

HALLSVILLE INDEPENDENT SCHOOL DISTRICT



2017-2018
CODE OF CONDUCT

ACKNOWLEDGMENT

Student Code of Conduct and Student Handbook Electronic Distribution

Dear Student and Parent:

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

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

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

Thank you.

Jeff Collum

Superintendent

Hallsville ISD

We acknowledge that we have been offered the option to receive a paper copy of the Hallsville ISD Student Code of Conduct and Student Handbook for the 2017-2018 school year or to electronically access it them on the district's website at www.hisd.com. We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

- Receive a paper copy of the Student Code of Conduct and the Student Handbook.
- Accept responsibility for accessing the Student Code of Conduct and the Student Handbook on the district's website.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

School: _____

Grade level: _____

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

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*Student Code of Conduct
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STUDENT CODE OF CONDUCT

Purpose

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

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

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

This Student Code of Conduct has been adopted by the Hallsville Independent School District Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside of the school year until an updated version adopted by the board becomes effective for the next school year.

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

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

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

School District Authority and Jurisdiction

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district maintains a current list of the persons serving as a campus behavior coordinator in the student handbook or on the district's website at www.hisd.com.

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

The district has disciplinary authority over a student:

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

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

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

Reporting Crimes

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

'Parent' Defined

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

Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's Code. Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district's Code

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

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

See **DAEP—Restrictions During Placement** on page 10, for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

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

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.

- Fight or scuffle. (For assault see DAEP Placement and Expulsion.)
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists. (See glossary for all three terms.)
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See glossary.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery, aggravated robbery, and theft see DAEP Placement and Expulsion.)

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife, switch-blade, or any other small knife under 5-1/2 inch blade length;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;

- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

Possession of Telecommunications or Other Electronic Devices

Students shall not:

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

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

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

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or websites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

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

Discipline Management Techniques

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

Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Students with Disabilities

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

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

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

Techniques

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

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations’ extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student’s parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Notification

The campus behavior coordinator shall promptly notify a student’s parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student’s parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student’s parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or through *Policy On Line* at the following address: www.hisd.com.

Consequences shall not be deferred pending the outcome of a grievance.

Removal from the School Bus

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

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or assistant principal may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

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

Routine Referral

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

Formal Removal

A teacher **may** also initiate a formal removal from class if:

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

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

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

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

- Another appropriate classroom.

- In-school suspension.
- Out-of-school suspension.
- DAEP.

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

Returning Student to Classroom

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

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

Out-of-School Suspension

Misconduct

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

Process

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

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

The number of days of a student's suspension shall be determined by the campus behavior coordinator, but shall not exceed three school days.

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

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

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

Disciplinary Alternative Education Program (DAEP) Placement

EDUCATION CODE

TITLE 2. PUBLIC EDUCATION

SUBTITLE G. SAFE SCHOOLS

CHAPTER 37. DISCIPLINE; LAW AND ORDER

SUBCHAPTER A. ALTERNATIVE SETTINGS FOR BEHAVIOR MANAGEMENT

Sec. 37.008. DISCIPLINARY ALTERNATIVE EDUCATION PROGRAMS.

(a) Each school district shall provide a disciplinary alternative education program that:

- (1) is provided in a setting other than a student's regular classroom;
- (2) is located on or off of a regular school campus;
- (3) provides for the students who are assigned to the disciplinary alternative education program to be separated from students who are not assigned to the program.

Location: The DAEP (TRACKS) is located on the Hallsville High School campus. Students will check in at 7:50-8:00a.m. and be released at 3:15p.m.. Parent/guardian must sign their student in each morning.

Restrictions during Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. A student assigned to DAEP may not attend any school sponsored/related events until DAEP assignment is complete.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.

An elementary school student **may not** be placed in a DAEP with a student who is not an elementary school student.

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

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

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

1. Self-defense (see glossary),

2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Discretionary Placement: Misconduct That May Result in DAEP Placement

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

Misconduct Identified in State Law

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

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

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

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

Mandatory Placement: Misconduct That Requires DAEP Placement

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision (School-related felony drug offenses are addressed in the Expulsion section.)(See glossary for "Under the Influence.")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the

conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)

- Behaves in a manner that contains the elements of an offense relating to abuse of volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 1. The student receives deferred prosecution (see glossary),
 2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
 3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Emergencies

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

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

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

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

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

Consideration of Mitigating Factors

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

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

Placement Order

After the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

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

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

Coursework Notice

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

Length of Placement

The duration of a student's placement in a DAEP shall be determined by the campus behavior coordinator.

