



Harleton Elementary School

Student Handbook
2008-2009

Liberty Through Literacy!

**Harleton Elementary
Student Handbook**

The Harleton Elementary Staff extends a **WELCOME!** to all new and returning families. We look forward to having you and your children as part of our school community. Please join us through our volunteer program or Parent Teacher Organization. The purpose of this handbook is to provide parents with the standards, procedures, and programs at Harleton Elementary School. Keep it in a handy place in your home so you can refer to it when necessary.

In an effort to make it easier to use, the handbook is divided into two sections:

Section I – REQUIRED NOTICES AND INFORMATION FOR PARENTS- with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues;

Section II – INFORMATION FOR STUDENTS AND PARENTS- organized alphabetically by topic for a quick access when searching for information on a specific issue.

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

Both students and parents must be familiar with the Harleton ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found attached to this handbook.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters, the website, and other communications.

In case of conflict between board policy or the Student Code of Conduct and any provisions of the Student Handbook, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices.

Please note that references to alphabetical policy codes are included so that parents can refer to current HISD policy. A copy of the District’s policy manual is available in the school office and online at www.harletonisd.net.

Our Mission:

To establish a culture of high expectations for both student achievement and behavior so that all students will successfully complete each grade with a strong sense of self-worth and skills for the next grade level while maintaining a safe environment where all students can excel.

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SECTION I

REQUIRED NOTICES AND INFORMATION FOR PARENTS

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STATEMENT OF NONDISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Trevor Rogers at Harleton High School – 903-777-2711.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Angel Johns at Central Office – 903-777-2372
- All other concerns: See the Superintendent – Dr. Craig Coleman – 903-777-2372.

PARENTAL INVOLVEMENT

Parent Involvement, Responsibilities, and Rights

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on *COMMUNICATION*. Parents are partners with teachers, administrators and the Board and are encouraged to:

1. Encourage your child to put a HIGH PRIORITY on education and commit to making the most of the educational opportunities offered at Harleton Elementary School.
2. Attend Board meetings to learn more about District operations, including procedures for addressing the Board when appropriate.
3. Schedule conferences frequently with your child's teacher to review progress and expectations.
4. Review the information in the Student Handbook and the Code of Conduct with your child; and sign and return the insert. Parents with questions are encouraged to contact Wendy Newman at 777-4092.
5. Become familiar with all of your child's school activities and with the academic programs offered in the District. Discuss with the principal any questions, such as concerns about placement, assignment, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
6. Exercise your right to review teaching materials, textbooks and other aids, and to examine tests that have been administered to your child.

You have the right to grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is used for school safety
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
7. Review your child's student records when needed. You may review 1) attendance records, 2) tests scores, 3) grades, 4) discipline records, 5) counseling records, 6) psychological records, 7) applications, 8) health and immunization information, 9) teacher and counselor evaluations, 10) reports of behavioral patterns, 11) state assessment instruments administered to your child.
 8. If an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. The removal cannot be for the purpose of missing a test and may not extend for an entire semester.

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

9. **BECOME A SCHOOL VOLUNTEER.** For further information, contact Wendy Newman at 777-4092.
10. Participate in campus organizations. The activities are varied, ranging from PTO, to the campus planning committees formulating District and campus plans to improve educational opportunities for all students. For further information, contact the elementary office at 777-4092.
11. Offer to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.
12. Offer to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction.

Grade level goals for the students in grades PreK-5 will be distributed to parents with the expectations that **all** students will work toward these goals. We recognize that some students may need extra assistance to reach the goals. Parents, students, and the teachers will be asked to sign a **School /Parent/Student Compact** which will outline how parents, teachers, and students will share responsibility for promoting high student achievement. Parents are urged to discuss the compact with their child before signing it and having the child sign it. **This compact will be sent home the first week of school.**

Parent Involvement Policy

Acknowledging that parents/guardians are a student's first teachers and that this continuing support is essential for academic success, Harleton Elementary School is committed to the following parent involvement policy:

- Parents will annually receive information concerning the implementation of the Title I School wide Program and will be encouraged to attend an annual meeting to offer suggestions for improving/strengthening the program.
- Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
- Parents will be given timely information concerning campus/state assessment instruments: local assessment measure, Texas Primary Reading Inventory (TPRI), Texas Assessments of Knowledge and Skills (TAKS), State Developed Alternative Assessment (SDAA), etc.
- Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).
- Parent representatives will be involved in the development, review, and evaluation of the campus improvement plan.
- Parents will be involved annually in the review/revision of the Teacher/Student/Home Compact.
- Parents will be asked to complete surveys seeking evaluation of the Title I School wide Program and parent involvement.
- Parents will annually review/revise this policy.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation-funded in whole or in part by the U.S. Department of Education-that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice of and deny permission for your child's participation in:

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

Displaying a Student's Artwork and Projects.

As a parent you have the right to provide consent before the district can display your child's artwork, special projects, photographs taken by your child and the like on the District's Web site, in printed material, by video, or any by other method of mass communication.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of their certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records
 - Test scores
 - Grades
 - Disciplinary records
 - Counseling records
 - Psychological records
 - Applications for admission,
 - Health and immunization information
 - Other medical records
 - Teacher and counselor evaluations
 - Reports of behavioral patterns
 - State assessment instruments that have been administered to your child

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a cocurricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week (the week in which September 17 falls) unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL) and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.
- To request the transfer of your child to another campus (or neighboring district) if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.
- To request the same or different classrooms for multiple birth siblings (twins, triplets) if they are assigned to the same grade. Your written request must be submitted no later than the 14th day after the enrollment of your children.

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** and contact Wendy Newman.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If an evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The District must comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The principal is custodian of all records for currently enrolled students at the assigned school.

The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the District denies the request to amend the records, the Parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the Parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the

records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the federal law regarding student records at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it. However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made by signing the form that will be sent home the first week of school.

