of education and the pursuit of knowledge.

### **Definitions of Academic Violations**

Students at Godley Middle School must adhere to GMS' standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

**Cheating:** Cheating at tests or examinations includes, but is not limited to using unauthorized notes, study aids, or information on an examination (including laptops, cell phones or other communication devices); altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

**Plagiarism:** submitting or presenting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

**Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

## **Obtaining an Unfair Advantage**

- Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor.
- Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use.
- Unauthorized collaborating on an academic assignment.
- Retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.
- Intentionally obstructing or interfering with another student's academic work.
- Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

## **Aiding and Abetting Academic Dishonesty**

- Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above.
- Providing false information in connection with any inquiry regarding academic integrity.
- Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
- Unauthorized Access to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

## **Parent Contact Standards**

It is highly recommended that you review your child's daily progress by utilizing [Skyward Family Access](#) on the Godley ISD website. If you are unable to do so, or still have questions, please contact your child's teacher by emailing them or calling the school office at 817-592-4340. The following are instances in which you should expect contact from your child's teacher:

### **Progress Reports**

Student progress may be monitored at any time utilizing Skyward Family Access on the district website. Please contact the campus office for information on obtaining your login and password information. You may request that a written report be given to your child. Progress reports will be distributed the Wednesday following the completion of the third and sixth week of a reporting period.



### **Notification of Failing Grade After Progress Report**

Parent contact will be attempted by the teacher, either by phone or letter, if a student's grade that was passing at the progress report drops below passing before the end of the reporting period.

### **Nine-Week Report Cards**

Report cards will be available for viewing on Skyward Family Access the Wednesday following the completion of the reporting period.

### **Citizenship Grades**

Parents will be contacted via phone, email, or letter when their child's citizenship grade falls below 90. Contact will be made once again when their child's citizenship falls below 80. It is recommended that a parent-teacher conference be scheduled at this point. Students whose citizenship grades fall below 69 will be referred to the office for persistent misbehavior.

### **Schedule Changes**

Requests for schedule changes must be made within the first 3 days of the first semester. If a schedule change is wanted for the second semester the request form must be turned into the counselor by the conclusion of the first semester. Students in Honors classes may request a schedule change into a regular class up to second progress report. No changes will be made after this time. Any exceptions will require the approval of the campus principal.

### **House Bill 1416**

For any student who does not pass or does not take the math, reading, history, or science STAAR test in grades 6-8 supplemental instruction will be provided before or after school, or embedded in the school day (homeroom) for each subject not passed. If a student does not pass a subject for two consecutive years a parent/teacher conference must be held to develop an Accelerated Education Plan.

### **Summer Credit Recovery Program (Summer School)**

This program is designed for students who have failed 1-2 core academic classes for the year or failed to meet the district's attendance requirements. Students that fail 3 or more core subjects will not be eligible to participate in this program and will be retained in their current grade.

This program will be conducted during the month of June from 8:00 a.m. to 12:00 p.m. daily, Monday through Friday and may conclude prior to July 4th. Tuition costs may be up to \$100 per class.

To successfully receive credit for the course, the student's summer school grade will be averaged with their final grade from the regular school year. The regular term grade will count 55% and their summer school grade will count 45%. To be considered for promotion, the student's combined average must be 70 or higher. Students must also be present for 90% of the days summer school is in session to obtain credit. Students that are removed from class for disruptive behavior will be dismissed from this program and be retained in their current grade.

## **Saturday School**

Students with excessive absences and/or tardies will be required to attend Saturday School Sessions to make up contact hours. Saturday School hours will be from 8:00-12:00 on scheduled days. At 8:05, the school doors will be locked and no one will be permitted in after that time. Students that fail to attend scheduled sessions will be subject to truancy prevention measures and/or truancy sanctions for attendance violations and may have to appear in court.

## **Library**

The library or CLI (Center for Learning and Innovation) is a learning laboratory with books, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use with a teacher permit.

Circulation: Books (2 books for 2 weeks)

Books that are late will be assessed a fine of 10 cents per day, per book. Book fines will not exceed \$3 per late book. Students are responsible for items that are checked out to them if they are lost or damaged.

Fines:

- .50 per page, water damage, writing, etc., not to exceed replacement cost of the book.
- \$3 Scuffed and/or beat up spine or corners
- \$5 Cover separated from book or broken spine
- \$2 Damaged dust cover

The full cost of the book will be assessed if the book is lost or damaged to the extent that it can no longer be circulated. If a lost book is found the cost will be refunded, less the late charge.