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

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

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

Exceeds One Year

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

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

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

Exceeds School Year

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

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

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

Exceeds 60 Days

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

Appeals

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

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through *Policy On Line* at the following address: www.hisd.com.

Appeals shall begin at Level One, with the campus principal. Level Two will be heard by the Assistant Superintendent, and Level Three will be heard by the board.

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

Placement Review

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

Additional Misconduct

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

Notice of Criminal Proceedings

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

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

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

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

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

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

Withdrawal during Process

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

Newly Enrolled Students

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

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

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement occurs, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or

3. Is not in the best interests of the district's students.

Review Committee

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

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

Newly Enrolled Student

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

Appeal

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

Certain Felonies

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

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

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

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

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

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

Newly Enrolled Students

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

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration0.:

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

Discretionary Expulsion: Misconduct That May Result in Expulsion

Any Location

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
 - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
 - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security.

- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

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

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

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

Within 300 Feet of School

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

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

Property of Another District

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

While in DAEP

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:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or

4. Conduct that constitutes the offense of:
 - a. Public lewdness under Section 21.07, Penal Code;
 - b. Indecent exposure under Section 21.08, Penal Code;
 - c. Criminal mischief under Section 28.03, Penal Code;
 - d. Personal hazing under Section 37.152; or
 - e. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

- Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:
 - Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such weapon.
 - Any firearm muffler or firearm weapon.
 - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Under the Texas Penal Code

- Using or possessing the following, as defined by the Texas Penal Code:
 - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
 - An illegal knife, which includes a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
 - A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk. (See glossary.)
 - A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.

- Aggravated robbery.
- Manslaughter.
- Criminally negligent homicide.
- Continuous sexual abuse of a young child or children.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

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

Emergency

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

Process

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

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

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

Hearing

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

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

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

The board of trustees delegates to the superintendent or superintendent's designee authority to conduct hearings and expel students.

Board Review of Expulsion

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

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

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

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

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

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

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

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

Length of Expulsion

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

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

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

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

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

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

Withdrawal during Process

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

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

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

Additional Misconduct

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

Restrictions during Expulsion

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

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

Newly Enrolled Students

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

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

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

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

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

Emergency Expulsion Procedures

When an emergency expulsion occurs, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

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

Glossary

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

Abuse is improper or excessive use.

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

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

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

Arson is:

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

Assault is defined in part by Texas Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

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

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

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

Cyberbullying is the use of any electronic communication device to engage in bullying or intimidation.

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

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

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

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

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

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

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

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

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

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

Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.

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

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety.

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

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

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

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

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

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

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any other school property used by the student, including but not limited to a locker or desk.

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

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

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

Serious misbehavior means:

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

Serious or persistent misbehavior includes but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.

- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

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

Terroristic threat is a threat of violence to any person or property with intent to:

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

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

Title 5 offenses are those that involve injury to a person and include:

- Murder;
- Kidnapping;
- Trafficking of persons;
- Smuggling or continuous smuggling of persons;
- Assault;
- Aggravated assault;
- Sexual assault;
- Aggravated sexual assault;
- Unlawful restraint;
- Voyeurism;
- Indecency with a child;
- Invasive visual recording;
- Disclosure or promotion of intimate visual material;
- Injury to a child, an elderly person, or a disabled person of any age;
- Abandoning or endangering a child;
- Deadly conduct;
- Terroristic threat;

- Aiding a person to commit suicide; and
- Tampering with a consumer product.

[See FOC(EXHIBIT)]

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

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

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

General Information

Hallsville Independent School District

2017-2018

CONDUCT RULES FOR RIDING BUSES

SCHOOL BUSES

Riding on the bus is a student privilege provided by Hallsville Independent School District. Students riding HISD operated buses are expected to conduct themselves in accordance with the safety rules and regulations of the Hallsville Independent School District Code of Conduct and those posted in the bus. Student safety violations or misconduct on the bus may result in suspension from riding the bus in addition to any other appropriate discipline.