Directory Information for School-Sponsored Purposes

The district often requires the use of student information for the following school-sponsored purposes:

- A student’s name, address, telephone number, and date and place of birth
- The student’s photograph, participation in officially recognized activities and sports, and height and weight of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student’s email address

For these specific school-sponsored purposes, the district would like to use these 4 bulleted items.

This information will not be released to the public without the consent of the parent or eligible student. Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed.

The parent’s or eligible student’s right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as teachers’ personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Bacterial Meningitis

State law required the District to provide the following information:

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

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

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

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes.

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

WHAT SHOULD YOU DO IF YOU THINK YOU OR FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

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ABSENCES/ATTENDANCE

Compulsory Attendance Policy

State law requires that a student between the ages of 6 and 18 is required to attend school, **as well as any accelerated instruction program**, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading program as a result of the reading diagnostic test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Texas Compulsory School Attendance law states that, if a student is absent from school without an excuse for ten or more days or parts of days in a six-month period:

- 1) the student's parent is subject to prosecution under the §25.093, Texas Education Code (Thwarting Compulsory Attendance law) and
- 2) the student is subject to prosecution under §25.094 Texas Education Code (Failure To Attend School).

A court of law may impose penalties against both the student and his/her parents if a school – aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

* is **absent from school on ten or more days** or parts of days **within a six-month period** in the same school year, or

* is **absent on three or more days** or parts of days **within a four week period**.

Attendance for Credit

To receive credit in a class, a student **must attend at least 90 percent of the days** the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG(LOCAL).

Reporting Absences

If a student is absent a **written note** from home or a doctor's excuse **must be submitted** to the office upon return to school. A call from home stating why the student is absent is appreciated, but it does not relieve the school requirement that a written note be submitted.

Return to School After Absence

When your child returns to school after an absence, please send a written excuse explaining that absence. If a doctor's excuse is available, please send it, even if your child is absent for only a portion of the day. Please send a note even if a school employee contacted you the day of the absence. Teachers are required to keep the excuses on file in case attendance requirements are not fulfilled, and the attendance committee must be convened to determine eligibility to restore credit

AWARDS AND HONORS

"A Honor Roll" – Students must have a 90 or above in each area, including Fine Arts, PE and Conduct.

"A / B Honor Roll" – Students must have an 80 or higher in all areas to qualify for this honor roll. Fine Arts, PE and Conduct will be included.

Academic Assembly

Each 6 weeks for the 1st through 5th 6 weeks of school an Academic Assembly will be held the week after report cards go home for grades K-2 and 3-5. Award explanation:

- A Honor Roll – made all grade of 90 or above
- A/B Honor Roll – made all grades of 80 or above
- Perfect Attendance – No absences, no tardies, no more than 1 time leave school early
- Citizenship – 95 or above
- K – Top Student – teachers choose a student who has shown outstanding abilities or effort in the subject area
- 1-5 AR Awards – Teachers choose a student who has shown outstanding results or effort in our Accelerated Reader program.

Recognition will be as follows:

- Kindergarten – Top Student (Math, Language Arts, Writing), Citizenship, Perfect Attendance
- First Grade – A Honor Roll, A/B Honor Roll, Citizenship, Perfect Attendance
- Second Grade – A Honor Roll, A/B Honor Roll, Citizenship, AR, Perfect Attendance
- Grade 3-5 – A Honor Roll, A/B Honor Roll, Citizenship, AR, Perfect Attendance

BULLYING

Bullying occurs when a student or group of students directs written or verbal expression or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office if not resolved.

The student or parent should submit a written complaint and request a conference with the campus principal. If still unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers is not private and may be monitored by district staff.

Parent sign-off required- see separate information sheet.

CONDUCT

Applicability of School Rules

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

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Student Responsibilities

1. Attending all classes-daily and **on time**.
2. **BEING PREPARED FOR EACH CLASS WITH APPROPRIATE MATERIALS AND ASSIGNMENTS.**
3. Being properly attired.
4. Exhibiting respect toward others- including refraint from bullying, harassment, or taunting.
5. Conducting themselves in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations listed in the **Code of Student Conduct (www.harletonisd.net)**.
This includes refraining from possession of radios, cell phones, pagers, tape recorders, camcorders, DVD players, cameras, CD players, and other electronic devices and games on campus unless prior approval from the principal has been obtained.
8. Obeying all school rules, including safety rules.

9. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

Classroom rules and consequences of violating those rules are clearly posted in each classroom. All consequences fall within the range of the discipline management technique outlined in the Discipline Management Plan and listed as follows:

Discipline Management Techniques:

1. Counseling by teachers, counselor or administrative personnel.
2. Parent-teacher conference
3. Cooling-off or time-out
4. Behavior contracts
5. Assigned school duties other than class tasks
6. Verbal correction
7. Withdrawal of privileges, including participation in extracurricular activities and honorary positions
8. Sending the student to the office or other assigned areas
9. Detention
10. Corporal punishment - Any parent may request that corporal punishment not be used on their child, but it is the responsibility of the parent to file WRITTEN notification in the principal's office each school year. *****Parent sign off required.
11. Probation
12. Rewards or demerits
13. Temporary confiscation of items that disrupt the educational process. Items judged to be dangerous or obscene will be returned only when the parent comes to school to pick them up.
14. Grade penalties for unexcused absences
15. Assignment to In –school suspension for no more that three days at a time
16. Referral to outside agency or authority

Minor offenses (any violation that is not listed as a serious offense in the Discipline Management Plan) shall first be remedied by the school employee who directly supervises the student. Teachers and the campus principal shall have the discretion to determine which techniques are reasonable and appropriate to the offense. **Persistent**, defined as two or more, violations of the code in general or repeated occurrences of the same violation shall result in proceedings to remove the student to an alternative education program.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District's policy manual.

Disruptions

As identified by law, disruptions include the following:

Interference with the movement of people at an exit, an entrance, or a hallway of a District building without authorization from an administrator.

Interference with an authorized activity by seizing control of all or part of a building.

Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.

Use of force, violence, or threats to cause disruption during an assembly.

