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# Student Handbook

## 2008-2009



# Groveton Jr. High/High School

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# ALMA MATER

**Hail Groveton High School**

**Hats off to you!**

**Ever you'll find us**

**Loyal and true.**

**Firm and undaunted**

**Ever we'll be...**

**Here's to the school we love;**

**Here's a toast to you!!!**

# **STUDENT HANDBOOK**

## **2008-2009**

### **DISCIPLINE**

### **MANAGEMENT PLAN**

### **STUDENT CODE OF CONDUCT**

### **Groveton**

### **JR. HIGH/HIGH SCHOOL**

## **FOREWORD**

This Student Handbook has been devised to inform and/or clarify school rules, regulations, and policies as a means of helping students and teachers enjoy the proper relationship while striving for quality education for all. We realize that man-made rules and regulations are imperfect; yet, it is our firm conviction that certain guidelines are needed for an efficient operation.

It is the privilege of all students to make his/her career in the Groveton Schools as beneficial to themselves and their school as possible. To do this, they must know the rules and regulations, do their very best scholastically, and take part in school activities. We hope this handbook will help to make the time a student spends in the Groveton Schools both profitable and enjoyable.

### **Groveton I.S.D. Mission Statement**

“The staff of the Groveton I.S.D. believes that all students can learn and achieve mastery of basic grade-level skills. We believe that the purpose of this district is to educate all students to a high level of academic performance while fostering growth in social/emotional behavior and attitudes. We accept the responsibility to teach all students so they can attain their maximum educational potential.”

**THE GROVETON INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, OR AGE IN PROVIDING EDUCATIONAL SERVICES. JOE DRISKELL HAS BEEN DESIGNATED TO COORDINATE COMPLIANCE WITH THE NON-DISCRIMINATION REQUIREMENTS OF TITLE IX. JOE DRISKELL HAS BEEN DESIGNATED TO COORDINATE COMPLIANCE WITH THE NONDISCRIMINATION REQUIREMENTS OF SECTION 504 OF THE REHABILITATION ACT.**

**JOE DRISKELL  
SUPERINTENDENT  
GROVETON I.S.D.  
P.O. BOX 728  
GROVETON, TEXAS 75845**

This handbook, revised July, 2008, is effective beginning with the 2008-2009 school year. Your attendance is proof of your responsibility for the contents of the handbook.

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# TABLE OF CONTENTS

School Spirit	Pg. 3	Police Questioning of Students	Pg. 21
Academic	Pg. 3	Arrested Students	Pg. 21
Admission	Pg. 3	Implementation of the CODE OF CONDUCT	Pg. 21
Advanced Academic Services	Pg. 3	Responsibility & Authority for Administration & Enforcement of the Code of Conduct	Pg. 21
Advanced Placement by Exam	Pg. 3	Role & Responsibility in Maintaining Acceptable Conduct	Pg. 22
Assemblies	Pg. 3	Responsibility of Parents	Pg. 22
Counseling	Pg. 4	Placement Review Committee	Pg. 23
Academic Counseling	Pg. 4	Parent—Teacher Conference	Pg. 23
Personal Counseling	Pg. 4	Student Records	Pg. 23
Grading System	Pg. 4	Textbooks	Pg. 24
Report Cards	Pg. 4	Visitors	Pg. 24
Special Services	Pg. 4-5	Student—Code of Conduct	Pg. 24
Withdrawing from School	Pg. 5	Philosophy	Pg. 24
CODE OF CONDUCT	Pg. 5	Jurisdiction	Pg. 24
Guidelines for Assessing Discipline	Pg. 5	Abiding by the Law	Pg. 25
Offenses and Consequences	Pg. 6-9	End of Semester/Year Offenses	Pg. 25
Disciplinary Alternative Ed. Program	Pg. 10	Rights & Responsibilities of Students	Pg. 25
Mandatory Expulsion	Pg. 12	Students at school or school related activities	Pg. 25-26
Procedural Due Process	Pg. 13	Dress Code	Pg. 26-27
Appeal of Decision to Expel	Pg. 14	Attendance	Pg. 27-28
Emergency Placement or Expulsion	Pg. 14	Compulsory Attendance	Pg. 28
Teacher Removal of Student	Pg. 15	Vandalism/Damage to School Property	Pg. 28
Mandatory Removal by a Teacher	Pg. 16	Sexual Harassment	Pg. 28-29
Suspension	Pg. 16	Hazing	Pg. 29
Placement of Student with Disabilities	Pg. 17	Tobacco Use	Pg. 29
Corporal Punishment	Pg. 18	Paging Devices, Including Cell Phones	Pg. 29
Detention	Pg. 19	Drug-Alcohol Use	Pg. 30
Readmission of Expelled Student	Pg. 19	Weapons	Pg. 30
Interrogations & Searches	Pg. 19-20	Assaults	Pg. 31
Physical Restraint	Pg. 20	Disturbing School or Classes	Pg. 31
Cooperation w/Law Enforcement	Pg. 20	Disruption of Lawful Assembly	Pg. 31-32

# TABLE OF CONTENTS<sup>6</sup>

<b>Prior Review</b>	<b>Pg. 32-33</b>	<b>Telephone Use</b>	<b>Pg. 40</b>
<b>Closed Campuses</b>	<b>Pg. 33</b>	<b>Transportation to Out-Of-Town Activities</b>	<b>Pg. 40</b>
<b>Secret or Self-Perpetuating Societies</b>	<b>Pg. 33</b>	<b>Wellness Statement</b>	<b>Pg. 41</b>
<b>Good Sportsmanship Code of Ethics</b>	<b>Pg. 33</b>	<b>Pesticide Notification To Parent/Guardian</b>	<b>Pg. 41</b>
<b>Cheerleader Selection &amp; Requirements</b>	<b>Pg. 39</b>		
<b>Clubs</b>	<b>Pg. 34</b>		
<b>Announcements</b>	<b>Pg. 34</b>		
<b>Asbestos</b>	<b>Pg. 34</b>		
<b>Bacterial Meningitis</b>	<b>Pg. 34-35</b>		
<b>Communicable Diseases</b>	<b>Pg. 36</b>		
<b>Drills—Fire, Tornado, Emergency</b>	<b>Pg. 36</b>		
<b>Emergency Medical Treatment</b>	<b>Pg. 36</b>		
<b>Fees</b>	<b>Pg. 36</b>		
<b>Fund Raising</b>	<b>Pg. 37</b>		
<b>Immunizations</b>	<b>Pg. 37</b>		
<b>Insurance</b>	<b>Pg. 37</b>		
<b>Late to School</b>	<b>Pg. 37</b>		
<b>Leaving a Classroom</b>	<b>Pg. 37</b>		
<b>Leaving School Grounds</b>	<b>Pg. 37</b>		
<b>Lockers</b>	<b>Pg. 38</b>		
<b>Lunch</b>	<b>Pg. 38</b>		
<b>Medicine at School</b>	<b>Pg. 38</b>		
<b>Need to See Principal</b>	<b>Pg. 38</b>		
<b>Parties and Socials</b>	<b>Pg. 38-39</b>		
<b>Plagiarism</b>	<b>Pg. 39</b>		
<b>Pledge of Allegiance &amp; Moment of Silence</b>	<b>Pg. 39</b>		
<b>Posters</b>	<b>Pg. 39</b>		
<b>School Buses</b>	<b>Pg. 39-40</b>		
<b>Suspension</b>	<b>Pg. 40</b>		

## **SCHOOL SPIRIT**

School Spirit is the feeling of loyalty and pride towards one's school and all for which it stands. It is the feeling of pride in and respect for the traditions of one's school. This spirit is very similar to the basic attitudes which have nourished and sustained our great American democracy.

One's School Spirit is developed through close attention to school work, observations of school rules, participation in school activities, and respect for the feelings of other people.

Wherever you go, be proud that you are a student of Groveton I.S.D. Always strive to make this school the kind of school of which you can be proud. A school is only as good as the reputation of its students.

## **ACADEMIC**

### **ADMISSION**

A student (or the student's parent) seeking enrollment in the District for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the principal.