## **Limited English Proficient Students**

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) or Emergent Bilingual (EB) in certain state statutes and state rules, is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending

the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **Nurse's Office**

1. When the nurse is not available, show your pass to the secretary or principal.
2. Students are not permitted in the nurse's office without a pass except in an emergency. The pass indicated that the student has reported to class and is absent from the classroom with the teacher's permission. Do not go to the nurse's office when due in class. Report to your class first and obtain a pass.
3. In case of injury, illness, or emergency, notify the nearest teacher immediately.
4. Students may not leave school for illness without first reporting to the nurse or principal and signing out in the Attendance office. Parents must be contacted before the student can leave the campus.
5. Parents and students are encouraged to consult the nurse concerning any health problems or questions.
6. Students who are too sick to attend classes will be sent home and will not be allowed to stay in the office and sleep.
7. All health problems, including allergic reactions to medicine, bites or stings, and any communicable diseases are to be reported to the school nurse.
8. Patient medication can be given at school only if there is a signed permit from the parent or guardian and physician depending on the type of medication.
9. The school will not supply aspirin or Tylenol for students. If your child needs these items, you will need to send them to school and turn into the office with the bottle labeled. You must also have a medicine at school form with your signature on it on file.

10. According to HB 1688, students are allowed to carry and self-administer asthma medications at school. The inhaler must be labeled with the prescription and a form from the physician and parents must be on file in the office.

## **Honors And Awards**

Qualifying students will be recognized during the end of year awards assembly. Academic awards will take into consideration academic achievement, citizenship, attendance, or discipline history. Classroom and/or department awards will be nominated by the teachers and can include outstanding student, most improved student, or hardest worker.

## **Weighted Averages**

Students taking an advanced class will have their class average weighted and will count more in the determination of overall average for awards and recognition purposes only. High school level classes are considered advanced classes. Honors courses will not be weighted.

# **Appendix I:**

## **Freedom from Bullying Policy**

### **Student Welfare: Freedom from Bullying**

Policy FFI(LOCAL) adopted on 11/15/2017

*Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.*

*For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.*

## **Bullying Prohibited**

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples: Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or 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.

## **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.

## **Timely Reporting**

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

## **Reporting Procedures**

### Student Report

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, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

### Employee Report

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.

### Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

## **Notice of Report**

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

## **Prohibited Conduct**

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, sex, 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.

## **Investigation of Report**

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, if appropriate.

## **Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report of bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

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.

## **Notice to Parents**

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**

### 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. The District may notify law enforcement in certain circumstances.

### Discipline

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

Examples of corrective action may include a training program for individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether 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.

#### Transfers

The principal or designee shall refer to FDB for transfer provisions.

#### Counseling

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.

#### Improper Conduct

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.

### **Confidentiality**

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.

### **Appeal**

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

### **Records Retention**

Retention of records shall be in accordance with CPC (LOCAL).

### **Access to Policy and Procedures**

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.





## **APPENDIX II:**

### **Godley ISD Child Find Services**

Federal and State laws require that school districts maintain a Child Find system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) within its jurisdiction who are in need of special education or related services. Children 0-3 are referred to Early Childhood Intervention. Children ages 3-21, who reside within the boundaries of Godley ISD, are referred to the Johnson County Shared Services Arrangement. If your child attends public, private, or a home school in Godley ISD or if you know of a child residing in a foster home or other residential facility within Godley ISD and you believe the child has or may have a disability, please contact one of our campuses. You may also contact the JCSSA at 817-866-3950. Godley ISD and JCSSA will work with you to ensure that every child receives an appropriate evaluation and determine which children have a disability that qualifies for services.

## APPENDIX III:

### Godley ISD: Bus Rider's Safety Handbook, 2023-2024

Dear Parents,

Godley ISD provides bus transportation to and from school as a courtesy service for eligible students. Our primary goal is to transport students to and from school safely and efficiently by delivering the best possible transportation services. To accomplish this goal, there are responsibilities and rules for the transportation system, staff, students, and parents to follow. We ask parents to become familiar with the rules and procedures and to discuss them with their child/children. Transportation services are a privilege, not a right. Therefore the rules established by this department must be followed to accomplish our goals.

Route information may be obtained by calling the Godley ISD Transportation Department at 817-592-4235 or 817-592-4237. With your assistance, this school year will be a safe and successful one for all of our students.

Thank you for your support and cooperation.

Sincerely,  
Daina Smith  
Director of Student Services

#### **BUS RIDER'S SAFETY HANDBOOK** **PARENTS AND BUS RIDERS**

The goal of this Bus Rider's Safety Handbook is to help provide a safe and enjoyable experience for students who ride the school buses. Parents are responsible for reading and discussing the material in this handbook with their child. Riding the school bus is a privilege provided by the school district and should be treated as such. To ignore these rules will result in disciplinary action and/or suspension of the privilege.