Interference with the movement of people at an exit or an entrance to District property.

Use of force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

Disruption of classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

For safety purposes, the District permits students to possess cell phones that do not have camera and text messaging capabilities; however, cell phones must remain OUT OF SIGHT AND TURNED OFF during the instructional day, including during testing.

Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items in which a third party retains a legal right of ownership, the school may charge for releasing the pager to the third party.

[See policy FNCE.]

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and the person inviting the guest will share responsibility for the conduct of this/her guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illness, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Hepatitis A (acute)	Ringworm of the scalp
Campylobacteriosis	Impetigo	Rubella (German
Measles) (measles) congenital		Including
Chicken Pox (varicella)	Infectious mononucleosis	Salmonellosis, including Typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease, Invasive (group A or B)
Giardiasis	Mumps	Tuberculosis.

Pulmonary

Head Lice (pediculosis)

Pinkeye (Conjunctivitis)

Whooping Cough
(Pertussis)

[Further information may be found at policy FFAD.]

COUNSELING

Personal Counseling

The Guidance and Counseling Program is for all students. A certified school counselor coordinates classroom guidance as well as group and individual counseling. Cheryl Hardy can be reached by calling the elementary office.

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to policy FFE and FFG(EXHIBIT).]

CREDIT BY EXAM

A student will be permitted to take an exam to advance to a higher grade for which the student has had no prior instruction. A student will earn credit with a passing score of at least 90 on the exam. Please contact Wendy Newman for more information on credit by exam.

Discrimination, Harassment, and Retaliation

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

Harassment is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Retaliation of a student occurs when a student receives threats from another student or employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from another student or negative comments from a teacher that are justified by a student's poor academic performance in the classroom. Retaliation against a person who makes a good faith report of discrimination or harassment or who is participating in an investigation of alleged discrimination or harassment is prohibited.

Reporting Procedures:

Any student who believes that he/she has experienced discrimination, harassment or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

Investigation of Report:

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and comply with the law. In the event prohibited conduct involves another student, the district will notify the parents of the

student. If the investigation indicates prohibited conduct occurred, appropriate disciplinary or corrective action will take place to address the conduct.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

SCHOOL MATERIALS- Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

NONSCHOOL MATERIALS...from students – Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. Materials displayed without this approval will be removed.

PARTY INVITATIONS – If a student intends to give out personal party invitations at school, he/she must have an invitation for each student in the class. Student lists will not be given out to individuals, but invitations may be handed out - then names written on them to ensure everyone will get one.

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

DRESS CODE:

- No tank tops, halter-tops or spaghetti straps worn alone.
- No midriff bearing tops – no skin is to show at the waist at anytime.
- No earrings on male students or long, dangling earrings on female students
- No distracting haircuts or hair color
- No caps, hats or rags on the head in the building, except for special occasions to be determined by the teachers and principal.
- No bicycle shorts, sliding shorts, or other close fitting shorts. All shorts must be hemmed, neat, and free of holes. Shorts must be of modest length (at least 5 inch inseam).
- Skirts must come to within three inches of the knee - no extremely short skirts, and shorts must be worn under them.
- No clothing with pictures, emblems, or writings that depict or advertise tobacco, alcohol, drugs, or any other prohibited substance or is disruptive or interferes with the school program.
- No cleats or other shoes designed for sports that might damage floors or track in large amounts of dirt – save them for the game.
- Students must wear tennis shoes to PE class. Tennis shoes may be worn to school or brought and kept in the backpack or locker until PE.
- Even though high heels are the fashion for girls, school is not a good place to wear them. Save them for special occasions.
- A district wide policy of no cheerleading uniforms will be observed in the elementary as well as junior high and high school, however, if the girls are attending a pep rally they may change into the uniform at pep rally time. Cheerleading short sets must meet dress code standards.
- Jerseys (football, baseball, etc.), must be worn with a shirt under them
- No skate-shoes allowed at school.
- **All dress will be at the judgment of the teacher and the principal with the principal making the final decision.**
- **The dress code applies to all extra-curricular activities such as Talent Show, Water Day, Field Trips, etc.**

The Dress code is in place to help ensure the optimum learning environment for all students.

ALL ADULTS are asked to adhere to above dress code while on campus.

*****Parent sign off required.

Extra Curricular Activities, Clubs, and Organizations

Student Council

Harleton Elementary Student Council consists of students who have the desire to help make our campus a great place to learn and grow. These students will:

- Accept the responsibility of helping our school be a better campus

- Be a role model for other students
- Maintain passing grades and an 85 in conduct each 6 weeks
- Demonstrate good behavior and have a positive attitude
- Attend all meetings, be on time, and be involved in the discussions
- Meet the requirements for any after school projects (hanging spirit chains, Fall Festival)

Students are voted on and elected by their classmates and teachers.

Students in grades 3,4, and 5 are eligible for student council

President – 5th grade only

Vice Pres., Secretary & Treasurer -4th or 5th grade

A Girl and Boy Representative are elected by his/her homeroom for grades 3,4,5

Students must maintain passing grades and an 85 in conduct. A student dropping below 85 in conduct or failing a subject in a six weeks is subject to probation.

Elections are held at the beginning of the school year.

(*See Officer Election Form in the back of this handbook)

While campaigning is a fun way to get involved in politics, buttons, prizes, stickers, or anything handed to individuals is not allowed. Students are encouraged to tell classmates of their platform and their ideas for improving our school and student-made posters are displayed during campaign week for officer elections.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.

- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the elementary office at least 2 weeks before the event. Except as approved by the superintendent, fund-raising is not permitted on school property. [For further information, see policies FJ and GE.]

GRADING GUIDELINES

Pre-K will receive a written report from the teacher

Kindergarten will use the following grading procedure:

E= Excellent

S= Satisfactory

N= Needs to Improve

U= Unsatisfactory

Grades 1 through 5 will receive numerical scores for all subject areas.

*Penmanship/Handwriting will be scored with E,S,N,U.

