

**Sanger Independent School District  
Student Code of Conduct  
2024–2025  
School Year**



Please contact your student's campus or the district administrative office  
at (940) 458-7438 for a printed copy of this document.

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## *Student Code of Conduct*

Appendix A: Bus Rider Guidelines

Appendix B: Sanger High School Behavior Intervention Plan

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## **Student Code of Conduct**

### **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact the district office at (940) 458-7438 or your student's campus.

My child and I have been offered the option to receive a paper copy of or to electronically access at [www.sangerisd.net](http://www.sangerisd.net) the Sanger ISD Code of Conduct for the 2024-2025 school year.

I accept responsibility for accessing the Code of Conduct by visiting the web address listed above.

I understand that if I wish to receive a paper copy of the Code of Conduct, I must request a copy from the campus administrator.

I understand that the Code of Conduct contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code of Conduct. If I have any questions regarding this Code of Conduct, I will direct those questions to the principal at my student's campus.

### **Purpose**

The Student Code of Conduct ("Code of Conduct"), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

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

This Code of Conduct has been adopted by the Sanger ISD board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal's office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator's office and posted on the district's website at [www.sangerisd.net](http://www.sangerisd.net). Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Code of Conduct is adopted by the district's board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

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

## **School District Authority and Jurisdiction**

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
12. When the student is required to register as a sex offender.

## **Campus Behavior Coordinator**

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal or any other campus administrator selected by the principal. The CBC is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at [www.sangerisd.net](http://www.sangerisd.net).

## **Threat Assessment and Safe and Supportive School Team**

The CBC or other appropriate administrator will work closely with the campus threat assessment and safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

## **Searches**

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

## *School District Authority and Jurisdiction*

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

### **Reporting Crimes**

The principal or CBC and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

### **Security Personnel**

The board utilizes police officers, school resource officers (SROs), school marshals, *and/or* security personnel to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

The law enforcement duties of district police officers are:

- Creating and maintaining a safe, secure and orderly learning environment for students, teachers, and staff.
- Establishing a trusting channel of communication with the students, parents, and teachers.
- Serve as a positive role model.
- Serve as a resource.
- Serve as an educator.

### **“Parent” Defined**

Throughout the Code of Conduct and related discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

### **Participating in Graduation Activities**

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code of Conduct.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in



an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

**Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, SRO, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 23 for information regarding a student assigned to DAEP at the time of graduation.

**Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

## **General Conduct Violations**

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 16, **DAEP Placement** on page 17, **Placement and/or Expulsion for Certain Offenses** on page 25, and **Expulsion** on page 28, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 15.

### **Disregard for Authority**

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

### **Mistreatment of Others**

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

### Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Enter, without authorization, district facilities that are not open for operations.

### Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- \*A location-restricted knife;
- \*A club;
- \*A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

\*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

### Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

### Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 17 and **Expulsion** on page 28 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

## *General Conduct Violations*

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

### **Safety Transgressions**

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

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

### **Discipline Management Techniques**

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

### **Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

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

### **Techniques**

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

## *Discipline Management Techniques*

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 16.
- Placement in a DAEP, as specified in **DAEP** on page 17.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 25.
- Expulsion, as specified in **Expulsion** on page 28.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

### **Prohibited Aversive Techniques**

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.



## *Discipline Management Techniques*

- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

### **Notification**

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the CBC's office, or the central administration office or through Policy Online<sup>®</sup> at the following address: [www.sangerisd.net](http://www.sangerisd.net).

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

## **Removal from the School Bus**

A bus driver may refer a student to the principal's office or the CBC's office to maintain effective discipline on the bus. The principal or CBC must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC may restrict or revoke a student's transportation privileges, in accordance with law.

## **Removal from the Regular Educational Setting**

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

### **Routine Referral**

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

### **Formal Removal**

A teacher may initiate a formal removal from class if:

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

Within three school days of the formal removal, the CBC or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the CBC or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

### **Returning a Student to the Classroom**

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

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

## **Out-of-School Suspension**

### **Misconduct**

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

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

### **Process**

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

Before being suspended a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

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

**Coursework During Suspension**

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

## *Disciplinary Alternative Education Program (DAEP) Placement*

### **Disciplinary Alternative Education Program (DAEP) Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

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

#### **Misconduct Identified in State Law**

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

## *Disciplinary Alternative Education Program (DAEP) Placement*

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

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

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion** on page 28.) (See **glossary** for "under the influence", "controlled substance," and "dangerous drug.")
  - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Sells, gives, or delivers to another person or possesses or uses an e-cigarette.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
  - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 28.)

## *Disciplinary Alternative Education Program (DAEP) Placement*

- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  1. The student receives deferred prosecution (see **glossary**),
  2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
  3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

### **Process**

Removals to a DAEP shall be made by the CBC.

### **Conference**

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

At the conference, the CBC or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

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

### **Consideration of Mitigating Factors**

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,



## *Disciplinary Alternative Education Program (DAEP) Placement*

5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

### **Placement Order**

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

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

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

### **DAEP at Capacity**

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

### **Coursework Notice**

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

### **Length of Placement**

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

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

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

## *Disciplinary Alternative Education Program (DAEP) Placement*

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

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

### **Exceeds School Year**

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

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

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

### **Exceeds 60 Days**

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

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the CBC's office, the central administration office, or through Policy Online<sup>®</sup> at the following address: [www.sangerisd.net](http://www.sangerisd.net).

Appeals shall begin at:

**Level One:** with the lowest level administrator who has the authority to remedy the alleged problem.

**Level Two:** a conference with the Superintendent or designee to appeal the Level on decision.

**Level Three:** the student or parent may appeal the decision to the Board of Trustees.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

## *Disciplinary Alternative Education Program (DAEP) Placement*

### **Restrictions During Placement**

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

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's IEP or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### **Placement Review**

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

### **Additional Misconduct**

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

### **Notice of Criminal Proceedings**

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

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

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

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

## *Disciplinary Alternative Education Program (DAEP) Placement*

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

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

### **Withdrawal During Process**

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

### **Newly Enrolled Students**

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Emergency Placement Procedure**

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

## **Placement and/or Expulsion for Certain Offenses**

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

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

### **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

### **Newly Enrolled Students**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

### **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

### **Certain Felonies**

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

## *Placement and/or Expulsion for Certain Offenses*

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

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

### **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

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

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

### **Placement Review**

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

## *Placement and/or Expulsion for Certain Offenses*

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

## **Expulsion**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

### **Discretionary Expulsion: Misconduct That May Result in Expulsion**

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 17.)

#### **Any Location**

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.



### At School, Within 300 Feet, or at a School Event

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

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

### Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony controlled substance or dangerous drug offenses, not including THC.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

### Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the

student is attending a school-sponsored or school-related activity of a school in another district in Texas.

**While in a DAEP**

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Penal Code 21.07;
  - b. Indecent exposure under Penal Code 21.08;
  - c. Criminal mischief under Penal Code 28.03;
  - d. Hazing under Education Code 37.152; or
  - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

**Mandatory Expulsion: Misconduct That Requires Expulsion**

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

**Under Federal Law**

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

**Note:** Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

**Under the Penal Code**

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
  - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
  - A location-restricted knife, as defined by state law. (See **glossary**.)

- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See **glossary**.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or disabled individual.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

### Under Age Ten

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

### Process

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

Until a hearing can be held, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

### Hearing

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

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,

2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

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

The hearing shall be conducted by the board of trustees and the decision to expel shall be made by the board.

#### **Board Review of Expulsion**

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

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

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

#### **Expulsion Order**

Before ordering the expulsion, the board or CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

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

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

### **Length of Expulsion**

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

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

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

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

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

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

### **Withdrawal During Process**

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

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

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

### **Additional Misconduct**

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

### **Restrictions During Expulsion**

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

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

### **Newly Enrolled Students**

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

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

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

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

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

### **Emergency Expulsion Procedures**

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

### **DAEP Placement of Expelled Students**

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

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LLEGAL) and FODA(LLEGAL) for more information.

## Glossary

**Abuse** is improper or excessive use.

**Aggravated robbery** is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - a. 65 years of age or older, or
  - b. A disabled person.

**Armor-piercing ammunition** is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - (1) Knowing that it is within the limits of an incorporated city or town,
    - (2) Knowing that it is insured against damage or destruction,
    - (3) Knowing that it is subject to a mortgage or other security interest,
    - (4) Knowing that it is located on property belonging to another,
    - (5) Knowing that it has located within it property belonging to another, or
    - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damaging or destroying a building belonging to another, or
  - b. Recklessly causing another person to suffer bodily injury or death.

**Assault** is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Breach of computer security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes

school district property or information or commits a breach of any other computer, computer network, or computer system.

