

**ARLINGTON  
INDEPENDENT SCHOOL DISTRICT**

**2008-2009  
STUDENT CODE OF CONDUCT**

# TABLE OF CONTENTS

|  |    |
|--|----|
| Student Code of Conduct .....  | 4  |
| Use of the <i>Student Code of Conduct</i> and Campus Handbooks ..... | 4  |
| School District Authority and Jurisdiction .....                     | 5  |
| Responsibilities .....   | 6  |
| Notices .....  | 9  |
| Non-Discrimination Statement.....                                    | 9  |
| Confidentiality Statement .....                                      | 9  |
| Disclosures Under the Directory Information Exception .....          | 9  |
| Wellness Policy .....  | 9  |
| Graduation Ceremonies .....  | 9  |
| Dismissal From Campus at Lunch .....                                 | 10 |
| Insurance May Be Purchased By Parent/Guardian.....                   | 10 |
| Pesticide Notice .....   | 10 |
| Asbestos Notice .....  | 10 |
| School Safety Transfers.....   | 11 |
| How You Can Address a Concern About an AISD Procedure .....          | 12 |
| <br>   |    |
| Levels of Student Misbehaviors and Disciplinary Actions .....        | 13 |
| General Information .....  | 14 |
| Group I Misbehaviors .....   | 15 |
| Group I Disciplinary Consequences .....                              | 15 |
| <br>   |    |
| Group II Misbehaviors .....  | 16 |
| Group II Disciplinary Consequences .....                             | 17 |
| <br>   |    |
| Group III Misbehaviors .....   | 18 |
| Group III Disciplinary Consequences .....                            | 19 |
| <br>   |    |
| Group IV Misbehaviors.....   | 19 |
| Group IV Disciplinary Consequences.....                              | 21 |
| <br>   |    |
| Disciplinary Alternative Education Program (DAEP) .....              | 22 |
| Gangs, Secret Societies, Sororities or Fraternities.....             | 22 |
| Expulsion.....   | 28 |
| Placement and/or Expulsion for Certain Serious Offenses.....         | 33 |
| Weapon-Free School Zones .....                                       | 36 |
| Removal by a Teacher .....   | 36 |
| <br>   |    |
| Extracurricular Policy .....   | 37 |
| Alcohol/Drug Policy .....  | 40 |
| <br>   |    |
| Transportation Code of Conduct .....                                 | 41 |

**Emergencies**

Student Dress Code ..... 45

Student Attendance Policy ..... 49

Technology Regulation ..... 56

Student Complaint Process and Appeal Process For Off-Campus  
Placement ..... 64

Dress Code Local Policy ..... 71

Section 504 Student Complaint Procedures Local Policy ..... 76

Volunteer Guidelines ..... 78

Assistance for Students With Learning Difficulties ..... 80

Questions Most Frequently Asked by Students and Parents ..... 82

Definitions ..... 91

Student/Parent Acknowledgement Forms ..... 103

## **Student Code of Conduct**

The Arlington Independent School District (AISD) is committed to providing each student with a quality educational program. This goal can only be achieved in a cooperative school climate free from disruptions which hinder and interfere with the educational process. The rights of students, teachers, parents, and administrators are to be valued and are protected under federal and state laws. AISD will strive to achieve a working balance between rights and responsibilities, which foster a positive school climate where there is mutual respect and an opportunity for students to develop to their fullest potential. In accordance with Texas Education Code section 21.451, AISD has adopted the Girls & Boys Town Model to meet the training requirements for both discipline strategies and classroom management.

The *Student Code of Conduct* (SCOC) has been formulated in compliance with relevant law. Policies and procedures of the AISD board and administrative regulations that pertain to student conduct are addressed in the SCOC. The SCOC is designed to inform students, parents, legal guardians and school personnel of rules of conduct applicable to this school district.

For more specific information on AISD policies and procedures, please refer to the AISD Board Policy Manual which can be found on the internet at [www.aisd.net](http://www.aisd.net) and each school campus.

## **Statement Regarding the Use of the District *Student Code of Conduct* and Campus Handbooks**

The *Student Code of Conduct* is a broad guide regarding expectations, violations and consequences. Throughout the code are statements that acknowledge the discretion which can be exercised by the campus administrator. Also, the lists of consequences indicate many choices. However, in some cases, the school administrator is bound by district policy, state law and/or federal law regarding disciplinary consequences. Appropriate due process hearings are held when disciplinary consequences for serious offenses are contemplated.

Many campuses issue their own campus handbook as a supplement to address their particular needs. While these handbooks are not intended to be as complete or as detailed as the *Student Code of Conduct*, many attempt to reconcile any differences between the *Student Code of Conduct* and the campus handbook. In most cases, neither the *Student Code of Conduct* nor the campus handbooks are to be seen as totally prescriptive to the point of no reasonable discretion being able to be applied by the campus administrator. In short, parents are urged to read both documents and review the content with their students. Both documents are broad but very clear on what is acceptable behavior, which

aids in the orderly process of creating a safe and productive learning environment.

