



**2024 - 2025**  
**Godley High School**  
**Student Handbook**  
**Section III**

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## **Section III: Godley High School**

This section describes policies specific to Godley High 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 (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 someone 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

- Remind is the official communication tool for all extracurricular activities and notifications for classroom messaging from staff to students.
- 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 following and communicating with students through a personal social network page with one exception. Employees who are also parents of students can "friend" their child. 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.

## **AWARDS AND HONORS (ALL GRADE LEVELS)**

1. Academic Awards -
  - a. Highest GPA - The student earning the highest scholastic average in each subject will receive an award at the close of each year. This award is based primarily on scholastic ability or achievement.
  - b. Growth Award - Teachers will select a student in each subject that has inspired the teacher by demonstrating growth, over the course of a year. (1 student per teacher)
  - c. Wildcats Serve - Students that complete 50 hours of community service and turns in proper documentation to GHS administration will be eligible to receive the Wildcat Serves Award
  - d. Cords - Students may only wear cords at graduation that are recognized or awarded by Godley High School. Students may not add any stoles or cords to the graduation regalia.
2. Athletic Awards - Suitable awards within the rules of the University Interscholastic League will be given to those who show sufficient proficiency and effort in the opinion of the coaches. Participants in all sports are eligible for consideration for awards. Students may receive only one letter jacket award while attending Godley High School.
  - a. He/she completes the season as a squad member.
  - b. He/she is in good standing at the end of the season.
3. Any participant, regardless of time (quarters, innings, meets, etc.) participated, will receive a regular award provided he/she has been on the squad for 3 years (sophomore, junior, and senior years) and has met workout and training requirements.

## **VARSITY TEAMS LETTER JACKET REQUIREMENTS**

Requirements for letter jackets will vary by coach, event, and student participation. Letter jackets can be earned through extracurricular activities such as Art VASE, Athletics, Band, Cheerleading, CTE, FFA, Fishing, UIL Academics, and UIL One Act Play.

## **CHEERLEADERS**

(See the cheerleading handbook and constitution)

## **CREDIT BY EXAMINATION**

### **IF A STUDENT HAS TAKEN THE COURSE/SUBJECT**

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 nonaccredited 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.”

The school counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, 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).]

### **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 during the 2024–2025 school year 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.

## CREDIT BY EXAM 2024-2025

Last Day to Order	Test Dates
Oct 18, 2024	November 18-22, 2024
February 7, 2025	March 3-7, 2025
May 16, 2025	June 16-20, 2025
June 13, 2025	July 21-25, 2025

## CREDIT RECOVERY

Credit recovery is defined as a course-specific, skills-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit. Godley High School will implement a web-based curriculum program to provide extensive support for students in credit recovery. The program will be aligned with the *Texas Essential Knowledge and Skills*.

## ADMISSION TO OR REMOVAL FROM CREDIT RECOVERY

A student must be a full time student of the Godley Independent School District to be considered for credit recovery. The online credit recovery classes will be scheduled into the student's regular day/time schedule under the following conditions:

- A student must be in their second year of high school or later
- A student must be referred by his or her counselor.
- Parental consent is required before a student can enroll in credit recovery.
- A student may not participate in credit recovery if a grade below 50 was received for a course.
- Students who have already received credit for a course are not eligible for credit recovery.

- A student enrolled in the credit recovery program may only take courses that have been attempted and not completed successfully by the student with every effort in the classroom.
- As such, coursework completed in the credit recovery program cannot substitute for work not already attempted by the student in the classroom.
- Credit recovery courses do not qualify for credit under NCAA requirements. Students seeking to obtain credits for eligibility should retake the courses in the classroom to meet the rigorous content taught by a highly qualified teacher.
- Students who have not met the standard of the End of Course (EOC) exam for a subject, do not qualify for credit recovery for that particular course. It must be retaken in the classroom to better prepare to retake the EOC.

### Grading:

- Credit recovery awards a Pass (P) or Fail (F) and the grade will not be used in calculating a student's grade point average.
- A "P" cannot be averaged with the other semester grade earned in a course.

### Credit Deficient:

- Transfer students from either accredited or non accredited schools who enroll and are deficient in credits required for graduation may take the online class(es) if the actual class is not available due to scheduling conflicts.
- The final grade for the course will be a numeric grade and the grade will be used in calculating a student's grade point average.

## ELECTIVE/ADVANCED CREDIT

Students may take classes online **if the actual class is not offered in the curriculum or there is a scheduling conflict**. The principal and counselor must approve enrollment in the elective course. Students will receive a numeric grade for the class and the grade will be used in calculating a student's grade point average.