Minor Safety Violations and Misconduct

1. Refusing to sit properly or safely in the assigned seat.
2. Moving from seat while the bus is in motion.
3. Blocking the aisle in any manner.
4. Eating or drinking on the bus.
5. Deliberately littering the bus.
6. Acting in a manner that distracts the driver while the bus is in motion. Campus administrators may deem the offense a major violation depending on the severity of the action.
7. Writing on any part of the school bus.
8. Entering or exiting the bus in an unsafe manner.
9. Extending any part of the body, clothing or other objects out of the window.
10. Throwing, pitching or shooting articles within the bus (without injury).
11. Cell phones or other electronics used inappropriately. Videos and pictures prohibited.
12. Horseplay, scuffling or threatening another student.
13. Infractions as determined by the campus administrator.

Consequences for Minor Safety Violations or Misconduct

1st Offense – Parental notification by the driver or monitor. A copy of the report will be sent to the appropriate campus.

2nd Offense – Conference with school administrator, and a copy of the report mailed to the parent / guardian by the campus*.

3rd Offense – Suspension of bus riding privileges to and from school for 1-2 days and a copy of the report mailed to the parent / guardian by the campus*.

4th Offense – Suspension of bus riding privileges to and from school for 3-4 days and a copy of the report mailed to the parent / guardian by the campus*.

5th Offense – Suspension of bus riding privileges to and from school for 5-10 days and a copy of the report mailed to the parent / guardian by the campus*.

*Provided no other violation has been reported.

Major Safety Violations and Misconduct

1. Use or possession of tobacco in any form.
2. Acting or speaking disrespectfully toward the driver or monitor, or using profanity toward any HISD employee.
3. Throwing, pitching or shooting objects which remain inside the bus and cause any type of injury.
4. Throwing, pitching, shooting objects or allowing something to go out of the window.
5. Damaging any part of the school bus. **(Student will have all riding privileges suspended until the damages have been paid in full).**
6. Fighting on the bus. (with no injuries)
7. Using profanity, vulgar language or obscene gestures toward other students.
8. Harassing or bullying another student or employee.
9. Infractions as determined by campus administrator.

Consequences for Major Safety Violations or Misconduct

1st Offense – Suspension of bus riding privileges to and from school for 3 days and a copy of the report mailed to the parent / guardian by the campus.

2nd Offense - Suspension of bus riding privileges to and from school for 5-10 days and a copy of the report mailed to the parent / guardian by the campus.

3rd Offense - Suspension of bus riding privileges to and from school for at least 10 days until possibly through the end of the semester and a copy of the report mailed to the parent / guardian by the campus.

4th Offense - Suspension of bus riding privileges to and from school for the remainder of the semester or through the remainder of the school year, and a copy of the report mailed to the parent / guardian by the campus.

Severe Safety Violations and Misconduct

1. Fighting with another student (or scuffling that results in any type of injury).
2. Assaulting a student or employee.
3. Any object used in a harmful, damaging or threatening manner.
4. Striking matches or producing a fire / flame in any form, regardless of how long the fire / flame exist.
5. Sexual misconduct. (Includes, but not limited to, inappropriate touching or actions).
6. Tampering with an emergency exit.
7. Tampering with the video equipment in any way.
8. Any infraction, even on the first offense, that is determined by campus administrator.

Consequences for Severe Safety Violations and Misconduct

1st Offense – Suspension of bus riding privileges to and from school for a minimum of 10 days and a copy of the report mailed to the parent / guardian by the campus.

2nd Offense – Suspension of bus riding privileges to and from school for the remainder of the school year. A minimum 90-day suspension must be enforced, which can carry over into the next school year. A copy of the report will be mailed to the parent / guardian by the campus.

NOTES:

Misconduct of a severe nature may also result in suspension or expulsion from school. The campus administration or Executive Director of Operations may invoke an immediate suspension of HISD bus riding privileges at any time due to a severe situation. A reasonable effort will be made to notify parent and/or guardian prior to any temporary suspension of riding privileges.

All discipline for Minor and Major Safety Violations and Misconduct is handled through the appropriate campus administration. **The Transportation Department cannot overturn a decision made by the campus administration.**

SAFE SCHOOL BUS OPERATIONS

The privilege of riding a school bus is extended to each student residing on a route operated by the Student Transportation Department of the Hallsville Independent School District. **No guest riders or friends are allowed to ride the bus.** The HISD Transportation Department has expectations for student behavior that **ensures and promotes** the “Safety, Order and Rights” of the students we serve, department employees and the motoring public with whom we share the roadways.

Seating Assignments

Students cannot stand in the aisle while the bus is in motion. Bus drivers will assign seats for every student on the bus, and the students are expected to comply with the seating assignments.

