

# Wall Elementary School



**“HAWK PRIDE ”**

**Student-Parent Handbook**

**2015-2016**



# 2014-2015 WALL ELEMENTARY SCHOOL HANDBOOK

This book has been prepared for the use of students of Wall Elementary School. Use this book to secure information concerning school policies and rules. It also should serve, as a guide for parents so there is a better understanding of the policies and rules of Wall Elementary School. Good cooperation brings about fewer restrictions, and poor cooperation creates the need for more regulations.

Our school has established an outstanding record for sportsmanship as well as achievement in all phases of activity. You are invited to be a part of our school by contributing to its activities and supporting it in all phases of school life.

Our goal is to be the **BEST**.

It is the policy of Wall ISD not to discriminate on the basis of sex, handicap, race, color, and national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504, and Title VI.

The rules and guidelines set forth in this handbook are subject to change by state legislature and by local district school board.

## **HAWK PRIDE**

When representing Wall Elementary School in any way, remember to conduct yourself in a way as to bring credit and respect to yourself, your school, and your community. Treat others as you would expect them to treat you. Good sportsmanship and good manners show a willingness of the student body to unite its efforts behind the traditionally superior image of Wall ISD.

### **Superintendent**

Walter Holik .....651-7790

### **High School Principal**

Russell Dacy.....651-9187

### **Middle School Principal**

Ryan Snowden.....651-7648

### **Elementary Principal**

Matt Fore .....651-7522

### **School Board Members**

President – Erwin Schwartz, Jr.

Vice-President – Rick Weise

Secretary – Beth Niehues

Member – Brandon Braden

Member – Doug Dusek

Member – Mark Haechten

Member – David Kubenka

## **TRADITIONS**

Wall Elementary School students are known as: **WALL HAWKS**

The school colors are: **GREEN AND WHITE**

The school motto is: **WALL WINNERS ALL**

**THE SCHOOL SONG IS:**

Oh, hail to the green and the white  
Wall will forever fight.

We are proud to carry our name  
For the HAWK is our emblem of fame.

We acknowledge our school with pride,  
That never within us had died.  
We will fight for the right of our school  
OLE Wall High! Over all we will rule.

Our hearts grow intense with the delight,  
As our team marches forth to fight.  
They are brave, they are bold, they are strong  
And they'll roll our foes along.

We extend our reign o'er the field,  
We will boost our team with our might.  
On to Victory! On to Victory!  
We will fight.

**At the beginning of each school day, students will recite the Pledge of Allegiance to the United States and Texas flags followed by the observance of one minute of silence. Parents who wish for their child to be excused from reciting the Pledge of Allegiance may do so through a written request to the school district.**

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**SCHOOL BEGINS AT 7:50 A.M.**  
**(Students may begin arriving at 7:40)**

**SCHOOL DISMISSES AT 3:35 P.M.**

## **ASBESTOS MANGAGEMENT PLAN**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations address asbestos, is available in the superintendent's office. If you have any questions, please contact Walter Holik, Jr, WISD Superintendent.

### **ASSEMBLIES**

Assemblies will be held throughout the school year. Parents are invited to any of our assembly programs.

### **ATTENDANCE**

Regular attendance is necessary for progress in school and is required unless the student is excused for a legally acceptable reason as stated in the State Regulations. If a student has excessive absences, an attendance committee will determine if the child is allowed to go to the next grade. Please call the school for excessive absences rules.

Excused Absences include personal illness, medical and dental appointments, a death in the family, or similar, unavoidable emergencies. Other causes may result in unexcused absences even though the child might be absent with the parent's permission.

Once a child enrolls in school in any grade, including kindergarten, regular attendance is legally required.

If a child is absent for any reason, please notify the school as soon as possible on the day of the absence.

If a child must leave during the day for doctor, dental, or orthodontic appointments, a note or phone call from the parent or appointment card must be presented. Following the appointment, please bring a note from the doctor that shows that the child was at the appointment. These must be kept on file.

### **BUS RULES**

Please see Student Conduct on School Buses in the Discipline Management Plan and Student Code of Conduct.

### **CAFETERIA/LUNCHES**

Elementary lunches are \$2.50. Parents/students may pay online or at the cafeteria for additional meals for future days. Free and reduced lunches are available for those who qualify according to state guidelines. Milk may be purchased for \$0.35 for those who bring their lunches from home. The charge for breakfast is \$1.00. Meal charges are given in emergency situations only, and should be paid promptly. Lunches may be purchased online through the Nutrikids program or through the school office. For more information contact the school office.

The manners of students going to the cafeteria and while eating there reflect upon the general culture of the school as well as the individual.

1. Use the RESTROOM before you come to the cafeteria.
2. Not push or break into serving line.
3. Sit down and eat quietly.
4. Raise your hand for questions.
5. Stay seated.

6. Use good manners.
7. Clean your table.
8. Dispose of food in proper place and take care of dishes, trays, and silverware.
9. Push your chair in.
10. No food will be taken from the cafeteria.
11. Keep cafeteria clean.

### **CLASS PARTIES**

Classes are permitted to have a Christmas, Valentine, and Easter party. No birthday parties may be held at school.

### **CURRICULUM LIMITS**

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

- a. Political affiliations.
- b. Mental and psychological problems potentially embarrassing to the student or family.
- c. Sexual behavior and attitudes.
- d. Illegal, antisocial, self-incriminating and demeaning behavior.
- e. Criticism of other individuals with whom the student or the student's family has a close family relationship.
- f. Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- g. Income, except when the information will be used to determine the student's eligibility to receive financial assistance under such a survey.

### **DRESS AND GROOMING**

Students should reflect in their grooming and dress the true spirit of their school. Clothing should be neat, clean, and conducive to a proper learning environment. For further details on the dress code, look in the code of conduct under section G (general dress code).

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of bad weather, please do not call building principals, teachers, or the Superintendent. Local radio and television stations will be notified of school closures by 6:30 a.m. Please pay close attention to these stations when bad weather threatens to close school: KLST-TV, KGKL Radio, KIXY Radio.

### **ENROLLMENTS**

At the time of enrollment, the students must have school records from previous schools before admission. Students must present a complete updated record of immunizations, a birth certificate, and Social Security number. It is also required that we have an emergency phone number and home phone number for your child in case of illness or accident.

Children may not attend Wall ISD unless they reside within the boundaries of the Wall School District. The office must be notified of any change in residence.

## **FIRE AND TORNADO DRILLS**

Wall Elementary School will participate in periodic fire and tornado drills. Fire drills will consist of three short rings to exit the building, one ring to stop, and two rings to return to the building. Tornado drills will consist of four rings. The teacher or principal will inform students when to return to class. Classroom teachers will show students which door to exist the building and post exit maps in the classroom.

## **FOOD ALLERGIES**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possible life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

## **GRADING SYSTEM**

Grades will be given in numbers in reading, mathematics, English, social studies, and science, except for science and social studies in Kindergarten and first grade. Letter grades will be given in music, handwriting, PE, Spanish, and art. Kindergarten will use letter grades. The letter grades are as follows:

E-Excellent  
S-Satisfactory  
N-Needs to Improve  
U-Unsatisfactory

A-90-100  
B-80-89  
C-70-79  
Failing-Below 70

Report cards will be sent home the Wednesday after each six weeks. One copy needs to be signed and returned as soon as possible. Tutorial notices may be sent to the parents as needed anytime during the six weeks period. Progress Reports will be sent home after the 3<sup>rd</sup> week of the six week grading period.

Student papers, such as homework, class work, etc., will be sent home at various intervals depending on the teacher. Please check your child's progress.

## **HEALTH RULES**

It is imperative for the school to have phone numbers and other emergency information.

If it becomes necessary to dismiss a student from school due to illness, the parent, guardian, or the person designated for this type of situation will be called and will be expected to come for the student. Automatic dismissals will be fever, vomiting, diarrhea, and head lice. The school nurse may bar from school any child with a communicable disease. Children who have head lice will be excluded from school until treatment has begun. A form from the nurse must be signed by the parent, and the student will be checked by the nurse before reentry into the classroom. Children who are seen frequently with

this problem may be referred to the Health Department to be cleared before reentry into school is allowed. Students who must take medications during the school day must bring a written note from the parent or guardian. The note must state the following: **child's name, medication name, amount to be given, and time to be given. The following things also helpful for proper administration of medication: how many days the medication is to be taken, whether or not medication needs to be returned home at the end of the school day.** A form is located at the back of the handbook to be used if medication is sent to school. Medication will not be given at school, unless the parent has provided this form to the school nurse. All medication prescription or over the counter must be in the original container and labeled with the student's name. If you have specific questions regarding medication procedures at school please call Kim Rollwitz, school nurse.