## SUMMER CREDIT RECOVERY PROGRAM

The Summer Credit Recovery Program is available for students who need to regain credit in any course in which they have previously received instruction.

- Students may apply to take classes online for credit recovery purposes during a determined time in the summer.
- Students will receive a Pass (P) or Fail (F) for the summer school class and the grade will not be used in calculating a student's grade point average.
- Participation in the online program will be credited to the average daily attendance as allowed by Texas State Board of Education regulations.

## Costs

- Students inside Godley ISD will be able to take the summer credit recovery courses at \$100 per course. All records, fees, and transcripts must be up-to-date before enrollment into the summer credit recovery program.
- A parent/student/facilitator meeting will take place prior to the student's acceptance into the course.

## Classroom Discipline

Classroom discipline will be the responsibility of the Godley High School teaching staff. Students will be expected to follow all verbal and written instructions of the staff regarding classroom conduct and behavior. This includes, but is not limited to:

- Following the staff's directions and instructions.
- Following all Godley High School policies as outlined in the school's handbook.
- Respecting other students, the teachers, and their property.
- Staying on task and focused in the classroom.
- Discipline may include verbal or written warnings, suspension of some classroom privileges, discussions with students' parents or guardians, and temporary or permanent dismissal from the credit recovery program.

## Attendance Policy

Students must comply with the attendance policy set forth by Godley High School in order to receive credit for the online course.

[For further information, see the school counselor and policy EHDB(LOCAL).]

## CREDIT FOR ACCELERATION/ADVANCEMENT

Credit for Acceleration is allowed in the summer to help students maximize the number of elective courses taken while in High School. Credit for Acceleration will not be approved if students want to leave school early or arrive late. All students wishing to take Credit for Acceleration must seek approval from the campus principal or counselor before they will be allowed to enroll.

## ADMISSION TO OR REMOVAL FROM CREDIT RECOVERY

A student must be a full time student of the Godley Independent School District to be considered for credit acceleration. The online classes will be scheduled into the student's regular day/time schedule under the following conditions:

- A student must be in their second year of high school or later

- A student must receive approval by his or her counselor.
- Parental consent is required before a student can enroll in credit acceleration.
- Credit acceleration courses do not qualify for credit under NCAA requirements. Students seeking to obtain credits for eligibility should retake the courses in the classroom to meet the rigorous content taught by a highly qualified teacher.
- Courses that require an End of Course (EOC) exam for a subject, do not qualify for credit acceleration. These courses must be taken in the classroom to better prepare to take the EOC.

### Grading:

- Credit acceleration awards a Pass (P) or Fail (F) and the grade will not be used in calculating a student's grade point average.
- A "P" cannot be averaged with the other semester grade earned in a course.

### Attendance:

- Students are not required to attend summer school, but can complete the course independently via the online platform. However, students will be given a specific due date, and if the course is not completed by then, students will be denied credit.

### Cost:

- Students inside Godley ISD will be able to take the summer credit acceleration courses at \$100 per course. All records, fees, and transcripts must be up-to-date before enrollment into the summer acceleration program.

### Classroom Discipline:

Classroom discipline will be the responsibility of the Godley High School teaching staff. Students will be expected to follow all verbal and written instructions of the staff regarding classroom conduct and behavior. This includes, but is not limited to:

- Following the staff's directions and instructions.
- Following all Godley High School policies as outlined in the school's handbook.
- Respecting other students, the teachers, and their property.
- Staying on task and focused in the classroom.
- Discipline may include verbal or written warnings, suspension of some classroom privileges, discussions with students' parents or guardians, and temporary or permanent dismissal from the credit recovery program.

## Attendance Policy:

Students must comply with the attendance policy set forth by Godley High School in order to receive credit for the online course.

[For further information, see the school counselor and policy EHDB(LOCAL)]

# 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 student 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. Students 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. Students 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. Students 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