The *Student Code of Conduct* will govern whenever there is a conflict with the campus handbook.

## **School District Authority and Jurisdiction**

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

The district has disciplinary authority over a student:

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

The district has the right and the authority to search a student's outer clothing, pockets, property, locker, and/or vehicle when there is reasonable cause to believe they contain articles or materials prohibited by the district or when the a student voluntarily consents to the search. Random locker searches and metal detector screening exercises will be conducted throughout the school year.

## **RESPONSIBILITIES**

The Arlington Independent School District has set priorities to provide an effective educational program for its students. The district recognizes and requires that the school environment must be free of distractions and disruptions to allow maximum teaching and learning. A spirit of cooperation is a must if quality education and effective discipline are to be a reality. The responsibilities of students, parents and the District are defined as follows:

### **STUDENT RESPONSIBILITIES:**

- Attend the entire instructional day, except when ill or otherwise lawfully excused, and be on time to all classes
- Review and acknowledge receipt of the *Student Code of Conduct*
- Follow the rules and regulations established by the teacher and the school as stated in the Campus Discipline Management Plan
- Follow the *Student Code of Conduct*, school policies and procedures concerning appropriate behavior and dress
- Cooperate with all lawful and reasonable directives issued by school personnel
- Be prepared for each class with assigned work and appropriate materials
- Pursue mastery of the essential knowledge and skills of the curriculum as prescribed by the District and the State
- Establish an effective working relationship with parents, peers, and school personnel
- Show respect for others and their property
- Refrain from making profane, insulting, threatening, or inflammatory remarks
- Make no visits to other AISD campuses during the school day, except with permission
- Express opinions and ideas in a respectful and courteous manner
- Seek changes in school policies and regulations through approved channels in an orderly and responsible manner
- Strive toward self-discipline, setting individual goals, and utilizing good work habits
- Leave campus immediately after dismissal bell unless involved in a school activity, and

- Assume responsibility for making choices and accept consequences for your behaviors.

#### **PARENT OR LEGAL GUARDIAN RESPONSIBILITIES:**

- Establish and maintain a positive attitude toward education and school personnel
- Take an active interest in the overall school program
- Strive to prepare the child emotionally and socially to be receptive to learning and discipline
- Encourage and lead the child to develop proper study habits at home
- Assist the child in being properly attired for school according to the *Student Code of Conduct - Dress Code*
- Send the child to school daily as required by law and promptly notify the school to explain absences and tardies
- Maintain up-to-date addresses and phone numbers in the school office for home, work, and emergencies
- Bring to the attention of school authorities any learning problem or condition that may relate to the child's education
- Sign the Student and Parent Acknowledgment statement indicating that a copy of the *Student Code of Conduct* has been received and read
- Encourage the child to adhere to the *Student Code of Conduct* and school discipline policies
- Attend scheduled conferences; respond to the teacher's initial contact
- Initiate conferences to discuss academic progress or other concerns
- Discuss work assignments and report cards with the student; request a conference with the teacher if the child receives a failing grade for the reporting period
- Promote the child's attendance at school tutorials as the need arises
- Cooperate with school personnel when the child is involved in a discipline problem
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system

- Ensure student safety by adhering to appropriate drop off and pick up times (may vary by campus)
- Provide appropriate identification when requested by school personnel, and
- Cooperate with the school nurse to obtain state-required immunizations, to follow procedures for administration of medication at school, and to take/keep the student home when ill.

### **SCHOOL PERSONNEL RESPONSIBILITIES:**

- Follow state laws as well as district policies and regulations
- Abide by the Code of Ethics as approved by the Texas Education Agency
- Value parents as partners in the educational process
- Attempt to promptly contact parents when there is a change in a student's performance or when an improvement is not sustained
- Respond promptly and appropriately to parent inquiries about their children
- Participate in campus activities that promote parent involvement
- Work with parents, students and other district professionals to solve problems at the classroom level
- Disseminate grading procedures to students and parents at the beginning of each semester
- Demonstrate a positive attitude toward parents and students
- Encourage and assist students to develop effective study habits
- Strive to prepare the child emotionally and socially to be receptive to learning and discipline
- Establish a healthy tolerance level through setting limits and providing options, and
- Follow the rules and regulations established by the school and District as stated in the Campus Discipline Management Plan.

## **NOTICES**

**Non-Discrimination Statement:** The AISD does not discriminate on the basis of race, color, age, gender, national origin, religion or disability in educational programs, admissions/enrollment decisions or activities which it operates as required by Title VI, Title IX, Title II and Section 504.

**Confidentiality Statement:** The AISD, in accordance with the Family Educational Rights and Privacy Act (FERPA), restricts access to protected student records as required by law. Directory information on students will be released upon request without a parent's consent unless the parent elects in writing to restrict directory information. The form on which parents can indicate their election is sent home each year.

**Disclosures Under the Directory Information Exception:** FERPA allows a school the ability to share directory information from educational records with juvenile justice agencies and others who request this information.