All students must keep their immunization record up-to-date by Texas State Health Guidelines. In order to meet the requirements of the State of Texas, Wall Elementary School has adopted the following immunization requirements:

1. DTP and/or TD-at least four doses of the vaccine is required provided at least one dose has been given on or after the 4<sup>th</sup> birthday. One booster is required every ten years.
2. Polio-same as DTP above; no booster required.
3. MMR-one dose on or after first birthday; booster required by the time student reaches 12<sup>th</sup> birthday, usually between 11 and 12. Students born on or after Sept. 2, 1991 must have 2<sup>nd</sup> MMR prior to entering kindergarten.
4. Hepatitis B-Students born on or after Sept.2, 1992 are required to have 3 doses of Hepatitis B. Effective August 1, 2000 children 12 years old and older who were born on or after September 2, 1988 but before September 2, 1992 will be required to have 3 doses.
5. Varicella (Chicken Pox Vaccine)-Students 5 years or older born on or after September 2, 1994 and Students 12 years or older born on or after September 2, 1988 but before September 2, 1994 are required to have 1 or 2 doses.

A history of illness is acceptable in lieu of vaccine, but a licensed physician must verify the history in writing. Students new to Wall Elementary School will be provisionally admitted to school for **thirty days**, pending the receipt of a validated immunization record.

## **INTERRUPTIONS OF THE SCHOOL DAY**

Classes cannot be interrupted for announcements, messages, or the delivery of forgotten items. Any emergencies should be channeled through the Principal's Office.

**IMPORTANT:** Parents should inform children before school of arrangements for after-school pick-up. The child's teacher should be informed by note if possible. The office staff is limited and cannot handle a large number of special messages for individual students. Your cooperation in this is needed so that the staff can efficiently handle true emergency situations.

All parents and visitors should come by the office before going to a classroom to sign children out.

## **LEAVING SCHOOL**

To ensure the safety of our children, students will not be permitted to leave the school grounds until time for dismissal. If it is necessary for the student to leave during the school day, the parent should first come to the office and sign the student out. Parents are allowed to check out their own children from the office. Students will not be released unless their parent/guardians sign them out through the office.

No child will be released by the office to anyone not specified on the emergency information on file in the office. Please notify the office when work or emergency numbers change.

## **LOST AND FOUND**

Lost and found articles of clothing will be in our cafeteria building. Personal belongings will be placed in the Office. Parents, please put your child's name somewhere on the garment, such as in a pocket or on the label. A name should be marked or sewn inside the student's garment.

## **MAKE-UP WORK FOR ABSENCES**

Any student who has an excused absence will have the number of school days missed plus one day to complete required assignments.

## **PARENTAL ADVISORY TAPES AND CD'S**

Parental Advisory CD's or tapes are illegal at school. If found in your possession they will be confiscated and not returned.

## **PARENT-TEACHER CONFERENCES**

Each teacher has time allotted for parent conferences. Each student should encourage his parents to schedule a conference with teachers anytime such a conference would be helpful. Conferences to discuss student progress or student problems are encouraged.

Parents may request information concerning the professional qualifications/certifications for teachers within the school as related to their status of being a "Highly Qualified" teacher per state regulations. These requests should be made to the building principal.

## **PARTY INVITATIONS**

Invitations to non-school parties may be distributed at the end of the school day only if every child in the homeroom is invited. Mailing invitations is encouraged to prevent feelings from being hurt when some children are not invited.

## **PEST CONTROL INFORMATION**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Wall ISD's Integrated Pest Control Manager at (325) 651-7790.

## **PETS**

Students will not be allowed to bring pets to school.

## **RESTROOM RULES**

All students will help to keep restrooms clean by placing all trash in the trashcans and refraining from placing any materials on the wall or damaging the walls or stalls. Students shall not spend too much time out of class to go to the restroom. Students will need to notify the teacher when the restroom is not in working order.

## **SCHOOL RULES**

All students of this school district are expected to conduct themselves according to proper behavior of our society. We hope to use the most positive approaches to teach/reinforce acceptable student behavior. Students will be informed about classroom and school rules through the student code of conduct.

Students will participate in an internet safety program through the school to provide awareness and safety procedures dealing with computer usage at school.

Teachers may have additional age-appropriate rules in their classrooms which students are expected to follow.

Any violation of the above rules will obtain a corrective response, such as your name on the chalkboard, a check mark by your name, a reprimand from the teacher or Principal, or withholding of a privilege. If these techniques do not help the student get the misbehavior under control, the student may be sent to the principal's office, receive corporal punishment, a parent conference may be requested, or other disciplinary action deemed appropriate.

## **SCHOOL VISITATION**

Parents are always welcome to visit the school. Upon arrival, visitors must check in with the Principal's Office. Classroom visitations are acceptable if approved by the principal or designee. This is to eliminate any type of classroom disruption. Anyone not complying with the above request will be asked to leave the campus.

## **TARDY POLICY**

Students that have accumulated 3 tardy arrivals within the six weeks grading period, will have to serve early morning detention. Early detention begins at 7:15 a.m. and ends at 7:45 a.m. Students are expected to be in their seats at 7:50 to begin the day.

## **TELEPHONE**

The telephone is a business phone and should not be used for social calls. Students are not to use the telephone without permission from the Principal or other in charge. Students may make emergency calls. Messages will be taken by office staff, and delivered to the student as urgency warrants. They will not be delivered to the student unless of an urgent nature. Students will not be called from class to answer the phone unless an emergency exists. Students with cell phones will need to check their cell phones into the designated area in the Elementary Office. All communication from school by students must be from the office telephone.

## **TEXTBOOKS**

The textbooks are provided free of charge. Our school is held responsible for their administration or use and must account to the State Textbook Commission for every book consigned to us. Regular textbook checks will be made periodically by the teachers, and all books not properly accounted for must be paid for immediately. The State textbook law requires that all textbooks be covered at all times while in the possession of the students. The school administration furnishes book covers free of charge in sufficient quantity to cover all books throughout the year if they are used properly; however, the unavailability of the covers does not release the students from the responsibility of keeping books covered. Students may be receive textbook fines if his/her textbook has been damaged.

## **TUTORIALS**

Students who are failing, or near failing, or in need of some additional instruction in any basic subject might be asked to stay for tutorials after school hours.

## **VIDEOTAPING OF STUDENTS**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

Any classroom or school-related videotaping must be done with parent permission.

## **WITHDRAWALS**

Parents wishing to withdraw students from school should contact the office in advance. Records will not be released until all library, textbooks, and cafeteria charges are paid.

**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 of 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:

Contact Person: \_\_\_\_\_ Jamie Glass \_\_\_\_\_

Phone Number: \_\_\_\_\_ (325) 651-7522 \_\_\_\_\_

# **Wall Elementary Discipline Management Plan and Student Code of Conduct**

This section contains the Discipline Management Plan and Student Code of Conduct for this school district. It is designed to inform you and your student of the type of conduct expected in Wall ISD. It is important that you and your student review this information together so that you will clearly understand the rules of acceptable conduct and the consequences of violation of established rules. With your support and encouragement, we are confident your student will meet behavioral expectations of the District. Those who fail to do so may expect to experience normal discipline management techniques, suspension, removal to an alternative education placement, or expulsion.

Sincerely,

Walter Holik, Jr.  
Superintendent of Schools

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## **Discipline Management Plan and Student Code of Conduct**

### P r e a m b l e

The Student Code of Conduct for the Wall 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, communicated and understood by students, parents, and school personnel. 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. 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 discipline alternative education program, may be imposed by the principal or other appropriate administrator.
4. The superintendent 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 in 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 provides a certified employee access to subchapter A of Chapter 37 on alternative settings for discipline online. *www.wall.isd.net*
7. Inform each teacher of a student who has committed an expellable offense.

##### **B. 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 readmit 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.

#### C. 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.

All schools will schedule at least one general conference for parents to provide an overview of district and classroom behavior expectations. This conference may be accomplished through open house, meeting of the parent teacher organization or through a general meeting of parents and district or campus personnel.