<b>DISCIPLINE INFRACTION</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>ACTIONS WITH MALICIOUS INTENT</b>	1 day TAP	2 days TAP	3 days TAP
<b>ASSAULTING FACULTY</b>	1 <sup>st</sup> Offense – 3 day OSS pending DAEP hearing. Expulsion will be recommended to the superintendent.		
<b>ASSAULTING STUDENT</b>	1 <sup>st</sup> Offense – 3 day OSS pending investigation. Possible DAEP hearing.		
<b>BULLYING/CYBERBULLYING (MINOR)</b>	Warn/Counsel/Resolve		
<b>BULLYING/CYBERBULLYING (MAJOR)</b>	1 days TAP	3 days TAP	3 days OSS pending DAEP hearing
<b>CAFETERIA DISRUPTION (MINOR)</b>	Warn/Counsel Possible Lunch DET or TAP		
<b>CAFETERIA DISRUPTION (MAJOR)</b>	1 day TAP	2 days TAP	3 days TAP
<b>CARELESS/RECKLESS DRIVING</b>	Vehicle restricted for one week	Vehicle restricted for two weeks	Vehicle restricted for remainder of semester
<b>CELL PHONE: INAPPROPRIATE USE OF CELL PHONE/COMMUNICATION DEVICE (in classroom setting)</b>	Student picks it up from the office at the end of the day; parent notified by teacher	\$15 fee paid to school, notify parent	\$15 fee paid to school, return to parent
<b>CELL PHONE: INAPPROPRIATE USE OF CELL PHONE/COMMUNICATION DEVICE (in off limits area)</b>	1 day TAP	2 days TAP	3 days TAP
<b>CHEATING (DEPENDING ON SEVERITY) *Zero on assignment at teacher discretion</b>	Teacher contacts parent & possible Lunch DET		Teacher contacts parent & possible TAP
<b>CHROMEBOOK INFRACTIONS (MINOR) (i.e. tearing off tag, misplacing, etc.)</b>	3 Lunch DET & restitution/repair	1 day TAP & restitution/repair	3 days TAP & restitution/repair

<b>CHROMEBOOK INFRACTIONS (MAJOR) (i.e. taking another student's, destroying, etc.)</b>	1 day TAP & restitution/repair	3 days TAP & restitution/repair	3 days OSS & DAEP hearing
<b>CLASS DISRUPTION (MINOR)</b>	Refocus Room & teacher contacts parent	3 Refocus Rooms in a 9 weeks - Admin Conference	4 Refocus Rooms in a 9 weeks - 3 Days TAP
<b>CLASS DISRUPTION (MAJOR)</b>	1 day TAP	2 days TAP	3 days TAP
<b>DEFACING OR DESTROYING SCHOOL PROPERTY</b>	1 day TAP and restitution/repair	2 days TAP and restitution/repair	3 days TAP & restitution/repair
<b>DISRESPECT TO THE FLAG</b>	Conference with student	Conference with parent/student	Possible Lunch Detention
<b>DISRUPTION DURING ASSEMBLY (STUDENT REMOVED)</b>	1 day TAP	3 days of TAP and parent conference	3 days TAP
<b>DISRUPTION DURING SAFETY DRILL (PARENT CONTACT)</b>	1 day TAP	2 days TAP	3 days TAP
<b>DISRUPTION DURING SAT. SCHOOL</b>	1 day TAP	2 days TAP	3 days TAP
<b>DRESS CODE VIOLATION</b>	Warning & student will be required to change into GHS Loaner Clothing if other clothes cannot be brought within a reasonable amount of time	1 Lunch DET & student will be required to change into GHS Loaner Clothing if other clothes cannot be brought within a reasonable amount of time	1 day TAP & student will be required to change into GHS Loaner Clothing if other clothes cannot be brought within a reasonable amount of time
<b>EATING/DRINKING IN CLASS (TEACHER DISCRETION)</b>	Teacher addresses the situation	Teacher addresses the situation and contacts parent	Referral to office and 1 day TAP
<b>FAILURE TO ATTEND LUNCH DETENTION</b>	1 additional day lunch DET	2 additional days lunch DET	1 day TAP
<b>FAILURE TO ATTEND TAP</b>	1 day of TAP added and conference with parent	1 day OSS	3 days OSS
<b>FIGHTING</b>	3 days OSS and 3 days TAP	3 days OSS and DAEP hearing	3 days OSS and DAEP hearing
<b>FLAGRANT DISRESPECT FOR AUTHORITY (Teacher/Administration/School Staff)</b>	1 day TAP	2 days of TAP	3 days OSS & DAEP hearing
<b>FORGING SIGNATURES/NOTES</b>	2 Lunch DET	1 day TAP	3 days TAP
<b>GAMBLING</b>	1 day TAP	2 days TAP	3 days TAP