Safety

- While on the bus, passengers will follow the driver's instructions the first time they are given.
- Passengers will, at all times, follow "A Safe Bus Rider's Rules" posted in the bus.
- Keep the aisle clear; passengers must hold any object brought on the bus in their lap. This includes large musical instruments.
- Some items are not allowed to be brought on the bus when in doubt, ask the bus driver.
- Passengers may load and unload only at stops designated by the HISD Student Transportation Department.
- Passengers must be VISABLE at their designated stop when the bus arrives and be ready to board the bus in a safe, orderly manner. (A designated stop is not in the house, garage, on the porch or under a carport).
- Passengers must follow the driver's instructions when loading and unloading the bus.
- Use of light or sound emitting, reflecting or amplifying devices is not allowed on the bus.

Order

- The bus is an extension of the campus. All campus Student Code of Conduct rules apply while on the bus.
- Do not distract the driver. Driving a school bus is a difficult job. Excessive noise detracts from the order of bus operations. Speak in a low voice and avoid making noise.
- The bus driver is authorized to assign seats or change seat assignments.
- Passengers must be seated, facing forward, with backs on the seat back, and feet on the floor while on the bus.
- In an emergency, listen for and follow the driver's instructions quickly. Stay calm.

Rights

Riding the bus is a Privilege provided by the Hallsville Independent School District, not a Right.

- All passengers will respect the property rights of fellow passengers.
- Buses are HISD property. Passengers are responsible for damage they do to the bus. Leave the bus clean.
- Respect the property rights of landowners where you wait for the bus.
- Fellow riders have the expectation of a safe, comfortable ride. Do nothing to deny them that privilege.
- Respect the personal rights of others.
- Bus drivers have the right and responsibility to maintain discipline. Always follow the driver's instructions.
- Students are not allowed to use any electronic device while on the bus; this includes, but is not limited to, cell phones, I-pods, I-pads etc.
- These expectations apply to all regular routes, extra-curricular and co-curricular trip operations.

Communication

Good lines of communication are vital to effective student transportation operations. To ensure the safety of passengers, drivers, and those with whom we share the road, follow these communications guidelines.

- **Passenger to Driver**-Wait until the bus is stopped, then come to the front of the bus. Do not block the passage of others. Remember the bus is an extension of the campus and the driver is in authority.
- **Parent to Driver**-For the safety of all, if you must speak to the driver at the bus stop, do so through the driver's window. **Unauthorized persons are not allowed to enter the bus!** You may leave a telephone message for your child's driver with the HISD Student Transportation office at 903-668-5990, extension 5555. Calls will be returned. Written messages will be accepted. Messages may or may not be read during route operations. The department may need to contact you; please let us know your contact information in written messages. Any change of a student's assigned stop must be processed through the appropriate campus office.
- **Parent to Student Transportation**-You are encouraged to contact HISD Student Transportation at 668-5990, extension 5555. Please understand that we are extremely busy during route operation times. We will facilitate a face-to-face meeting you request and provide information requested within department and district guidelines.
- **HISD Student Transportation Department and Bus Driver to Parents**-Written communications is the preferred method and may take one of three forms: (1) "Bus Enrollment" forms, (2) "Parental Notification", or (3) department memos. Signature acknowledgement of "Parental Notifications" may be required before a student is allowed to ride the bus. Telephone messages are also used.
- **Driver to Passenger**-Driver will be polite, courteous, confidential, and respectful of the passenger's privacy rights.

Bus rider privileges may be denied to those who fail to meet Hallsville ISD's Safe School Bus Operations expectations for passengers. The suspension of bus rider privilege is a campus administrator's disciplinary decision and is not subject to Hallsville ISD Student Transportation Department review.

Safe Bus Riders' Rules

Safe bus riders always...

- 1) respect the bus driver and obey the driver's instructions the first time they are given.
- 2) sit safely in their assigned seat.
- 3) respect the personal and property rights of others.
- 4) know and obey the "HISD Student Code of Conduct".

Safe bus riders never...

- 1) use profane language or obscene gestures.
- 2) use tobacco products, alcohol, drugs or controlled substances.
- 3) eat or drink on the bus.
- 4) endanger the safety of themselves or others.

Safe bus riders always protect the privilege of riding the bus by obeying the rules!