Other conferences may be held at the request of the parent or school personnel 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.

#### D. 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 school 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 (including FERPA) regarding student records is available from the principal's or superintendent's office.

#### E. 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 shall lose the right to have free

textbooks assigned until the book is returned or paid for by the parent or guardian. A student shall be provided textbooks for use at school during the school day.

#### F. Visitors

Parents and other visitors are welcome to visit the school. All visitors must first report to the principal's office and receive a visitor's pass. Visits to individual classrooms during instructional time are permitted **only with the principal's approval**, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

## II Student Code of Conduct

#### A. Philosophy

The mission of the school district is to provide a quality education for each and every student. 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 to 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 on 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 adjacent to 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 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 a 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 the law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights 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 waived.
7. Refraining from violations of the code of student 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. Cheating or copying the work of another student.
2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage to property.
3. Leaving school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, such as disobeying directives from school personnel or school policies,

rules, and regulations.

6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches or fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the District, other students or District employees.
10. Disobeying school rules about conduct on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. 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.
13. 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.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Engaging in any other conduct that disrupts the school environment or educational process.
16. Committing indecent exposure.
17. Being tardy or leaving school grounds when not permitted to do so.
18. Engaging in any conduct constituting felony criminal mischief as defined by law.
19. Engaging in any unruly, disruptive, or abusive behavior that seriously interferes with teacher's communications, with students, with student's ability to learn, or with the educational process.

#### G. General Dress Code

The dress code for Wall Elementary School is established to teach and project positive standards of the school and community and to enhance our image to visitors. The dress code also serves to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. The District prohibits any clothing or grooming standards that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

Pony tails, mohawks (or haircuts with distinctive lines), and earrings on boys are not allowed. Caps cannot be worn in the building. No visible tattoos or colored hair are allowed. Any contact lenses that deviate from the natural eye color of a student or that might draw attention to the student are not allowed. Appropriate clothing for the particular season is required. Students and parents should understand that, because of our changing styles and fashions, it may become necessary for the principal to make changes in current dress code requirements. These changes may take place at any time during the school year. Any changes that occur will always reflect the high standards of expectations of our school and community. Proper grooming for students will include a clean body and clean, combed hair.

**Boys.** Hair cannot be over the collar or eyebrows, cut nor colored to show distinctive hair lines, cut nor styled to resemble a mohawk, spikes, etc., or cut or styled in any way that would separate student from the rest of student body. Distracting hairstyles and wearing apparel, such as tank tops, spaghetti strap blouses, baggy pants, and oversized shirts will not be allowed. No ponytails are allowed. Hair must be cut so as not to be over the eyebrows at any time nor will it cover the ears. Hair may not be colored as to draw attention or separate you from the rest of the student body. Shirts and T-shirts of any kind must be tucked in for 4<sup>th</sup> and 5<sup>th</sup> grade students. All shirts must be buttoned. All shirts must have sleeves. No visible tattoos! Pants must be worn up and over the hips and the crotch area will not be allowed to sag. Any pants that do not extend to the ankles will be considered shorts. Young men will not be allowed to wear chains or any other item which does not conform to the general dress of all students. Young men will not wear earrings or spacers and may not place earrings on collars or other visible area of their dress.

**Girls** shall wear clothing that reflects respect for themselves and others. Shirts and tops must cover the entire shoulder area and come down over the hips. Distracting hairstyles and wearing apparel, such as tank tops, spaghetti strap blouses, baggy pants, and oversized shirts will not be allowed. Dresses, skirts, and shorts must come to 5" of the knee for 4<sup>th</sup> & 5<sup>th</sup> grade students. No midriffs are allowed. No midriff showing at any time. Shirts that hang over the pockets of the pants must be tucked in. No see through blouses or clothing. Dresses and tops should cover the back. No visible tattoos. Hair may not be colored so as to draw attention or separate you from rest of student body.

**No student** shall exhibit any form of body piercing other than girls who wear earrings. Visible tape or other coverings of piercings will not be allowed to be worn during the school day. Jewelry may not be noisy or distracting. Students are not allowed to wear sunglasses or hats in the building. Hats and caps must be worn correctly (caps may not be worn backwards or sideways). Students should remember that anytime they are expected to travel on field trips, attend extra-curricular activities or any other school sponsored trip or activity, they will have to conform to a dress code specified by the principal, teacher or coach. Dress code restrictions pertaining mainly to one sex apply to the opposite sex as needed.

\*A student should remember that, before wearing something that might be questionable, check with the principal!\* The principal is the FINAL authority on all dress code issues.

## **Changes in Dress Code**

**Students and parents should understand that, because of our changing styles and fashions, it may become necessary for the principal to make changes in current dress code requirements.** These changes may take place at any time during the school year. Any changes that occur will always reflect the high standards of expectations of our school and community. If a dress code violation can't be remedied so that the student can return to class in compliance, the student will be assigned to On-Campus Suspension until the student is in compliance with the dress code.

### **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. 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.

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence or the attendance clerk must be notified by phone. Verification of any illness may be required if the student's absences are more than 3 to 5 consecutive days or if the reason given is in question.

The District considers 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. Participation in court proceedings or child abuse/neglect investigation.
3. A migrant student's late enrollment or early withdrawal.
4. Days missed as a runaway.
5. Completion of a competence-based program for at-risk students.
6. Late enrollment or early withdrawal of a student under Texas Youth Commission.
7. Teen parent absences to care for his or her child.
8. Participation in a substance abuse rehabilitation program.
9. Homelessness, as defined in federal law.

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

School employees must investigate and report violations of the state compulsory attendance Law. A student absent from school without permission from any class, from required special programs, such as basic skills for elementary students, or from required tutorials will be considered truant and subject to disciplinary action.

**Truancy may/will also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:**

- Is absent from school on ten or more days or part of days within a six-month period in the same school year, or**
- Is absent on three or more days or parts of days within a four-week period.**

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

Students will be required to attend school if they are 6 years old on/or before September 1, and until student has completed the school year in which their 17<sup>th</sup> birthday occurs.

#### 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 accor-

dance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost textbooks.

#### K. Harassment

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; graffiti or printed material promoting racial, ethnic, or other negative stereotypes or other kinds of aggressive conduct such as theft or damage to property.

#### L. 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, with respect for the other person's feelings; to avoid any behavior 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. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee.

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 delay 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 Board 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.

#### M. Hazing

Students shall have prior approval from the principal 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.

Bullying 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. Bullying will not be tolerated and will be dealt with according to the student code of conduct.

Bullying that is done by a student on some type of technology device or through the internet is considered Cyberbullying and is subject to the same disciplinary actions as bullying.

As a parent, you have the right to request a transfer of your child to another classroom or campus if your child has been verified by the board's designee to have been a victim of bullying as the term is defined by the Education Code. Transportation is not provided for a transfer to another campus. See the superintendent for information.

#### N. Bullying

Bullying occurs when a student or group of students engages in written or verbal expressions, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property
- Places a student in reasonable fear of physical harm or damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.
- Social Media-A student who uses social media, including but not limited to, Facebook, Twitter, cell phones, text or emails, to transmit words or images that are vulgar, obscene, threatening, lewd, sexting, or harassing, whether on or off school property, may be subject to disciplinary action.

**This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.**

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, call "cyber bullying".

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been

determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus with the district.

O. 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, chewing tobacco, or electronic cigarettes, on school premises or at school-related activities

P. Paging Devices, Cellular Phones, and Personal Audio Devices

- a. Students shall not possess a paging device.
- b. Cellular telephones will be allowed on extra-curricular trips. Students will turn phones into the office when school starts and pick it up when leaving on the extra-curricular trip. Phones will be confiscated if seen during school hours.
- c. Audio devices, such as MP3 players, iPods, CD players, etc., may be taken on trips as well. Students will be responsible for keeping up with these items. These devices should not be used during school hours and will be confiscated if seen during school hours.

Q. 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 abusable glue, aerosol paint, or any other chemical substance for inhalation.
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 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.

R. 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 authoriza-

tion 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 concussion devices of any kind
3. Knives of any size
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 that may be used in a way that threatens to inflict harm to another person

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

#### S. 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.

#### T. Disturbing School or Classes

For 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.

#### U. 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 use of force or violence or due to a reasonable fear that force or 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.