### **ADVANCED ACADEMIC SERVICES**

The Groveton I.S.D. defines giftedness in the same manner as the State of Texas. A gifted and talented student is a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, and environment and who exhibits high performance capability in the intellectual, creative, or artistic area; possesses an unusual capacity for leadership; or who excels in a specific academic field. All students enrolled in Groveton I.S.D. will have equal access to be identified under this definition. The overall program is divided into two distinct levels—Elementary (K-6) and Junior/Senior High School (7-12). Students will be screened for possible placement in the program by the school, and students may also be nominated for screening by parents and teachers. This nomination period will occur at the beginning of each school year, and the principal should be contacted for information about the nomination process.

### **ADVANCED PLACEMENT BY EXAMINATION**

Students in all grades may use advanced placement examinations to be advanced one grade level or given credit for a subject. In grades 1-8, students must score at least 90 on the four core curriculum courses (Language Arts, Math, Science, and Social Studies). To receive credit by examination for high school courses, the student must take the exam for each course and also score at least 90. The exams will be given each year the first week of June and the last week of August. Application to take any exam must be made through the counselor's office 45 days prior to the test date.

### **ASSEMBLIES**

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by District rules of conduct shall be subject to disciplinary action.

## **COUNSELING**

### **Academic Counseling**

Students are encouraged to talk with school counselors, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the regular high school program and the advanced program. Students who are interested in attending a college, university, training school, or **some** other advanced education facility should work closely with the District's counselor to determine the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Personal Counseling**

School counselors are also able to help students with a wide range of personal concerns. The counselor is familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with the counselor should contact the counselor for advice or for an appointment to do so.

## **GRADING SYSTEM**

Report cards will be issued at the end of every six weeks to be presented to parents for their signature. Progress reports will be sent to parents at the end of the first three weeks of each reporting period if the student has a grade below 75.

## **PROMOTION, RETENTION, AND PLACEMENT**

Students shall be promoted from one grade level to the next on the basis of academic achievement. Elementary School students must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: language arts, mathematics, social studies, and science. If a student's grade average in any subject or course is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parents shall be notified.

## **REPORT CARDS**

Written report cards of students' grades and absences shall be issued to parents at least once every six-weeks. At the end of the first three weeks of a grading period, parents will be notified if their students' grade average is near or below 75. If a student receives a six-weeks grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject.

## **SPECIAL SERVICES**

### **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 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 support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 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 their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

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

Principal Mickey Gilbert      936-642-1182

## **WITHDRAWING FROM SCHOOL**

To withdraw from school, the student must bring a parent or guardian, report to the principal's office, and request withdrawal.

## **CODE OF CONDUCT AND DISCIPLINE MANAGEMENT PLAN**

The Student Code of Conduct and Handbook for the Groveton Independent School District has been developed by administrators, teachers, parents, and community members of the district. It is based on the premise that one's education begins with discipline and ends in self-discipline. Basic to this premise is the belief that effective learning situations can best be provided and positive behavioral patterns enforced when unacceptable behavioral patterns and their consequences are outlined. When discord does arise, adherence to this code will assure that all parties are treated with courtesy, respect, and fairness, yet with a firmness that will direct students to conduct themselves in an acceptable manner.

### **I. GENERAL GUIDELINES FOR ASSESSING DISCIPLINE**

#### **A. Definitions**

The following words and terms, when used in this code, shall have the stated meaning unless the context clearly indicates otherwise:

**Class Disruption:** Any behavior which violates the rules of a particular classroom and interferes with a teacher's opportunity to present or other students'

opportunity to concentrate on the presentation or assignment.

**Discipline Management:** Any action which is intended to promote proper behavior and/or discourage misconduct.

**On-Campus Support:** An on-campus setting, apart from the regular classroom, where the student continues to receive instruction in each course to the extent possible.

**Suspension:** Removal of a student from school and school activities for a period not to exceed three days at a time, for disciplinary infractions.

**Adaptive Behavior Center (ABC):** An instructional setting other than the regular classroom, located on or off the regular campus, with instruction that focuses on English, Language Arts, Mathematics, Science, Social Studies, and Self-discipline. The ABC provides for the behavioral needs through supervision and counseling. Length of stay in the ABC will be determined by the ARD Committee.

**Disciplinary Alternative Education Program (DAEP):** An instructional setting other than the regular classroom, completely apart from students who are not assigned to the program, located on or off the regular campus, with instruction that focuses on English language arts, mathematics, science, history, and self-discipline. The DAEP provides for behavioral needs through supervision and counseling. The DAEP may be operated by the District in cooperation with other school districts, juvenile agencies, or other entities. The length of student placement in a DAEP will be determined by the building principal.

**Expulsion:** Suspension of a student from school for more than three consecutive days. Expulsion from periods up to one year is required by law for certain student offenses and may contain a provision that prohibits attendance to school activities.

**Parents:** Includes single parent, legal guardian, or person in lawful control.

**School Premises:** Any property owned by the school district or over which the school district or its personnel exert lawful control, including property visited by students in connection with a school-operated activity, such as a field trip or an extracurricular activity.

**Reassignment of Classes:** A student may be removed from the assigned classroom and placed in another class on the same campus. To the extent possible the student should continue to receive instruction in the course from which removed. The purpose of this type of removal is to remove the student from a potentially dangerous or explosive situation. Length of removal or stay shall be determined by the administrator.

## **B. Listing of Offenses and Consequences by Level**

### Level I Offenses

Level I acts of misconduct include repeated infractions of classroom management procedures or rules, or other misconduct that disrupts the educational process to the extent that the classroom teacher needs administrative support to correct the problem. The following is a non-inclusive list

of behavior infractions:

1. Leaving the classroom without permission.
2. Cheating and/or copying work from another source.
3. Violation of the dress and grooming code.
4. Public displays of emotion and affection.
5. Being tardy to class.
6. Disruption of the orderly classroom process.
7. Refusing to participate in classroom activities or fulfill assignments.
8. Failure to bring appropriate materials to class.
9. Chewing gum, eating, and or drinking in undesignated areas.
10. Horseplay or scuffling.
11. Running, making excessive noise, or other disruptions in halls, buildings, classrooms, or other supervised settings.
12. Sleeping in class—including On-Campus Support Class.
13. Refusing to follow classroom rules.
14. Being in the halls without permission.
15. Minor defacing of school property (writing on desks, wall, books, etc.)
16. Throwing objects (pencils, erasers, paper balls, etc.)
17. Possessing or using nuisance items (radios, headphones, etc.)

### **Level I Disciplinary Options**

Any one or any combination of consequences may be used. The options are not listed in any sequential order.

1. Teacher/student conference.
2. Teacher/parent conference.
3. In-class disciplinary action, including verbal correction.
4. Administrator/teacher/parent conference.
5. Parent contact.
6. Academic penalties (for cheating only).
7. Exclusion from extracurricular and/or co-curricular activities.
8. Corporal punishment.
9. Removal to an On-Campus Support Class.
10. Detention hall.
11. Withdrawal of various student privileges.
12. Confiscation of nuisance items.

### **Level II Offenses**

Level II acts of misconduct include those student infractions which are more serious than Level I offenses in their effect on the orderly process of the school program. Examples of misconduct include but are not limited to:

1. Any repeated offense or a new violation while being disciplined.
2. Being disrespectful to and/or failing to comply with lawful directives issued by school personnel.
3. Leaving school or school activity without permission.