Directory information includes, but is not limited to the following data about the student:

- Name, address and telephone
- Date and place of birth
- Dates of attendance ("from and to" dates of enrollment)
- Photographs, school honors, participation and extracurricular activities

Parents who do not want their child's directory information to be disclosed must notify the school in writing.

**Wellness Policy:** The AISD has implemented a student wellness policy to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities. Please refer to AISD policy FFA (Local) which ensures that students engage in minimum physical activity requirements.

**Graduation Ceremonies:** Participation in the graduation ceremony is optional. Graduating seniors are advised that conduct judged by the principal to be disruptive to the graduation ceremony will subject them to immediate removal from the ceremony and/or withholding of their diploma pending parent conference. Students will remain seated at all times unless directed to stand. Possession or use of certain items is not permitted at graduation exercises. These items include, but are not limited to the following:

- Air horns
- Balls of any kind
- Whistles
- Signs
- Clappers
- Frisbees

- Electronic devices
- Inflatable devices

Male students are required to wear dress shirts with neckties, and female students are to wear dresses, skirts and blouses or pants that are in compliance with the AISD dress code. The principal is empowered to state standards for dress and behavior both prior to and during the ceremony and to take action when necessary.

**Dismissal From Campus at Lunch:** For the purpose of regulating dismissal from campus at lunch, a student who begins the 2008-2009 school year as a freshman or sophomore will end the school year with the same classification.

**Insurance May Be Purchased By Parent/Guardian:** The AISD does not provide health or accident insurance for students involved in their normal day-to-day activities while at school. However, the district does make available a voluntary student accident policy which may be purchased by parents on an individual basis. Depending on the level of premium you choose, coverage is available for students while attending school, or on a 24-hour basis. Please remember that without this voluntary accident insurance or your personal health insurance, your child will not have coverage while at school.

**Pesticide:** The AISD uses pesticide in its schools to control insects and also uses bait stations for rodents (Refer to 72<sup>nd</sup> Legislature, Texas Pest Control Act, 1356-6).

**Asbestos – Annual AHERA Asbestos Notification:** The AISD Management Plan notebooks which contain all pertinent asbestos information, including inspections and periodic surveillances, are located in the administrative office at each district building.

## **SCHOOL SAFETY TRANSFERS**

A student or parent may make a request to the superintendent or superintendent's designee for a transfer to attend a safe public school in the district. The district shall grant the transfer if the student:

1. Attends school at a campus identified by TEA as persistently dangerous, or
2. Was a victim of a violent criminal offense while in school or on the grounds of the school the student attends as defined by AISD Policy FDD (Local).
3. Has been the victim of sexual assault or aggravated sexual assault, regardless of whether the offense occurred on or off school property. The parent/guardian can request that either the student victim or the student assailant be transferred to another campus [See FDD (Legal) and FDD (Local)].

A student or parent shall make a request to the superintendent or designee for a transfer for one of the reasons above within 30 calendar days after notice of the incident. The district shall respond to the transfer request within 10 school days.

AISD has no schools identified by the Texas Education Agency (TEA) as persistently dangerous campuses.

## **How You Can Address a Concern About an AISD Procedure**

If you have concerns regarding AISD or your specific school's procedures, please follow the process outlined below:

1. Bring your concern to the person closest to the problem. For example, if you have a question about something that happened in your child's classroom, start with the **teacher**.
2. The next level will be to discuss your concern with the person who supervises the individual or department in question. In most cases, this is the **assistant principal** and then the **principal**.
3. The AISD provides assistance from the director of parent relations and the district ombudsman (parent/community liaison) office. The director of parent relations manages complaints and concerns from parents. The director will obtain information from you and either help with the issue of concern or refer you to the appropriate department.
4. The district ombudsman can help by clarifying district policy, usual practices, procedures, and suggest options available if formal appeals of various consequences are involved. The ombudsman can also assist in the resolution of conflicts or differences of opinion between parents and school officials.

**The director of parent relations and the district ombudsman may be reached at the following telephone number: 682-867-1915.**

Please note that the director of parent relations and the ombudsman *do not* review or receive formal appeals regarding a discipline consequence or assignment. This process of appealing offenses is covered in the Student Complaint Process and Appeal Process for Off-Campus Placement section of the *Student Code of Conduct*.