#### V. Distribution of Materials

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

1. Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports 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. Material may not be forbidden if the portions or specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or reading assigned by teachers.
  - c. Libelous material may be prohibited from distribution.
  - d. 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 lively to incite or produce such action shall be restricted.
  - e. 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.

#### W. 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 for review.
2. The principal 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 disapproval 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.

#### X. Student Conduct on School Buses

School buses shall be considered an extension of the classroom and students are expected to conduct themselves accordingly. Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Behavior which is not permitted includes but is not limited to the following:

1. Being disobedient or disrespectful to the driver.

2. Standing or moving around while the bus is in motion.
3. Sticking the head or hands out of a window.
4. Throwing object(s) out of a window.
5. Loud talking or laughing.
6. Using tobacco.
7. Scuffling or fighting.
8. Using obscene and/or unacceptable language.
9. Littering the bus.
10. Disturbing others.
11. Eating or drinking on the bus.
12. Tampering with the bus and/or equipment.
13. Possessing or being under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or a “look-alike” (something represented to be a prohibited substance).

Should the rules be broken, the following consequences will be invoked:

#### **First Bus Report**

The student will have a conference with the principal, or designee, and/or other disciplinary action may be taken. The student will retain bus privileges contingent upon not receiving another bus report.

The parent will be notified of the offense, the conference, or other disciplinary action.\*\*

#### **Second Bus Report**

If the student receives a second bus report within the same semester (or within a short space of time) he/she may lose bus privileges for up to five days.\*\*

#### **Third Bus Report**

The student will lose bus privileges for up to 10 days.\*\*

#### **Fourth Bus Report**

The student may lose bus privileges for the remainder of the semester. After returning to the bus in the second semester, if the student receives another bus report, he/she will lose bus privileges for the remainder of the school year. In each instance, the parents will be notified.\*\*

\*\*In the event of initiation and/or participation in a major offense, a student may lose bus privileges for an undetermined length of time. The student may also be disciplined under the regular student code of conduct if applicable.

## Y. Closed Campuses

Students attending District schools shall not be allowed to leave campus during the lunch hour. The principal or designee shall consider special circumstances on a case-by-case basis.

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

## Z. 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 the special aims of the organization.

# III. 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 Suspension:** An on-campus setting, apart from the regular classroom, where the student continues to receive instruction in each course to the extent possible, for students who commit disciplinary infractions.

**ISS: (Fairview)** Off campus setting where the students continues to receive instruction.

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

**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, and provides for behavioral needs through supervision and counseling. A 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 shall be a minimum of 20 days at school. Fairview Campus is located at 2405 Fairview School Road.

**Expulsion:** Suspension of a student from school for more than three consecutive days. Expulsion for 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. Being tardy to class.
2. Refusing to follow classroom rules.
3. Refusing to participate in classroom activities or fulfill assignments.
4. Failure to bring appropriate material to class.
5. Possessing and/or using nuisance items.
6. Eating, drinking, or gum chewing in an undesignated area.
7. Disruption of the orderly classroom process.
8. Running, making excessive noise, or other disruptions in halls, buildings, classrooms, or other supervised settings.
9. Bullying (Includes intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.)
10. Possession of any knife not defined as an illegal knife under the Penal Code.

### **Level I Disciplinary Options**

Any one or any combination of consequences may be used:

1. Teacher/student or administrator/student conference.
2. Parent conference or call.
3. In-class disciplinary action or assignment.
4. Withdrawal of student privileges.
5. Detention.
6. Confiscation of nuisance items or materials.
7. Supervised campus service assignment.
8. Corporal punishment.

## **C. Level II Offenses**

When a student's behavior does not change as a result of action taken on Level I, and the student is being seen for a second time in the principal's office for repeated Level I infrac-

tions, the student is moved to Level II for discipline purposes.

### **Level II Disciplinary Options**

Any one or any combination may be applied:

1. Any combination of teacher, principal or appropriate administrator, parent and student conference.
2. Any discipline technique outlined in Level I.
3. Corporal punishment.
4. On campus suspension.  
\*All OCS assignments will be completed by the end of the current school year.\*

### **D. Level III Offenses**

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

1. Cheating or copying the work of another student.
2. Leaving the classroom, building, grounds, or assigned activity without permission.
3. Cutting class or other scheduled activity.
4. Violation of the dress code.
5. Using profane, obscene, indecent, or racially or ethnically offensive language, actions, and/or physical gestures to other students.
6. Being disrespectful toward school personnel or refusing to comply with lawful requests or directions of school personnel.
7. Truancy.
8. Altering school records or documents, or forgery of a name on school documents.
9. Vandalism to or defacing school property.
10. Excessive absences or tardies.
11. Inappropriately engaging in acts of familiarity with other students.
12. Possession of electronic paging device(s) or cellular telephones on their person or in their locker.
13. Throwing or irresponsible use of objects that can cause bodily injury or damage to property.
14. 1<sup>st</sup> time possession, sale, give or delivery or use of tobacco products or electronic cigarettes on school Property or at a school sponsored activity.

15. Exhibiting any unacceptable or unwanted physical contact that could, but does not result in injury.
16. Recklessness in an automobile.
17. Minor infractions of theft.
18. Possession of electronic audio devices such as but not limited to MP3 players, IPODs, etc.
19. Encouraging, promoting, or attempting to assist another student or students to violate the Code of Conduct.
20. Violation of Acceptable Use Technology policy – minor infraction.
21. Failure to tell the truth or be honest with school personnel.
22. Verbal harassment
23. Possession, use, or distribution of material that is offensive or inappropriate.

### **Level III Disciplinary Options**

Any one or any combination of the following may be applies:

1. Any combination of teacher, principal, or appropriate administrator, student and parent conference.
2. Grade penalty for copying or cheating.
3. Detention.
4. Exclusion from extracurricular activities.
5. On campus suspension.
6. Corporal punishment.
7. Restoration and/or restitution as applicable.
8. Withdrawal of selected student privileges.
9. Supervised campus service assignment.
10. Involvement of law enforcement personnel.
12. Confiscation of nuisance items or materials.
12. Violation of the cell phone policy will result in the following:
  - a. 1<sup>st</sup> offense possession of a cell phone -\$15.00 fine or phone will be held in the office for 5 days. Phone will be released back to the student upon receipt of \$15.00 or after 5 days of the violation.
  - b. 2<sup>nd</sup> offense possession of cell phone-\$15.00 fine or phone will be held in the office for 10 days. Phone will be released back to the parent only upon receipt of \$15.00 or after 10 days of the violation.

c. 3<sup>rd</sup> offense possession of cell phone-phone will be kept in the office for 30 days of the violation. Phone will be released back to the parent after 30 days of the violation.

**E. Level IV Serious Offenses**

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, and perhaps violate the law. Examples include but are not limited to the following:

1. Any repeated offense of Level III, or a new violation while being disciplined for a Level III offense.
2. Repeated 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.
3. Threats, oral or written, to do bodily harm to another, or to the property of another.
4. Interfering with school authorities or school programs through boycotts, sit-ins, or trespassing.
5. Fighting, which is defined as physical 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. Stealing, robbery, extortion, gambling or arson.
7. Using profane, obscene, indecent, immoral, or offensive language and/or gestures directed toward school personnel.
8. Failure to comply with assigned disciplinary consequences.
9. Possessing a device, object, or substance that could cause bodily harm to individuals in any school setting.
10. 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.
11. Possession, use, or distribution of any substance represented to be a drug or alcohol.
12. Subsequent possession or use of tobacco products or electronic cigarettes.
13. Indecent exposure, sexual misconduct, and/or sexual harassment.
14. Hazing.
15. Gang-related behavior or activity, or gang membership.
16. Possession of drug paraphernalia.
17. Burglary of a school facility or major vandalism to District property.
18. Posting or distributing unauthorized communicative materials on school premises.
19. Assault.

20. Placing or discharging fireworks.
21. Pledges to join, solicit membership in a public school fraternity, sorority, secret society, or gang as defined in TEC 37.121.
22. Use, exhibition, or possession of a BB gun or pellet gun.
23. Violation of Acceptable Use Technology policy – major infraction.