Intercession Days

Intercession Days are built into the calendar to allow teachers to work with students in a small group setting on skills they need help in. Those students who have shown mastery of the subjects and have a good attendance record may be excused from attending school on these days.

Intercession days are Sept. 15, Nov. 3, Jan. 19, Feb.23, April 13

Students will attend school on these days if they:

FIRST 6 WEEKS

- Grades 4,5 - Failed any one of last year's TAKS tests
 - Have less than 70% mastery on Benchmark test at 3 weeks
 - Have been absent 3 or more times
 - Have been tardy 3 or more times
- Grades K,1,2,3 Have less than 70% mastery on Benchmark test at 3 weeks
 - Have been absent 3 or more times
 - Have been tardy 3 or more times

SECOND through SIXTH 6 weeks

- Grades 4,5 Failed any one of last year's TAKS tests
 - Have less than **70% mastery** on 6 weeks Benchmark tests
 - Absent or Tardy** 3 or more times in the semester
- Grades K,1,2,3 Have less than **70% mastery** on 6 weeks Benchmark tests

Have been **Absent** or **Tardy** 3 or more times in the semester
Parents will be notified for the first six weeks during the week of September 8th. For the 2nd
through 6th 6 weeks notification will be with the 3 weeks progress report.

HARASSMENT

[See Discrimination, Harassment, Retaliation on page 15]

HEALTH-RELATED MATTERS

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care info up-to-date (name of doctor, phone numbers, allergies, etc.) Please contact the school nurse to update any info that the nurse or the teacher needs to know.

Physical Activity for Students in Elementary Grades

In accordance with EHAB, EHAC, the district ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. The district offers 150 minutes of physical education each week. Annually, we will conduct a physical fitness assessment of students in grades 3-5. At the end of the school year, a parent may submit a written request to Wendy Newman to obtain the results of his or her child's physical fitness assessment conducted during the school year. For additional information on the District's requirements and programs regarding elementary student physical activity requirements please see the principal.

School Health Advisory Council

During the proceeding school year, the district's School Health Advisory Council held two meetings to evaluate their findings as to student health, activity, use of vending machines, etc. additional information regarding the district's SHAC is available from the principal or the school nurse.

Vending Machines

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines.

Head Lice

Students will not be allowed to remain in class with head lice. Parents must take students home and treat with approved medication. The nurse must inspect the child's hair upon returning to school to assure they are pest-free before returning to class.

Pets on Campus

While we are a critter-friendly campus, we must be considerate of possible allergies and/or injury to all students. Please contact the office if you wish to share your pet with a classroom.

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact Dr. Craig Coleman at 903-777-2372.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the elementary office.

Homeless Students

The Liaison for Homeless Children and Youths, who coordinates services for homeless students: Angel Johns at – 903-777-2372

Homework

To become lifelong readers, all students must read or be read to at home daily. A reading log will be provided by the teacher for students and parents to document each day's reading whether it's an entire book or chapters / pages of a book. In addition to daily reading, teachers assign homework at all grade levels to provide students additional practice on skills taught at school. This practice is important for the student to master the skills. The assignments are checked daily and students are rewarded for having this responsibility. **All students will be required to complete all homework assignments.**

IMMUNIZATION

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

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of

immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA(LEGAL).]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject requirements.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Students will be responsible for obtaining and completing the makeup work in a satisfactory manner and work must be turned in within the time specified by the teacher. Make-up work will not be accepted after seven days of student's return to school. Work that is not made up will be assigned a grade of zero.

DAEP or In-school Suspension Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees may administer:

1. Prescription medications in the original, properly labeled container, provided by the parent stating:
 - a. Name of the student
 - b. Name of the medication
 - c. Amount to be administered
 - d. Time to be administered

(Your pharmacist will give you an extra container for medicine to be brought to school if you request one).

2. Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container
3. Non-prescription medicine, in the original properly labeled container, provided by the parent along with a written request.

4. The school nurse, or person designated by the principal in her absence, will dispense all medications.
5. State law requires that all immunizations should be kept up to date. The nurse will notify you when shots need to be updated and of the annual shot clinic at our school.
6. Herbal or dietary supplements provided by the parent are allowed only if required by the student's individualized education plan (IEP) or Section 504 plan for a student with disabilities.
7. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he/she has written authorization from his/her parent and a physician or other licensed health-care provider. The student must also demonstrate to his/her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.
8. A student with diabetes as required by an individual health plan will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity.

See immunization chart at the back of this handbook.

PSYCHOTROPIC DRUGS

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. [For further information, see policies at FFAC.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Vision and Hearing Screening

All students enrolled in the district shall be screened for vision and hearing problems in pre-K, K, first, third, and seventh grades before May 31 of each year.

Students 4 years of age and older, who are enrolled in the district for the first time, must be screened for possible vision and hearing problems.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

PRAYER

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

PROMOTION AND RETENTION

In grades 1-5, promotion to the next grade level shall be based on an **overall average of 70** on a scale of 100 based upon course-level, grade-level standards (TEKS-essential knowledge and skills) for all subject areas **and a grade of 70 or above in reading and mathematics.**

Third grade students must pass TAKS Reading, and fifth grade students must pass TAKS Reading and Math to be promoted to the next grade.

Parents of students in grades 3 and 5 who do not perform satisfactorily on their State Assessment will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. Certain students – some with disabilities and some with limited English proficiency – may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal or counselor.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

If a student leaves school before the end of the regular school day, he/she must be checked out through the elementary office. Students will be released only to **authorized persons**. All parents are asked to fill out a STUDENT INFORMATION SHEET for each student enrolled in Harleton Elementary. This sheet lists names and telephone numbers of persons the school is authorized to contact in case of illness or accident. ***If a person unknown to office personnel comes to pick up a student and that person is not listed on the Student Information Sheet, the student will not be released until a parent is contacted for confirmation.*** We realize that this may cause delay and inconvenience, but it may also prevent a tragedy. Please work with us and contact us in advance (in writing) if a person unfamiliar to us is to pick up your child.