<b>GANG GRAFFITI/VANDALISM</b>	1 <sup>st</sup> Offense - 3 days OSS & DAEP hearing		
<b>HALL DISRUPTION (MINOR)</b>	2 Lunch DET	1 day TAP	3 days TAP
<b>HALL DISRUPTION (MAJOR)</b>	1 day TAP	2 days TAP	3 days TAP
<b>HORSEPLAY</b>	3 Lunch DET	1 Day TAP	2 days TAP
<b>IN OFF-LIMITS AREA</b>	2 Lunch DET	1 day TAP	3 days TAP
<b>INCIPIENT OR UNCONTROLLED UNREST</b>	1 <sup>st</sup> Offense – 3 days OSS pending DAEP hearing		
<b>LEAVING CAMPUS W/O PERMISSION</b>	1 day TAP (vehicle restricted for one week)	2 days TAP (vehicle restricted rest of semester)	3 days TAP (vehicle restricted rest of year)
<b>LEAVING CLASS W/O PERMISSION</b>	1 Day TAP	2 Day TAP	3 Days TAP
<b>LEAVING TRAY/TRASH ON CAFETERIA TABLE</b>	ANY Offense – Will assist cafeteria staff cleaning cafeteria		
<b>MISUSE OF OR TAMPERING WITH SCHOOL COMPUTERS (DEPENDING ON SEVERITY)</b>	Up to 3 days of TAP and possible DAEP hearing		
<b>MORE THAN ONE STUDENT IN BATHROOM STALL AT SAME TIME</b>	1 Day Tap	2 Days TAP	3 Days TAP
<b>NO ADMIT SLIP</b>	1 Lunch DET	2 Lunch DET	1 day TAP
<b>NO HALL PASS</b>	1 Lunch DET	2 Lunch DET	1 day TAP
<b>OBSCENE/PROFANE DISPLAY OR DISTRIBUTION (SEXTING) (DEPENDING ON SEVERITY)</b>	2 days TAP	3 days OSS	3 days OSS and DAEP hearing
<b>ON SCHOOL GROUNDS DURING SUSPENSION</b>	1 <sup>st</sup> Offense – Issued trespassing ticket		
<b>ON SCHOOL GROUNDS UNDER THE INFLUENCE OF ALCOHOL OR A CONTROLLED SUBSTANCE OR SIMULATED CONTROLLED SUBSTANCE</b>	1 <sup>st</sup> Offense – 3 days OSS & DAEP hearing		
<b>PARKING: ANY PARKING INFRACTION INCLUDING: FAILURE TO OBTAIN A PARKING PERMIT, PARKING IN UNAPPROVED, UNASSIGNED, UNAUTHORIZED LOCATION (i.e. Ag, Middle School, etc.)</b>	Warn/Correct	Correct and 2 Lunch DET	Correct and 1 day TAP
<b>POSSESSION OF LIGHTER/MATCHES</b>	1 day TAP, confiscation of items	2 days TAP, confiscation	3 days TAP & possible DAEP hearing, confiscation



<b>POSSESSION OF WEAPON(S)</b>	1 <sup>st</sup> Offense – 3 days OSS, DAEP expulsion hearing, confiscation of weapon		
<b>POSSESSION/SHOOTING FIREWORKS</b>	1 <sup>st</sup> Offense – 3 days OSS, possible DAEP hearing, confiscation of fireworks		
<b>POSSESSION/DISTRIBUTION/USE/UNDER THE INFLUENCE OF ALCOHOL</b>	1 <sup>st</sup> Offense – 3 days OSS, DAEP hearing, confiscation of alcohol		
<b>POSSESSION/DISTRIBUTION/USE/UNDER THE INFLUENCE OF DRUGS</b>	1st Offense - 3 days OSS, DAEP hearing, confiscation of drugs		
<b>POSSESSION/DISTRIBUTION/USE OF TOBACCO PRODUCT</b>	1st Offense - 3 days OSS and DAEP Hearing, confiscation of tobacco, completion of tobacco/drug counseling program		
<b>POSSESSION/DISTRIBUTION/USE OF E-CIGARETTE OR "SMOKELESS DEVICE"</b>	1st Offense - 3 day OSS, DAEP Hearing, confiscation of device		
<b>PROFANE/OBSCENE LANGUAGE (VERBAL, WRITTEN, OR GESTURE)</b>	1 day TAP	2 days TAP	3 days TAP
<b>PUBLIC DISPLAY OF AFFECTION</b>	2 Lunch DET	1 day TAP	3 days TAP
<b>REFUSAL TO GIVE CELL PHONE/COMMUNICATION DEVICE</b>	1 day TAP	3 days TAP	3 days OSS & DAEP hearing
<b>REMAINING ON CAMPUS AFTER SCHOOL DAY W/O PERMISSION OR LEGITIMATE AFTER-SCHOOL PURPOSE</b>	Warn/Parent contact	2 days TAP	3 days TAP & possible trespassing charges
<b>RUNNING IN HALLS</b>	Warning	1 Lunch DET	2 Lunch DET
<b>SCHOOL BUS DISRUPTION (PARENT CONTACTED) WILL FOLLOW GISD TRANSPORTATION POLICIES</b>	<b>Note: Fighting on/off the bus will result in following fighting procedures along with suspension from the bus</b>		
<b>SEXUAL HARASSMENT (CAN ALSO BE CYBER OR DIGITAL COMMUNICATION)</b>	1 <sup>st</sup> Offense – 3 days OSS and possible DAEP hearing		
<b>SKIPPING CLASS</b>	1 day TAP	2 days TAP	3 days TAP
<b>TAMPERING WITH FIRE ALARM/EXTINGUISHERS</b>	Up to 3 days of TAP and possible suspension and DAEP hearing		
<b>TARDY TO CLASS (PER CLASS)</b>	Tardies 1-3 Warning	Tardies 4-6 Parent Contact Lunch DET 1 Day	Tardies 7-10 Parent Contact Lunch DET 2 Days
<b>TARDY TO CLASS CONT.</b>	Tardies 11-14	Tardies 15-19	Tardies 20-25