4. Using profane, obscene, indecent, or racially or ethnically offensive language and/or physical gestures.
5. Fighting, which is defined as conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should seek to detach himself/herself from the situation and get school personnel or adult help.
6. Failing to abide by rules and regulations at extracurricular and/or co-curricular activities.
7. Cutting class or other scheduled activity.
8. Truancy or excessive absences.
9. Stealing, robbery, extortion, gambling, or arson.
10. Vandalism to or defacing school property.
11. Inappropriately engaging in acts of familiarity with other students.
12. Altering school documents or records, or forgery of a name on school documents.
13. Violations of motor vehicle code, including speeding, reckless driving, and violations of parking regulation.
14. Possessing a device, object, or substance that could cause bodily harm to individuals in any school setting.
15. Possession of electronic paging devices) or cellular telephones.
16. Throwing or irresponsibly using objects that can cause bodily injury or damage to property.
17. Possession or use of tobacco products.
18. Displaying inappropriate behavior on a school bus.
19. Exhibiting any unacceptable or unwanted physical contact.
20. Selling or soliciting for sale any merchandise on the school campus without the authorization of the building principal.
21. Loitering in unauthorized areas of the school building/grounds.
22. Threats, oral or written, to do bodily harm to another, or to the property of another.
23. Acts of disobedience or disorderly behavior which may prove to be detrimental to the school, harmful to health and safety, or inhibiting to the rights of others.
24. Interfering with school authorities or school programs through boycotts, sit-ins, or trespassing.
25. Failure to comply with disciplinary consequences.
26. Failure to report to school personnel the knowledge of an event, device, object, or substance that could cause bodily harm to individuals in any school setting.
27. Possession, use, or distribution of any substance represented to be a drug or alcohol.
28. Indecent exposure, sexual misconduct, and/or sexual harassment.
29. Hazing.
30. Gang-related behavior or activity, or gang memberships.
31. Possession of drug paraphernalia.
32. Burglary of a school facility or major vandalism to District property.
33. Posting or distributing unauthorized communicative materials on school premises.
34. Assault.
35. Possessing or discharging firearms.
36. Pledges to join, solicit membership in a public school fraternity, sorority, secret society, or gang as defined in TEC 37.121.
37. Violations of the District Internet Policy.
38. Any other conduct that disrupts the school environment or educational process.

### **Level II Disciplinary Options**

Any one or any combination may be applied. The options are not listed in any sequential order.

1. Any combination of teacher, principal or appropriate administrator, parent and student conference.
2. Parent contact.
3. Removal to on campus support.
4. Corporal punishment.
5. Confiscation of prohibited items.
6. Restitution or restoration, as applicable.
7. Loss of driving privileges on school grounds.
8. Loss of Internet use privileges.
9. Referral to law enforcement officers.
10. Removal of school transportation privileges.
11. Suspension.
12. Exclusion from extracurricular activities.
13. Detention hall.
14. Disciplinary Alternative Education Program.
15. Expulsion.

### **Level III Mandatory Removal or Expulsion Offenses**

#### **Mandatory Removal**

If a student commits any of the following acts while on school property, or within 300 feet of school property, or while attending a school sponsored activity on or off the property, he or she **shall** be removed to an alternative education program.

1. Commits assault as defined by Penal Code 22.01 (a) (1).
2. Makes a terroristic threat as defined by Penal Code 22.07.
3. Commits a serious offense under the influence of alcohol.
4. Engages in public lewdness under Penal Code 21.07.
5. Engages in indecent exposure under Penal Code 21.08.
6. Engages in any conduct punishable as a felony.

In addition to the above six acts, the following acts shall require DAEP placement even if the student's conduct occurs off campus and away from school sponsored events:

1. Engages in conduct containing the elements of the offense of retaliation under Penal Code 36.06 against any school employee, unless the act of retaliation is itself an expellable offense.
2. Receives deferred prosecution under Family Code 35.03 for conduct defined as a felony in Title 5 of the Penal Code.
3. A court or jury finding of delinquent conduct under Family Code 54.03 for conduct defined as a felony in Title 5 of the Penal Code.
4. A finding by the superintendent or designee that he or she has a reasonable belief that the student has engaged in conduct away from school which is defined as a felony other than those set out in Title 5 of the Penal Code, and the superintendent determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
5. Becomes a member or pledges, joins, or solicits others to join a public school fraternity, sorority, secret society or gang.

### C. Disciplinary Alternative Education Program

1. The District does not permit a student who is placed in a Disciplinary Alternative Education Program for any reason, determined by the District, to participate in any school-sponsored or school-related extracurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.
2. A student assigned to a DAEP placement in another district or open enrollment charter school at the time he or she enrolls in the District will be placed directly into the District's DAEP.
3. For seniors assigned to a DAEP who are eligible to graduate, the placement in the program will continue through graduation, and the student will not be allowed to participate in the graduation ceremony and related graduation activities.

#### DAEP Rules

1. The number of days assigned to a student who is placed in DAEP will be determined by the high school principal or designee, or by the ARD committee if appropriate.
2. Each day assigned to a student in DAEP must be served. If a student in DAEP is absent or tardy, the following guide will determine the outcome of the absence or tardy:
  - Excused absence/tardy** – if any part of the day is missed and the absence/tardy is excused, the day will be made up at the end of the scheduled placement.
  - Unexcused absence** – for each unexcused absence, three days will be added to the scheduled placement.
  - Unexcused tardy** – for each unexcused tardy, two days will be added to the scheduled placement.
3. Any discipline referral received during the DAEP placement may result in additional days being added to the scheduled placement.
4. Students in DAEP must be in compliance with the DAEP dress code each day. If a student is not in compliance with the DAEP dress code, the student's parent/guardian will be called to pick them up. This will be considered an unexcused absence, and three days will be added to the student's scheduled placement.
5. Students in DAEP will not be allowed to talk at any time unless given permission by the teacher.
6. Students in DAEP will show respect to teachers at all times.
7. Students in DAEP will stay in their assigned seats at all times, unless given permission by the teacher to move.
8. Students in DAEP will obey all rules outlined in the Groveton Jr-Sr High School Student Code of Conduct.
9. Students in DAEP will not be allowed to bring any items to school except a house key, which will be turned in to the teacher upon arrival each morning.

10. Students in DAEP will be allowed to eat breakfast (cereal and milk from the cafeteria) and lunch (sack lunch from the cafeteria) at the rate charged by the school cafeteria for student meals. No food items may be brought to DAEP by or for a student.
11. Students in DAEP may be searched every morning upon entering the classroom, and at any other time deemed appropriate by the teachers or administration.
12. Students in DAEP are not allowed on the regular campus for any reason during the scheduled placement unless arranged by the school administration.
13. Students in DAEP are not allowed at any school related activities, whether on or off campus, during the scheduled placement.
14. Students will be given two DAEP t-shirts and two warm-up pants upon their placement into DAEP. Additional shirts may be obtained for a fee. These will be kept clean by the student.
15. Students in DAEP will not be allowed to drive an automobile to school. They may ride a bus, ride a bicycle, be dropped off, or walk to and from the DAEP classroom. Any changes made to the method of transportation to and from school must be cleared through the High School Principal's Office.
16. Parents must sign students out in the High School Principal's Office before picking a student up from the DAEP classroom.

### **DAEP Dress Code**

1. DAEP t-shirts and black warm-up pants will be issued to each student and must be worn each day. T-shirts must be tucked in at all times.
2. Hair must be neat and clean, and it must be cut out of the eyes, off the ears, and off the collar. Sideburns must be level with the top of the ear. No buns, combs, wigs, straps, beads, corn rolls, twist, Mohawks, spikes, afros, shaved designs, rat tails, or colored hair. No ponytails on males.
3. Tennis shoes must be worn each day.
4. Socks must be worn each day.
5. No jewelry will be permitted.
6. No facial hair will be permitted.
7. No long fingernails will be permitted.

8. No caps, hats, bandanas, or any other headgear will be worn or brought to DAEP.
9. No makeup will be worn or brought to DAEP.
10. All visual tattoos must be covered.

### **Mandatory Expulsion**

A student shall be expelled from school for a period of time determined by the Board or its designee if the student, on school property or while attending a school-related activity, uses, exhibits, or possesses:

1. A firearm as defined in Penal Code 46.01 (3).
2. An illegal knife, as defined in Penal Code 46.01 (6). A pocket knife shall not be considered a bladed instrument if not opened or exhibited in a threatening manner, and not otherwise illegal under the penal code.
3. A club as defined by Penal Code 46.01 (1).
4. A weapon listed as prohibited under Penal Code 46.05.

A student **shall** be expelled from school for a period of time determined by the Board or its designee, if the student, on school property or while attending a school-related activity on or off school property, commits:

1. Aggravated assault under Penal Code 22.02.
2. Sexual assault under Penal Code 22.011.
3. Aggravated sexual assault under Penal Code 22.021.
4. Arson under Penal Code 28.02
5. Murder under Penal code 19.02.
6. Capital murder under Penal code 19.03.
7. Criminal attempt to commit murder or capital murder under Penal Code 15.01.
8. Indecency with a child under Penal Code 21.11.
9. Aggravated kidnapping under Penal Code 20.04.
10. The offense of selling, giving, delivering, using, or possessing marijuana, and/or a controlled substance as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C., 801 et seq., a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the Alcoholic Beverage Code, if the conduct is punishable as a felony.
11. Any offense relating to abusable glue or aerosol paint under 485.031 through 485.035, Health and Safety Code, if the conduct is punishable as a felony.
12. Conduct containing the elements of the offense of criminal mischief under Penal Code Section 28.03, if the conduct is punishable as a felony.
13. Serious or persistent misbehavior that violates the code of conduct.
14. Any of the above offenses against any school employee in retaliation for or as a result of the employee's employment with a school district.