Expectations for Safe School Bus Operations and Safe Bus Riders' Rules were compiled by the professional school bus drivers that transport your children daily. They are based on current federal and state law, Hallsville Independent School District Board and administrative policy, the 1995 National Standards for School Transportation, and information provided by the Texas Association of Pupil Transportation. We are committed to protecting the Safety, Order and Rights of the children we serve.

BUS VIDEOS

The Family Educational Rights and Privacy Act (FERPA) prohibits the district from allowing parents to view bus videotapes. Bus videotapes are considered to be education records and the district is prohibited from allowing parents to view them in order to protect the confidentiality of students. Only school administrators, or those with a designated responsibility, will be allowed to view bus videotapes.

HALLSVILLE ISD DRUG TESTING POLICY

Drug Testing of Students, Grades 7-12, who choose to Participate in School-sponsored Extracurricular Activities Policy - FNF (Local)

SCOPE OF DRUG TESTING POLICY

The District requires drug testing of any student in grades 7-12 who chooses to participate in school sponsored extracurricular activities

A student participating in these activities shall be tested for the presence of illegal drugs at the beginning of each school year and prior to joining an extracurricular program at any time during the school year. In addition, students shall be randomly tested throughout the school year.

PURPOSE

The purposes of the drug-testing program are to:

1. Prevent injury, illness, and harm resulting from the use of illegal drugs or alcohol;
2. Help enforce a drug-free educational environment;
3. Deter student use of illegal drugs or alcohol;
4. Educate students regarding the harm caused by the use illegal and performance-enhancing drugs or alcohol.

DISTRIBUTION OF POLICY

The District shall provide each parent and student a copy of the drug-testing program and review the policy and consent form. Student attendance at the orientation meeting is mandatory, but parent attendance at the orientation meeting is not mandatory.

CONSENT

Before a student is eligible to participate in extracurricular activities, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian shall also sign the consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties.

Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

CONFIDENTIALITY

Drug-testing results shall be confidential and shall be disclosed only to the student, the student's parents or legal guardian, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

TESTING LABORATORY

The Board shall contract with a certified drug-testing laboratory to conduct testing of students' urine samples. Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

SUBSTANCES FOR WHICH TESTS ARE CONDUCTED

The drug testing laboratory shall test for the presence of: Marijuana; cocaine, methaqualone; benzodiazepines; phencyclidine(PCP); methadone; barbiturates; propoxyphene; amphetamines; opiates; and metabolites of any of these substances.

COLLECTION PROCEDURES

Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a District employee and shall remain under employee supervision until the student provides a sample. Samples shall be produced by a student from behind a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected.

RANDOM TESTING

Random tests shall be conducted on a weekly basis throughout the school year. The percentage of students participating in the program for each test date shall be determined annually by the Board and based on the number of participants in school sponsored extracurricular activities.

The drug-testing laboratory shall use a random selection method to identify students choose for random testing. Students shall not receive prior notice of the testing date or time.

REFUSAL TO TEST OR TAMPERING

A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any. If a student is absent on the day of the random testing date, a sample shall be collected on the next random testing date.

POSITIVE TEST RESULTS

An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive. Upon receiving results of a positive drug test, the District shall schedule a meeting with the student, the student's parent if the student is under the age of 18, and the coach or sponsor of the extracurricular activity to review the test results and discuss consequences.

The student or parent shall have three school days following the meeting to provide a medical explanation provided by a licensed physician for a positive result.

CONSEQUENCES

Consequences of positive test results shall be cumulative through the student's enrollment in the District. A student who has a confirmed positive drug test shall be subject to the following consequences:

FIRST OFFENSE

The student shall be suspended from any extracurricular activity for 30 school days following the date the student and parent are notified of the test results. During the period of suspension, the student shall not be permitted to participate in practices.

RETESTING

If the student wishes to return to participation in extracurricular activities, the student must be retested at the end of the period of suspension and have a negative test result; the student shall be retested on the next random test date.

DRUG ABUSE PREVENTION

The student shall participate in an assistance and drug education program

SECOND OFFENSE

The student shall be suspended from any extracurricular activity for 365 calendar days following the date the student and parent are notified of the test results. The student shall participate in an assistance and drug education program.

RETESTING

If the student wishes to return to participation in extracurricular activities, the student must be retested at the end of the period of suspension and have a negative test result; the student shall be retested on the next random check.

THIRD OFFENSE

The student shall be suspended from participation in any extracurricular activity for the remainder of the student's enrollment in the District following the date the student and parent are notified of the test results.

APPEALS

A student or parent may appeal a decision made under this policy in accordance with FNG (LOCAL).