	Parent Contact Lunch DET 3 Days	Parent Contact 1 day TAP	Parent Contact 2 Days TAP
<b>THEFT (DEPENDING ON SEVERITY)</b>	2 days TAP	3 days TAP	3 days OSS & DAEP hearing
<b>THREATENING FACULTY/STAFF</b>	1 <sup>st</sup> Offense – 3 days OSS and DAEP hearing		
<b>THREATENING STUDENTS OR STUDENT’S FAMILY (DEPENDING ON SEVERITY)</b>	Parent contact, 3 Lunch DET	Parent contact, 1 day TAP	3 day OSS & DAEP hearing
<b>USING OFFICE PHONES W/O PERMISSION</b>	1 Lunch DET	2 Lunch DET	1 day TAP
<b>UNWANTED PHYSICAL CONTACT Minor</b>	3 days of Lunch Detention	5 days of Lunch Detention	1 day of TAP
<b>UNWANTED PHYSICAL CONTACT MAJOR</b>	1 days TAP	3 days TAP	3 days OSS
<b>WILLFUL DISOBEDIENCE</b>	1 day TAP	2 days TAP	3 days TAP

**Glossary:**

**DAEP** – Disciplinary Alternative Education Program

**DET** - Detention

**OSS** – Off-School Suspension

**TAP** – (ISS) In-School Suspension

**\*\* 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 until the completion of the placement. Students in TAP may attend practice after school, but not participate in games or competitions. Students in OSS or DAEP may not participate in any extracurricular activity including practice.**

**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.**

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.

## **CELL PHONES AND OTHER TELECOMMUNICATION DEVICES**

Use of cell phones and other telecommunication devices are prohibited during classroom instructional time, unless otherwise directed by the teacher.

Cell phones are not permitted in the bathrooms, locker rooms, and back office areas. Students are not permitted to have cell phones out for any reason. Any violation of the use of cell phones in these specific areas will result in a disciplinary action.

## **TARDY POLICY**

Students are expected to be in class on time for each class period. Tardies will be tracked by class and consequences will be assigned in accordance to the matrix. Parent will be notified by the classroom teacher as tardies exceed 5 in a nine week period.

## **DRESS AND GROOMING**

Godley High 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 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 fingers and palm meet.
2. Slits in dresses, skirts, and shorts may not be higher/shorter than the "finger palm length".
3. Rips in jeans, shorts, skirts or dresses must be below the "finger palm" length. If there is a hole in the garment above the "finger palm length" rule 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 palm length 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 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. Revealing or low-cut tops or dresses are prohibited.
7. 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 and hoops in the ear are allowed. Tapers, gauges and plugs in the ears cannot exceed 1/3", 0g or 8mm. Small nose studs and hoops 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.
16. Facial hair is to be kept neat and clean.
17. Facepaint/designs 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 (ie. Prom, Graduation, Senior Day, Field Trips, Athletics, Band, UIL Academics, awards days, etc.)