Terms of expulsion shall deny the student access to all District activities and school property.

Federal law requires that a student expelled for a firearms violation must be expelled from the student's regular campus for a period of at least one year, subject to individual modifications made by the Superintendent.

## D. Procedural Due Process

### **Disciplinary Alternative Education Program**

Before placing a student in a disciplinary alternative education program, the principal or appropriate school administrator shall conduct an informal hearing at which the student shall be advised of the conduct with which he or she is charged and shall be given the opportunity to explain his/her version of the incident. The District shall make reasonable efforts to notify the parent prior to placing a student in a disciplinary alternative education program. If the parent cannot be notified prior to placement, the parent shall be notified as soon as possible of the placement and the reason for the placement.

If the placement extends beyond the end of the next grading period, the student or student's parents have a right to notification and participation in a hearing before the Board or its designee. A decision to place a student in a DAEP beyond the end of a grading period may not be appealed beyond the Board. After hearing the appeal, the Board or its designee shall set the terms for the student's placement in a DAEP and deliver a copy of the order placing the student in the DAEP to the student and the student's parents. The student's status must be reviewed by the Superintendent or designee at intervals of not more than 120 days.

For placement in a DAEP to extend beyond the end of the school year, the Board or its designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others; or
2. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct; or
3. School action of the offense for which the student is placed in a DAEP takes place during the final grading period of the year.

### **Expulsion**

Before a student is expelled, he or she shall have the right to a hearing before the Board or its designee, which meets the standards for due process under the federal constitution which includes the following:

1. Prior written notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Board or its designee.
3. Right to representation by legal counsel, by a parent or guardian, or by any other adult who is not an employee of the school district.
4. Opportunity to testify and present evidence and witness in one's defense.
5. Opportunity to examine the evidence presented by school administrators and the right to question school administration witnesses. Special consideration may be given to the victim or witnesses depending on the age, health, sensitivity, and well being of the witness or victim.

A notice of the hearing and an invitation to attend shall be sent to the student's parent or guardian. The written notice shall advise of the nature of evidence and the names of any witnesses whose testimony may be used against the student. The Board or its designee's decision shall be based exclusively on evidence presented at the hearing.

The final decision of the Board or its designee shall be communicated promptly to the student and parent. If the decision to expel is made, the superintendent or his/her designee shall provide a written order outlining terms of and length of the expulsion. The expulsion may not extend beyond the end of the school year unless the conduct leading to the expulsion occurred during the final grading period. If the unacceptable conduct occurs during the final grading period of the year, the expulsion may extend into the next school year but not beyond the end of the first semester.

No later than the second business day after the date of a hearing, a copy of the expulsion order will be delivered to the authorized officer of the juvenile court of the county in which the student resides. Parents are responsible for supervision of the student during the expulsion term. Students who are expelled may not be on school property or attend school functions.

The District will continue the expulsion of any student expelled from another district or open enrollment charter school during the period of the expulsion order.

### **E. Appeal of Decision to Expel**

If a student appeals a decision to expel, the student shall remain expelled pending further appeal. No educational service will be provided, except as determined by the ARD or 504 Committee for disabled students. The Board's decision may be appealed to the district court of the county in which school administration office is located.

### **F. Emergency Placement or Expulsion**

#### **Emergency Placement**

The principal or appropriate administrator may order a student to be immediately placed in an alternative education program if it is reasonably believed that the student's behavior is so unruly, disruptive, or abusive that it interferes with:

1. A teacher's ability to communicate effectively with students in a class;
2. The ability of the student's classmates to learn;
3. The operation of the school or school sponsored activity; or
4. If the appropriate administrator reasonably believes that eminent harm is likely.

At the time of the emergency placement the student shall be given oral notice of the reasons for emergency placement in an AEP. Within a reasonable time, the student will be afforded Procedural Due Process as outlined in this code. The principal or appropriate administrator shall not be liable for civil damages for an emergency placement.

#### **Emergency Expulsion**

The principal or appropriate administrator has the right to order the immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect persons or property from imminent harm.

At the time of the emergency expulsion, the student shall be given a notice of the reason for the emergency expulsion. A due process hearing for expulsion will be provided within 10 days, unless the parent or guardian agrees in writing to an extension of time. The principal or appropriate administrator is not liable for civil damages for an emergency expulsion.

The conditions of an emergency placement or emergency expulsion may restrict the student's extracurricular activities according to the Student Code of Conduct.

## **G. Teacher Removal of a Student**

### **Informal Discretionary Removal**

A teacher may seek the help of the principal in an effort to maintain effective discipline. When a student is sent to the principal's office under the provision, the principal shall employ appropriate discipline management techniques consistent with Levels I, II, or III of this Student Code of Conduct.

If the behavior is a violation of the Student Code of Conduct, the teacher, before leaving school that day, must file a written report, not to exceed one page in length, with the principal or appropriate administrator, and a copy will be sent to the parent or guardian within 24 hours.

### **Formal Discretionary Removal**

A teacher may remove a student from class:

1. If a student behaves in a way that is documented by the teacher to repeatedly interfere with classroom learning; or
2. If the teacher determines the student to be so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If the behavior is a violation of the Student Code of Conduct, the teacher must file a written report that day, not to exceed one page in length, with the principal, and a copy will be sent to the parent or guardian within 24 hours.

When a student is removed from class by a teacher under this provision, the principal shall schedule a hearing within three class days. The hearing shall include the principal, parent/guardian, student, and the teacher who removed the student, when appropriate. Even if all persons are not present, the principal may still order the appropriate placement and the duration of that placement. At the hearing, the student shall be advised of the conduct with which he or she is charged and given an opportunity to explain his or her version of the incident.

When a teacher removes a student from class under this provision, the principal may:

1. Place the student into another appropriate classroom, or
2. Place the student into On-Campus Support, or
3. Place the student into an alternate education program (AEP).

If the principal's decision is that the student should be returned to that teacher's classroom and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

Terms of removal may prohibit the student from attending or participating in school sponsored or school related activities.

### **Mandatory Removal by a Teacher**

A teacher **shall** remove, from the classroom, a student who engages in conduct described under Level III of the Student Code of Conduct. The principal shall either place a student removed under this provision into an alternative education program, or expel the student, as appropriate. When a student is removed from class by a teacher under this provision, the principal shall schedule a hearing within three days. The hearing shall include the principal, parent/guardian, student, and the teacher who removed the student, when appropriate. Even if all persons are not present, the principal may still order the appropriate placement and the duration of the placement. If the principal's decision is that the student should be expelled, the student shall be provided a due process hearing for expulsion consistent with this Student Code of Conduct.

If the principal's decision is that the student should be returned to that teacher's classroom following completion of the assignment to an alternative education program and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

Terms of removal **shall** prohibit the student from attending or participating in school-sponsored or school-related activities.

### **Suspension**

The principal or other appropriate administrator may suspend a student who violates the Student Code of Conduct. A suspension may not exceed three school days. Multiple suspensions for subsequent offenses are permissible.

Before suspending the student, the principal shall conduct an informal hearing at which:

1. The student is advised of the conduct of which he or she is charged;
2. The student is given the opportunity to explain his or her version of the incident.

District personnel shall make every effort to notify the parent prior to suspending a student from school. If the parent cannot be contacted prior to removal, the parent shall be informed of the reasons for suspension.

It is the responsibility of the parent to provide adequate supervision of the student during the period of suspension. Students may not be on school property or at school-related activities while suspended.

## H. Placement of Students with Disabilities

### **Placement of Students with Disabilities into an AEP**

The long term placement of a student with a disability who receives special education services may be made only by a constituted admissions, review, and dismissal (ARD) committee. Such student may not be placed in an alternative education program solely for educational purposes if the student does not also meet the criteria for alternative placement in TEC 37.006(a) or 37.007(a). Due process or minimal due process procedures, as appropriate, shall apply.