This same procedure is necessary if a person unfamiliar to school personnel is to pick up a student at the end of the school day. Please send a **NOTE** to your child's teacher to indicate any change in ordinary pick-up procedure. Students riding a different bus or getting off at a different stop will be allowed to do so **ONLY IF THEY HAVE A BUS PASS ISSUED BY THE OFFICE.** **BUS PASSES WILL BE ISSUED ONLY IF STUDENTS PRESENT A NOTE FROM A PARENT.**

Please be aware that picking your child up early does count as an absence for part of the day. (See attendance policy).

Late Arrival to School

A warning bell sounds at 7:50, and the tardy bell rings at 7:55. All students not in class when this bell sounds will be counted tardy. Teachers will not admit tardy students to class unless they have first reported to the office to receive a tardy slip. Classroom teachers will keep records as to the number of tardies a student receives, and the following penalties will be imposed:

If a student receives **5 Tardies** he/she will **stay after school for one hour** to make up time lost.

REPORT CARDS/PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences are issued to parents every six weeks.

Progress reports will be sent to all students who are in danger of failing on the Friday of the 3rd week of each six weeks. Progress reports may also be sent to any other student or at any other time when deemed necessary or beneficial by the teacher. Progress reports should be signed and returned to the teacher. If any grade is 70 or below, parents will be requested to schedule a conference with the teacher of that class or subject. Six weeks report cards are sent home on the next Friday following the end of the six weeks. The school calendar in this booklet indicates the dates of both progress reports and report cards. Report cards should be signed and returned to teachers the following Monday.

For Intercession Day reporting see Intersession Days on page 19.

Teachers follow grading guidelines that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school the next day.

Retaliation

[See Discrimination, Harassment, and Retaliation on page 15]

SAFETY

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses, in the event of injury to their child.

Drills: Fire, Tornado, Shelter In Place, and Other Emergencies

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

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

Intercom Drills

Fire Drill

“This is a Fire Drill, move to your locations.”

Intruder/Tornado

“Shelter in Place” - Students move to inner wall of classroom, turn off lights and lock the door

Building Evacuation

“Evacuate the building at this time – go to the practice field.”
All employees and students will leave the building and go to their assigned location on the football practice field until notified by the superintendent.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

If road conditions are judged to be dangerous or if other emergencies arise that necessitate school cancellation or early dismissal, information will be provided to radio and television stations. Students and parents should tune to the following stations:

KYKX	Longview	105.7
KWKH	Shreveport	AM 1130/FM 94.5
KLTV	Tyler	Channel 7
KFXK	Longview	Channel 51

We need specific, definite instructions for each student in case of emergency/early dismissal. It is impossible for all students to use the telephone once this decision is made, because the buses will be dispatched quickly. Your child will bring a **BAD WEATHER INFORMATION FORM** home on the first day of school for you to complete. Please give it careful consideration and discuss it with your child. We will NOT send students home in case of a tornado warning or watch.

Students are safer at school than on the road, and they will be released only if an authorized person comes to school and checks them out.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Elementary students may go to the cafeteria to eat breakfast or go directly to the classroom at 7:30. The library is available to students after they have checked in their homeroom and acquired a hall pass to the library.

School Hours

7:30 – Buildings open and teachers are in the classroom (**Do not drop off elementary students before 7:30. They are not able to get into their classrooms.**)

7:50 – First bell – all students need to be in their homeroom

7:55 – Tardy bell - Any student not in homeroom must go to the office and get a Tardy Slip

2:40 – Pre-K Dismissal – all Pre-K and Head Start children are dismissed

3:20 – First Dismissal – Primary Building

3:25 – Second Dismissal – Elementary Building

Students who eat breakfast should go directly to the cafeteria upon arrival. All other students will go to their homerooms.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after- school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

Use of Hallways During Class Time

Loitering or standing in the halls between classes is not permitted. During class time, **a student must have a hall pass to be outside the classroom for any purpose.** Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Lunch/Cafeteria Information

HISD participates in the National School Lunch Program and offers free and reduced-priced meals based on a student's financial need. Students are encouraged to **prepay** for the week, month, semester or year on Monday. Information on this program may be obtained from Elicia Powell at 777-4092.

<u>Lunch Prices:</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Reduced Breakfast</u>	<u>Reduced Lunch</u>
Student	\$1.25	\$1.75(w/milk)	\$.55	\$.95
Adult	\$1.75	\$3.50(w/drink)		

Milk \$.50
Tea \$.50

(Pre-pay day is Monday- pay by the week, month, or semester.)

Students will adhere to these guidelines in the cafeteria-

- No food will be taken from the cafeteria
- Students should clean up their area when finished eating-throw away all trash
- No glass containers are allowed
- No carbonated soft drinks are allowed
- Students may have only 1 outstanding charge-district policy
- Students not having the correct change while in the lunch line will have the money applied to their account – change will not given while meals are being served.
- Elem. Students will not be served from the snack line. It is reserved for Jr. High Students only.

Menus

Weekly menus are published in the Marshall paper, and menus are also printed on monthly calendars sent home with each student. Parents and students are encouraged to consult these menus and plan their lunches accordingly. Milk will be available in the cafeteria for students who choose to bring their lunches- it costs \$.50. Students are not allowed to bring glass items in their lunches to the cafeteria.

ALL STUDENTS ARE ENCOURAGED TO DRINK MILK AT LUNCH. Students in grades Pre-K-3 will be required to drink milk for lunch. *Students who bring a note from the doctor stating allergies to milk may bring their own drink at lunch.*

Soft Drinks and Snacks- The Texas Dept. of Agriculture has ruled that soft drinks and candy will not be purchased at school. In order to promote healthy eating habits, **carbonated drinks will not be allowed for lunch** or in the classrooms except for planned classroom parties. Non-carbonated, juice-based drinks are encouraged if your student is not drinking milk at lunch.