**Level IV Disciplinary Options**

Any one or any combination of the following may be applied:

1. Level IV offenses (1<sup>st</sup> offense) resulting in a discipline placement shall be for a minimum of 5 days of ISS at Fairview School. A second level IV offense resulting in a discipline placement shall be for a minimum of 10 school days of ISS at Fairview School.
2. Suspension from school not to exceed three days at a time.
3. Citation by law enforcement personnel.
4. A student may be expelled if the student:
  - a. Continues to engage in serious or persistent misbehavior that violates the code of conduct or AEP classroom rules after being placed in an alternative education program for disciplinary reasons.
  - b. Engages in criminal mischief under Penal Code 28.03, if the conduct is punishable as a felony, whether committed on or off of school property or at a school-related activity, (intentional or knowing damage to school property resulting in a loss of \$1,500 or more).
5. Any discipline technique outlined in Level III offenses.
6. A repeated Level IV offense may result in a DAEP placement at Fairview.

**F. Level V Mandatory Removal or Expulsion Offenses**

**Mandatory Removal**

If a student commits any of the following acts while on school property, or while attending a school-sponsored or school-related activity on or off the property, or within 300 feet of school property, he or she shall be removed to an alternative education program. A Level V mandatory DAEP placement shall be a minimum of 30 school days in the DAEP with 10 days awarded for good behavior at Fairview School.

1. Commits assault as defined by Penal Code 22.01(a)(1).
2. Makes a terrorist threat as defined by Penal Code 22.07.
3. Sells, gives, delivers, uses, or possesses marijuana, 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.
4. Commits a serious offense under the influence of alcohol.

5. Commits an offense relating to abusable glue or aerosol paint under 485.031 through 483.035, Health and Safety Code, or other volatile chemicals under Chapter 484, Health and Safety Code.
6. Engages in public lewdness under Penal Code 21.07.
7. Engages in indecent exposure under Penal Code 21.08.
8. Engages in retaliation against a school employee under Penal Code 36.06 except, if the student commits a mandatory expellable offense against any employee in retaliation for or as a result of the employee's employment with the school district, the student must be expelled under 37.007 ©.

A student shall also be removed from the regular classroom and placed in a disciplinary alternative education program if the student engages in any conduct that would be punishable as a felony if prosecuted, regardless of the time or place of the conduct.

The terms of removal will prohibit the student from attending or participating in school sponsored or school-related activities.

### **Disciplinary Action Reasons – DAEP Placement**

Under TEC 37.006 (a), (b), (c), and (I), all students, who are at least 6 years of age on the date that an offense is committed, **must be removed to a DAEP**, for a time period that is determined by the local Student Code of Conduct, if one of the following acts are committed: on or within 300 feet of school property, or while the student is attending a school-sponsored, or school related activity, on or off of school property. The school administrator designated must first establish a reasonable belief that the act has been committed and then corroborate and document that belief with appropriate law enforcement officials.

1. **Engages in Conduct Punishable as a Felony** – Includes all felony activities that are not otherwise more specifically defined or included as a behavior that requires a mandatory expulsion action.
2. **Assault of Someone other than School Staff** – Section 22.01 (a) (1), Penal Code, defines assault as when a person intentionally, knowingly, or recklessly causes bodily injury to another person. **Two or more students cannot assault each other.** For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury.
3. **Assault of School Staff** – Section 22.01 (a) (1), Penal Code, defines assault as when a person intentionally, knowingly, or recklessly causes bodily injury to another person. For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury.
4. **Terroristic Threat** – Under Section 22.07 Penal Code, a person commits an offense if he threatens to commit any offense involving violence to any person or property with the intent to:
  - (a) cause a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies; or
  - (b) place any person in fear of imminent serious bodily injury; or
  - (c) prevent or interrupt the occupation or use of a building; room; place of assembly; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place; or
  - (d) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service.

A person who receives a terroristic threat must not only believe the threat, but also believe that the person making the threat will carry it out.

5. **Marijuana or Controlled Substance or Dangerous Drug** – sells, gives, or delivers to another person or possesses or uses or is under the influence of marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or a dangerous drug, as defined by Chapter 483, Health and Safety Code.

Chapter 481, Health and Safety Code, defines **marijuana** as Cannabis Sativa whether growing or not, the seeds of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include resin extracted from a part of the plant, the mature stalks of the plant or fiber produces from the stalks, oil or cake made from the seeds of the plant, the sterilized seeds of the plant or a compound, manufacture, salt derivative, mixture, or preparations of the mature stalks, fiber, oil or cake.

Chapter 481, Health and Safety Code, defines a **controlled substance** as a substance, including a drug and an immediate precursor, listed in Schedule I-V or penalty Groups 1-4 of the Health and Safety Code. Possession of any amount in Penalty Groups 1 and 2 is a felony. Possession of a controlled substance in Penalty Groups 3 and 4 is a felony if the amount is more than 28 grams. It is also a felony to deliver a controlled substance to a minor. (However, this offense does not apply to minors in some circumstances.)

Chapter 483, Health and Safety Code, defines a **dangerous drug** as a device or a drug that is unsafe for self-medication and that is not included in Schedule I-V or penalty Groups 1-4 of the Health and Safety Code. The term includes a device or drug that bears or is required to bear the legend:

- (a) Caution: federal law prohibits dispensing without a prescription; or
- (b) Caution: federal law restricts this drug to use by or on the order of a licensed veterinarian.

6. **Alcohol** – sells, or gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.

Section 1.04, Alcoholic Beverage Code, defines an alcoholic beverage as alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.

7. **Abuse of Glue or Paint** – engages in conduct that contains the elements of an offense Relating to abusable glue or aerosol paint under Sections 485.031 through 485.035, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code.

Chapter 485.031, Health and Safety Code, defines the offense of possession or use of abusable glue or aerosol paint as when a person inhales, ingests, applies, uses, or possesses an abusable glue or aerosol paint with the intent to inhale, ingest, apply, or use abusable glue or aerosol paint in a manner contrary to the directions for use, cautions or warnings appearing on a label of a container of the glue or paint and is designed to affect the persons central nervous system, create or induce a condition of intoxication, hallucination, or elation or change or distort or disturb the person's eyesight, thinking process, balance or coordination.

8. **Public Lewdness / Indecent Exposure** – engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code.

Chapter 21.07, Penal Code, defines public lewdness as when a person knowingly engages in any of the following acts in a public place or, if not in a public place, is reckless about whether another is present or will be offended or alarmed by:

- (a) an act of sexual intercourse;

- (b) act of deviate sexual intercourse;
- (c) act of sexual contact; or
- (d) act involving contact between the person's mouth or genitals and the anus or genitals of an animal or fowl.

Chapter 21.08 Penal Code, defines indecent exposure as an offense when a person exposes his anus or any part of his genitals with intent to arouse or gratify the sexual desire of any person, and he is reckless about whether another is present who will be offended or alarmed by his act.

**9. Retaliation Against School Employee** – engages in conduct that contains the elements of the offense of retaliation under Section 36.06, Penal Code, against any school employee. Section 36.06, Penal Code, defines the offense of retaliation as when a person intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime or to prevent or delay the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime.

**10. Title 5 Felony Committed Off Campus** – a student who commits an off-campus felony **Must be removed from their regular education program and placed in a DAEP if:**

- a. the student receives deferred prosecution for conduct and the conduct is defined as a felony under Title 5 of the Penal Code;
- b. a court or jury finds that the off-campus engaged in by the student constitutes delinquent conduct and is defined as a felony under Title 5 of the Penal Code; or,
- c. the superintendent or the superintendent's designee has a reasonable belief that the student engaged in conduct defined as a felony under Title 5 of the Penal Code.

Title 5 felonies include but are limited to: murder, capital murder; manslaughter; criminally negligent homicide, kidnapping; aggravated kidnapping; indecency with a child; felony assault; sexual assault; aggravated assault; aggravated sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; deadly conduct; terroristic threat; aiding suicide; and tampering with a consumer product.

**11. False Alarm / False Report** – a student who commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

- a. cause action by an official or volunteer agency organized to deal with emergencies;
- b. place a person in fear of imminent serious bodily injury; or
- c. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

### **Disciplinary Information for Students At Least Age 6**

Under TEC 37.006 (d) and (I), students, who are at least 6 years of age on the date that an offense is committed, **may be removed to a DAEP**, for a time period that is determined by the local Student code of Conduct. The school administrator designated must first establish a reasonable belief that the act has been committed and then corroborate and/or document that belief with appropriate law enforcement officials.