### **Emergency Removal of Students with Disabilities**

The principal or appropriate administrator may order the immediate suspension of a student with a disability for emergency reasons if it is believed that such action is necessary to protect the student, other persons, or property from imminent harm. Removal shall be made only in emergency situations and shall not exceed three days unless the ARD or 504 committee determines that the student poses an immediate threat to himself/herself or others, or disrupts the safety of the learning environment.

If emergency removals, suspensions, or removal to alternative education programs total 16 school days in a year, the ARD or 504 committee shall review the student's IMP, unless the discipline management portion of the IMP specifies otherwise.

### **Suspension of Student with Disabilities**

A student with a disability may be suspended for a period not to exceed three consecutive school days for each separate offense. Before such students are suspended, members of the special education support staff, qualified to determine whether a link exists between the misconduct and the disability or placement, may be contacted for advice on whether or not a connection exists between the disability and the conduct.

A student with a disability shall not be removed to an alternative education program for more than 10 days unless the ARD or 504 committee first determines whether the alleged behavior in question was related to the disabling condition. If the ARD or 504 committee determines there is a connection, they must also determine what action is appropriate. Removal for more than 10 consecutive school days requires ARD or 504 committee action, subject to the parent's right to appeal.

If a student with a disability is removed from school premises for any reason for a total of 16 or more days in the school year, the ARD or 504 committee shall review the student's IMP, unless the IMP specifies otherwise.

### **Expulsion of Students with Disabilities**

A student with a disability may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the ARD or 504 committee determines that the misconduct is not related to the disabling condition or inappropriate placement.

In determining whether a student's disruptive behavior was related to a student's disabling condition, the ARD or 504 committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The ARD or 504 committee shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement after 10 days while additional assessments are being made.

The ARD or 504 committee shall determine the instructional and related services to be provided during the time of expulsion. The student's IMP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

If the ARD or 504 committee determines that the student's disruptive behavior is related to the disabling condition or inappropriate placement, the student shall not be expelled. If the disruptive behavior on the part of the student indicates an inappropriate placement, the ARD or 504 committee shall review the placement and recommend alternatives. If the ARD or 504 committee determines that the behavior was related to the disabling condition, it shall either rewrite the IEP to address the student's behavioral and educational needs or, when appropriate, consider the extension of an emergency removal.

## **I. Appeal of a Student with Disabilities Expulsion**

A decision of the Board's designee to expel a student may be appealed to the Board. A student may be denied the privileges of the home campus pending appeal of an expulsion.

A student with a disability shall not be excluded from school pending appeal to the Board for more than 10 days without ARD or 504 committee action. During an appeal to a special education hearing officer, the student shall remain in his current classes unless the district and parent agree otherwise or the hearing officer grants an interim order to authorize the exclusion.

Request for Board hearing to appeal a decision to expel a student shall be made in writing to the superintendent within three school days after receipt of the written decision. The superintendent shall provide the parent written notice of the date, time, and place of the review within five days of receipt of the appeal request. The Board shall conduct a hearing that complies with required due process for expulsion hearings outlined in this code and shall base its decision on the evidence presented at that hearing.

If the decision to expel the student with the disability is upheld by the Board, the superintendent shall mail a copy of the expulsion order to the student and the student's parent. A copy of the order shall also be mailed to the authorized officer of the juvenile court of the county in which the student resides.

## **J. Corporal Punishment**

Corporal punishment is permitted as a corrective action to certain rules infractions in order to preserve an effective and orderly educational environment. Factors of student size and age, and the

physical, mental and emotional conditions of the student shall be considered before the administration of any corporal punishment.

Corporal punishment shall be limited to paddling and shall be administered only in accordance with the following guidelines:

1. The student will be informed of the reason(s) for corporal punishment.
2. Corporal punishment may be administered by the teacher, school principal, or assistant principal.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. The administration of corporal punishment shall be performed in the presence of one other employee of the district, and in a place out of view of other students.

A record shall be maintained on each administration of corporal punishment.

## **K. Detention**

For minor infractions of the code of conduct or other policies or regulations, administrators may detain students after school hours. Before assigning one to detention, the administrator shall inform the student of the conduct that allegedly constitutes a rules violation, and the student shall be given an opportunity to explain his or her version of the incident.

When detention is used, notice shall first be given to the student's parent or guardian to inform them of the reasons for detention and to permit arrangements for necessary transportation of the student. Except in the case of a student who is 18 years of age, or older, detention shall not begin until after the parent has been notified. If the student is a minor, the parent or guardian will be required to provide necessary transportation when a student has been assigned to detention.

## **L. Readmission of Expelled Students**

On recommendation of the placement review committee or on its own initiative, the District may re-admit an expelled student while the student is still fulfilling court-imposed sanctions. After a student completes the sanctions, the district must re-admit the student; however, the District may place the student in an alternative education program. The student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

## **M. Interrogations and Searches**

Searches of a student and/or property of the student may be conducted based on a reasonable suspicion of the presence of an item violating Board policy, the Student Code of Conduct, or criminal laws, and that the search could reasonably be expected to produce evidence of that violation. School officials may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. Vehicles on school property are subject to search

under the same standard.

Lockers are property of the school and remain under school jurisdiction when assigned to an individual student. The school reserves the right to inspect all lockers at any time. A student has full responsibility for security of his or her locker. Searches of lockers may be conducted at any time there is reasonable suspicion to do so whether or not the student is present.

Searches of student's outer clothing and pockets may be conducted if reasonable suspicion exists. Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for a search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all, of the examples of circumstances supporting reasonable suspicion:

1. Smell of alcohol on breath,
2. Present inability to communicate coherently,
3. Dilated pupils,
4. Odor of marijuana,
5. Habitually sleeping in class,
6. Bloodshot eyes, and
7. Canine alert on one's locker, books, car, etc.

## **N. Physical Restraint**

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the employee, from physical injury;
2. Obtain possession of a weapon or dangerous object;
3. Protect property from serious damage;
4. Restrain an irrational student;
5. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.

## **O. Cooperation With Law Enforcement Officials**

The District personnel will cooperate with law enforcement agencies within reason. Law enforcement officials may be summoned to keep or restore order at school or at school-related activities. They may also be summoned to conduct an investigation of alleged criminal conduct on school premises or at school-sponsored activities. Administrators shall have the responsibility and authority to determine when law enforcement officer's assistance is needed within their respective jurisdiction. However, district administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

## **P. Police Questioning of Students**

For police questioning of a student in school, the following guidelines shall apply:

1. The officer shall provide his/her name and title for district records.
2. The officer shall state the necessity for questioning the student during school hours at school.
3. After consultation, the principal or officer shall make reasonable effort to contact the student's parents.
4. Effort shall be made for questioning to be out of the view of other students.

## **Q. Arrested Students**

If a student at a school is subject to arrest or apprehension by law enforcement officer(s), the principal or appropriate administrator, after consultation, shall deliver the student into the officer's custody. The principal shall immediately make reasonable efforts to notify the student's parents and the superintendent.

*This Plan and Code is not a contract. The purpose of this document is to serve as a guide only. The policies and procedures contained in this document can be changed at any time to serve the best interest of the District.*

## **II. IMPLEMENTATION OF THE CODE OF CONDUCT**

### **A. Responsibility and Authority for Administration and Enforcement of the Code of Conduct**

1. The building principal and/or other appropriate administrator shall have the responsibility of implementing the code of conduct.
2. Assignment of a student to an alternative education program, In accordance with the code, may be made by the principal or other appropriate administrator.
3. Suspension of a student from school, not to exceed three days, who engages in conduct for which one may be placed in the alternative education program, may be imposed by the principal or other appropriate administrator.
4. The superintendent, assistant superintendent, or the board's designee shall have the authority to expel a student for disciplinary infractions and/or violations of the law in accordance with this Code and state and federal law.
5. The superintendent, principal, or appropriate administrator may order the immediate suspension, expulsion, or placement into an alternative education program of a student whose behavior is so unruly, disruptive, or abusive, that it seriously interferes with school operations or activities, and/or the administrator reasonably believes that such action is necessary to protect persons or property from imminent harm.
6. The school administration shall provide each certified employee a copy of Subchapter A of Chapter 37 on alternative settings for behavior management, and a copy of the local discipline policies.
7. The school administration shall inform each teacher of a student who has committed an expellable offense.