**LEVELS OF STUDENT  
MISBEHAVIORS AND  
DISCIPLINARY ACTIONS**

## LEVELS OF STUDENT MISBEHAVIORS AND DISCIPLINARY ACTIONS

### General Information

- The AISD does not tolerate behaviors that disrupt the school and/or educational environment, violate the law, and/or present other health or safety risks. The *Student Code of Conduct* is AISD's notification about behaviors that are not tolerated.
- Consequences for disciplinary infractions may vary due to the student's disciplinary history and the standards set by each campus. Individual campuses strive for consistency and may apply specific consequences for identified behaviors. Campus site-based decision making committees annually review school-specific discipline procedures and consequences.
- There may be situations that occur on a campus which require a conference that would include the administrator, teacher, student and parent.
- Coaches and sponsors may remove a student from extracurricular activities if the student has committed an infraction in Groups II-IV that results in disciplinary consequences.
- Some offenses are serious enough to warrant an automatic assignment to a disciplinary alternative educational placement campus (a Turning Point campus) or expulsion from AISD. Refer to the sections on Misconduct That Requires DAEP Placement and Misconduct That Requires Expulsion for further information.
- In deciding whether to order suspension, removal to a disciplinary alternative education program, or expulsion, the district will take into consideration:
  1. Self-defense (see Definitions),
  2. Intent or lack of intent at the time the student engaged in the conduct, and
  3. The student's disciplinary history.
- For specific information regarding (1) Telecommunications Devices and Other Devices, and (2) use of technology and the internet both on and off campus, please review the Technology Regulations.
- Students are not allowed to bring beverage containers of any kind into school buildings during the school day (school day defined as from the time a student first enters the school building for the day until the last dismissal bell of the day). Beverage containers and banned beverages such as Energy

Drinks must be disposed of in trash receptacles at the school entrances prior to entering the school building. Exceptions will be made for unopened beverage containers in lunch boxes or lunch bags (for example, unopened bottles, cans, juice boxes, thermoses) that will be consumed only during lunchtime, as long as the beverage is not a banned Energy Drink.

**Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail. In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see Definitions) until an ARD committee meeting has been held to review the conduct. In deciding whether to order suspension, DAEP placement, or expulsion, the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

**Group I Misbehaviors**

Discipline infractions may include but are not limited to:

- Actions or misbehaviors interrupting a student's right to learn
- Failure to abide by published district, campus or classroom rules and procedures
- Failure to have supplies
- First violation of Administrative Regulations for Telecommunications Devices and Other Devices
- Misconduct, which includes but is not limited to chewing gum, eating candy or food, not being on task, bothering other students, inappropriate or loud talking, cutting in line, throwing paper wads, note writing, sleeping, and minor defacing of school property
- Running or making excessive noise
- Tardiness

**Group I Disciplinary Consequences**

Consequences include but are not limited to one or more of the following in accordance with the school's progressive discipline plan:

- Special education student – Refer to Individual Education Plan (IEP)
- Section 504 student - If applicable review Behavior Intervention Plan (BIP)
- For first violation of Administrative Regulations for Telecommunications Devices and Other Devices, see Technology Regulation section concerning consequences

- Confiscation of inappropriate item
- Denial of classroom privileges
- Detention hall
- In-class discipline, which includes but is not limited to lower citizenship grades and/or teacher assigned detention
- Misbehavior warning (verbal or written)
- Parent contact, by written message or by phone
- Saturday school
- Any other disciplinary action deemed appropriate by the principal or assistant principal

**Group II  
Misbehaviors:  
Discipline  
Infractions**

Discipline infractions may include, but are not limited to:

Excessive, repetitive misbehaviors from Group I

- Altering records (electronic or hard copy) or forging signature
- Campus possession, distribution, or posting of magazines, books, electronic data or printed material not appropriate for school
- Exhibiting unacceptable physical contact not resulting in injury (i.e., pushing)
- Failing to abide by school rules at extracurricular or co-curricular activities
- Harassing or insulting others
- Horseplay
- Improper dress as defined by the *Student Code of Conduct* dress code and/or school uniform dress code
- Improper possession, use/abuse or distribution of over-the-counter drugs, supplements or medications
- Inappropriate public display of affection
- Leaving class/campus without school permission which includes before school and during school hours
- Loitering, littering, trespassing, or abusing residential property on the way to and/or from school
- Misconduct on the bus and at bus stop (See Transportation Code of Conduct)
- Participating in dishonest, deceitful activities
- Possession or consumption of Energy Drinks (Note: This does not include Sports Drinks (see Definitions)) in the school building during the school day.

- Possession of lasers, radios, matches, lighters or items considered as distracters to the classroom environment
- Refusing to follow directions and instructions given by school personnel
- Riding in-line skates, skateboards, roller skates, bicycles, scooters, skate-shoes, etc. on campus during the school day or during school activities
- Second and third violations of Administrative Regulations for Telecommunications Devices and Other Devices
- Throwing objects, causing and/or participating in disturbances in the classroom, cafeteria, hallways, restrooms or campus
- Unauthorized access of the campus and/or school
- Violation of the Attendance Policy – unexcused absences and tardies

**Group II  
Disciplinary  
Consequences**

Consequences are not limited to, but may include one or more of the following in accordance with the school's progressive discipline plan:

- Special education student – Refer to Individual Education Plan (IEP)
- Section 504 student - If applicable, review the Behavior Intervention Plan (BIP)
- A zero may be given for dishonest or deceitful actions on class assignments
- For second and third violations of Administrative Regulations for Telecommunications Devices and Other Devices, see Technology Regulation section concerning consequences
- Confiscation of inappropriate item
- Corrective teaching interaction
- Denial of privileges:
  1. Classroom privileges - by teacher
  2. Other privileges - by administrator
- Detention hall
- Disciplinary reassignment by a principal
- In-school suspension/on-campus suspension
- Restitution/Restoration
- Saturday school
- Short-term removal from the classroom (less than one day) to the building administrator's office
- Any other disciplinary action deemed appropriate by the principal or assistant principal