Acceptable Use Guidelines

Appropriate Use of the Internet in K-12 - HISD Statement

Modified with permission from Round Rock ISD, Texas; Boulder Valley School District, Colorado, (10-98).

The Internet can be a powerful teaching and learning tool for all ages. The Hallsville Independent School District has developed the attached matrix of appropriate use for classrooms, libraries and labs. These procedures for student use of the Internet are designed to serve as guidelines for teachers who use the Internet to support their curriculum. Following these guidelines will help minimize the possibility that students will be exposed to, or be producers of, inappropriate Internet material. As with any learning tool, students must have appropriate instruction and supervision while using Hallsville ISD's electronic communication system tools. Teachers must use their professional judgment to make instructional decisions based on their own knowledge and the developmental level of the individual child.

There are five rules for Hallsville ISD Internet use that must be followed:

1. Use of Hallsville ISD's Electronic Communication System (ECS) must be to support the mission and goals of the Hallsville ISD.
2. Adults must supervise **all** Internet use by students. (The student should have permission to use the Internet and be supervised by Hallsville ISD staff.)
3. No student should type their own or anyone else's name, address, phone number or other personal information into anything on the Internet without teacher supervision.
4. All students and staff must have a signed Acceptable Use permission form on file every year.
5. Only students who have a signed Internet Denial Form, or students whose privileges have been suspended for disciplinary action, will be denied Internet access.

Students must develop appropriate behavior when using technology and the Internet.

- In the table below, activities marked with "**yes**" are appropriate at the given grade level (always with teacher knowledge, supervision and prior instruction).
- Activities with "**possible**" may be something that teachers want to do with students provided there is close supervision and the activity supports the mission and goals of the Hallsville ISD.
- Activities that are marked with "**no**" are not deemed appropriate for that age level. It is the student's responsibility to make sure that the Internet and the ECS are used in a safe, responsible manner.

Appropriate Use of the Internet in K-12 Hallsville ISD Matrix Guide

Modified with permission from Round Rock ISD, Texas; Boulder Valley School District, Colorado, (10-98).

Grade Level	K – 2	3 – 5	6 – 8	9 – 12
Specific Use of the Internet				
Teachers use the Internet for teacher professional development.	Yes	Yes	Yes	Yes
Teachers use the Internet for curriculum resources or classroom demonstration.	Yes	Yes	Yes	Yes
Teachers preview web sites before introducing them to class. (No searching with students present.)	Always	Always	Always	Always
Teachers and students use the Internet e-mail for class projects.	Yes	Yes	Yes	Yes
Substitute¹ teachers and student teachers¹ use the Internet with classes.	Possible*	Possible*	Possible*	Possible*
Students contribute to class or school web pages/publication.	Yes	Yes	Yes	Yes
Class participation in teacher-led, live electronic chat.	Yes	Yes	Yes	Yes
Students use bookmark lists or icons built or approved by teachers.	Yes	Yes	Yes	Yes
Students use teacher-designed web pages.	Yes	Yes	Yes	Yes
Students browse ² teacher-selected web pages with staff supervision.	Yes	Yes	Yes	Yes
Students search³ children's subject directories (e.g. Ask Jeeves, Yahoo!igans).	Possible*	Yes	Yes	Yes
Students search ⁴ the Internet with search engines (e.g. AltaVista, Excite).	No	Possible*	Yes	Yes
Students type teacher-approved URL's s directly into the Locator Bar.	Possible*	Possible*	Possible*	Yes
Students use their HISD electronic mail ⁴ accounts for research, teacher-led activities, and in accordance with AUP.	Possible*	Possible*	Possible*	Yes
Students build their own curriculum-related web pages under teacher supervision. (See AUP for permissions).	Possible*	Possible*	Yes*	Yes
Students work independently to build web pages as a school sponsored curriculum-related project.	Possible*	Possible*	Possible*	Possible*
Students engage in individual real-time curriculum-related chatting.	Always	Always	Always	Always
Students must have an educational purpose for using the Internet.	Possible*	Possible*	Possible*	Possible*
Students and staff may upload educational materials to the Internet.	Possible*	Possible*	Possible*	Possible*
Students and staff may download educational materials to the Internet.	Possible*	Possible*	Possible*	Possible*

*Possible means with close staff supervision and campus principal approval.

¹Substitutes--unless they have attended HISD Acceptable Use Training and have signed the staff AU form.