The Texas Public School Nutrition Policy “prohibits guest speakers and other school visitors from providing (FMNV) Foods of Minimal Nutritional Value and all other forms of candy to elementary students.” **A parent may send a snack for their own child. We will have an opportunity to provide goodies at Christmas, Valentine, and Easter parties.**

Breakfast

Breakfast is served from 7:30 to 7:50 for grades K through 5. Pre-K eats breakfast at 8:00. If you bring your K-5 -child to school please allow enough time for him/her to finish breakfast before the 7:50 bell rings.

Library

- Hours are 7:30-3:30.
- Book check-out is for 2 weeks.
- Students with overdue books are not allowed to check out books.
- A fine of .10 per day is charged for overdue books at the high school only.
- Students are not allowed to check out books if a fine is owed.

No refunds are given on books paid for due to loss or damage.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the contents of their assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so.

Trained Dogs

The District shall use trained dogs to alert officials to the presence of prohibited items, including drugs and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

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

Metal Detectors

[For further information, see policy FNF.]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, and dyslexic students. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Wendy Newman at 903-777-4092.

Special Programs are also in place to provide assistance to students who have learning difficulties or who need or may need special education. Those programs include: daily tutorials by each teacher, Starlab content mastery, accelerated reading instruction, counseling program,

Angel Network, Title I School wide Program, Special Education Resource class, and a Volunteer program.

1. Content Mastery

The Content Mastery Program is designed to assist students identified as having special academic needs achieve their maximum potential in the regular classroom. It is a program that is provided for **all** students who are experiencing difficulty in any subject area in the regular classroom. There are several underlying principles of the program that are essential to its success.

- The first principle is the “All children CAN learn.”
- Second, “All children should be provided the opportunity to be successful.”
- Third, “School should be relevant.”
- Finally, “All students should be shown respect.”

The Content Mastery Program is a program that allows all students the opportunity to master the essential elements. It is a program that evaluates student progress constantly to insure academic success. This program provides students with the *least restricted* environment by allowing students to receive instruction in the regular classroom. If students have difficulty with one or more concepts during the day they may go to the content mastery room during the “independent practice” for special one-on-one assistance. All students remain in the regular classroom during the initial “teach” and “guided practice” portion of each lesson. The Content Mastery teacher will use different approaches to teach the concept, and most of the time manipulatives are used to clarify understanding.

2. ICU

The Intensive Care Unit (ICU) Program at Harleton Elementary School is designed to assist students who have been identified as having special academic needs. Our goal is to assist them to achieve their potential in the mainstream. The program is designed to assure that students needing assistance will receive it in a timely manner.

When a student consistently experiences difficulties in the classroom, the teacher meets with the principal to discuss the situation and to complete an Accommodation Plan. This plan spells out strategies for the teacher to use with the student. If the problem continues the teacher completes a pre-referral form and meets with the counselor to discuss the situation. If it is decided that more information is needed, a referral is made to the ICU Team and the parent is asked to share developmental history on the child. After collecting more information, the team meets and makes a decision regarding what steps should be taken to help the student become successful. The student's progress is monitored throughout this procedure. Parents are kept informed of the school's efforts to assure the student's success.

3. Dyslexia

Students exhibiting difficulty in reading instruction are screened to determine if they show signs of dyslexia. Qualifying students are then entered in the Herman Reading Program, a multi-faceted program especially designed for teaching dyslexic students. Space is limited, and only those students showing definite signs of dyslexia are admitted. Screening is normally done to allow instruction to begin in the second semester of the second grade.

4. Fine Arts

The Fine Arts Program includes music, drama, and art activities for all students. The primary focus of the Fine Arts Program is to build a child's self-esteem and make learning fun. This will enhance all of the classes a student attends throughout his/her education.

5. Gifted and Talented Program

Students may be nominated for the G/T program in one of four ways:

- Parents
- Teachers
- By the student
- By a community person

Once nominated, students are screened according to certain criteria set up for this purpose. G/T students will meet weekly with their peers to engage in challenging and higher level activities.

6. School wide Title I Program

A school wide program permits the elementary school to use funds from Title I, Part A and other federal education program funds and resources to upgrade the entire educational program of the school in order to raise academic achievement for all of the students. School wide program funds are used to provide reform strategies that increase the amount and quality of learning time and help provide a high-quality curriculum for **all** children, according to a comprehensive plan to help children meet the state's challenging standards. Questions regarding the program may be directed to Angel Johns, Title I Coordinator.

7. Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special ed services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent. The district must give a copy of the report to the parent.

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

8. Speech

Speech is offered for those students who meet federal and state guidelines. Teachers at all grade levels notify the speech therapist when they receive new students with possible speech problems. Pre-kindergarten children with speech disabilities diagnosed as severe enough to interfere with educational progress may also be eligible for speech.

9. Head Start

Head Start, a value based, collaborative partnership, is a community supported and family-need driven school program. Through communication and trust, it provides opportunities, services, and hope for children. The Harleton Elementary contact person is Misty Eberhart and she can be reached at 777-3766.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

TAKS (Texas Assessment of Knowledge and Skills)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–5
- Reading, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4
- Science in grades 5

- Any other subject and grade required by federal law.

[See policy EKB(LEGAL).]

TARDINESS

A warning bell sounds at 7:50, and the tardy bell rings at 7:55. All students not in class when this bell sounds will be counted tardy. Teachers will not admit tardy students to class unless they have first reported to the office to receive a tardy slip. Classroom teachers will keep records as to the number of tardies a student receives, and the following penalties will be imposed:

If a student receives five tardies within one semester, he /she will be required to make up one hour of instruction AFTER SCHOOL and will be required to make one hour of instruction for every five tardies thereafter.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

TRANSFERS

For procedures or questions concerning transfer students please call Lisa Cochran at the Central Office at 903-777-2372.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Bus Students-Students are eligible to ride buses **if they live two or more miles from school**, but bus transportation is a privilege offered to those students, not a right. Repeated inappropriate conduct on buses will result in the loss of that privilege. Bus rules are posted on each bus, and all bus students are provided with a copy of those rules at the beginning of each school year.