**Group III  
Misbehaviors:  
Disruptive  
Activities**

Disruptive activities may include, but are not limited to:

- Excessive, repetitive misbehaviors from Group II
- Defiance of authority of school personnel
- Demeaning racial, religious or ethnic-related statements or acts
- Drawing depicting tobacco, drugs, alcohol, gangs, guns, weapons or violent activity on self, notebook or other student materials
- Fighting
- Fourth violation of Administrative Regulations for Telecommunications Devices and Other Devices
- Gambling
- Hazing
- Installing unauthorized software on district computer equipment
- Intentional misuse of over-the-counter medication
- Obscene and/or threatening gestures or actions
- Possessing, smoking or using tobacco products in any form at any school related or school sponsored activity on or off school property
- Possession, usage or distribution of electronic or published material that is pornographic or obscene or which threatens others or incites others to violence. Pornographic is defined as explicit depiction or description of sexual acts
- Possession of any object, which could be used for the purpose of a weapon or improvised weapon
- Profane language
- Serious acts of disobedience or disorderly conduct
- Sexual harassment that does not include physical contact
- Tampering with computer hardware or software, leading to the disrupting of the learning environment
- Theft of up to \$50
- Threats to students
- Using the electronic communication network for commercial or political purposes

**Group III  
Disciplinary  
Consequences**

Consequences are not limited to, but may include one or more of the following in accordance with the school's progressive discipline plan:

- Special education student – Refer to Individual Education Plan (IEP)
- Section 504 student - If applicable, review Behavior Intervention Plan (BIP)
- For fourth violation of Administrative Regulations for Telecommunications Devices and Other Devices, see Technology Regulation section concerning consequences
- Confiscation of inappropriate item
- Emergency removal from school
- Home-based Instruction (No more than three consecutive days at a time or six days per semester)
- In-school suspension/on-campus suspension
- Referral to law enforcement agencies
- Restitution/Restoration
- Saturday school
- Suspension (No more than three consecutive days at a time or six days per semester)
- Assignment to CHOICES
- Any other disciplinary action deemed appropriate by the principal or assistant principal and approved by the executive director student services

**Group IV  
Misbehaviors:  
Serious,  
Persistent  
Problems or  
Illegal Acts**

Serious, persistent problems or illegal acts may include, but are not limited to:

- Excessive, repetitive problems from Group III
- Activities relating to unapproved organizations (gangs, fraternities, sororities or secret societies)
- Blocking any building entrance, exit or passageway
- Bullying others
- Creating major disruption
- Defacing property with graffiti
- Engaging in an assault
- Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship
- Engaging in extortion or blackmail

- Engaging in or identifying with gangs and gang activity (see additional information under Gangs, Secret Societies, Sororities or Fraternities )
- Engaging in sexual conduct
- Engaging in stalking of individuals
- Fifth violation of Administrative Regulations for Telecommunications Devices and Other Devices
- Hit lists targeting school personnel and students
- Instigating others
- Intentional exposure of private body parts (mooning, flashing, etc.)
- Possessing look-alike weapons presented as authentic weapons
- Possessing or using drug paraphernalia
- Possessing or using fireworks or other explosive devices (The possession of some explosive devices are expellable offenses.)
- Possessing knives not meeting the Penal Code definition of “illegal knife” (Penal Code §46.01)
- Possessing, using, selling or being under the influence of alcohol at any school-related or school-sponsored activity on or off school property
- Possessing, using, selling or being under the influence of, a controlled substance or look-alike controlled substance on or off school property
- Possessing or using pepper spray
- Possessing or using stink bombs
- Possessing or using of weapons including but not limited to stun guns, or BB guns (The possession of a starter pistol is an expellable offense.)
- Rioting, group disobedience or disturbance
- Sexual harassment that includes physical contact
- Solicitation of immoral or illegal acts
- Tampering or setting off a fire alarm may result in a citation for up to \$1,000
- Theft over \$50, robbery or burglary
- Threats or assaultive behavior to school personnel
- Unauthorized setting of fires

- Unlawful possession, use, distribution or intentional misuse of a dangerous drug
- Using aerosols improperly
- Vandalism (Criminal Mischief as defined by Penal Code §28.03) Students may be subject to criminal penalties. If damage exceeds \$1,500, it is an expellable offense
- Violating copyright laws regarding computer software
- Violation of the AISD Technology Policy

**Group IV  
Disciplinary  
Consequences**

Consequences are not limited to, but may include one or more of the following in accordance with the school's progressive discipline plan:

- Special education student – Refer to Individual Education Plan (IEP)
- Section 504 student - If applicable, review Behavior Intervention Plan (BIP)
- For fifth violation of Administrative Regulations for Telecommunications Devices and Other Devices, see Technology Regulation section concerning consequences
- Confiscation of inappropriate item
- Emergency removal
- Referral to appropriate law enforcement agencies (such as Child Protective Services or fire department) for appropriate action
- Restitution/Restoration
- Suspension
- Assignment to CHOICES, at Turning Point
- Disciplinary alternative school for certain offenses
- Expulsion
- Any other disciplinary action deemed appropriate by the principal or assistant principal and approved in advance by the executive director of student services

## Disciplinary Alternative Education Program (DAEP) Placement

### Misconduct That May Result in Disciplinary Alternative Education Program (DAEP) Placement

- Persistent and serious misbehavior – a student who violates the *Student Code of Conduct* by committing serious offenses on a repetitive basis may be assigned to an alternative education program.
- Serious violations of the *Student Code of Conduct*, which affect the orderly environment of the school.

### 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:

### Gangs, Secret Societies, Sororities or Fraternities (See Definitions)

- AISD is committed to keeping schools free from threats or harmful influence of groups or gangs which advocate disruptive and/or criminal behavior. A student may be placed in a DAEP for the following:
  - 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 Definitions)
  - Involvement in criminal gang activity. (See Definitions)
- Criminal mischief, not punishable as a felony.

In accordance with state law, a student may be removed from class and placed in a disciplinary alternative education program based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense OTHER than those defined in Title 5, Penal Code (see Definitions); and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

**Misconduct That  
Requires Disciplinary  
Alternative Education  
Program (DAEP)  
Placement**

A student shall be removed from class and placed in an alternative education program 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 Definitions)
- Commits 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 of school property:
  - Engages in conduct punishable as a felony.
  - Engages in conduct that contains the elements of the offense of assault 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 or a controlled substance (as defined by Chapter 481, Health and Safety Code or by 21 U.S.C. §801 et seq.) or a dangerous drug (as defined by Chapter 483, Health and Safety Code) in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.)
  - Sells, gives, or delivers to another person an alcoholic beverage, as defined by §1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - Engages in conduct that contains the elements of an offense relating to abusable volatile chemicals under §485.031 through §485.034, Health and Safety Code.
  - Engages in conduct that contains the elements of the offense of public lewdness under §21.07, Penal Code, or indecent exposure under §21.08, Penal Code.
- Engages in conduct on or off school property that contains the elements of the offense of retaliation under §36.06, Penal Code, against any school employee or volunteer. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section.)

- 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 punishable as a felony listed under Title 5 (see Definitions) 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 Definitions), or
  2. a court or jury finds that the student has engaged in delinquent conduct (see Definitions), or
  3. the superintendent or the superintendent's designee has a reasonable belief (see Definitions) that the student has engaged in the conduct.

**Sexual Assault and Campus Assignments**

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

**Process and Length of Placement**

A student may be removed to a DAEP for a term to be determined by the assistant principal. If the removal of a student to a DAEP is for a term longer than ten (10) days which extends beyond a grading period, the student and parent are entitled to notice of and participation in a proceeding before the assistant principal. This procedure is set out in the section on Student Complaint and Appeal Process for Off Campus Placement.

Within three days after the conference in which a student is assigned to a DAEP for reasons set out in §37.006, expelled or expelled from a DAEP for serious persistent misbehavior, the district shall send a notice of the removal or expulsion to the juvenile court.

Before a student can be placed in a DAEP beyond the end of the school year, the principal must determine:

- That the student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or to another individual; or
- The student has engaged in serious or persistent misbehavior that violates the *Student Code of Conduct*.

|                                       |   |
|---------------------------------------|---|
| <b>Placement Review</b>               | After placement in the DAEP, a six weeks review of the student's status may be held. A representative of the DAEP and the student and parent shall discuss the student's progress. The student or parent may give information as to whether the student could be returned to the regular campus. A decision is final until the next six-week review interval. If the student is in high school, the student's progress toward graduation requirements will be reviewed. A specific graduation plan will be established.   |
| <b>Teacher Removals</b>               | If a student has been removed to the DAEP under the teacher removal provisions, the student may not be returned to that teacher's class without that teacher's approval unless the return is advised by the campus three-member placement review committee.   |
| <b>Restrictions During Placement</b>  | While assigned to a DAEP, the student is not allowed to appear on any other school campus, on district property or at any extracurricular activity.<br><br>Graduating seniors who are assigned to an Alternative Education School <b>may not</b> be allowed to participate in any extracurricular activities, which include but are not limited to the graduation ceremony, senior prom, and senior awards assembly.  |
| <b>Withdrawal During Process</b>      | When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order. |
| <b>Additional Misconduct</b>          | If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.  |
| <b>Notice of Criminal Proceedings</b> | The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:   |

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see Definitions), 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.

Within three class days from receipt of the notice, the superintendent or designee shall schedule a review of the student's placement in a DAEP. The student and parent or guardian shall be invited to attend the review. The student shall not be returned to a regular campus pending the review. If the superintendent or designee has reason to believe the student's presence at a regular campus would threaten the safety of other students or teachers, the student's placement may be continued in the DAEP.