²Browsing means clicking through the pages of a specific website to view the content of those pages.

³Searching means typing a key word into a search engine and conducting a search for information.

⁴Electronic mail means web-based email (i.e. Yahoo or Hot mail).

***Students using their own device will still adhere to HISD educational/technology guidelines.

Computer and Technology Acceptable Use Policy STUDENT CONTRACT for Grades 6 - 12

Use the Internet safely.



- I will **NOT** use the Intranet/Internet for illegal purposes nor will I use the system for selling products/services.
- I will back out and tell my teacher right away if I come across anything that is not appropriate.
 - Also, I will **NOT** invite other students to come see it, but back out of the page and tell a teacher.
- I will not share any personal information, mine or anyone else's, across the internet unless a trusted adult is with me and instructs me to do so.
- I will keep my usernames and passwords private, not sharing them with anyone.

Show Respect.



- I will **NOT** harm, misuse, or destroy equipment entrusted to me.
- I will respect the property rights of others by obeying all copyright rules & regulations
- I will respect the rights, privacy, and feelings of others on the internet.
- I will share the computer with others and will leave the setup like I found it.
- I will treat the computers and other technology with respect, and not cause damage to them.
- If I discover a security problem on the system, I will notify a teacher.
 - I will **NOT** demonstrate the security problem to other users.
- I understand HISD is **NOT** responsible for
 - Any inaccurate or objectionable material users may access
 - The authenticity or accuracy of any information provided by the system
 - Lost, loaned, damaged, or stolen devices

Use Technology at School for Educational Purposes Only

- Whether I am using school technology or a device that I bring from home, I will only use it for educational purposes as instructed by my teacher
- I understand that teachers and other employees will monitor my use of this system to ensure that I am following the guidelines



Consequences for Misuse

- I understand that if I refuse to follow any of these rules, I may lose the privilege of using the internet or technology devices and/or criminal prosecution.
- I understand that the principal will decide what the punishment will entail.



I have read these rules and have discussed them with my student. By signing this contract, I am acknowledging that both my student and I understand these expectations and my student agrees to follow them.

Student's Name [Click here to enter text.](#)

Student's Current Grade [Choose an item.](#)

Parent/Guardian Signature [Click here to enter text.](#)

Date [Click here to enter a date.](#)

NETIQUETTE ON THE INTERNET

All users of Hallsville public schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). These rules of behavior include the following:

- Be Polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do **NOT** reveal your personal address or phone numbers or those of other students or colleagues.
- Keep paragraphs and messages short and to the point. Focus on one subject per message. Always include a subject line in the email.
- Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word may also be used to make a stronger point.
- Remember that humor and satire can be misinterpreted. Be judicious in your choice of words.
- Minimize spelling errors and make sure your message is easy to understand; however, remember that many people all over the world use the Internet. Please do not criticize another person's use of grammar or spelling.
- Cite all quotes, references, and sources. Copyright applies to electronic information.
- Never send chain letters through the Internet.

BYOD Guidelines

Hallsville ISD is offering students the opportunity to bring a personal electronic device to school and use it for educational purposes. Since this opportunity is not required, the decision of whether or not to take advantage of it will be at the discretion of the student's parent(s)/guardian(s). Where wireless is available in the district, student will be able to connect to HISD guest network.

PURPOSE:

In Hallsville ISD we use technology to enhance the teaching of content and behaviors that students need to succeed in the global community. We want students to embrace appropriate use of technology so they may become responsible, digital citizens.

INTERNET:

Only the Internet gateway provided by the school may be accessed while on campus. Personal devices will not be allowed to access district servers or to district files.

ON CAMPUS/IN THE CLASSROOM:

- Those participating in BYOD must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board policies.
- Devices may **NOT** be used to cheat on assignments or tests.
- Use or possession of personal devices will **NOT** be permitted during administration of any state assessment. Violation may cause the test results to be invalidated.
- When students leave their desks, it is their responsibility to ensure that their electronic devices are secured and taken with them. **HISD is NOT responsible for lost, loaned, damaged, or stolen devices.**

- Students may **NOT** use devices to record, transmit, or post photographic images or video of a person, or person on campus or during school related activities for non-instructional purposes.
- Each student is responsible for his/her own device. This includes set-up, maintenance, and charging.
- District employees are **NOT** permitted to diagnose, repair, or work on a student's personal device.