## **B. Role and Responsibility of Certified Personnel in Maintaining Acceptable Conduct**

1. Administrators have the responsibility to:
  - a. Assure a safe and orderly climate for teaching and learning.
  - b. Enforce the Student Code of Conduct.
  - c. Provide appropriate support for teachers who seek help in discipline management.
  - d. Notify parents within 24 hours of receipt of a report of violation of the Student Code of Conduct.
  - e. Provide campus in-service related to the Code of Conduct.
  - f. Communicate with parents when their child becomes a discipline problem.
  - g. Secure a signed statement from parents acknowledging receipt of a copy of the Code of Conduct and knowledge of the Code.
  - h. Report firearm offenses to TEA in accordance with 37.001(e).
  - i. Schedule hearings within three (3) days after a teacher's formal removal of a student.
  - j. Provide parents with notice of and an opportunity to participate in a proceeding before the Board or Board designee when student placement in an alternative education program (AEP) extends beyond the end of the next grading period.
  - k. Provide minimal due process for suspensions and AEP placements.
  - l. Provide 120-day review of a student placed in AEP.
  - m. Make appropriate reports to law enforcement.
  
2. Teachers and other certified personnel have the responsibility to:
  - a. Be knowledgeable of the Code of Conduct and sign a statement to that effect.
  - b. Develop, maintain, and communicate classroom rules and discipline management procedures.
  - c. Remove from a class a student who commits certain offenses.
  - d. Maintain an orderly classroom and atmosphere.
  - e. Establish rapport and an effective working relationship with parents.
  - f. Report in writing, up to one page to the principal or other appropriate administrator, any known violation of the Student Code of Conduct.
  - g. Maintain confidentiality upon receipt of information that a student has committed an expellable offense.

## **C. Responsibility of Parents**

Parents, which includes single parent, legal guardian, or person(s) having lawful control of the student, have the responsibility to:

1. Make every effort to provide for the physical needs of the student.
2. Teach the child to pay attention and obey rules.
3. Assure their child attends school regularly and report and explain absences and tardiness to school personnel.
4. Be sure the child is appropriately dressed at school and school-related activities.
5. Support school personnel in the enforcement of discipline imposed in accordance with school policy and the Student Code of Conduct.
6. Participate in meaningful conferences with school personnel regarding the child's progress, behavior or general welfare.
7. Discuss report cards and school assignments with the child.
8. Bring to attention of school personnel any problem or condition that may relate to the child's

well-being.

9. Supply a signed statement that they have received and reviewed the Student Code of Conduct and that they are knowledgeable of the responsibilities outlined in the Code.
10. Control their child.

#### **D. Placement Review Committee**

Each school shall establish a 3-member committee. The campus faculty shall select two teachers to serve as members of the committee, and one additional teacher shall serve as alternate. The principal shall serve or select one member from the professional staff. The committee shall have the responsibility to:

1. Determine, in accordance with law and policy, the placement of a student when a teacher refuses to re-admit a student whom the teacher has removed from class.
2. Make recommendations regarding readmission of expelled students prior to completion of a court-imposed disposition.

#### **E. Parent-Teacher Conferences**

It is recognized that a close and cordial relationship between parents and school personnel will enhance student achievement. District personnel will communicate and work closely with parents in an effort to improve academic performance and/or establish workable solutions to student behavior problems.

Conferences may be held when:

1. Problems arise relating to a student's academic achievement.
2. The student behavior results in assignment to in-school suspension or an alternative education program.
3. There are excessive absences or tardies.
4. At the request of the parent or school personnel.

#### **F. Student Records**

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The District's complete policy regarding student records is available from the campus principal.

## **G. Textbooks**

State-approved textbooks are provided free of charge for each subject or class: a student is required to use these books carefully. Books must be covered by the student as directed by the teacher: a student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school or owing a fee for a damaged book shall lose the right to have free textbooks assigned until the book is returned or the fee paid for by the parent or guardian. A student shall be provided textbooks for use at school during the school day.

## **H. Visitors**

Parents and other visitors are welcome to visit the school. All visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted if their duration or frequency does not interfere with the delivery of instruction or does not disrupt the normal school environment.

# **III. STUDENT CODE OF CONDUCT**

## **A. Philosophy**

The staff of the Groveton ISD believes that all students can learn and achieve mastery of basic grade level skills. We believe that the purpose of this district is to educate all students to high levels of academic performance, while fostering growth in social/emotional behavior and attitudes. We accept the responsibility to teach all students so they can attain their maximum educational potential. These objectives may be met only when there is a school climate free from disruptions that interfere with the learning process. The purpose of this code is to communicate the expectations for responsible student behavior, and the consequences of irresponsible and disruptive behavior. It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectations. However, when violations of the Code of Conduct do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or maintain a positive learning environment.

Student discipline shall be administered fairly and equitably, and based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

1. The seriousness of the offense.
2. The student's age.
3. The frequency of misconduct.
4. The student's attitude.
5. The potential effect of the misconduct of the school environment.

## **B. Jurisdiction**

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. The District's jurisdiction includes any activity during the school day on school grounds, or within 300 feet of school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, including retaliation against an employee, regardless of time or location.

### **C. Abiding by the Law**

Every student is expected to abide by federal laws and the laws of the State of Texas. Violation of certain federal and state laws shall constitute a violation of the Code of Conduct and appropriate discretionary or mandatory disciplinary measures will be imposed.

### **D. End of Semester/Year Offenses**

Certain student offenses may result in long-term assignment to an alternative education program for the remainder of the semester or year. Such placement may extend beyond the school year in accordance with TEC 37.009©.

### **E. Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the right of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities include.

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Exhibiting respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless they are waved.
7. Refraining from violations of the Student Code of Conduct.
8. Obeying all school rules, including safety rules.
9. Exhibiting responsible conduct at school, on school buses, and at all school functions on or off campus.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.

### **F. Students at School or School-Related Activities are Prohibited From:**

1. Repeated and or excessive violations of stated and or published classroom and campus rules and regulations.
2. Cheating or copying the work of another source.
3. Leaving school-sponsored events without permission.

4. Directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
6. Playing with matches, fire, or committing arson.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by the District, other students, or District employees.
9. Disobeying school rules about conduct on school buses.
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Committing extortion, coercion, or blackmail: that is obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
12. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
14. Engaging in any unruly, disruptive, or abusive behavior that seriously interferes with a teacher's communications with students, with students' ability to learn, or with the educational process.
15. Committing indecent exposure.
16. Being tardy or leaving school grounds when not permitted to do so.
17. Engaging in any conduct constituting criminal mischief as defined by law.
18. Engaging in any other conduct that disrupts the school environment or educational process.

## **G. Dress Code**

The students and his/her parent may determine the student's personal dress and grooming provided that the student's dress and grooming:

1. Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the proper learning environment of the school, or
2. Shall not create a health or other hazard to the student's safety or the safety of other students.

In addition to these general responsibilities, the following requirements shall be adhered to:

1. Shorts may be worn, but they must come to mid-thigh when sitting and be loose around the legs. Cutoffs and wind-shorts will not be allowed.
2. Spandex shorts/pants will only be allowed when worn under clothing that meets the dress code requirements.
3. No pajama pants will be worn to school.
4. No tank tops, tube tops, spaghetti straps
5. No excessively low-cut blouses or sweaters and no sleeveless shirts with excessively large armholes or cut-off sleeves.
6. No hats, caps, headbands, or sunglasses (unless prescribed by doctor) in the school building.
7. Shirts must come to the waist even in movement.
8. Dresses and skirts must come to the mid-thigh when sitting.
9. Pants (waist) must be worn above the hips.