The parent or student may appeal the superintendent's decision to continue the DAEP placement to the board of trustees. At the next regular board meeting, the student, parent and the superintendent or designee may present information about the continued DAEP placement. If the board of trustees confirms the superintendent's decision, the student and parent may appeal to the commissioner of education. The student will remain in the DAEP placement pending any appeal.

#### **Newly Enrolled Students**

If a student seeks to transfer into AISD from a private school, another public school or any other facility that provides educational services, the District reserves the right to determine the appropriate placement for that student. If the student is facing possible disciplinary action, then AISD can continue the process and place the student in a disciplinary setting.

If the transfer occurs before, during or after procedures for disciplinary action have been initiated by the sending facility, the AISD administration is authorized to hold a due process conference to consider:

- Placing the student in a DAEP for a DAEP removable offense; or
- Expelling the student to JJAEP for an expellable offense, even if the sending facility has not completed the disciplinary process for the alleged misconduct.

If the sending facility has determined that disciplinary action is appropriate, then AISD is not required to hold another due process conference. If however, the sending facility has completed the disciplinary process and determined that no disciplinary action was

warranted, then AISD will not take any disciplinary action against the student.

**Emergency Placement  
Procedure**

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.

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

## **Expulsion**

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

A student may be expelled for:

### **Any Location**

- 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.

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

- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property.
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.

- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See Definitions)

**Within 300 Feet of School**

- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson.
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
  - Continuous sexual abuse of a young child or children.
  - Felony drug- or alcohol-related offense.
  - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

**Property of Another District**

- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

**While in DAEP**

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

**Misconduct That  
Requires  
Expulsion**

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

**Federal Law**

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

**Texas Penal Code**

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
  - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
  - A club (see Definitions) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
  - A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See Definitions)
- 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 Definitions)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.

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

**Under Age Ten**

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

**Emergency**

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

**Process**

The specific process for expulsion hearings and is set out in the section on Student Complaint and Appeal Process for Off Campus Placement.

**Length of Expulsion**

Any student expelled to the Juvenile Justice Alternative Education program (JJAEP) will be expelled for a term of ninety (90) successful days. The ninety (90) successful day placement will be determined by the discretion of the JJAEP administrators.

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. Students who commit offenses that

require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

**Withdrawal during Process**

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

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

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

**Additional Misconduct**

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

**Restrictions during Expulsion**

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

**Newly Enrolled Students**

The district will 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 will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

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

**Emergency Expulsion  
Procedures**

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

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

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

**Registered Sex  
Offenders**

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

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

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

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

**Review  
Committee**

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

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

**Newly Enrolled Student**

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

**Appeal**

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

**Certain Felonies**

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

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

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

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,

3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

**Hearing and  
Required Findings**

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

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

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

**Length of  
Placement**

The student is subject to the placement until:

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

**Newly Enrolled  
Students**

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

**Weapon-Free School Zones**

The Texas Penal Code extends the penalties for possession of a weapon on school property to “any grounds or building on which an activity sponsored by a school or education institution is being conducted.” The Texas Penal Code also increases punishment for an offense involving a weapon if it is shown that the individual committed the offense in a place that the person knew was within 300 feet of the school premises; or a college or university; on a school bus; or on premises where an official school function, a UIL activity, or a school-sponsored extracurricular activity is taking place.

**Removal By a Teacher  
(Texas Education Code,  
Chapter 37.002)**

A teacher may send a student to the principal’s office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with the *Student Code of Conduct*.

A teacher may remove a student from class when the student:

- Is repeatedly interfering with the teacher’s ability to communicate effectively with the student in the class or with the ability of the student’s classmates to learn and such behavior has been documented; or
- If the student’s behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn.

Within three class days after the day the student is removed from class by a teacher, the principal or designee shall schedule a conference with the student, the parent or guardian and the teacher. At the conference, the student is entitled to oral or written notice of the reasons for removal, an explanation of the basis for removal and an opportunity to respond.

If a teacher removes a student from class, the principal may place the student into another appropriate classroom, into in-school suspension, or into a disciplinary alternative education program. The principal may not return the student to that teacher’s class without the teacher’s consent unless the three-member campus committee determines that such placement is the best or only alternative available. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activity.

# **EXTRACURRICULAR POLICY**

# EXTRACURRICULAR POLICY

## Extracurricular Permission Slip

Every student must have a signed parent permission slip in the sponsor's office before he/she can participate in an extracurricular activity. This permission slip must be signed yearly.

## Extracurricular Removals

Upon notice from law enforcement that a student has engaged in conduct defined as a felony offense, the student will lose extracurricular privileges.