## **ACADEMIC INFORMATION**

### **EXEMPTIONS FOR SEMESTER TESTS**

- Students must maintain at least an 80 semester grade average to be eligible for a semester examination exemption in a class and have no more than the number of excused absences specified below:
  - Grade of 90 or better and no more than three (3) excused absences
  - Grade of 85-89 and no more than two (2) excused absences
  - Grade of 80-84 and no more than one (1) excused absence
- More than 5 tardies in an individual class will cause student to lose their exemption
- Absences must be excused or be one of the following:
  - Extracurricular

- College visits for eligible students
  - Court Date
  - Holy Day
  - Death in the Family
  - Any unexcused absences will cause a student to lose their exemption
  - Students ARE required to attend classes in which they are exempt on examination days. An exemption is an exam exemption and not an attendance exemption. Students receiving exemptions are encouraged to take the examination and have it scored. If the examination score will improve a student's grade average, it will be calculated as part of the semester average. Otherwise, the examination grade will not be counted.
- All freshmen must take semester exams for the first semester.
  - In honors classes, teachers have the discretion to require all students to take their semester exam for the course.

\*If a student is taking a 9<sup>th</sup> grade level class they **MUST** take the test for that class. (This is for 1st Semester Testing ONLY)

## SUBSTITUTE STANDARDS FOR STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS (STAAR)

Figure: 19 TAC §101.4002(b)

## Substitute Assessments Standards

### ACT Substitute Assessments

Substitute Assessment	STAAR Algebra I		STAAR Biology		STAAR English I		STAAR English II		STAAR U.S. History	
	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score
ACT <sup>^</sup> — June 2015 and Before	Mathematics	22			Reading	21	Reading	21		
					Combined English/Writing	18	Combined English/Writing	18		
ACT <sup>^</sup> — September 2015 and After	Mathematics	22	Science	23	Reading	22	Reading	22		
					English	18	English	18		
<b>Aspire 9</b>	Mathematics	428								
<b>Aspire 10</b>	Mathematics	432								
<b>PLAN</b>	Mathematics	19								

<sup>^</sup> Satisfactory scores on ACT Reading and English or Reading and Combined English/Writing assessments may be used in place of either the STAAR English I EOC or the STAAR English II EOC, but not both.

\* To use the ACT, a student must have taken and received a satisfactory score on both sections of the ACT English language arts assessment.

**SAT Substitute Assessments**

Substitute Assessment	STAAR Algebra I		STAAR Biology		STAAR English I		STAAR English II		STAAR U.S. History	
	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score
PSAT 8/9 or PSAT/NMSQT in 9 <sup>th</sup> Grade — October 2015 and After	Mathematics	450			Evidence-Based Reading and Writing	410				
PSAT 10 or PSAT/NMSQT in 10 <sup>th</sup> Grade — October 2015 and After	Mathematics	480			Evidence-Based Reading and Writing	430				
PSAT/NMSQT in 11 <sup>th</sup> Grade — October 2015 and After	Mathematics	510			Evidence-Based Reading and Writing	460				
PSAT — 2014 and Before	Mathematics	47								
SAT <sup>®</sup> — Administered March 2016 and After	Mathematics	530			Evidence-Based Reading and Writing	480	Evidence-Based Reading and Writing	480		
SAT <sup>®</sup> — Administered January 2016 and Before	Mathematics	500			Critical Reading and Writing	500	Critical Reading and Writing	500		
SAT Subject Tests	Math Level 1 or Level 2	600	Biology-E or Biology-M	500					U.S. History	500

<sup>^</sup> Satisfactory scores on SAT Evidence-Based Reading and Writing or Critical Reading and Writing assessments may be used in place of either the STAAR English I EOC or the STAAR English II EOC, but not both.  
<sup>\*</sup> To use the SAT administered in January 2016 or earlier, a student must have taken and received a satisfactory score on both the SAT Critical Reading and Writing assessments.

**AP, IB, and TSI Substitute Assessments**

Substitute Assessment	STAAR Algebra I		STAAR Biology		STAAR English I		STAAR English II		STAAR U.S. History	
	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score	Assessment	Passing Score
AP			Biology	3	English Language and Composition	3	English Language and Composition	3	U.S. History	3
IB*			Biology	4	Language A: Language and Literature	4	Language A: Language and Literature	4	History of the Americas	4
TSIA** — January 10, 2021 and Before	Mathematics	350			Reading Objective Writing/Sentence Skills	340	Reading Objective Writing/Sentence Skills	340		
TSIA2** — January 11, 2021 and After	Mathematics	950			English Language Arts Essay	945	English Language Arts Essay	945		

<sup>\*</sup> The set passing score for the IB substitute assessments applies to both Standard Level and Higher-Level examinations.  
<sup>\*\*</sup> The TSI and TSIA2 English language arts assessments are the only substitute assessments that may be used to simultaneously fulfill two EOC requirements. Satisfactory scores on the TSIa (Reading, Objective Writing/Sentence Skills, and Writing) or TSIA2 (English Language Arts and Essay) may be used in place of both the STAAR English I EOC and the STAAR English II EOC requirements in those cases described by subsection (d)(1) of this section. In all other cases, a satisfactory score on an approved substitute assessment may be used in place of only one specific STAAR EOC assessment.