**Bullying** is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Chemical dispensing device** is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

**Controlled substance** means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

**Criminal street gang** is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Cyberbullying** is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.



**Dangerous drug** is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

**Dating violence** occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

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

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

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

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

**E-cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

**Explosive weapon** is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False alarm or report** under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

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

**Firearm** is defined by federal law (18 U.S.C. 921(a)) as:

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

Such term does not include an antique firearm.

**Graffiti** includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Handgun** is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment** includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
  - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
  - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
  - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
  - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
  - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
  - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
  - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;

- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

**Hazing** is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Improvised explosive device** is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Location-restricted knife** is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

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

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine gun** as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

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

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

**Possession** means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

**Prohibited weapon** under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
  - a. A machine gun;
  - b. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

**Public Lewdness** is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

**Reasonable belief** is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and must consider the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

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

**Serious misbehavior** means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Penal Code 21.07;
  - b. Indecent exposure under Penal Code 21.08;
  - c. Criminal mischief under Penal Code 28.03;
  - d. Hazing under Education Code 37.152; or
  - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

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

**Tire deflation device** is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 felonies** are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

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

## Appendix A: Bus Rider Guidelines

The Goal of Bus Rider guidelines is to help provide information that will help ensure a safe and enjoyable experience for our children who ride the bus.

The school district is in need of your help and cooperation. It is important that every student understand the standards outlined in this handbook and be encouraged by his or her parents or guardians to follow the rules and regulations. Please read and discuss this handbook with your child(ren).

Video surveillance may be in operation on your child's bus to help maintain a safe and orderly bus environment. Federal law prohibits the school district from releasing the video to any member of the public except to law enforcement officials (Family Educational Rights and Privacy Act).

All Sanger ISD Campus and Transportation policies and rules are enforceable within 300 feet of any Sanger ISD bus stop or campus.

### RIDER ELIGIBILITY

1. All riders shall be registered with the Transportation Center office.
2. We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend or hazardous routes to be determined by the Board.
3. The Board, after determining eligibility for transportation services, shall allow a parent to designate a child-care facility or the residence of a grandparent of the child instead of the child's residence as the regular location for purposes of obtaining transportation under the system to and from the child's school. Either designated location must be an approved stop on and an approved route.
4. All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers at authorized stops only.
5. Visiting riders are not eligible to ride the bus due to seating charts and capacity.

### PROHIBITED ITEMS

Students are not allowed to bring animals or harmful objects on the bus (i.e., weapons, drugs, alcohol, tobacco, fireworks, laser lights, flammables, etc.). Band instruments or class projects are allowed ONLY if they can be held in students' laps and not extended above chin level.

**Education Code 370126 Disruption of Transportation:** Except as provided by Section 37.125, a person commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by a county or independent school district. An offense under this section is a Class C misdemeanor.

## **ACCIDENTS OR EMERGENCIES**

1. Follow the driver's directions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used in an emergency situation.
  - Students will stay seated and wait for the driver's instructions.
  - Leave the bus in a single file as quickly as possible.
  - Evacuation will start with the seat closest to the door.
  - Once outside the bus, follow the driver's direction completely.
  - Students may not leave the scene of the accident until the police officer clears the area.

## **EXTRACURRICULAR TRIPS**

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. The bus must return clean when returning from the trip.
4. Students leaving with a parent or guardian must sign out on the Sanger ISD release form.
5. Before leaving a contest, the student must make contact with their respective coach/sponsor .
6. A parent or guardian must sign the student out prior to leaving the contest.

## **PROCEDURES FOR WAITING FOR THE BUS**

1. Be at your bus stop five minutes before time.
2. Students are required to wait a minimum of 20 feet from the edge of the roadway in an orderly group and remain there until the bus has come to a complete stop before loading.
3. Students shall move well away from the side of the bus after leaving the bus.
4. Students are not to rush the bus.
5. Students are not to get the mail from the roadside mailbox until the bus has departed.
6. Stand clear of the bus until it comes to a complete stop.
7. Parents/guardians should instruct their children on what procedures to follow if the bus is missed.

## **LOADING THE BUS**

1. Scuffling, shoving, hitting, or fighting is prohibited on the bus and at designated bus stops. Student must keep all body parts and personal objects from contacting another student.
2. When the bus approaches, form a line (smallest to largest) and be prepared to load immediately.
3. Use handrails and steps.
4. Go directly to your seat and sit down. The bus will not move until all students are properly seated.



## SEATING ON THE BUS

1. All students shall be assigned a specific seat on the bus.
2. Students will be assigned seating from front to back, with the younger students seated closest to the driver.
3. The driver will use seating assignments as a form of student management.
4. Upon parent request, siblings may be asked to sit together. (Older students will move forward).

## BUS SAFETY RULES AND REGULATIONS

1. Remain seated at all times.
2. Sit in assigned seats at the driver's discretion.
3. Nothing may be extended out the windows at any time.
4. Emergency doors may not be entered or exited except for emergency purposes.
5. No type of weapon, explosive, fireworks, sharp or pointed articles will be permitted.
6. No type of alcoholic beverage, controlled drug, or substance will be permitted. No tobacco products will be permitted.
7. Students **MUST** follow the driver's and or aide's instructions at all times.
8. Cursing, obscenities, harassment, and scuffling are forbidden.
9. Students must not depart at unauthorized stops unless a school administrator grants approval.
10. No objects may be thrown from the bus windows.
11. Drivers are not required to wait for students at the bus stop or to sound the horn while students come out of their residences. Students must be at the stop before the bus arrives.
12. SISD students and staff are the only persons authorized to board the busses. Parents and guests must receive authorization from administrators to board.
13. No type of animal, bird, or pet is permitted on the bus.
14. Fighting is forbidden.
15. Students may not eat, drink, or litter while on the bus.
16. Students may be denied bus privileges and required to pay for any damage to any part of the bus, including seats.
17. Students may use cell phones on the bus. The device **MUST BE KEPT ON SILENT, OR** earbuds or headphones **MUST** be used. Transportation is **NOT** responsible for lost, stolen, or damaged earbuds, headphones, or devices. **NO PHOTOS OR VIDEOS** may be taken on the bus at any time.

## DISCIPLINE

Bus Discipline Procedures: ***RIDING A SCHOOL BUS THAT SERVES THIS DISTRICT IS A PRIVILEGE.*** The driver is recognized as the authority on the bus and has control over daily operations. Cooperation of every rider is necessary for the safety and comfort of all.

1. The Transportation Director and Principal/ Asst. Principal of each campus shall be responsible for enforcing discipline on all buses. All transportation personnel are authorized to ensure that department and district discipline management guidelines are followed.

2. The Transportation Director and Principal/Asst. Principal will investigate a violation and contact parents by phone, mail, or Bus Violation Report if their child is involved in inappropriate behavior. If consequences dictate a suspension, the parent/guardian will be notified by phone or email delivery of the suspension dates.
3. Misconduct will be reported by the driver to the Transportation Director and Principal/Asst. Principal using a Bus Violation Report. Copies of the Bus Violation Reports will be sent to the parent, building principal and placed on file at the Transportation Department Office.

**1<sup>st</sup> Offense:** The student may be subject to disciplinary action, and written notice will be sent to the parent. The notice will inform the parent that if a second offense is committed, the student will be excluded from riding the bus for a minimum of 5 school days. **For severe behavior problems, a student may be suspended from the bus immediately for the number of days determined appropriate by the transportation director and principal.**

**2<sup>nd</sup> Offense:** A notice will be sent to the parent advising that the child is excluded from riding the bus for 5 days. The student may be subject to other disciplinary action.

**3<sup>rd</sup> Offense:** The student will be excluded from riding the bus for a period of 10 school days. The student will be subject to other disciplinary action.

**4<sup>th</sup> Offense:** The student will be excluded from the bus for the remainder of the semester. The student will be subject to other disciplinary action. Prior to the student being re-admitted to the bus in the next semester, the parent must contact the principal and give concrete assurance that the student's behavior will conform to rules and regulations.

**EXCEPTION: IF A STUDENT'S CONDUCT SERIOUSLY JEOPARDIZES THE SAFETY OF THE OTHER STUDENTS AND/OR THE DRIVER OR ENGAGES IN ANY ILLEGAL ACTIVITY, A SUSPENSION WILL BE IMMEDIATELY PLACED INTO EFFECT.**

### **DISCIPLINE REFERRAL PROCESS**

The bus driver, Director of Transportation, and campus administrators are each responsible for portions of progressive discipline aimed at correcting inappropriate student behavior occurring on buses. The progression of discipline is as follows:

**Verbal Counseling:** Drivers constantly monitor the behavior of their passengers and, as such, regularly provide oral guidance and reminders of appropriate behavior and applicable rules. This counseling may be accompanied by additional on-bus consequences such as temporary seat assignments. Where minor infractions are not corrected, or notable infractions occur, the driver will follow up the verbal counseling with documentation on the student's transportation discipline record. The date and discipline shall be recorded.