IT IS RECOMMENDED THAT:

- All devices and accessories be clearly labeled with the student's name.
- Decals or "skins" be placed on the device for easy identification.
- A password or passcode be set on the device.
- The serial number and model information be recorded and kept at home.
- Parents establish a system to consistently monitor device use to ensure that the district wireless is being used instead of the family's private data plan. **The district will assume NO financial obligation.**
- Devices are brought to school fully charged each day.

Parent/Guardian Signature [Click here to enter text.](#) **Date** [Click here to enter a date.](#)

UNDERSTANDING SCHOOL LUNCH ACCOUNTS

- 1) Parents deposit money in students account with student ID#.
 - Send a check
 - Send envelope with cash (students name and ID# on envelope)
 - Lunch Money Now through Paypal with credit card (will charge a fee)
- 2) Student will eat breakfast and lunch on their "student account" with their ID#.
 - Students will be able to buy healthy snacks on this same account.
Ex: Lunch Tray (Pizza, Broccoli, Orange, Milk) and then they can buy ice cream.

LUNCH MONEY NOW

Lunch Money Now is a website where you can view all of your children's lunch and breakfast transactions. This can be found on www.hisd.com under Meal Payments.

You will need:

- Students last 4 digits of SS #
- Student ID#
- Birth Date

How it works:

- You can see what was eaten that day
- Balance on account
- Set up email to remind you when your account is getting low

Ex: Set up to have Lunch Money Now send you an email to notify you when the students account is below \$10.00.

APPLICATIONS

Free and Reduced Meal Program Applications are available online at www.hisd.com under

Free & Reduced Lunch. It will take you to **Meal App Now** to apply.

Child Nutrition Office

If you need further assistance, applications are available in other languages in paper version. The paper version will be available on all campuses at the Registrar Office and also at the Child Nutrition Office. The Registrar and Child Nutrition Offices can locate a computer for you to use if needed.

You can contact the **Child Nutrition Office at 903-668-5990 ext. 5552.**

Food Service Cafeteria Manager Contacts

High School	Sharon Collier	ext. 4153
Jr High	Ethel Wiley	ext. 2120
Intermediate	Ray Simmons	ext. 2551
East	Kim Key	ext. 1604
North/Primary	Tammy Goswick	ext. 1382

Low or Insufficient Accounts

Information regarding negative balance on student accounts are sent out on Tuesdays either by the district phone call out system or letters to the parents, depending on that campus. You may refer to the home room teacher. Any questions please call the Child Nutrition Dept. at 903-668-5990 ext. 5552.

Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish)

Meal Prices

	Lunch	Breakfast
PK	free/no cost	free/no cost
K-5	\$2.65	\$1.25
6-8	\$2.75	\$1.25
9-12	\$3.00	\$1.25
HISD Employee	\$3.45	\$1.85
Visitor Adult	\$3.85	\$2.00
Visitor Child	\$3.85	\$2.00

Hallsville Independent School District

Child Find – Child-Centered Educational Process

Students in Texas go through a child-centered educational process in order to receive special education. It is called “child-centered” because the major goal is to meet each child’s needs. Once a child is referred for consideration for special education services, the following steps are taken:

1. Parental consent is obtained for testing,
2. a full and individual evaluation is completed, and
3. an admission, review and dismissal (ARD) committee meeting is held (Parents are a member of this committee).

If the child is eligible for and needs special education, the following steps are taken:

1. An individual education plan (IEP) is developed.
2. The individual education plan is reviewed at least annually.

Secondary special education students may receive vocational training. Secondary education ends either upon graduation or when the student reaches 22 years of age by September 1.

Many children are born with or may acquire physical and/or mental conditions which limit their normal growth and development. Fortunately, many of these conditions can be helped or completely corrected if parents recognize the problem early and seek help.

Early intervention is very important, so public schools provide services to children with disabilities beginning at age three. This includes speech, physical, mental, and emotional disorders. Services for vision and hearing impairments begin at birth. Children below the age of three with other developmental delays are served through Early Childhood Intervention Projects. For more information call ECI at 903-757-8194.

Schools provide specialized instruction based on each child’s needs. In addition, services may include, if specified on the Individualized Education Plan (IEP):

1. Speech Therapy
2. Occupational / Physical Therapy
3. Special Transportation
4. Counseling and other related services.

Public schools provide these services at the pre-school, elementary, and secondary levels at no cost to parents. If you have a question concerning this notice or would like more information about what services are available, contact the campus principal or the special education offices.