## FOREIGN EXCHANGE STUDENTS WANTING TO GRADUATE

- Only students who have completed 3 years of high school, grade 9 and up, in their home country will be considered for graduation.
- Students must make their request to graduate, in writing, no later than Friday of the second week of enrollment. This must include letters of agreement from the host parent & parents.



- Students must produce an official record showing the classes they have received credit for, hours of participation per week and how many weeks the school was in session each year.
- Transcripts must list the subject individually, or be accompanied by a syllabi showing what material was covered. (Ex. Math is not acceptable on its own) Algebra I, Geometry, etc. is preferred but Godley may accept and consider a course description showing what was covered in Math during each year.
- Students understand they must take and pass all applicable sections of the STARR test.
- Students must remain in school until the last day of school in order to qualify for graduation.

## GRADING STANDARDS

- Godley High School grades are numerical. Passing grades are from 70 to 100. Failing grades are below 70. “I” or “Inc.” means incomplete.
- THREE-WEEK REPORTS: Refer to extracurricular activities, Item # 5.
- Daily assignments, tests, class projects, reports, notebooks, and nine weeks exam may determine nine weeks grades.
- 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
- Individual student grades will be determined each nine weeks based on the following percentage:
  - Minor grades will count toward 40% of their grade.
  - Major grades will count toward 60% of their grade.

Some classroom teachers will be moving towards project based learning. These classes may utilize rubrics and or syllabi to set grading standards for certain nine weeks grading periods or for the year. These will be approved by the campus principal. Therefore the ten daily grades and two test grades will not apply for that determined time period.

- Semester averages are determined based on the following percentage:
  - Each quarter is weighted 45%
  - The semester exam is weighted 10%
- Physical education, Band, and Athletic grades will be based on daily participation. Band, Debate, and PALS can have grades based on outside school performances.
- Students who wish to receive high school credit for classes taken at the middle school must pass the end of course exam (EOC) for that subject in order to receive high school credit. (See EOC for grading policies page 111)
- Grading standards will be published separately and distributed to students participating in these programs. College classes may have different grading standards. **Note: Per**

**college policy, colleges will communicate with students only concerning grade issues.**

- Test scores for students served through Special Education may count as 40% (or) 50% of the total grade.
- Courses delivered by alternative methods may have different grading policies. Courses could be delivered by a community college, Texas Virtual School, or other credit recovery programs.
  - The grading policy in these courses will be determined by the teacher of the individual course. Courses taken for high school or dual credit will receive a grade at the end of the semester. This grade will count in class rank and GPA calculating methods. Teachers from outside agencies do not have Skyward access therefore; no grades or assignments will be available for parent viewing. However, students will (in almost all circumstances) be issued a username and password to access the course. Parents are encouraged to communicate with their child to obtain the course syllabi and grade access.
- Courses taken in APEX **for credit recovery** or **early graduation** will be reported as a “P” for pass or “F” for fail and will not be applied to the GPA.
- Students who are enrolled in any semester course through the APEX Program will have one semester to complete the course. Students who have not completed the course will be removed and the student will receive an “F” as their final grade. No credit will be given for any course not completed and the student may not be allowed to take additional courses through the APEX program.

## Minor Grade Retakes

Minor grade retake 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 administration. 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.

Students in advanced classes will not be allowed to makeup or redo class assignments or examinations for which the student received a failing grade.

## Major Grade Retakes

Major grade retake work is defined at tests or projects that students complete. For tests and quizzes, student retake policy will follow the guidelines of the individual teacher for the given subject.

## Completing Corrections / Activities In A Timely Manner

The time frame to complete corrections/activities is limited to the progress reporting period. 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 progress reporting period given for corrections.

## GRADE POINT AVERAGE

All classes will count for GPA ranking, except for those counting for local credit, correspondence course, credit by exam, summer school and other courses taken off of Godley High School's campus while students are currently enrolled at Godley High School.

Students attempting courses through the ELITE program, will receive credit for the course toward his/her degree plan, but will NOT receive the grade points toward grade average.

In order to be Valedictorian, Salutatorian, Historian or an honor graduate (remaining top ten graduates) the student must have completed the State of Texas recommended or distinguished graduation plans. To graduate as valedictorian, salutatorian, or historian, or as an honor graduate, students must have been enrolled in Godley High School for their entire junior and senior years. Students who graduate early or enroll after the beginning of their junior year will still be given the GPA and rank which they have earned on their final academic achievement record, but they shall not displace any students who have earned the same rank or valedictorian, salutatorian, historian, or honor graduate privileges.