#### **Attention: Policy Regarding School Bus Seat Belts**

All students are required to follow the new district policy regarding seat belts which states. Student Requirement Transp. Code 547.701(e)

Our district will require a student riding a bus operated by or contracted for operation by the district to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus. Our school district will implement a disciplinary policy to enforce the use of seat belts by students. *Education Code 34.013*

#### **Attention: Policy Regarding Pre-K Through First Grade Riders**

Any student in the Pre-K through First Grade age group without an older sibling that is being dropped off with them, will be required to have either parent/guardian to greet them when

dropped off from the bus. Drivers will not leave a student this age that cannot get into their home. If a parent is not home for these students, the Driver will return the student to the District and parents must come pick their child up.

Repeat offenses (beginning on the third occurrence ) will result in suspension of bus riding privileges for the student. The suspensions can last from one week, and up to a semester.

### **General Rules For Riding The Bus**

1. Be respectful and obey the instruction of the bus driver and/or monitor at all times.
2. Board/depart the bus at your designated stop only. The transportation department will designate these stops and they may change throughout the year.
3. Students will only be allowed to ride the bus to/from their permanent address that is registered with the school district, Guest riders will not be allowed.
4. Stay seated facing the front with your feet in front of you. Keep your back against the back of the seat. All "carry-on" items must remain in the student's lap.
5. Keep your hands, feet, and all parts of your body inside the bus. Throwing objects out of the window is prohibited.
6. Scuffling, fighting, and use of obscene, vulgar or profane language and gestures are forbidden; a citation could be issued.
7. Once seated, do not change seats unless instructed by the driver and/or monitor.
8. It is State Law for all school buses to have a seating chart in case of emergencies.
9. Normal conversation is permitted; Silence is Required at RAILROAD CROSSINGS
10. Do not damage the bus; student(s) who have caused damage will be financially responsible for all repair costs.

### **Procedures For Waiting For The Bus**

1. You must arrive at the bus stop at least 5 minutes before scheduled pick up time; the driver will not wait or honk.
2. Stand away from the roadway while waiting for the school bus.
3. Stand clear of the bus until it comes to a complete stop.
4. When the bus approaches, form a line and be prepared to load immediately.
5. If you miss the bus, go home immediately.
6. Parents should instruct their child on procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student misses the bus.

### **Boarding The Bus**

1. Do not push or shove.
2. Use the handrail and take one step at a time when entering the bus.
3. Go to your seat immediately; the driver will not proceed until all students are seated.

### **Unloading The Bus**

1. Stay seated until the bus comes to a complete stop.
2. Use the handrail and take one step at a time when exiting the bus.
3. Wait your turn to exit the bus.
4. Stay clear of the bus when the bus is moving; do not chase, touch or hang onto the bus.
5. If any item falls near or under the bus, do not retrieve it; ask the driver for help.

### **Crossing The Street Or Highway**

1. When crossing the street or highway, wait for the driver to signal that it is safe to cross; always cross in front of the bus.
2. Check in both directions and walk directly across the road.
3. When crossing a street or highway loading or unloading, be aware of all vehicles and your surroundings.

### **Prohibited Items**

1. Tobacco, e-cigarettes, vapes, drugs, or alcohol of any kind.
2. Live animals or insects, with the exception of service animals.
3. Glass containers. Glass water bottles.
4. Weapons, explosive devices, fireworks, harmful drugs or chemicals.
5. Open flames of any kind such as matches, lighter, etc.
6. Any object too large to be carried by the student and held in the lap such as a musical instrument, shop project, science project, etc.
7. Food or drink with the exception of water in a plastic bottle.
8. Helium filled/floating balloons. All balls that are used for play, recess, etc. are to remain in a backpack until the student enters their home campus.
9. Skateboards.
10. No use of personal hygiene products on the bus—this includes but is not limited to perfume, hairspray, nail polish, hand sanitizer, etc. Non-fragranced hand sanitizer is provided on all buses.
11. Sunglasses, hats or hoodies; such as any item that covers the face or obstructs the view of the student's face.

### **Transportation Discipline**

The school bus is an extension of the classroom; therefore, all school rules apply while being transported. Students are encouraged to ride school buses in a safe and orderly manner and follow all transportation rules regarding bus riding safety. Violations will result in consequences ranging from campus disciplinary actions through suspension of bus riding privileges for up to the remainder of the school year. Discipline on the bus will be administered by the bus driver/monitor. Godley Independent School District campus administrators will administer all discipline from bus conduct reports.

Godley Independent School District campus administrators will administer all discipline from bus conduct reports.

Violations of any rules that endanger the health and/or safety of others may result in the immediate suspension of the student's bus riding privilege for the remainder of the school year.

Transportation services may be discontinued at any time when it is deemed to be in the best interest of the District. This decision will be at the discretion of the campus and/or district administration.

School attendance is mandatory for students whose bus riding privileges have been revoked and the student must remain in compliance with the state compulsory attendance law (TEC 25.085).

Only students are allowed to board the school bus. It is a violation of state law (TEC 37.125 and 37.136) for any person to board a school bus and prevent, disrupt, or interfere with the transportation of students to and/or from a school or school activity.