- 1. **Non-Title 5 Felony Committed Off Campus** – a student may be removed from class and placed in a DAEP under TEC 37.008 based on conduct occurring off campus and while the student is not in attendance at a school – sponsored or school – related activity if;

- (a) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and
- (b) 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.

**2. Other Reasons Identified in the Student Code of Conduct:**

- (a) Disruptive Behavior
- (b) Other Violation of Student Code of Conduct
- (c) Tobacco Violations and
- (d) School-Related Gang Violence

**Expulsion**

There are 20 reasons for expulsion from school. Expulsion is required if a student commits any of the first 14 of the following offenses on school property or at a school related activity:

1. Using, exhibiting or possessing a firearm, as defined in Penal Code Section 46.01(3).
2. Using, exhibiting or possessing an illegal knife as defined in Penal Code Section 46.01(6), or by local policy.
3. Using, exhibiting or possessing a club as defined in Penal Code Section 46.01(1).
4. Using, exhibiting or possessing a weapon listed in Penal Code Section 46.05 as a prohibited weapon.
5. Engaging in conduct containing the elements of the offense of aggravated assault under Penal Code Section 22.02.
6. Engaging in conduct containing the elements of the offense of sexual assault under Penal Code Section 22.011.
7. Engaging in conduct containing the elements of the offense of aggravated sexual assault under Penal Code Section 22.021.
8. Engaging in conduct containing the elements of the offense of arson under Penal Code Section 28.02.
9. Engaging in conduct containing the elements of the offense of murder under Penal Code Section 28.02.
10. Engaging in conduct containing the elements of the offense of capital murder under Penal Code Section 19.03.
11. Engaging in conduct containing the elements of the offense of criminal attempt to commit murder or capital murder under Penal Code Section 15.01.
12. Engaging in conduct containing the elements of the offense of indecency with a child under Penal Code Section 21.11.
13. Engaging in conduct containing the elements of the offense of aggravated kidnapping under Penal Code Section 20.04.
14. Engaging in conduct containing the elements of an offense involving use, possession or sale of drugs or alcohol, if punishable as a felony.

15. Expulsion is also required if the student engages in conduct containing the elements of any offense listed in the first 14 paragraphs against any employee of the school district in retaliation for or as a result of the employee's employment with a school district. In this instance expulsion is required even if the act of retaliation occurred off school property and not at a school related activity. This is the only instance in which expulsion can be ordered based on off-campus conduct.
16. A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:
  - i. Deliberate violent behavior that poses a direct threat to the health or safety of others;
  - ii. Extortion, meaning the gaining of money or other property by force or threat;
  - iii. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
  - iv. Conduct that constitutes the offense of:
    1. Public lewdness under Section 21.01, Penal Code;
    2. Indecent exposure under Section 21.08, Penal Code;
    3. Criminal mischief under Section 28.03, Penal Code;
    4. Personal hazing under Section 37.152, Penal Code; or
    5. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.
17. Expulsion is permissible but not required if the student engages in conduct containing the elements of the offense of criminal mischief under Penal Code Section 28.03 if the conduct is punishable as a felony. The law does not require that the act of criminal mischief occur on school property or at a school related activity.
18. Expulsion is permissible but not required if the student sells, gives delivers to another person, uses, or is under the influence of any amount of marijuana, a controlled substance, a dangerous drug or alcohol at school or a school sponsored event. This is new.
19. Expulsion is permissible but not required if the student engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or volatile chemicals at school or a school sponsored event. This is new.
20. Student may be expelled for aggravated robbery, manslaughter, and criminally negligent homicide.

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. An expulsion offense for offenses 1 – 20 as listed in the student code of conduct shall be a minimum of 90 days.

### **Disciplinary Information for Student at Least Age 10**

Under TEC 37.007 (a), (d), (e), and (h), students, who are at least 10 years of age on the date that an offense is committed, **must be expelled from their regular education setting** for a time period that is determined by the local Student Code of Conduct. The only exception is that TEC 37.007 (e) requires that students who bring a firearm to school be expelled for a minimum of one year. The school administrator designated must first establish a reasonable belief that the act has been committed and then corroborate and/or document that belief with appropriate law enforcement officials.

**Students who are less than 10 year of age and commit an expellable offense must be expelled with placement to a DAEP.**

**1. Firearm** – uses, exhibits, or possesses a firearm as defined by Section 46.01 (3), Penal Code.

Section 46.01 (3) defines a firearm as any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or an6 device readily convertible to that use. This definition does not include antique or curio firearms manufactured prior 1899.

In accordance with federal law, a local educational agency (LEA), including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student’s regular campus for a period of at least one year, except that:

- (a) the superintendent or other chief administrative officer of the school district or of the other LEA, as defined by 20 U.S.C. Section 2891, may modify the length of the expulsion in the case of an individual student;
- (b) the district or other LEA shall provide educational services to [the} an expelled student in an alternative education program as provided by TEC 37.008 if the student is younger than 10 years of age on the date of expulsion; and
- (c) the district or other LEA may provide educational services to an expelled student who is older than 10 years of age in an alternative education program as provided in TEC 37.008.

**2. Illegal Knife** – uses, exhibits, or possesses an illegal knife as defined by Section 46.01, Penal Code, or by local policy.

Section 46.01 defines an illegal knife as one with a blade longer than 5.5 inches and includes in the definition of knife a hand instrument designed to cut or stab another by being thrown, a dagger, a bowie knife, a sword or a spear.

**3. Club** – uses, exhibits, or possesses a club as defined by Section 46.01 (1), Penal Code.

Section 46.01 (1) defines a club as an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, or a tomahawk.

**4. Weapon** – uses, exhibits, or possesses a weapon listed as a prohibited weapon under Section 46.05, Penal Code.

Section 46.05 defines a prohibited weapon as one of the following: an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles (i.e. brass knuckles), armor-piercing ammunition, a chemical dispensing device (i.e. Mace or Pepper Gas), or a zip gun.

**5. Aggravated Assault against School Staff** – aggravated assault against a school district employee or volunteer under Section 22.02, Penal Code.

Section 22.02, Penal Code, defines aggravated assault as an offense as defined in 22.01 if the person causes serious bodily injury to another, including the person’s spouse, or uses or exhibits deadly weapon during the commission of the assault. For this Action Reason there must be a victim(s) and a perpetrator(s). Two students cannot commit aggravated assault against each other.

**6. Aggravated Assault against Student** – aggravated assault against someone other than a school district employee or volunteer under Section 22.02, Penal Code.

Section 22.02, Penal Code, defines aggravated assault as an offense as defined in 22.01 if the person causes serious bodily injury to another, including the person’s spouse, or uses or exhibits a deadly weapon during the commission of the assault. For this Action Reason there must be a victim(s) and a perpetrator(s). Two students cannot commit aggravated assault against each other.

7. **Sexual Assault / Aggravated Sexual Assault against School Staff** – sexual assault under Section 22.011, Penal Code or aggravated sexual assault under Section 22.021, Penal Code against a school district employee or volunteer.

8. **Sexual Assault / Aggravated Sexual Assault against Student** – sexual assault under Section 22.011, Penal Code or aggravated sexual assault under Section 22.021, Penal Code against someone other than a school district employee or volunteer.

9. **Arson** – Section 28.02, Penal Code, defines arson as when a person starts a fire or causes an explosion with intent to destroy or damage any vegetation, fence, structure, open-space land, building or vehicle knowing that it is within the limits of an incorporated city or town, it is insured, it is subject to mortgage or it is located on property belonging to another.

House Bill 3224 adds to the acts that constitute arson intentionally starting a fire or causing an explosion and in so doing: (1) recklessly damaging or destroying a building belonging to another; or (2) recklessly causing another person to suffer bodily injury or death.

10. **Murder, Capital Murder, or Criminal Attempt to Commit Murder/Capital Murder** Section 19.02, Penal Code, Defines murder as when a person intentionally or knowingly causes the death of another person, intends to cause serious bodily injury and commits an act clearly dangerous to human life that causes the death of an individual or attempts to commit a felony, other than manslaughter, and in the course thereof he commits an act clearly dangerous to human life that causes the death of an individual.

Section 19.03, Penal Code, defines capital murder as when a person commits an offense defined under Section 19.02 and the person murders a peace officer or fireman who is acting in the lawful discharge of an official duty, the person intentionally commits murder during the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, arson, or obstruction or retaliation. A person also commits capital murder if the person commits murder for remuneration or the promise of remuneration or employs another to commit murder for remuneration.