Starting with the graduating class of 2023, the local EIC policy states that in order to be recognized as the Valedictorian or Salutatorian, the student must:

- Have completed a senior project and the foundation program with a distinguished level of achievement.”
- This regulation is to define what is considered a “senior project” in order to be named the Valedictorian or Salutatorian.
- Acceptable “senior projects” to be named Valedictorian or Salutatorian include students taking and satisfactorily completing any one (1) of the following courses:
  - Independent Studies in English
  - Business English
  - Scientific Research and Design
  - Practicum courses at the end of a CTE program of study

Final class rank will be determined upon the completion of the eighth semester. Grade point average and rank of the valedictorian, salutatorian, historian, and honor graduates will be determined after the completion of the third nine weeks period of a student's senior year.

Tiebreakers to determine Valedictorian and Salutatorian will be determined by carrying out the decimal point on the grade point average until the tie is broken. In case there is still a tie, the best average in the core classes for a four-year period will be used. The next tiebreaker will be the number of honors classes taken, and finally, if there is still a tie, the SAT and/or ACT score will be used.

A weighting scale will be utilized based upon course rigor:

- a. The following applies to the graduating class of 2024 and later.
  - i. Advanced classes are weighted on a 6.0 point scale
  - ii. Honors classes are weighted on a 5.0 scale.
  - iii. Regular classes are weighted on a 4.0 scale.
- b. The following applies for the graduating class of 2021, 2022, and 2023
  - i. Dual credit academic college classes and 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> year foreign languages taught on the G.H.S. campus or taken through TX Virtual School shall earn grade points based on a multiplier of 1.15.
  - ii. A course designated as honors will have more rigorous coursework including more extensive outside work requirements and shall earn grade points based on a multiplier of 1.1.
  - iii. A general education course that includes the rigor of the TEKS shall earn grade points based on a multiplier of 1.0.

NOTE: See School Board policy EIC(LOCAL) for more information.

NOTE: All grades for any level of coursework will appear on the report card and academic achievement record as the grade earned by the student. Additions and deductions will not appear; they are only used in calculating the grade point average for college ranking purposes.

Transfer grades from state accredited schools will be accepted at face value; however, honors credit will only be awarded for classes that are offered as honors credit at Godley High School. No credit will be accepted from schools that are not accredited by the State of Texas. Students transferring from non-accredited institutions must pass accredited subject matter related tests in order to earn credit for their coursework. The student will be responsible for all financial responsibilities. If a student passes the second semester of the credit by exam, the grade will be awarded for both semesters.

The grade point average is calculated by summing all grades used for GPA including the weights as described above and then dividing by the number of grades. The GPA is then converted to a 4.0 scale by multiplying this numerical average by 4 and dividing by 100.

## HONORS CLASSES

Honors classes are offered in the following courses:

English	LOTE	Social Studies	Math	Science
Honors English 1	Spanish 3	World Geography	Algebra 1	Biology
Honors English 2	Spanish 4	World History	Geometry	Chemistry
Business English	Spanish 5		Algebra 2	Physics
Debate			Pre-Calculus	Anatomy & Physiology
			Calculus	Scientific Research & Design

## DUAL CREDIT

Dual Credit classes are offered in the following courses:

English	LOTE	History	Math	Art	Speech
English 3	Spanish 3	US History	College Algebra	Art Appreciation	Public Speaking
English 4		Government	Statistics		
		Economics			
		Texas Government			

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:

- Summer assignments may be required for honors courses.

- In honors classes, teachers have the discretion to require all students to take their semester exam for the course.

**NOTE: Students are not recommended to request a schedule change from an honors course earlier than the 3<sup>rd</sup> week of the first nine weeks of school.**

Please note that academic dual credit classes taken off of Godley High School's campus will not be used in the GPA. Students who wish to take a dual credit class other than those offered at Godley High School must submit an application in writing, which must be approved before the student takes the course.

Students transferring from Homeschool or Private non-accredited schools must earn a passing grade (70) on a state approved credit by exam for the second semester in order to earn credit, for both semesters.

Students who take a college course not approved by the Godley ISD Board of Education must pass a state approved Credit by Exam to earn high school credit.

# Glossary

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**EOC (end-of-course) assessments** are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is the federal Every Student Succeeds Act passed in December 2015.

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

**IEP** stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications

or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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

**OSS** refers to off-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct.

**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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



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

**TAC** stands for the Texas Administrative Code.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TXVSN** stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

# 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.

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