10. All belts and suspenders must be properly fastened.
11. No bizarre items or styles that promote unique distractions.
12. No earring(s) or ear cuff(s) worn by male students. No body piercing adornments (nose), lip, tongue, eyebrow, etc.) on **ANY** student.
13. No clothing with coloring, designs, symbols, or lettering that would be interpreted as inappropriately suggestive, vulgar, or possibly gang related.
14. No clothing advertising alcohol or tobacco products or their products.
15. For safety and health reasons, appropriate shoes (**no house shoes**) will be worn by all students.
16. Male students may not have any hair adornment.
17. Hairstyles or designs that may be disruptive or distracting in the school environment, such as Mohawks, spikes or shaved designs are prohibited.
18. In order to maintain discipline, foster respect for authority, and prevent disruption, the District reserves the right to prohibit any clothing or grooming that in the administrator's judgment may reasonably be expected to cause disruption of, distraction from, or interference with normal school operations.
19. No Skates or roller type shoes will be allowed

**Students who come to school in violation of the prescribed dress-grooming regulations will face disciplinary action.**

## **H. Attendance**

To receive credit in a class, a student must be in attendance for at least 90% of the days the class is offered during a semester. A student who is in attendance less than 90% of the days the class is offered in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances. Students who accumulate 10 or more absences may be ineligible to participate in any extracurricular activities immediately. A student who comes in compliance with both local and state attendance requirements may regain eligibility. An attendance committee may review absences due to extenuating circumstances. (Attendance makeup can be arranged through the principal's office.)

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Verification of any absence may be required by the campus principal.

The District may consider the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal.
2. Days of suspension.
3. Participation in a court proceeding or child abuse/neglect investigation.
4. A migrant student's late enrollment or early.

5. Days missed as a runaway.
6. Completion of a competence-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his or her child.
9. Participation in a substance abuse rehabilitation program.
10. Homeless, as defined in federal law.

An attendance committee will be appointed by each school to hear appeals from students who are in attendance less than 90% of the days the class is offered.

The committee will consist of the student's teacher(s), counselor, and the principal or his or her representative. The attendance committee will have the authority to:

1. Grant excessive absences.
2. Offer alternative ways for students to make up time and school work missed.
3. Deny credit.

## **I. Compulsory Attendance**

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester; the district may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state and compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered in violation of the law and subject to disciplinary action. Nonattendance may also result in assessment or penalty by a court of law against the student and his/her parents.

Upon enrollment in school, pre-kindergarten students and kindergarten students will be required to attend school.

## **J. Vandalism/Damage to School Property**

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District Schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost or damaged textbooks.

## **K. Sexual Harassment**

The District believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, to have respect for the other individual's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delaying completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent, within 10 days, may request a conference with the Superintendent or designee by following the procedure set out in Board Policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

## **L. Hazing**

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. Students shall have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

## **M. Tobacco Use**

The use or possession of tobacco products by students is prohibited on all campuses.

Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related activities.

## **N. Paging Devices, Including Cellular Telephones**

Students shall not possess a paging device, including cellular telephones, while on school property or while attending a school-sponsored activity on or off school property, unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization. A 'paging device' is a

telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. As allowed by Section 37.082 of the Texas Education Code an administrative fee of \$15.00 will be charged to return such devices to owner/parent.

## **O. Drug-Alcohol Use**

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any volatile chemical that can be abused.
4. Any other intoxicant, or mood changing, mind-altering, or behavior-altering drugs prohibited under the Texas Controlled Substance Act or Federal Drug Abuse Prevention Control Act.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this rule.

## **P. Weapons**

A student shall not be in possession of any prohibited weapon at school, on school premises, or at any school-related activity, unless pursuant to written regulations or written authorization of the District. A student shall not possess or use articles not generally considered to be weapons when the principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use.

Weapons include, but are not limited to:

1. Firearms of any kind.
2. Fireworks or explosive devices of any kind.
3. Knives of any size, including pocket knives.
4. Razors.
5. Clubs or night sticks.
6. Metallic or hard surfaced knuckles.
7. Chains.
8. Pellet guns, BB guns or slingshots.
9. Any other object used in a way that threatens to inflict harm to another person.

Lockers and cars parked on school premises may be inspected by school personnel if there is a reasonable suspicion to believe they contain weapons.

### **Q. Assaults**

Students are prohibited from assaulting anyone at school, on school property, or at any school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or reasonably believes that the other will regard the contact as offensive or provocative.

### **R. Disturbing School or Classes**

For the purpose of this rule, “school property” includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-related activities, and “public property” includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the instructional program or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

### **S. Disruption of Lawful Assembly**

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration.
4. Disrupting, by force or violence or the threat of force or violence, a lawful assembly in progress.
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or

property, or preventing or attempting to prevent by force or violence or by threats thereof, the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the force of violence or due to a reasonable fear that force of violence is likely to occur.

Conduct by students, either in or out of class, that for any reason—whether because of time, place, or manner of behavior—materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities, is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

## **T. Distribution of Materials**

Distribution of written materials may be restricted, subject to the following guidelines:

1. Distribution may be limited to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.
2. Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
3. Content of the materials to be distributed shall conform to the following standards:
  - a. Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
  - b. Libelous material may be prohibited from distribution.
  - c. Publications that criticize board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
  - d. Hate literature that scrupulously attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction.

## **U. Prior Review**

All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures:

1. Material shall be submitted to the building principal or a designee for review.
2. The principal or a designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four-hour period shall be interpreted as disapproval.
3. The student may appeal disapproval to the superintendent, who shall decide the appeal within three days of its receipt. Failure of the superintendent to act within the three-day period shall be interpreted as disapproval.
4. The student may appeal approval by the superintendent to the Board. The student shall notify the superintendent of the appeal and request the matter be placed on the agenda for the next Board meeting. At that Board meeting, the student shall be given a reasonable period of time to present his or her viewpoint.

## **V. Closed Campuses**

Groveton Elementary School Campus is a closed campus. No student will be allowed to leave school without permission.

Students leaving campus without administrative approval shall be subject to disciplinary action.

## **W. Secret or Self-Perpetuating Societies**

Students shall not become members or promise to become members of any organization composed wholly or in part of students in public schools which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its members, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill in the special aims of the organization.

## **MISCELLANEOUS**

### **GOOD SPORTSMANSHIP CODE OF ETHICS**

1. Respect shall be shown to the officials and their decisions.
2. Respect shall be shown to the opposing school, to the facilities, and to the student body.
3. Enthusiastic and wholesome cheering is encouraged: booing, stamping of feet, and disrespectful remarks should be avoided at all times.
4. Proper courtesy shall be shown for injured players.
5. Principles of integrity and fair play shall always be observed in all interscholastic league activities and all other activities, also.
6. Since a school is judged by its students' actions; students should, at all times, conduct themselves in a manner which compliments their school.

7. Good sportsmanship should be demonstrated whether a student's team wins or loses.
8. Spectators should encourage all people to observe this code of ethics. Those who do not respond should be reported to the proper authorities.
9. Rules of the University Interscholastic League states that a coach may be disqualified from any league activities for misconduct at any league event.

## **CLUBS**

Student clubs and performing groups such as band, cheerleaders, and athletic teams may establish rules of conduct and consequences for misbehavior that are stricter than those of students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Each member of a group imposing stricter standards shall be notified of the standards of behavior and of the specific consequences of violating the standards.

## **ANNOUNCEMENTS**

A student requesting that an announcement be made should write it out and have it approved by a sponsor and the principal. It will be announced at the next scheduled time for announcements. Announcements will be made once daily by the campus principal or designee.

## **ASBESTOS**

The Asbestos Management Plan is available for viewing in the Superintendent's Office. Any patron wishing to review the plan may do so during regularly scheduled school days.

## **BACTERIAL MENINGITIS**

### **What is Bacterial 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 influenza (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 by: kissing, sharing drinking containers, utensils, or cigarettes.

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

### **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 when people are traveling to a country where there is a high risk of contracting 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%). It can cause mild side effects, such as redness and pain in the injection site lasting up to two days. Immunity develops within 7-10 days after the vaccine is given and lasts for up to 5 years.

### **What You Should Do If You or a Friend Might Have Bacterial Meningitis?**

Seek prompt medical attention.

### **For 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 websites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.teasdepartmentofstatehealthservices.com](http://www.teasdepartmentofstatehealthservices.com)

## **COMMUNICABLE DISEASES**

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted; convalescing students are not allowed to come to school until the disease is no longer contagious

## **DRILLS—FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or other district personnel quickly and in an orderly manner.