Section 15.01, Penal Code, defines criminal attempt as when a person if, with specific intent to commit an offense, does the act amounting to more than mere preparation but fails to effect the commission of the offense intended.

11. **Indecency with a Child** – Section 21.11, Penal Code, defines indecency with a child as when a person, with a person younger than 17 years, engages in sexual contact with student or exposes his anus or any part of his genitals knowing the student is present with intent to arouse or gratify the sexual desire of any person.

12. **Aggravated Kidnapping** – Section 20.04, Penal Code, defines aggravated kidnapping as when a person intentionally or knowingly abducts another person with intent to hold him for ransom, use him as a hostage, facilitate the commission of a felony, afflict bodily injury on him or abuse him sexually, terrorize him or a third person, or interfere with the performance of any governmental or political function.

13 **Felony Controlled Substance Violation** – Examples would include four (4) ounces or more of marijuana, any amount of cocaine, and other controlled substances. Always get corroboration from law enforcement before using this Action Reason code.

14. **Felony Alcohol Violation** – An example would be intoxication manslaughter. Always get corroboration from law enforcement before using this Action Reason code.

**NOTE** For all Level IV and Level V violations requiring mandatory or discretionary DAEP placements, suspensions, expulsions, or placements in a JJAEP, the district will take into consideration:

- a. Self-Defense
- b. Intent or lack of intent at the time the student engaged in the conduct.
- c. The student's disciplinary history.

## **G. Procedural Due Process**

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

Before placing a student in a disciplinary alternative education program, the principal or school administrator shall conduct an informal hearing at which the student and parent(s) shall be advised of the conduct with which he or she is charged and shall be given the opportunity to explain his or her version of the incident. Self defense will be considered before final decision is made. The District shall make reasonable efforts to notify the parent prior to placing a student in a disciplinary alternative education program.

If the placement extends beyond the end of the next grading period, the student or student's parents have a right to notice and participation in a hearing before the Superintendent or 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 parent. The student's status must be reviewed by the superintendent 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 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 on 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 that 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 witnesses in one's defense.
5. Opportunity to examine the evidence presented by school administrators and right to question school administration witnesses. Special consideration may be given 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 decision shall be based

exclusively on evidence presented at the hearing.

The final decision of the Board shall be communicated promptly to the student and parent. If the decision to expel is made, the superintendent 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.

Not 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.

#### **H. Appeal of Board's Decision to Expel**

If a student appeals a Board's 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 the school administration office is located.

#### **I. Emergency Suspension or Expulsion**

##### **Emergency Suspension**

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 suspension or expulsion. The principal or appropriate administrator shall not be liable for civil damages for an emergency suspension.

##### **Emergency Removal**

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 removal, 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 removal may restrict the student's extracurricular activities according to the Student Code of Conduct.

## **J. 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 this 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, for repeated offenses, 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. 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 in-school suspension, or
3. Place the student into an alternative education program (DAEP).

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 V of the Student Code of Conduct. The principal shall either place a student removed under this provision into an disciplinary alternative education program or recommend expulsion of 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 that 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 Code of Student Conduct.

If the principal's decision is that the student should be returned to that teacher's classroom following completion of the assignment to a disciplinary 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.

## **K. Suspension**

The principal or other appropriate administrator may suspend a student who commits a Level IV offense. A suspension may not exceed three school days, and the student shall be responsible for all class work missed during the period of suspension. 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 notified as soon as possible and 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.

## **L. Placement of Students With Disabilities**

### **Placement of Students with Disabilities in a DAEP**

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 a disciplinary 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 Removals of Disabled Students**

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

## **Suspension of Students 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 ten 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 ten consecutive school days requires ARD or 504 committee action, subject to the parents' right to appeal.

If a disabled student is removed from school premises for any reason for a total of 16 days or more in the school year, the ARD or 504 committee shall review the student's IEP unless the IEP 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 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 date. Unless the parents agree otherwise, the student must be returned to his current placement after ten 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 IEP 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 conditions, 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.

#### **M. 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 disabled student shall not be excluded from school pending appeal to the Board for more than ten 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 a 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 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 disabled student is upheld by the Board, the superintendent shall mail a copy of the expulsion order to the student and the student's parents. 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.

#### **N. 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 spanking or 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 certified designee.
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 professional employee of the district, and in a designated place out of view of other students.

#### **O. Detention**

For minor infractions of the code of conduct or other policies or regulations, teachers or administrators may require students to attend Detention Hall. Before assigning one to detention, the teacher or 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.

#### **P. Readmission of Expelled Students**

On recommendation of the placement review committee or on its own initiative, the District may readmit an expelled student while the student is still fulfilling court-imposed sanctions. After a student completes the sanctions, the district must readmit the student; however, the District may place the student in a disciplinary 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.

#### **Q. 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. However, consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntarily given. 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 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.
7. Canine alert on one's locker, books, car, etc.

#### **R. 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.

**S. Cooperation With Law Enforcement Officials**

The District and district personnel will cooperate with law enforcement agencies within reason. Law enforcement officials may be summoned to keep or restore order at school or 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 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.

**T. Police Questioning of Student**

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.

**U. Arrested Students**

If a student at 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.

## **Wall ISD District and Campus Title I Parental Involvement Policy**

### **Purpose**

Wall ISD believes every child should have the opportunity to attain his/her full potential. Therefore, Wall ISD will maximize its resources to enable each child to become a successful learner. A key resource is its people: administrators, teachers, school staff, parents, and community members. We will work together to establish effective partnerships; together everyone achieves more. School and home must work together to realize higher student achievement. Ongoing, two-way, meaningful communication will occur to facilitate mutual understanding and to stimulate student success.

Wall ISD will provide to all parents the grade level goals for its students. *Wall ISD* will also publish the TAKS testing schedule and assessment goals. Those students that need extra assistance will have access to programs that will help them reach these goals.

Wall ISD will make every effort to include parents in the development, evaluation, and revision of the Title I Program and the Parent Involvement Policy. The school-parent compact will describe the responsibilities of key stakeholders and useful channels of communication. The goal of our parental involvement program is student success.

### **Developing the Policy and Involving Parents in the School wide Plan**

Wall ISD will utilize campus and district Site Based Decision Making Committees to develop and revise the Wall ISD Parent Involvement Policy. This committee will gather input regarding Campus Improvement Plans/District Improvement Plans, Title I parent policies, school programs, and expenditures.

### **Reservation of Funds**

Wall ISD is required to set aside at least 1% of its Title I funds for the purposes of parental involvement. Those funds will be divided among the Title I campuses. The campus principal will consult with the SBDMC about allowable uses of the funds. The campus principal will then authorize the use of the funds designated for parental involvement.

### **Annual Meeting**

Wall ISD will hold an annual meeting at a time and place suitable for each member of the committee.

## **Evaluation**

Wall ISD will work with its SBDMC to evaluate the effectiveness of the Parental Involvement Program. Surveys, classroom observation, assessment data, and other resources will be used to determine the needs and develop revised strategies for student success. Parental input will be sought. Revisions to the Title I Program and the Parental Involvement Policy will be developed and agreed upon with parent input and will be communicated to the parents in the district.

## **Concluding Statement**

Wall ISD is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Title I Programs and to provide excellence in education. This policy will be promoted by the school board, administrators, principals, and other school staff as we seek active participation by our parents.

Title I policy updated August 2014

## **BACTERIAL MENINGITIS**

### **WHAT IS MENINGITIS?**

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

### **WHAT ARE THE SYMPTOMS?**

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of fine, 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 bacterial that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as 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. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-9%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

**MEDICATION ADMINISTRATION**

**PERMISSION FORM**

**Student's Name:** \_\_\_\_\_

**Medication to be given:** \_\_\_\_\_

**Dosage:** \_\_\_\_\_

**When to give:** \_\_\_\_\_

**How long to continue medication:** \_\_\_\_\_

**I give the school nurse or other designated personnel permission to administer the above medication as instructed.**

**Parent signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Wall Independent School District Electronic Communications & Data Management Acceptable Use Policy**

Wall Independent School District is committed to providing our students with the best education possible and preparing them to compete in the world market. One resource that promises to play a major role in this goal is the development of technology in the classroom. Wall ISD has implemented networked computer systems in order to provide our students and staff with access to a world of information, including institutional and government resources, electronic mail, real-time communication, and the internet.