**Written Referral:** Where significant misconduct occurs or continued documented verbal counseling has not been effective, the driver may initiate a written referral. The student will be told that a written referral is being submitted to the Director of Transportation. Upon receipt of a written referral, the Director of Transportation will obtain the necessary feedback from the driver of the bus. The Director of Transportation will then notify the Principal or Assistant Principal, who will investigate the violation. The investigation process is subject to include:

- Current referral piece
- Bus Driver communication
- Transportation Director Communication
- Students involved in the infraction and their role in the infraction.
- A student who witnessed the infraction
- Prior bus referral history that has been reported
- Prior disciplinary history

**Suspension of Bus Privilege:** After the parent/guardian has been notified of a Discipline Referral and the possibility of bus suspension, any subsequent written discipline notices may result in the suspension of bus privilege. Once the Transportation Director and/or Principal or Assistant Principal has investigated the referral and determined that suspension is warranted, the parent/guardian will be notified that the suspension will start the next school day. The first suspension will be a minimum of five days. The student may be subject to other disciplinary action.

**Appeal Process:** The student or parent of a student who has been suspended from receiving transportation entitlement may appeal a decision by submitting a formal written request to the respective administrator.

## Appendix B: Sanger High School Discipline Management Plan

The Sanger ISD Student Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action.

The SHS discipline management plan is based on a point system. When a student accumulates 30 points a parent conference will be held with the administration. When a student accumulates 50 or more points a disciplinary conference will be held to determine disciplinary placement.

An explanation of the system is listed in the preceding sections:

Tiered Consequences Chart		
Tier I Behaviors	Points	Consequence
Running in hallways Refusal to turn in work Excessive time out of class (Not Skipping) Throwing of items that do not have the potential of causing physical harm Name calling/Cursing Excessive tardies Public Display of Affection Failure to follow directions Bus Referral Failure to wear Student ID	2 - 1st offense  3 - 2nd offense  5 - Each after 3rd offense	Student Conference Parent Conference Detention Friday/Saturday School

Tier II Behaviors	Points	Consequence
Racial Slurs	3-5	Friday/Saturday School
Horseplay (non-aggressive)		School Assigned Community Service
Skipping Class	5	ISS
Leaving classroom without permission	2-10	
Excessive Public Display of Affection	3-5	
Academic Dishonesty	5-10	
Misbehavior during safety drill	5-10	
Failure to Respect the Property of Others	5-10	ISS
Failure to attend Tribe Time	2-5	ISS
Failure to attend Detention	5-10	ISS
Failure to attend Saturday School	5-10	

Tier III Behaviors	Points	Consequence
Cursing toward Staff Using Racial Slander toward Student/Staff Insubordination with staff Throwing items with the potential of causing physical harm False alarm not resulting in an emergency response. Horseplay leading to aggression Theft of Property Allowing unauthorized access into the building Fighting Bullying/Harassment Vandalism/Destruction of School Property Leaving building without permission Possession or distribution of e-cig, vape, tobacco, or alcohol in part or in whole.  <i>Persistent Tier II Behaviors</i>	3-5 3-5 5 5 5 10 15 15 30 15-30 10-30 15-50 15-50	ISS OSS DAEP Hearing

Tier IV Behaviors	Points	Consequence
Aggressive physical contact with staff Possession or under the influence of alcohol, controlled substance, or illegal drug, vape, vape contraband Possession of a weapon on campus Assault Lewd Acts Sexual Infractions Unlawful Entry/Trespassing Possession of Fireworks  Persistent Tier III behaviors	50	DAEP Hearing

\*\*The chart above does not cover every possible behavior/infraction. It is meant to be used as a guide. The consequences applied will be the final decision of the Administration. Additional changes will be made as behaviors/infractions are identified.\*\*

Dress Code Procedures		
Offense	Points	Consequence
1st offense	1	Students provided an opportunity to change. Students are placed in ISS until the change of clothes has occurred. Phone call made by front office staff to parent. Situation documented.
2nd offense	2	Student assigned detention. Students provided an opportunity to change. Students are placed in ISS until the change of clothes has occurred. Phone call made by administrator. Situation documented.
3rd offense	2	Student assigned ISS. Phone call made by administrator. Situation documented.
4th offense +	2	Students are assigned discipline as appropriate by the SISD Student Code of Conduct.

*It is common for a student to fix their dress code violation after being addressed by staff members (ex: a student unrolls shorts after being dress coded for shorts violation.) If a student is dress coded by a staff member, they must change clothing regardless of the ability to "fix" the current clothing infraction.*

Technology Confiscation		
Offense	Points	Consequence
Misuse of technology as defined in the SISD Student Code of Conduct.	5-10	<ol style="list-style-type: none"> <li>1. Pay Technology Fee of \$15</li> <li>2. School assigned community service (no less than 5 hours)</li> <li>3. Detention</li> <li>4. Saturday School</li> <li>5. ISS (possible campus community service)</li> </ol>

*It is at the discretion of the administrator which consequence is utilized. Factors influencing the decision will include the severity of the offense and number of offenses.*

Tardy System		
Offense	Points	Consequence
1st & 2nd Offense	2	Documented and classroom warning.
3rd Offense	3	Administration assigned detention. Phone call home.
4th Offense +	5	Saturday School ISS

**\*\*Attendance is the greatest single factor a student can control that will impact their academic success. Tardy referrals past 4 offenses will be assigned consequences at the discretion of administration. Tardy counts reset at semester.\*\***

*A tardy is defined as not being in the room making an effort to be in the designated location for instructional purposes.*

*Attendance is the greatest single factor a student can control that will impact their academic success. Tardy referrals past 6 offenses will be assigned consequences at the discretion of administration. Tardy counts reset at semester.*

Non-Negotiables		
Offense	Points	Consequence
The use of any device that has the capability to record audio or visual (including but not limited to cell phones, tablets, computers, etc.) in the locker room or bathroom.	10-30	1st offense: 1 days ISS 2nd offense: 3 days ISS 3rd offense: Removal of technology access on campus, consideration of DAEP placement
Cursing toward staff	5-10	1st offense: 1 day ISS 2nd offense: 3 days ISS 3rd offense +: Consideration of DAEP placement
Skipping Class	5	1st offense: 1 day ISS 2nd offense: 3 days ISS 3rd offense +: ISS/Saturday School/DAEP options considered
Refusal to complete classroom work.	5	1st offense: 3 Days Lunch Detention 2nd offense: 1 Day of ISS 3rd offense: +: Additional days of ISS/OSS/DAEP Hearing will be considered.
Cell Phone use during class	5	1st offense: Technology confiscation policy.

<p>**Cell Phones must be turned off and inside the backpack (not a side pocket) while the student is on campus.**</p>		<p>2nd offense: 1 Day of ISS 3rd offense: 3 Days of ISS 4th offense +: Additional ISS/OSS/DAEP Hearing considered.</p>
<p>Possession of a weapon or object with the intent to use as a weapon.</p>	<p>15</p>	<p>DAEP Hearing</p> <p>** Any student found to be in possession of any prohibited item is subject to random search protocol for the remainder of the school year.**</p>
<p>Possession of vape, e-cig, tobacco, or alcohol in part or whole</p>	<p>10 - 1st  20 - Each. After</p>	<p>1st offense: DAEP 30 days (state mandated) 2nd offense: DAEP 45 days (state mandated) 3rd offense : DAEP 60 days (state mandated) 4th offense: DAEP remainder of academic year</p> <p>**Citation with the local court system will be filed after each infraction.**</p> <p>**Any student found to be in possession of any prohibited item is subject to random search protocol for the remainder of the school year.**</p>
<p>Threatening to Fight/Encouraging a fight.</p>	<p>10</p>	<p>1st offense: 1 Day of ISS 2nd offense: 3 Days of ISS 3rd offense +: ISS/OSS/ DAEP hearing will be considered.</p>
<p>Fighting (Mutual Combat)</p> <p><i>**Self-Defense is defined as, "a person is justified in using force against another when and to the degree that actor reasonably believes the force is immediately necessary to protect the actor against the other's use or attempted use of unlawful force." Therefore, self-defense includes all of the following:</i></p> <ol style="list-style-type: none"> <li><i>1. The student did not contribute to the creation of the situation</i></li> <li><i>2. The student made every good faith effort to remove themselves from the situation and found no other option.</i></li> <li><i>3. The student only utilized enough force to create an opportunity to leave the situation.</i></li> </ol>	<p>15-50</p>	<p>1st offense: 3 days ISS 2nd offense: DAEP Placement</p>



The list of non-negotiables is subject to change depending on the behavioral management needs on campus. Students can reduce or eliminate points according to the following schedule:


CRITERIA FOR POINT REDUCTION	NUMBER OF POINTS REDUCED
Nine weeks referral free	8 points

Students are subject to all of the disciplinary management policies/actions noted in the SISD Student Handbook and SISD Student Code of Conduct. The point system is in addition to those policies and actions and is in place to prevent inappropriate conduct.