Students and parents are required to sign and return a compliance statement indicating their awareness of those rules and their willingness to obey them.

1. Stay in seats
2. Observe the same conduct on the bus as in the classroom
3. Be courteous, use no profane language
4. Refrain from eating or drinking on the bus
5. Keep the bus clean
6. Cooperate with the driver
7. Not use tobacco
8. Not be destructive
9. Keep head, hands, and feet inside bus, whether it is moving or not
10. Get to the bus on time so that departure will not be unnecessarily delayed
11. Stand, while waiting for the bus, a sufficient distance from the pavement to allow room for the bus to pull onto the shoulder and come to a full stop before attempting to enter the bus

12. Remember that the bus driver is authorized to assign seats
13. Understand that video cameras will be used on all buses.
14. Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
15. Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

If your child needs to ride a different bus than the one to which he/she is normally assigned, or if he/she needs to get off at a different location, you **MUST** send a signed note giving specific information as to what your child is to do. A bus pass will be issued by the principal's office, and the student will give it to the appropriate bus driver. **NO CHILD WILL BE ALLOWED TO RIDE A DIFFERENT BUS OR GET OFF AT A DIFFERENT LOCATION WITHOUT PRIOR WRITTEN PERMISSION FROM HIS/HER PARENT/GUARDIAN.** Please make these arrangements with your child before he/she comes to school. If the requested bus is full or otherwise unable to allow extra riders the bus pass will be denied.

When students ride in a **district van or passenger car**, seat belts must be fastened at all times and the bus rules will be observed. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding/school vehicle privileges may be suspended.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and for years to come - littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the **Student Code of Conduct**.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses. Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

ALL VISITORS TO OUR CAMPUS MUST STOP AT THE ELEMENTARY OFFICE AND RECEIVE A VISITOR'S PASS. Upon your first visit you will need to present your valid driver's license. The license will be scanned and a tag printed for you to wear while on campus. Please allow a little extra time when you come the first time to campus for this safety procedure. Subsequent visits will not require you to present your license, you will, however, need to stop each time to receive the printed pass.

Parents and relatives are encouraged to eat lunch, visit the classroom, and see your student's day. A visitor's pass enables just that. While everyone is welcome at our school, all visitors and volunteers to school must check in and receive a visitor's pass while on campus to ensure all students' safety and well-being.

Visits to individual classrooms (not previously approved by the principal as part of the instruction) during instructional time are not permitted. Parents and guardians are encouraged to call for teacher conference times to allow the teacher to provide undivided attention to the matter at hand. If you are visiting the room, call ahead and make arrangements through the office.

In order to maintain the safest and always encouraging campus, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. **The school requests notice from the parent at least three days in advance so that records and documents may be prepared.** The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the

class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the ***Student Code of Conduct***. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

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

NCLB Act is the federal No Child Left Behind Act of 2001.

Personal Graduation Plan (PGP) is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

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

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

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

2008-2009 Student Council Officer Elections

(Must return this completed form to the office by Friday, August 29th in order to be on stage for election speeches.

Student's Name _____ Grade _____

Homeroom Teacher _____

Circle the Position you are seeking:

President
5th grade only

Vice President
4th or 5th grades

Secretary
4th or 5th grades

Treasurer
4th or 5th grades

Homeroom Teacher's Signature _____
(I verify that this student is passing all subjects)

Conduct Grade at this time: _____
(All Officers and Representatives must maintain an 85 or above)

Any member who fails a subject or drops below an 85 in conduct is subject to probation. The SC member has 3 weeks to bring the grade

up to passing and conduct to above 85, or the member stays on probation another 3 weeks. Two consecutive probation periods constitute removal from Student Council.

If a student is on probation, he/she may not attend activities outside of school or participate in special activities that the council has planned. Students must accept responsibility of active membership: be a role model for other students, have good behavior and the right attitude, be a leader, be on time for meetings, attend all meetings when at school, bring refreshments when assigned, and meet requirements for any out of school projects.

Student Signature

Parent Signature

Here's what to do:

- 1) Pick up this form, read it carefully, get signatures, return it to me by Friday, August 29th
- 2) If form is approved, you may begin putting up posters-1 upper hall and 1 on lower hall- (**limit 2 total**) Tuesday, September 2nd if you wish – posters are not mandatory. Students must provide their own tape (you need duct tape or wide packing tape) or handy-tack (no hot glue) to hang posters and remove it after elections.
- 3) **Do not buy anything to pass out** to students or teachers as part of the “campaign.” (Remember, 3rd grade votes, too!)
- 4) Speeches on stage Thursday, September 4th beginning at 9:00; election will follow in classrooms.
- 5) Classroom Representatives will be elected Friday, September 5th in the homerooms. No formal speeches or posters required, however each candidate should stand and tell the class why he/she wants to represent them (qualities, what makes them a good rep, etc.)
- 6) Take posters down and REMOVE TAPE FROM WALLS by Friday afternoon, September 5th.

Good luck to all candidates. I look forward to a productive year. Lisa Wright

TAKS Test Dates at Elementary 2008-2009

Date	Subject(s)	Grade(s)
Mar. 3	Reading	3
	Writing	4
	Reading	5
Apr. 7	Math	5
Apr. 28	Math	3,4
Apr. 29	Reading	4, (3&5 retest)
Apr. 30	Science	5
May. 19	Math	5 retest
June. 30	Math	5 retest
July. 1	Reading	3&5 retest
.		
Progress Reports		Report Cards
Sept. 12		Oct. 10
Oct. 24		Nov. 21
Dec. 12		Jan. 23
Feb. 13		Mar. 6
Mar. 27		Apr. 24
May. 8		May. 29

ACKNOWLEDGMENT

Student Code of Conduct Acknowledgment

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you.