Wall ISD takes measures to filter and monitor resources and information accessed through its data systems. Although a conscious effort will be made by professionals to prevent access to materials that are inappropriate for the educational setting, no safeguard is foolproof. *The user is ultimately responsible for not seeking or initiating access to inappropriate material.*

Wall ISD, in compliance with the FCC Children's Internet Protection Act, will educate all students about inappropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. (See Internet Safety Policy)

The following guidelines and expectations apply to all persons using the technology resources of Wall ISD. The district provides access to available technology to its employees and students, collectively known as users. The use of these resources is a privilege. Violations of these guidelines or any other inappropriate use will result in loss of technology privileges and/or disciplinary action.

### **Acceptable Use Policy Terms and Conditions**

**Inappropriate Material** – Users are prohibited from accessing or transmitting any inappropriate, obscene, threatening, or copyrighted material.

**Your Account** – Each user will be supplied with an account at Wall ISD. Users are responsible for the use of their computer account and the activities performed under this account. This means that if you give someone your password, YOU are responsible for anything that happens as a result.

**Chat Rooms/Blogs/Instant Messaging** – Users are prohibited from participating in any chat rooms, newsgroups, web logs (Blogs), instant messaging services, or social networking sites. This includes, but is not limited to Facebook, Instagram, and other similar sites/apps. Student use of any educational Blogs, newsgroups, etc. for classroom purposes must be approved by the technology director and campus principal prior to accessing these sites.

**Games** – Users are prohibited from playing non-educational games

**Privacy** - Users must respect the privacy of others. Users shall not obtain copies of or modify files, passwords, or data that belongs to anyone else. No one should represent himself/herself as someone else by using another's account. No one should forward personal material without prior consent. All use of the Wall ISD network and Internet services may be monitored by network administrators at any time to ensure proper use and maintain system integrity.

**Equipment Installation/Media Use** – Personal or other purchased equipment not expressly authorized by the Director of Technology or designee will not be installed on the network. Prohibited equipment is defined as any network attached items including, but not limited to: hubs, switches, routers, wireless access points, splitters, network printers, key loggers, and personal PCs, laptops, PDAs, cell phones, and digital media devices. Persons who introduce these devices on the Network will be subject to denial of access and/or disciplinary actions,

including possible termination of employees. Jump drives, CD/DVDs, and other such media that contain files necessary to conduct schoolwork are allowed with the following restrictions.

- Students must gain permission from the teacher to use the media.
- All media brought in by students and staff must be scanned for viruses, prior to its use, using the virus scan software installed on the PCs.

**Software Licensing** - All users must respect the legal protection provided by copyright laws to programs, books, articles, and data. Installation and/or use of unlicensed software will not be permitted under any circumstance.

**Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. Be polite - Never send, or encourage others to send, abusive messages.
- b. Use appropriate language - You are a representative of Wall ISD. Never swear, use vulgarities, threaten, or use any other inappropriate language.
- c. Privacy - Do not reveal any personal information such as a home address or personal phone number of yourself or others.
- d. Password - Do not reveal your password to anyone.
- e. Electronic Mail - E-mail is not guaranteed to be private. Only send messages that you would not be ashamed for the whole school to see. While using the district's e-mail, users should conduct themselves appropriately and in a manner befitting an employee of Wall ISD.
- f. Disruptions - Do not use the network in any way that would disrupt use of the network by others.
- g. Wastefulness – Do not waste limited resources such as disk space, network bandwidth, and printer consumables. Be considerate of other users and the cost to the school district at all times.

**Forgery and Plagiarism**– Forgery or attempted forgery of electronic mail messages and data is prohibited. Attempts to read, delete, copy, or modify the electronic mail or data of other system users is prohibited. Interference with the ability of other system users or use of another person's user ID and/or password is prohibited. Plagiarism and cheating using technology is also prohibited.

**Services** – Wall ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. Wall ISD will not be responsible for damages suffered while on this system. Wall ISD specifically denies any responsibility for the accuracy of information obtained through its electronic services.

**Security** – If users identify a security problem, it is their responsibility to notify the personnel in the Technology Office at once. Users should not demonstrate the problem to others. Any user identified as a security risk will be denied access to the information system.

**Vandalism** – Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or any other networks that are connected to the system. Deliberate attempts to degrade or disrupt system performance are violations of District policy and may constitute criminal activity under applicable state and federal laws. Such prohibited includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

**Equipment Checkout** – Technology equipment, such as laptops, that are checked out by individuals are the sole responsibility of that individual and are bound by all district policies. Any hardware and/or software damage that occurs while in the possession of the individual due to neglect or misuse will be repaired and/or replaced at the individual's expense. No software or hardware modifications/installations by the individual will be allowed unless permission is first obtained from the Wall ISD Technology Office.

**Disclaimer of Liability** – Wall ISD shall not be liable for users’ inappropriate use of technology, violations of copyright restrictions or other laws, users’ mistakes or negligence, and costs incurred by users. Wall ISD filters Internet traffic; however, accuracy, appropriateness, or usability of information found cannot be insured.

**Personal Responsibility** - As a representative of this school, administrators, faculty, and students will accept personal responsibility for reporting any misuse of the network to a technology staff member.

**Personal Use** – The district realizes that from time to time the user may make incidental personal use of the Wall ISD system technology resources. Such use may not consume more than a trivial amount of technology resources and cannot interfere with employee productivity or student education.

**Disciplinary Action** –Misuse of technology may result in disciplinary action. The level of offense will be based on the severity of the offense as determined by the principal, technology director, and/or other administrator of the district. The disciplinary action will follow the level of offense disciplinary guidelines listed in the student handbook.

Just as everyone in the school system is expected to use physical resources at Wall ISD responsibly, we are also expected to help protect technology resources at Wall. Protecting the networks is not the sole responsibility of Wall ISD system administrators any more than taking care of books is totally the responsibility of librarians. In order to receive a computer account and Internet access, please read and sign the attached agreement and return it to the appropriate campus office.

## Technology Acceptable Use Policy Agreement

### USER (STUDENT)

I understand and will abide by the above Wall ISD Acceptable Use Policy for network use. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal actions may be taken.

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

Student Signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Wall ISD Acceptable Use Policy for network access. I understand that this access is designed for educational purposes. I also recognize that it is impossible to restrict access to all controversial materials and will not hold Wall ISD, its employees, or any institutions affiliated with them responsible for materials acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in the school setting. I understand this access enables my son/daughter powerful opportunities and responsibilities.

Parent or Guardian Signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

As a student at Wall ISD, there will be occasions when your child will have the opportunity to be recognized on the district's web pages. I give my permission to publish my child's picture (without a last name) on the district's web pages. I also give permission to publish my child's first and last name (without a picture) on the district's web pages.

Parent or Guardian Signature (optional): \_\_\_\_\_

Date: \_\_\_\_\_

If parents or guardians are interested in further information, please call your campus administration office.

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\* \* \* \* \*

**I have access to a copy of the 2014 – 2015 Wall Elementary School Handbook via the Wall ISD website at [www.wallisd.net](http://www.wallisd.net).**

Student

Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I choose to receive a paper copy of the Wall Elementary handbook instead of accessing it online.**

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

## *Student – Parent Guidelines and Policies*

### Denial of Directory Information Form

State and federal law require the District to notify parent that you may object to the release of certain information about your child. After reading the following, please mark through any directory information on the form below that you do not want released and return the signed and dated form within ten school days of your child's first day of instruction for this school year.

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child, unless you direct the District not to release the information without prior written consent, as indicated below.

“The District [ **may / may not** ] release my child's name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.

“Except as noted below (under EXCEPTIONS), I direct the District not to release to any third party the following information without my prior written consent. I have marked through the items I do not want released.”

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Awards received in school
9. Most recent previous school attended

*(See Back of Page for More Information)*

## EXCEPTIONS

“For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media), the district has my permission to release the following information. I have marked through the items I do not want released.”

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Awards received in school
9. Most recent previous school attended

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Code of Conduct

### Acknowledgement of Receipt of Student Code of Conduct

I have received a copy of the Wall ISD Discipline Management Plan and Student Code of Conduct. I have read and/or reviewed the plan (available online as well) and am knowledgeable of the contents of the plan.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_