### Behavior Expectations

	Hallway	Cafeteria	Restroom	Buses
Be Responsible	<ul style="list-style-type: none"> <li>Walk on the right</li> <li>Keep it Clean</li> <li>Be Timely</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>6 students to a table</li> <li>Keep voices at acceptable volume</li> </ul>	<ul style="list-style-type: none"> <li>Use the nearest restroom</li> <li>Take care of business and exit</li> <li>Be timely to and from restroom</li> </ul>	<ul style="list-style-type: none"> <li>Quiet Volume</li> <li>Keep bus clean</li> <li>Get off at your stop</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>Level 2 Voices</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Be kind and inclusive to all at your table</li> <li>Wait your turn in line</li> <li>Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Treat facilities with respect</li> <li>Report inappropriate activity</li> <li>Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Respect personal space</li> <li>Listen to bus driver</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Get to where you are going quickly and efficiently</li> <li>Hall Pass</li> </ul>	<ul style="list-style-type: none"> <li>Push in chairs</li> <li>Clean up spills</li> <li>Use items properly</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Cell phones/ipads remain in backpack</li> <li>Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>Stay seated and face forward</li> <li>Keep aisles clear</li> </ul>

These are the expected behaviors we are going to teach our students during the school year. These behaviors, when exhibited appropriately, will support a healthy learning environment.

<b>Tribal Card = Responsible - Respect - Safe</b>	
<p>Student Name:</p> <hr/> <p>Demonstrated the Indian Way. We appreciate your efforts in making our campus the best place to be.</p> <p>Witnessed by:</p> <hr/>	

Tribal cards will support the behavior management system by providing a reward opportunity for achieving desired behaviors. Teachers will be encouraged to reward students with these cards when the students exhibit desired behaviors.

When a student receives a card, they are to bring the card to the front office (during passing period, before or after school) for a reward and recognition. Teachers, please make sure you put your name on the back of the card because you will be rewarded with a small prize as well when a student returns a card. Your name will be put in for a drawing at the end of each nine weeks for a paid lunch.

## Appendix C: Sanger Middle School Discipline Management Plan

Mission: “Allow teachers to teach and students to learn.”

Vision: A partnership between students, staff, and parents that supports students in achieving maximum time in both academic and social settings.

At Sanger Middle School, we believe that the most effective educational environment is one which supports healthy and appropriate student to teacher, teacher to student, and student to student interactions. Our goal is to maximize the amount of time students can practice positive behaviors in both an academic and social setting. However, when behaviors impede the basic functions of school, we have the responsibility to teach appropriate behaviors and social responses.

The following document is to serve as a guide to the partnership expected between all stakeholders. It in no way can encompass the totality of all scenarios that can be presented by student action. The sections presented will be as follows: 1) Behaviors and Consequences, 2) Sanger Middle School Behavior Management Point System, 3) PBIS.

### Behaviors and Consequences

Sanger Middle School staff will make every good faith effort to establish systems and supports that will maximize student time in the classroom. However, when student behavior results in an inability for the classroom or educational environment to function properly, consequences will be assigned to aid the student in learning new behaviors.

<b>Non-Negotiables</b>	
The use of any device that has the capability to record audio or visual (including but not limited to cell phones, tablets, computers, etc.) in the locker room or bathroom.	1st offense: 3 Days ISS 2nd offense +: Removal of technology access on campus, consideration of DAEP placement.
Cell Phone, smart watch, or other telecommunication device use during class/hallways/or while on campus  **Cell Phones, Smart Watches, or other telecommunication device must be turned off and inside the backpack (not a side pocket) while the student is on campus.**	1st offense: Technology confiscation policy. 2nd offense: 1 Day of ISS 3rd offense: 3 Days of ISS 4th offense +: Additional ISS/OSS/DAEP Hearing considered.
Cursing/disrespecting staff member	1st offense: 3 Days of ISS 2nd offense +: Additional ISS/OSS/DAEP options considered.

	Additional offenses will be considered.
Skipping Class	1st offense: 1 Day ISS 2nd offense: 3 Days ISS 3rd offense +: ISS/OSS/DAEP options considered.
Refusal to complete classroom work.	1st offense: 3 Days Lunch Detention 2nd offense: 1 Saturday School 3rd offense: 1 Day of ISS 4th offense +: Additional days of ISS/OSS/DAEP Hearing will be considered.
Possession of tobacco in part or whole.	1st offense: 3 Days ISS 2nd offense +: Additional ISS/OSS/DAEP options considered. Additional offenses will be considered.  ** Any student found to be in possession of any prohibited item is subject to random search protocol for the remainder of the school year.**
Possession of a weapon or object with the intent to use as a weapon.	DAEP Hearing  ** Any student found to be in possession of any prohibited item is subject to random search protocol for the remainder of the school year.**
Possession, using, selling, or delivering an e-cigarette	Mandatory DAEP Hearing 1st offense: 30 days w/15 day review 2nd offense: 45 days w/30 day review 3rd offense: 60 days w/45 day review 4+ offense: Placement for remainder of school year Citation for all offenses
Threatening to Fight/Encouraging a fight.	1st offense: 1 Day of ISS 2nd offense: 3 Days of ISS 3rd offense +: ISS/OSS/ DAEP hearing will be considered.

<p>Fighting (Mutual Combat)</p> <p><b>**Self-Defense is defined as, “a person is justified in using force against another when and to the degree the actor reasonably believes the force is immediately necessary to protect the actor against the other's use or attempted use of unlawful force.”</b> Therefore, self-defense means:</p> <ol style="list-style-type: none"> <li>1. The student did not contribute to creating the situation.</li> <li>2. The student made every good faith effort to remove themselves from the situation and found no other option.</li> <li>3. The student only utilized enough force to create an opportunity to leave the situation. <b>**</b></li> </ol>	<p>1st offense: 3 Days ISS 2nd offense: DAEP Hearing</p>
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**\*\* The list of non-negotiables is subject to change depending on the behavioral management needs on campus. \*\***

<p style="text-align: center;"><b>Dress Code Procedures</b></p>	
1st offense	Student provided opportunity to change. Student placed in ISS until the change of clothes has occurred. Phone call made by front office staff to parent. Situation documented.
2nd offense	Student assigned a detention. Student provided opportunity to change. Student placed in ISS until the change of clothes has occurred. Phone call made by administrator. Situation documented.
3rd offense	Student assigned ISS. Phone call made by administrator. Situation documented.
4th offense +	Student assigned discipline as appropriate by the SISD Student Code of Conduct.

**\*\*It is common for a student to fix their dress code violation after being addressed by staff members (ex: a student unrolls shorts after being dress coded for shorts violation). If a student is dress coded by a staff member, they must change clothing regardless of the ability to “fix” the current clothing infraction. In the event administration provides a change of clothes, items of clothing deemed a violation will be confiscated until the school provided clothing is returned. Parents will be required to collect the items. Students will not be allowed to change back into items at the end of the school day.\*\***

<p style="text-align: center;"><b>Technology Confiscation</b></p>	
Parents will be provided the following options:	<ol style="list-style-type: none"> <li>1. Pay technology fee (\$15).</li> <li>2. School assigned community service (5 hours). [Examples provided on the form.</li> <li>3. Detention (3 Assignments)</li> <li>4. Saturday School (1 Day)</li> <li>5. ISS (1 Day)</li> </ol>

**\*\*Parent options for consequences will be amended based on the number and severity of the events.\*\***

<b>Tardy System</b>	
1st & 2nd Offense	Documented and classroom warning.
3rd Offense	Teacher assigned detention. Phone call home.
4th Offense +	Admin detention Saturday School ISS
<p>Tardy Sweeps:</p> <p>At times determined by administration, an announcement will be made for teachers to send all students in the hallways after the tardy bell to the front office. Students who are out of the classroom without permission will receive the following consequence(s):</p>	<p>1st Offense: 1 Saturday School Assignment</p> <p>2nd Offense: 1 Day of ISS</p> <p>3rd Offense: 3 Days of ISS</p> <p>4th Offense+: Additional ISS/OSS/ DAEP Hearing Considered</p> <p><b>**Does not apply to students who are provided a pass by their teacher.**</b></p>

**\*\*Attendance is the greatest single factor a student can control that will impact their academic success. Tardy referrals past 4 offenses will be assigned consequences at the discretion of administration. Tardy counts reset at semester.\*\***