Emergency Bells: 3 bells—————leave the building  
1 bell————---return to room

## **EMERGENCY MEDICAL TREATMENT**

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

## **FEES**

Materials that are part of the basic educational program are provided without charge to the students. Students are expected to provide their own supplies of pencils, papers, erasers, and notebooks, and may be required to pay certain other fees or deposits including:

1. Club dues,
2. Security deposits,
3. The materials for a class project the student will keep,
4. Personal physical education apparel,
5. Voluntary purchase of pictures, publications, etc.,
6. Student accident insurance and insurance on school-owned instruments,
7. Instrument rental and uniform maintenance,
8. Parking fees,
9. Fees for damaged or lost library books and school-owned equipment, and
10. Lost or damaged textbooks.

Pay fees to the teacher to whom they are owed. Pay library fees to the librarian. Pay all fees by the last day in each six-week in which the payment is applicable. Report cards will be held if paid late.

If problems arise regarding the above listed fees or regulations, the student and his/her parent should see the campus principal.

## **FUND RAISING**

Fund raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administrative approval and under the supervision of the project sponsor, in students in all grades.

All fund raising projects shall be subject to the approval of the principal.

Monies collected by student groups shall be dispersed only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students. Sponsors of the organizations that participate in fund raising activities are responsible for seeing that all monies raised are accounted for in the principal's office.

## **IMMUNIZATIONS**

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are; diphtheria/tetanus, polio, measles, mumps, and rubella (MMR), haemophilus influenza Type B, hepatitis B, varicella (chicken pox); the school nurse can provide information on the required doses of these vaccines. Proof of immunizations may be personal records by a licensed physician or public health clinic with a signature or rubber stamp validation.

## **INSURANCE**

The school district will select an insurance policy to be made available to those students who desire it. This selection will be based on costs and benefits. This insurance is not compulsory for students. Students participating in high school football are covered by a special policy selected by the school and paid by the district. This policy may not pay 100 percent of the cost of an injury. Since the football policy covers football injuries only, the athletes as well as all other students will need to secure the regular school insurance for students in the desire coverage in other school sports or other school sponsored activities.

## **LATE TO SCHOOL**

Unexcused tardies to school will result in detention. Car problems, alarm clock, etc. may be considered unexcused.

## **LEAVING A CLASSROOM**

Get a corridor pass from your teacher with your name, date, time, and reason for having to leave the room and return it to the teacher as soon as you return to the class. A student should request this pass only rarely, and it should represent an emergency. Students are expected to return to classrooms as quickly as possible. Any school employee may ask to see your pass while you are out of the classroom.

## **LEAVING SCHOOL**

All students must receive permission to leave school from a school employee in the office and they must sign out in the office before leaving.

## **LOCKERS**

Lockers are for students' convenience—a place in which to store books, coats, and articles pertinent to the school program. Nothing is to be stuck or attached to the locker (inside or outside) without prior approval from the principal's office.

It is strongly recommended that combination locks be leased from the office for all lockers. No other locks are to be used. Locks may be returned when school is out if the lock is in good condition and the lease money returned to the student.

Lockers remain under the jurisdiction of school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers at any time. Students have full responsibility for the security of lockers and will make certain that they are locked and that combinations are not given to others. Searches of lockers, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of others.

## **LUNCH**

The district participates in the National School Lunch Program and offers free and reduced-priced lunches based on a student's financial needs. Information can be obtained from the campus principal.

## **MEDICINE AT SCHOOL**

A student who takes a prescription or nonprescription medicine during the school day must bring a written request from his/her parent and the medicine in its properly labeled bottle, to the school nurse. The nurse will give the medicine at the proper times.

## **NEED TO SEE PRINCIPAL**

If possible, come to the office before school, between classes, during lunch, etc., to avoid having to leave the classroom. If an emergency arises, and you must leave the class to go to the office; ask for a pass from your teacher as instructed previously, stating the date, your name, your reason, and the exact time. Upon entering the office, the student should wait quietly until the principal or secretary is able to attend his/her needs. Students are never to go beyond the secretary's desk without permission. This rule should be followed upon entering any office.

## **PARTIES AND SOCIALS**

The rules of good conduct and grooming shall be observed for school social events. Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share

responsibility for the conduct of the guest. Students attending the party or social may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be re-admitted.

## **PLAGIARISM**

Plagiarism consists of using another person's ideas or writing as one's own. It is unlawful and unacceptable. Plagiarism will be considered cheating and the student will be subject to disciplinary action. Teachers will inform students of the academic consequences of plagiarism at the beginning of the semester.

## **PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE**

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

A moment of silence will follow recitation of the pledges. The 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.

## **POSTERS**

Signs and posters that students wish to display must first be approved by the campus principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

## **SCHOOL BUSES**

Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall keep all property out of the aisle of the bus.
4. Passengers shall not deface the bus and/or its equipment.
5. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window or throw objects within or out of the bus.
6. Passengers shall not smoke or use any form of tobacco on school buses.

7. Usual classroom conduct shall be observed.
8. Upon leaving the bus, the student shall cross immediately in front of the bus when directed to do so by the driver.

The following procedures will be followed when a discipline concern arises on a bus serving the regular route or an extracurricular activity:

1. The driver shall attempt to correct the misbehavior of the passenger.
2. If the driver is unable to resolve the problem, the principal shall be notified immediately, or if the incident occurs in the afternoon, not later than the morning of the next school day.
3. The principal shall investigate the incident and notify the driver of the action taken.
4. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
5. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents shall be notified prior to the time the suspension takes effect.

Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

Any student who fails to ride the bus three consecutive days must notify the transportation department or the bus will not make that stop on the bus route. Contact Larry Roden at 936-642-1124.

## **SUSPENSION**

Absences because of suspension will receive a zero for all work that had a recorded grade or for work assigned during the suspension. Semester exams may be made up with a grade of 50% of the grade earned.

## **TELEPHONE USE**

Students are not to use the school telephone except in a case of real emergency; and then, only after obtaining permission from a school official, the secretary, or teacher present.

Students are not called to the telephone during class periods except in the case of **EXTREME EMERGENCIES**. Other emergency messages received during class will be given to the students at the end of the class period.

## **TRANSPORTATION TO OUT-OF-TOWN ACTIVITIES**

Sponsors will maintain order and control and discipline on buses to out-of-town activities. Any student who does not cooperate will be reported to the principal, who will take appropriate action.

All students representing the school are to travel by school bus or school-sponsored cars with the team or group to the game or activity. After the game or activity, parents may contact the coach or sponsor in person should they desire to take their child home. Permission is left to the discretion of the coach or sponsor in charge.

## **WELLNESS STATEMENT**

The wellness advisory committee of the Groveton ISD in conjunction with federal and state guidelines has developed a wellness program. This program is to provide our children with the tools necessary to maintain good physical well-being as well as to keep them mentally alert.

This program consists of good nutrition and exercise. We at GISD will strive to provide nutritious meals and a clean environment for their meals. We will provide exercise programs for all age groups which will insure that all children have the opportunity to participate in physical activities for a minimum of 45 minutes each day. (The federal guideline is for 30-60 minutes of physical activity most days).

We also encourage our teachers and staff to promote wellness in our classrooms and physical education programs. To maintain a healthy body and mind we encourage them to also participate in developing good eating habits and physical activities as well.

Nutrition consists of eating foods from the five different food groups each day. The food pyramid shows the five different food groups and the servings per day of each group. This should be individualized for each person based on their age, gender, and amount of daily physical activity other than their normal routine. This may be obtained from: [www.Mypryramid.gov](http://www.Mypryramid.gov). If you do not have access to the internet, contact the school, a friend or a neighbor.

Another important aspect of a child's wellness is the proper amount of sleep each night. To learn, a child needs to be mentally alert in the classroom. It is recommended that each school age child have at least a minimum of 8 hours sleep each night.

We at GISD will do our part to provide the best possible learning environment through good nutrition and exercise. We encourage all parents and children to become involved in good nutrition and physical activity programs at home. Together, we can keep our children healthy.

## **Pesticide Notification To Parent/Guardians**

This is to notify you that pesticides are periodically applied indoors in our schools. Requests for information regarding these applications may be obtained from the campus administration.

