Dr. Craig Coleman, Superintendent

.....
We acknowledge that we have received a copy of the Harleton ISD Student Code of Conduct for the 2008–2009 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student:

Signature of student:

Print name of parent:

Signature of parent:

Date: _____

School:

Grade level: _____

Please sign this page, remove it, and return it to the student's school. Thank you.

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STUDENT CODE OF CONDUCT

Purpose

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

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, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Harleton ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will 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 authority of the district 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 and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

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

The district has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the district.

Reporting Crimes

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

Revoking Transfers

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- 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 and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Suspension, DAEP Placement, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

Students shall not:

Disregard for Authority

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on school buses.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault see DAEP Placement and Expulsion)
- 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, harassment, or making hit lists. (See glossary for all three terms)
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
- Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary)
- Cause an individual to act through the use of or threat of force (coercion).

- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- 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 individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

- Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)
- Deface or damage school property—including textbooks, 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 Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

Possession of Prohibited Items

- 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;
 - an air gun or BB gun;
 - ammunition;
 - a stun gun;
 - a pocketknife or any other small knife;
 - mace or pepper spray;
 - pornographic material;
 - tobacco products;
 - matches or a lighter;
 - a laser pointer for other than an approved use; or
 - any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a

Illegal, Prescription, and Over-the-Counter Drugs

danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

Possession of Telecommunications Devices

- Display, turn on, or use a cellular telephone or other telecommunications device on school property during the school day.
- Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)
- Possess 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 of the physical or mental faculties. (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 Computers and the Internet

- Violate computer use policies, rules, or agreements signed by the student or the student’s parent.
- 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 computer 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 district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Safety Transgressions

- 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

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- 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. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to 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.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, the district will 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 or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.

- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.
- Sending the student to the office or other assigned area, or to in-school suspension.
- 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 individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment.
- Out-of-school suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- 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.

Notification

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Appeals

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the

central administration office or through Policy On Line at the following address: www.harletonisd.net
Consequences will not be deferred pending the outcome of a grievance.

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 principal's office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

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

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 will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

Returning Student to Classroom

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

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

Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense. In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

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 will have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

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

Misconduct Identified in State Law **Disciplinary Alternative**

Education Program (DAEP) Placement

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

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

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.

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

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary)
- Involvement in criminal street gang activity. (See glossary)
- Criminal mischief, not punishable as a felony.

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 has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas 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 appropriate administrator **may**, but is not required to, 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 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:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")
 - 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, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and 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 the Expulsion section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas 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

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim'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, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

Emergencies

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

Process

Removals to a DAEP will be made by the Superintendent.

Conference

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

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student 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.

Placement Order

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will 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 the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

Length of Placement

The duration of a student's placement in a DAEP will be determined by the principal.

The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to 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.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that:

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

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 commit offenses requiring placement in a DAEP 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 Superintendent 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.

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 will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.harletonisd.net.

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions during Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP. 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 will be the last instructional day, and the student will 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 will be provided a review of his or her status, including academic status, by the Superintendent 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 will also be reviewed. At the review, the student or the student's parent will 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 conduct for which placement in a DAEP or expulsion is

required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

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 will 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.

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 will, 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 will 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 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 district may complete the proceedings and issue a placement

order. If the student then reenrolls 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 appropriate administrator 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 will decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district. The district may place the student in the district's DAEP or a regular classroom setting.

A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement 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 occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

Placement and/or Expulsion for Certain Serious Offenses

This section includes two categories of serious 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 administration 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 placement will be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be 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 will 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 Student

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 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 its designee makes certain findings and the following circumstances exist in relation to a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

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

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, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Any Location

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
 - 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, without regard to where the conduct occurs:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- 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 School Event

- 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 marijuana, a controlled

substance, or a dangerous drug, if the conduct is not punishable as a felony.

- Selling, giving, or delivering to 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, if the conduct is not punishable as a felony.
- 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 Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary)

Within 300 Feet of School

- 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.
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
 - Continuous sexual abuse of a young child or children.
 - Felony drug- or alcohol-related offense.
 - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

- 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 DAEP

- Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district's Code, while placed in a DAEP.

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Federal Law

- Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:
 - 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.
 - The frame or receiver of any such weapon.
 - Any firearm muffler or firearm weapon.
 - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
 - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
 - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
 - A club (see glossary) such 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, including a blackjack, nightstick, mace, and tomahawk.
 - A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)
- Behaving in a manner that contains elements of the following offenses under the Texas 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 children.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

Under Age Ten

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

Emergency

In an emergency, the principal or the principal's designee **may** order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

Process

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

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

Hearing

A student facing expulsion will 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 district's witnesses.

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 board of trustees delegates to the Superintendent authority to conduct hearings and expel students.

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

Expulsion Order

After the due process hearing, if the student is expelled, the board or its designee will 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 will 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 Student Code of Conduct, the expulsion order will give notice of the inconsistency.

Length of Expulsion

The length of an expulsion will be correlated to 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 will 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 or other appropriate administrator 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 has violated the district's Code in a way that 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 reenrolls 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 appropriate administrator 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 appropriate administrator 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 will 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 will decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

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 will 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 occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will 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.

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
 - a. Knowing that it is within the limits of an incorporated city or town,
 - b. Knowing that it is insured against damage or destruction,
 - c. Knowing that it is subject to a mortgage or other security interest,
 - d. Knowing that it is located on property belonging to another,
 - e. Knowing that it has located within it property belonging to another, or
 - f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Chemical dispensing device is a device designed, made, or adapted for the purpose 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 an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

Criminal street gang is 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.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Family Code.

Deadly conduct 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.

Explosive weapon is 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 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.

Graffiti are markings with aerosol paint or an indelible pen or marker on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, 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.

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Knuckles is 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.

Machine gun 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.

Persistent misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; 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; or any other school property used by the student, including but not limited to a locker or desk.

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 Section 37.121(d) of the Education Code are excepted from this definition.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

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

Serious offenses include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.

- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is 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.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

Terroristic threat is 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).

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

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 influence" 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 a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.