<b>Tiered Consequences Chart</b>	
<u>Tier I Behaviors</u>	<u>Consequences Available</u>
Running in the hallways Refusal to turn in work Excessive time out of class (Not skipping) Throwing of items that do not have the potential of causing physical harm Name calling Excessive tardies Public Display of Affection	Student Conference Parent Conference Detention Behavior Assistance Time (B.A.T) Saturday School School Assigned Community Service
<u>Tier II Behaviors</u>	<u>Consequences Available</u>

<p>Horseplay (non-aggressive)                  Skipping Class                  Misuse of technology                  Academic Dishonesty                  Misbehavior during safety drill</p> <p><i>Persistent Tier I Behaviors</i></p>	<p>Behavior Assistance Time (B.A.T)                  Saturday School                  School Assigned Community Service                  ISS</p>
<p><u>Tier III Behaviors</u></p>	<p><u>Consequences Available</u></p>
<p>Cursing/Disrespecting staff                  Insubordination with staff                  Racial Slurs with staff or students                  Excessive Public Display of Affection                  Leaving classroom without permission                  Throwing items with the potential of causing physical harm                  Horseplay leading to aggression                  Theft of property                  Threat of Fighting/Encouraging a Fight                  Fighting                  Bullying/Harassment                  Vandalism/Destruction of School Property                  Leaving building without permission                  False alarm not resulting in an emergency response.</p> <p><i>Persistent Tier II Behaviors</i></p>	<p>ISS                  OSS                  DAEP Hearing</p>
<p><u>Tier IV Behaviors</u></p>	<p><u>Consequences Available</u></p>
<p>Aggressive physical contact with staff                  Possession or under the influence of alcohol, controlled substance, or illegal drug                  Possession or distribution of e-cig, vape, or tobacco in part or in whole.                  Possession of a weapon on campus                  Assault                  Lewd Acts                  Sexual Infractions                  False alarm resulting in an emergency response</p> <p><i>Persistent Tier III Behaviors</i></p>	<p>DAEP Hearing</p>

\*\*The chart above does not cover every possible behavior/infraction. It is meant to be used as a guide. The consequences applied will be the final decision of the Principal and/or Assistant Principal. Additional changes will be made as behaviors/infractions are identified.\*\*

### SMS Behavior Management Point System

The Sanger ISD Student Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The

Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action.

The SMS discipline management plan is based on a point system. When a student accumulates 25 points a parent conference will be held with the administration. When a student accumulates 50 or more points a disciplinary conference will be held to determine disciplinary placement.

In an effort to create a more positive and effective learning environment consistent with our campus positive behavior intervention and support (PBIS) system, points will also be deducted in recognition of improvements in behavior.

An explanation of the system is listed below:

OFFENSE	POINTS PER OFFENSE
Tardy	1 (6+offenses)
Dress Code	1 (1st offense); 2 (2nd offense); 2 (each additional offense)
Use of Recording Device in Dressing Room or Locker Room	10-30
Use of Cell Phone/Smart Watch on Campus	5
Minor Classroom/Lunchroom Behavior	2 (1st offense); 3 (2nd offense); 5 (each additional offense)
Failure to Follow Directions/Complete School Work	2
Failure to Attend Assigned Tribe Time	2
Failure to Attend 1 Hour Detention	3
Failure to Attend Saturday School	5
Bus Referral	1 (1st offense); 3 (each additional offense)
PDA	2
Excessive PDA	5



Academic Dishonesty/Cheating/Plagiarism	3
Harassment/Name Calling	3-5
Inappropriate Physical Conduct	5-10
Disrespect/Insubordination	5
Misuse of Technology	5-10
Failure to Respect the Property of Others	5-10
Skipping Class (on or off campus)	5
Profanity/Vulgar Language/Including Racial Slurs	3 (1st offense); 5 (each additional offense)
Scuffling/Horseplay	3-5
Possession/Use of Tobacco or Vape	10 (1st offense); 20 (each additional offense)
Bullying	10-50
Fighting (involves 2 or more)	15-50
Threat of Fight	10
Theft	10-30
Possession/Use of Alcohol/Drugs	50
Vandalism	15-50
Unlawful Entry/Trespassing	15-50
Possession/Use of Fireworks	50
Assault	50
Possession/Use of Weapons	50
Arson	50

Students can reduce or eliminate points according to the following schedule:

CRITERIA FOR POINT REDUCTION	NUMBER OF POINTS REDUCED
Nine weeks referral free	8 points

Students are subject to all of the disciplinary management policies/actions noted in the SISD Student Handbook and SISD Student Code of Conduct. The point system is in addition to those policies and actions and is in place to prevent inappropriate conduct.

### PBIS

Positive behavioral interventions and supports (PBIS) is a schoolwide systems approach aimed at establishing positive student culture and individualized behavior supports necessary to create a safe and effective learning environment for all students. The students meeting these expectations will be given a Tribal Card for exhibiting exemplary behavior.

These are the expected behaviors we are going to teach our students during the school year. These behaviors, when exhibited appropriately, will support a healthy learning environment.

### Behavior Expectations

	Hallway	Cafeteria	Restroom	Buses
Be Responsible	<ul style="list-style-type: none"> <li>Walk on the right side</li> <li>Keep it clean</li> <li>Be timely</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>6 students to a table</li> <li>Keep voices at acceptable volume</li> </ul>	<ul style="list-style-type: none"> <li>Use the nearest restroom</li> <li>Take care of business &amp; exit</li> <li>Be timely to and from restroom</li> </ul>	<ul style="list-style-type: none"> <li>Quiet voice</li> <li>Keep bus clean</li> <li>Get off at your stop</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>Level 2 voices</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Be kind and inclusive to all at your table</li> <li>Wait your turn in line</li> <li>Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Treat facilities with respect</li> <li>Report inappropriate activity</li> <li>Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Respect personal space</li> <li>Listen to bus driver</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Get to where you are going quickly and efficiently</li> <li>Hall pass</li> </ul>	<ul style="list-style-type: none"> <li>Push in chairs</li> <li>Clean up spills</li> <li>Use items properly</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Cell phones/ ipads remain in backpack</li> <li>Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>Stay Seated &amp; face forward</li> <li>Keep aisles clear</li> </ul>


Tribal cards will support the behavior management system by providing a reward opportunity for achieving desired behaviors. Teachers will be encouraged to reward students with these cards when the student exhibits a desired behavior. Tribal cards will be redeemed for rewards outlined in the PBIS system.

**Tribal Card=Responsible → Respect → Safe**

Student Name:  
\_\_\_\_\_

demonstrated the Indian way.  
We appreciate your efforts in  
making our campus the best  
place to be.

Witnessed by:  
\_\_\_\_\_



**Appendix D: DAEP Handbook**



**SANGER ISD**



**SANGER INDEPENDENT  
SCHOOL DISTRICT  
DAEP HANDBOOK**

Dear Parent/Guardian:

Your child has received a placement at Sanger Independent School District's Disciplinary Alternative Education Program (DAEP). While your student is placed in our program, I assure you that we will do our absolute best to help your student improve both behaviorally and academically while they are with us.

We serve students of all backgrounds and ethnicities and welcome all students to our school. We believe that each student deserves dignity and respect. We understand that students make mistakes, and our goal is to help them make better decisions. We firmly believe in a positive, proactive approach to helping students while holding them accountable for their actions.

All students will remain in the same courses in which they were enrolled at their home campus. All of our teachers are Highly Qualified in the core area in which they teach. Our teachers provide instruction aligned to what they receive at their home campus in the core courses of Math, English Language Arts, Social Studies and Science. Most student coursework is completed online either through our Edgenuity program or Canvas. For courses other than those previously listed, your child will receive work from his/her home campus that will be supplemented by the DAEP staff. Students are expected to work to the best of their ability in each course daily.

Our DAEP is fortunate to have Chief Mike Picha, employed by the Sanger ISD Police Department. Chief Picha helps us maintain a safe environment for all students and is an excellent resource for us. He avails himself to our students and is excellent at building relationships with them.

Our staff is here to help you and your child. We encourage communication while your student is with us and hope to make your student's time with us is productive and empowering. Please call or email us if you have any questions or concerns. We look forward to working with you and your child!

Sincerely,

Anthony Love  
Linda Tutt High School Principal

## **Disciplinary Alternative Education Program (DAEP)**

## Academic and Discipline Management Plan

The purpose of the Sanger Independent School District Disciplinary Alternative Education Program (DAEP) is to provide a structured and supportive academic environment in which students address the specific behaviors that caused their removal from the home campus. Linda Tutt High School is the campus that will provide DAEP services for your student.

### **SISD DAEP Mission Statement:**

Through collaborative and supportive partnerships with a student's home campus, the Linda Tutt High School staff will provide the following:

- High-quality academic instruction
- A safe and supportive learning environment
- A restorative discipline model to build relationships with students
- Opportunities for students to acquire and develop a greater sense of self-worth and value of lifelong learning
- Evidence-based therapeutic practices that promote positive behavioral change in order to strengthen social responsibility and academic success for the student while on the DAEP campus, and when they return to their home campus

**Required Orientation:** Orientations will be held on Tuesday and Thursday of each week at 8:30 a.m. at the DAEP campus (except for school holidays). A parent/guardian **MUST** attend with the student, even if the student has been assigned to LTHS DAEP at a previous time within the school year.

**V.I.P Program:** The V.I.P. Program at Linda Tutt High School is designed to reduce recidivism in a DAEP setting. The V.I.P. Program serves students who have previously attended an alternative setting and provides them with a higher level of support to ensure staff is meeting their instructional and social-emotional needs. Services include an assigned mentor (LTHS staff, home campus, or community member), individualized instruction if needed, and extensive counseling along with extended community services and presentations addressing social and emotional needs. Students will track their academic and behavioral successes and must advocate for themselves to come out of the special program and return to a regular DAEP classroom. This program lasts at least two weeks at the beginning of a student's assignment at LTHS.

These V.I.P. students will have extensive counseling on recognizing and capitalizing on their unique strengths through the program "Clifton Strengths for Students." The Clifton Strengths for Students program helps students see how their unique talents can bring clarity to their life as a student and help them thrive academically, socially, and in their future careers. Students will learn their top five themes with personalized reports, and student-specific insights, and more. These top five theme reports will be shared with parents and guardians which allows the student to discuss their strengths with family members for purposeful and meaningful conversations at home about future academic plans and behavioral improvement.

According to the Clifton Strengths website, the benefits of Clifton Strengths for Students include:

- A better understanding of your innate talents and how you can succeed by connecting those themes to your life as a student
- Greater confidence and empowerment thanks to a deeper awareness of what you naturally do best as a student

- Improved student experience through practical application of your strengths in your day-to-day routines
- Success in spite of your weaknesses, with concepts and strategies that help you manage -- not fix -- what you don't do best so you can focus on getting the most from your strongest CliftonStrengths themes

## DAEP EXPECTATIONS AND GUIDELINES

### **ATTENDANCE:**

**DAEP Students are prohibited from being on ANY public school property while assigned to a DAEP campus.**

During the time that a student is assigned to the DAEP campus, the student is prohibited from being on any SISD or other public school district property other than the Linda Tutt High School campus, day or night, 7 days a week, 24 hours a day. This includes any participation or attendance at extracurricular activities in town or out of town. (Texas Education Code 37.006(g), 37.010(e).) There are some exceptions to this order, which include short-term onsite visits, such as being with a parent to pick up other sibling students from another SISD campus.

Students will attend all school days in DAEP unless prevented by an excusable absence. Parents must call the LTHS to report every absence and send a signed note when their child returns to school. **Signed parental notes must be turned in within three school days (72 hours) of the absence.** Failure to do so will result in the student being considered truant. Students who are truant may be filed with the Justice of the Peace Court by their home campus. Students are expected to be at school on time and ready to actively engage in learning. Tardy arrivals will be documented and may be used to file truancy as well. State law considers students truant for missing any day or partial school day, including mandatory tutorials.

### **Tardies:**

All students must arrive by 7:40 a.m. Students must arrive early to go through the daily search and be seated by 7:50 a.m.

- Students arriving at the DAEP building after 8:00 a.m. will be considered tardy.
- If a student arrives at school after 8:00 a.m., the parent/guardian is required to escort the student into the building at the main entrance and sign the student in, indicating the reason for being tardy. If the parent does not escort the student into the building after 8:00 a.m., the student will not be allowed into the building and will be counted absent for the day. |
- Three (3) tardies will equal (1) unexcused absence.

### **Arriving and Leaving the Campus:**

**Arriving:** When students arrive on campus, they may not leave campus without the permission of the parent/guardian until the end of the school day. Students arriving at 7:35 am may not walk to the store or any other location before Check-In at DAEP. Parents may not give a student permission to leave campus and return without picking the student up.

Students must be in line for Check-In by 7:30 am. School begins at 7:40 am and ends at 3:55 pm for elementary, middle and high school students. Students may not enter the building earlier than 7:30 am



prior to the start of their academic day. All students are expected to be seated and ready for academic instruction upon arrival on the DAEP campus.

**All students are expected to enter the building immediately upon arrival without loitering in the parking lot or any other area on or off the DAEP campus.** If a student is seen loitering either in the parking lot, another student's car or seen leaving campus with other students, disciplinary action will be taken and parents will be called.

**Leaving:** Students who need to leave campus early for illness, doctor appointments, court appearances, or other approved appointments must be signed out by a parent or guardian in the front office of LTHS. A valid driver's license must be shown to staff prior to signing out a designated student. Students may not leave campus with an adult or other designated person without a submitted note indicating the time, date, and reason for the early release. The note must also include who will be picking up the student, a phone number where the parent/guardian can be reached, and the parent/guardian's signature.

At the discretion of the school principal, a student who must sign out for an appointment may have to make up time for leaving campus. As a general rule, when a doctor's note or other professional documentation is presented for a partial day absence, the student will not have to make up that day. Should a student leave habitually during their assigned time at DAEP, administrators from the student's home campus and administrators from LTHS could determine too much time has been missed, and a student's stay may be extended the amount of time equal to their absence from school.

### **SUPERVISION OF STUDENTS:**

Students will be monitored at all times while they are at DAEP. When it becomes necessary for students to move around the building, staff members will be at their door to oversee the students to their destination. **In addition, students will be monitored by video cameras throughout the interior and exterior areas of the building with the exception of restrooms.**

**Length of Placement:** Placement at the DAEP is determined by the home campus administrator for 30, 45, 60 and up to 180 school days in attendance. Placement lengths are based on the seriousness of the offense, the student's age, the frequency of misbehavior, the student's attitude and statutory requirements and district recommendations.

*It is our goal to return students to their home campus better academically and behaviorally.*

**Behavior:** Students are expected to learn and display appropriate behavior at all times. DAEP staff members use a variety of discipline management strategies and intervention techniques to teach appropriate behavior and responsibility. Students are required to comply with the *SISD Student Code of Conduct* and the *DAEP Academic and Discipline Management Plan* at all times while assigned to the DAEP. Parents may be called for misbehavior that results in an office referral.

Student discipline that results in the disruption of the educational environment may result in school consequences (detention, dropping in level, parent conference, etc.), in addition to a filing with our local court system. Classroom disruptions and/or violent behavior will be dealt with swiftly and appropriately. Serious or persistent misbehaviors will result in a conference with the student, parent/guardian, home

campus administrator, and other appropriate staff. In addition to the conference, other disciplinary action may be implemented, such as suspension from school and/or an additional DAEP Placement time.

**Behavior Reports:** The DAEP teachers will complete a daily “Point Sheet” to track behavior. These reports are based on teacher observation of student behavior throughout the day. Observable behaviors include but are not limited to, readiness for class, time on task, work completion, participation in social skills activities/counseling, response to teacher requests/correction, interaction with other students, etc. These point sheets are sent home for parent review and signature and must be returned to school the following day.

**Special Education Students:** The DAEP staff and campus special education teachers will ensure that all provisions of the student's IEP and BIP are implemented. Resource classes and inclusion support are provided on the DAEP campus.

**504 Students:** The DAEP staff and the counselor will ensure that all provisions of the student's Accommodation Plan are implemented.

**Medication:** SISD does not allow students to possess medication of any kind, including aspirin, Tylenol, herbal supplements, and vitamins. All medications are to be stored in the designated office, with the exception of prescribed inhalers for the treatment of asthma. Prescribed inhalers may be carried by students with asthma under the following provisions:

1. written authorization from the parent or guardian
2. written statement from the student's physician or licensed health care provider stating that the student has asthma and is capable of self-administering the prescribed medication at the prescribed dosage.

All inhalers must have the prescription label on the medication. Failure to store medication in the clinic or follow the above-mentioned inhaler procedure may result in serious disciplinary action.

All medications must be stored in the school clinic in the original container clearly labeled with the student's name. All prescription and nonprescription medications taken during the school day must be accompanied by the SISD Medication Form signed by the parent. Any prescription medication given over 10 days must have a doctor's signature.

**Sexual Harassment:** Sexual harassment is defined as ANY UNWANTED sexual behavior/exposure, whether visual, verbal, or physical, towards someone else, regardless of the gender of students. This includes but is not limited to Sexual gestures, “joking,” inappropriate conversations, and inappropriate physical contact such as grabbing or poking. ALL allegations of sexual harassment will be investigated by the administration and may result in school discipline/criminal charges.

**Social Skills Class:** Along with Academic requirements, DAEP students must participate in training programs on behavior management and safety procedures that focus on positive and proactive behavior management strategies. This training must target prevention and intervention that includes both instruction in social skills and problem-solving skills that address diversity, dating violence, anger management, and conflict resolution to teach students how to interact with teachers, family, peers, authority figures, and the general public as well as annual training on established procedures for reporting

abuse, neglect, or exploitation of students. TAC §103.1201 (i) SISD currently uses the Ripple Effects computer program to address these requirements.

Depending on the reason for a student's placement in DAEP, additional courses may be required as part of their discipline. Examples of online certified courses that may be required include drug or alcohol use and tobacco/e-cig offenses. These courses have certificates awarded at the end of the study, and they will need to be given back to a student's home campus.

**Counseling:** In addition to social skills class, students will participate in counseling sessions in either a group or an individual format. Students will be afforded the opportunity to meet with the school counselor before, during, or after school, schedule permitting. However, we ask that students request all meetings in advance when possible. Parents may communicate counseling concerns or requests to our campus counselor and schedule a meeting if necessary. Additionally, counselors from a student's home campus will visit the student in DAEP once every two weeks. This will ensure that the student has a connection to their home campus during their stay in DAEP and will have a mentor back at their home campus for when they return to a normal school schedule.

### DAEP STATEMENT REGARDING SUICIDE, NON SUICIDAL SELF-HARM, AND HARM TO OTHERS:

Suicide is the third leading cause of death among youth ages 10 -19 in the USA. The safety of our students is of utmost importance to us at DAEP. **For this reason, all reports or disclosures of a student injuring themselves (cutting, talking about suicide, etc.) or injuring another student (threats) will be taken seriously. A risk assessment of the situation will be conducted when such information is disclosed.** Depending on the results of the risk assessment, there are several possible outcomes:

- 1) individual counseling and parent notification
- 2) parent notification and release to parent with resources and agreement to monitor
- 3) in cases of imminent harm, transport to a local mental health facility
- 4) a report to the district police and local police

All campus staff are trained to identify and report self-harm and threatening behavior. All educators are also mandatory reporters to CPS if child abuse or neglect is suspected. Our primary goal is the safety of your child while they are with us. Thank you for your understanding in these matters.

**Academics:** Students are expected to complete all assignments given to them each school day. All assignments are assigned by the student's home campus and come in a variety of formats. Most lessons will be assigned through Edgenuity or Canvas's online learning platforms. Should a student need paper assignments, these lessons will be sent from their home campus and returned when a student has completed them while in DAEP. All of our teachers are able to work with students as they complete their lessons each day. **DAEP teachers will supplement this work with extension activities when all lessons are completed from their home campus. There is no opportunity for downtime in DAEP, and a student must be engaged in some type of learning activity.**

**Cell Phones:** While not prohibited by the SISD Student Code of Conduct, while attending DAEP, all student cell phones will be surrendered to staff at the time of morning check-in and must be turned off. In

case of emergency, students will be given permission to use a school phone to contact parents. Parents may call the office (940-458-5701) to leave a message for their child. Phones will be returned to the student at the end of the school day.

**Electronic Devices:** Students are not allowed to bring iPads, MP3s, or other electronic devices to DAEP. These items will be taken up and returned to a parent/guardian the first time they are brought. Any subsequent time items are brought without permission the items will be kept until the end of the student's placement and released only to the parent/guardian.

**The protocol established by the SISD Student Code of Conduct will be followed in returning confiscated electronic devices and fines assessed.**

**If students have SISD issued MacBooks or iPads, the home campus will collect these devices at the time of the discipline hearing. Students are not allowed to have district issued devices at school or home while assigned to DAEP.**

**Jewelry:** No jewelry may be worn or brought to DAEP. If brought, it will be taken up and returned to a parent/guardian the first time brought. Any subsequent time items are brought without permission the items will be kept until the end of the student's placement and released only to the parent/guardian. This includes earrings, necklaces, bracelets, and watches. *Students may not wear bandaids to cover up any piercings - this includes newly obtained piercings.*

**Money:** While attending DAEP, students are encouraged not to carry money other than what is needed for breakfast, lunch, or public transportation. Students should never bring more than \$2.50 to DAEP. As a courtesy to parents, DAEP officials will inform parents if their child is in possession of excessive amounts of money, and the money will be taken up and returned at the end of the school day.

**Check-in procedure: All students will be searched upon arrival on** the school day. Students will be asked to:

- Remove shoes and socks
- Pull out pockets (if they don't pull out, the student will run hands over them to verify empty)
- Tuck in shirt, fasten belt
- All students will be checked with a hand-held metal detector
- Put cell phones/keys/wallets in a pocket folder

**MORE EXTENSIVE SEARCHES MAY BE CONDUCTED AT ANY TIME BY A CAMPUS ADMINISTRATOR OR STAFF MEMBER BASED ON THEIR DISCRETION.**

**Lunches:** While attending DAEP, students may purchase a hot lunch or bring a sack lunch. Students purchasing a hot lunch or milk may use their home campus lunch account or pay weekly on Monday to our LTHS Cafeteria staff. The DAEP program does participate in the federal free and reduced lunch program. Students bringing their lunch should follow these guidelines:

- Lunches will be searched during morning check-in.
- Use only disposable packaging and containers with a student's name on the outside.
- Milk or bottled water may be purchased or brought from home. Water bottles will be put up when breakfast or lunch has finished. **Drinks must be sealed and may not already be opened.**

- If a student is on Silver or Gold level point sheets, they can bring in drinks other than milk or water, such as sodas, sports drinks, or energy drinks. **Drinks must be sealed and may not already be opened.**
- Candy is not allowed at any time.
- Students may not have food delivered to DAEP.

**School Supplies:** While at DAEP, students need the following school supplies:

- 1 pack of #2 pencils (at least 10)
- 1 container of disinfecting wipes
- 1 spiral notebook
- 1 box of tissues

**Non-Negotiable Rules:**

- Keep your entire body and all objects in your possession to yourself.
- Follow ALL staff directives the first time they are given.
- Stay in your seat until a staff member gives you a directive to move.
- Silently raise your hand to get a staff member's attention.
- Place the Daily Point Sheet on the teacher's desk when you walk into the class in the morning.
- There is no talking in the classrooms, hallways, and cafeteria unless otherwise indicated by staff.
- All topics of conversation must remain school-appropriate at all times.
- You may not discuss why you are assigned to the DAEP campus with other students.
- ALL sexually inappropriate behavior will result in disciplinary action.
- Students should not inquire about accumulated points throughout the day. Teachers will let students know totals as needed throughout the day, or at the end of the day before dismissal.

**Hallway Procedures:**

- Walk quietly, in a single file line on the right side of the hallway. Students must remain 2 feet apart while walking in the hallways.
- Do not talk with anyone in another class.
- Do not gesture toward anyone in the hallway or in another classroom.
- Keep your eyes and head facing forward.
- Follow all teacher directives in the hallway when entering and leaving.

**Hallway Procedures: Restroom Break:**

- Walk quietly in the hallway. Students must remain 2 feet apart while walking in the hallways.
- Enter the restroom one at a time as directed by DAEP Staff.
- Exit the restroom within a reasonable amount of time.
- If, for any reason, you miss the offered restroom break, students will not be able to go to the restroom without points being deducted from their daily sheets.

**End-of-Day Procedures:**

- Students must remain in dress code until off campus.
- When their name is called for dismissal, students will collect their Daily Point Sheet and will then collect their cell phone/wallet/keys from the dismissing teacher.
- Dismissal from the last period is in behavior-level order –Gold, Silver, Green, Orange, and Red.
- Students may not leave until dismissed by the teacher.

**Consequences:** Consequences for inappropriate behavior may include one or more of the following:

- Drop in Student Privilege Level
- DAEP - ISS assignment
- Parent Conference
- Loss of review days
- Additional DAEP Placement
- Expulsion to JJAEP (Juvenile Justice Alternative Education Placement)

### **LTHS DAEP School Issued Materials**

Students will be responsible for taking care of all materials issued by DAEP staff. If materials are lost, damaged, or destroyed, the student will be assessed a fee to cover the replacement cost.

### **LTHS Issued Laptops:**

- Students may NOT go to any social or non-educational sites at DAEP.
- Students may NOT text anyone during the school day using online chat groups or Google forms.
- Disciplinary consequences such as detention, drop in level, loss of technology use at school and an additional placement may be given for taking photographs without permission, or visiting inappropriate or social media sites/apps, or other technology violations.
- Laptops may be searched for content at any time at the administrator's discretion.

### **TRANSPORTATION:**

SISD DOES NOT PROVIDE BUS TRANSPORTATION SERVICE TO DAEP.

**Student Vehicles:** All student vehicles driven to and parked at DAEP must be registered with the front office (registration is free). The student must have a valid driver's license, registration, and proof of insurance prior to utilizing the parking lot. This should be done during the student orientation process. All DAEP students must park in the far north parking lot directly behind the DAEP building. ***Students must leave the LTHS campus immediately upon their dismissal, as loitering on campus will prohibit the rest of the students from being dismissed and could result in the next day's points being removed. DAEP students cannot ride in a vehicle together.***

### **DAEP Dress Code**

**Appropriate Student Dress:** Due to student management considerations in the Disciplinary Alternative Education Program (DAEP), including but not limited to safety concerns and possible concealment of contraband, the following dress requirements apply to any student placed in DAEP. **NO** exceptions will be made to the dress code unless cleared by the Administrator.

- Navy collared shirt (oxford or polo), long or short-sleeved, with no markings. Crewneck sweatshirts are allowed during the cooler months. **NO HOODIES WILL BE ALLOWED.**
- Shirt to be completely tucked in at all times.
- A plain white, navy or black long-sleeved T-shirt can be worn underneath the collared shirt if you are a cold-natured person (no writing or pictures on T-shirts)
- Blue jeans must be worn by everyone.

- Pants must fit appropriately and not sag
- No “low-riders,” hip-huggers or joggers
- No distressed fabric—no holes, tears, bleach spots, logos, etc.
- No “cargo” type pants or pants with large pockets
- If a belt is worn, the belt must be normal thickness, brown or black only
- No large or ornate belt buckles, studding on the belt, etc.
- No inappropriate logos on buckle or belt
- Shoes: lace-up tennis shoes **ONLY**.
- Socks: Must be school-appropriate
- All tattoos **MUST** be covered - no exceptions
- No facial hair
- Hair to meet Sanger I.S.D. grooming policy
- No “fashion” hair accessories (bows, colored extensions, etc.)
- Hair not to cover the eyes of the student
- No jewelry worn at any time - *piercings cannot be covered with bandaids*
- No oversized clothing; SISD staff to determine if clothing is oversized
- No gang paraphernalia; SISD staff to determine the appropriateness of attire
- No bags, purses or backpacks in the DAEP classroom.
- No shorts are to be worn underneath pants or any other layering of clothing with the exception of a white, navy, or black undershirt.

## **LTHS DAEP Discipline Management Plan**

All students are required to work from bell to bell in each class. This will eliminate many of the discipline issues that brought students to the DAEP. If a student completes the assignments for the day, each teacher will offer enrichment exercises and STAAR preparation designed specifically for the individual student.

### **Student Privilege Levels:**

Student privilege levels are determined by their daily point sheets. Each day, points are earned by arriving on time, bringing the previous day’s point sheet back signed by parent/guardian, being in dress code, work completion, remaining quiet in the classroom, hallways, and common areas, raising your hand if you have a question or need to get out of your seat for any reason, and following other communicated campus rules and expectations. Students have the ability to earn a maximum total of 30 points in a day, and to be considered to have a “successful” day, a student must earn a minimum of 20 points. If a student is dismissed from campus early with an excused absence, or students who have early dismissal built into their schedule will have an individually adjusted point system.

Students will move between the different privilege levels with their daily performance and successfully completing their days consecutively. Should a student have an unsuccessful day due to behavior, they will start over from the beginning of the point system.

Levels are as follows:

- **Green Level- Entry Level:** Must complete at least 5 consecutive successful days to get to Silver Level.
- **Silver Level -** Must complete at least 10 consecutive successful days to get to Gold Level.
- **Gold Level -** Highest Level
- **Orange Level -** Disciplinary level; If awarded, mandatory one day level and students must obtain enough points during the day to earn their way out to Green Level.
- **Red Level -** Disciplinary level; If awarded, mandatory two days level before earning your way out to Green Level.

Student Privilege Levels Descriptions - Successful Levels		
Green	Silver	Gold
<ol style="list-style-type: none"> <li>1. Lunch- If brought from home, students can have: Sandwiches, Fruit, Water or Milk.</li> <li>2. Two scheduled restroom breaks without points deducted</li> <li>3. During PE time, Green Level students can only walk the track for their activity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lunch- If brought from home, students can bring what they want for lunch, including a soda. Items cannot be heated in a microwave.</li> <li>2. Three scheduled restroom breaks without points deducted.</li> <li>3. Participation in PE games and activities versus only walking the track.</li> <li>4. Participation in Movie Fridays if they are passing all their classes and have zero unexcused absences.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lunch- If brought from home, students can bring what they want for lunch;</li> <li>2. Students can eat lunch in the cafeteria/talk/play games when done (pool table) with other Gold Level students</li> <li>3. Four scheduled restroom breaks without points deducted.</li> <li>4. Participation in PE games and activities versus only walking the track.</li> <li>5. Participation in Movie Fridays if they are passing all their classes and have zero unexcused absences.</li> </ol>
<p>Entry Level</p> <p>At least 5 consecutive successful days to get to Silver</p>	<p>At least 10 consecutive successful days to get to Gold</p>	<p>Highest Level</p>

Student Unsuccessful/Disciplinary Levels	
Orange	Red
Mandatory one-day placement	Mandatory two-day placement
<p>Students are automatically placed on the Orange level for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Did not get at least 20 points on their daily point sheets</li> <li>2. Leaving the classroom without permission</li> <li>3. Inappropriate Language - DAEP has zero tolerance for inappropriate language used anywhere on campus.</li> </ol>	<p>Students are automatically placed on the Orange level for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Breaking Student Code of Conduct Rules - administrative discretion</li> <li>2. Leaving the school without permission - before, during, or at dismissal</li> <li>3. Threats made to staff or other students <i>*all threats taken seriously (play or not)</i></li> </ol>



<ol style="list-style-type: none"> <li>4. Inappropriate Computer Use</li> <li>5. Physical Horseplay - administrative discretion</li> <li>6. Breaking Student Code of Conduct Rules - administrative discretion</li> </ol>	<ol style="list-style-type: none"> <li>4. Fighting</li> </ol>
<p><b>Consequences</b></p>	
<ol style="list-style-type: none"> <li>1. Students must rewrite LTHS DAEP Rules before completing any other school work for the day.</li> <li>2. No Computer use; all school work is textbook or worksheet-based for the day.</li> <li>3. PE - Students must complete a Health packet or only walk the track.</li> <li>4. Phone call home to parent</li> </ol> <p><i>*Refusal to complete any of the above-assigned criteria results in additional days assigned to this level.</i></p> <p><i>*Students who have more than 5 orange days during their assigned time in DAEP will be required to attend a MANDATORY parent meeting.</i></p> <p><i>*10 or more Orange days could result in additional DAEP days (removal of review days if they have been assigned and).</i></p>	<ol style="list-style-type: none"> <li>1. DAEP ISS</li> <li>2. Students must rewrite the LTHS DAEP Rules before completing any other school work for the day.</li> <li>3. No Computer use; all school work is textbook or worksheet-based for the day.</li> <li>4. NO PE - Student must complete a Health packet instead. Health packet must be completed before the student can return to outside PE.</li> <li>5. Phone call home to parents.</li> <li>6. Possible SISD Police involvement.</li> <li>7. Removal or any review days if assigned by the home district.</li> <li>8. Additional DAEP assignment determination.</li> </ol> <p><i>*Refusal to complete any of the above-assigned criteria results in additional days assigned to this level.</i></p> <p><i>*Students who have more than 5 red days during their assigned time in DAEP will be required to attend a MANDATORY parent meeting.</i></p>

## RETURNING TO YOUR HOME CAMPUS AFTER SUCCESSFULLY COMPLETING YOUR DAEP ASSIGNMENT

In order for a student to prepare to exit the DAEP program at LTHS, a student will need to:

- Demonstrate good attendance. All absences must be excused, and a parent or doctor’s note must be on file with LTHS. Any tardies will be reviewed with the home campus and district attendance guidelines.
- Maintain appropriate discipline behavior.
- Satisfactory completion of coursework.
- Students must complete a reflection project that will be shared with their home campus and parents.
- A list of students up for review or dismissal from DAEP will be sent to the home campus ten days prior to the student’s return to campus. LTHS and the home campus will schedule a student's transition meeting with the parent before the student returns to home campus. This meeting will be on-line or over the phone and a parent must be in attendance.
- The minutes from the “Transition Meeting” will be provided to the student’s home campus administrator along with the student’s reflection assignment.

- Parents will be required to accompany their students upon their return to the home campus. Parents and students are to:
  - Go to the campus registrar/front office.
  - Provide the campus office personnel with the student's withdrawal form showing completion of the DAEP program.
  - Meet with the home campus administrator to sign off on your student's transition meeting minutes.