- Student Discipline FO (Local)
  - Extracurricular activities

Any student who represents the AISD by participating in extracurricular activities or is a member or participant in any AISD sponsored club or organization will be suspended from membership and/or any and all participation if the student is found by the AISD to have engaged in conduct which would constitute a violation of any law related to alcohol, dangerous drugs, marijuana and/or controlled substances, volatile chemicals and abusable glue or aerosol paint, as such substance is defined in the *Student Code of Conduct*, regardless of whether or not such conduct occurs on school property or at school sponsored or school related events and regardless of whether or not such conduct occurs while school is in session or during the school year. Off campus, non-school related conduct, which occurs at any time, is subject to these consequences. These consequences affect all extracurricular activities and participation in all activities of the organization or club regardless of whether or not the activities are during the school year. The length of suspension from membership or participation shall be for the remainder of the school year or season whichever is later.

- Counseling option

The student may regain his/her eligibility for extracurricular activities by fulfilling the counseling options [FO(Local)].

The district will enter into only one counseling agreement per school organizational level (i.e., elementary, junior high, high school).

These consequences are incorporated in and are in addition to any other applicable consequences for school related misconduct as set out in the *Student Code of Conduct*, including but not limited to removal to DAEP or expulsion.

A student would lose extracurricular privileges if he/she is found to have violated this policy by one of the following means:

## Procedure for Application of Policy

1. Student admission through discussion with coaches/sponsors and/or school administrators
2. Legal citation issued or arrested and taken into custody by any law enforcement agency
3. AISD employee witness

This policy would not affect a student who may be with others who are violating the policy, unless the student admits the violation, is issued a citation, or arrested and taken into custody by any law enforcement agency, or is witnessed in violation by an AISD employee.

## ALCOHOL/DRUG POLICY

In accordance with current policy, a student who has violated the Arlington Independent School District's policy on alcohol and drugs will lose his/her extracurricular privileges for the school year or season, whichever is later.

### Counseling Options

The student may regain his/her eligibility for extracurricular activities by meeting the following requirements:

1. The student and parents meet with the administrator, counselor, and intervention specialist and sign an agreement which as a minimum would include:
  - A. A minimum six-week period of guided reflection and thought
  - B. Weekly meetings with the intervention specialist by the student
  - C. Parent participation with the intervention specialist, if possible
  - D. The student meeting the attendance, academic and behavioral standards set forth in the agreement, and
  - E. Clear goals for changes in behavior.
2. At the end of six weeks, the school administration, counselor, student, intervention specialist and the student's parents will meet to discuss progress made during the six-week period.
3. The intervention specialist, counselor, and administrator will consult with the district's intervention specialist to determine if the student can return to extracurricular activities after reviewing the information provided during the meeting held at the end of six weeks.
4. All students who have alcohol/drug offenses on campus will be required to participate in a minimum six-week counseling program outlined in 1. above.
5. All students who have alcohol/drug offenses off campus would be offered this service even if he/she is not involved in extracurricular activities.
6. A second offense will result in the student being removed from extracurricular activities for the remainder of the school year or season whichever is later.

DATE ISSUED: JULY 2, 1998

# **TRANSPORTATION CODE OF CONDUCT**

# TRANSPORTATION CODE OF CONDUCT

## Parents and Bus Riders

The goal of this information is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the material in the *Transportation Handbook* with their children. Riding a school bus is a privilege provided by the district and should be treated as such.

## Procedures for Waiting for the Bus

1. It is the responsibility of the parent to get the student to the bus stop at least five minutes before the route start time to ensure student pickup.
2. Be at the bus stop at least five minutes before scheduled route start time. The driver will not wait or honk. The bus does not stop if students are not present.
3. Stand on the sidewalk or away from the roadway while waiting for the bus.
4. When the bus approaches, form a line and be prepared to load immediately.
5. Stand clear of the bus until it comes to a complete stop.
6. If you miss the bus, go home immediately.
7. Parents should instruct their children on what procedures to follow if the bus is missed.
8. Parents are responsible for providing transportation to school if a child misses the bus.

## Load and Unload the Bus Properly

1. Board and leave the bus at the designated stop only.
2. Do not push or shove.
3. Use the handrail; take one step at a time.
4. Go to your seat. The bus will not move until all students are seated.
5. The bus driver has the authority to assign seats to the entire bus and/or individuals.
6. Stay seated until the bus is completely stopped.
7. Wait for your turn to leave the bus.
8. Any changes in the daily routine of riding a bus must be arranged through the principal and stated in writing to the driver.
9. Stay clear of the bus when the door has closed or the bus is moving. Do not chase or hang onto the bus. Only school staff or administrators are authorized to stop or redirect the bus.
10. If any article drops or rolls near or under the bus, do not go after it. Ask the driver for help.
11. When crossing the street or highway, walk in front of the bus and wait for the driver to signal that it is safe to cross.
12. Check for oncoming traffic in both directions and walk directly across the road.

13. Never cross the road behind the bus.
14. In order for a student to ride a bus other than his/her own, the AISD Transportation Department must have a letter from the parent that is signed by the principal prior to riding. A student who is not eligible to ride a bus in AISD cannot ride under any circumstances.
15. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading students.
16. Once students board the bus, they are not allowed to exit except at school or their assigned stop.
17. Any item such as a class project or musical instrument that cannot be held on the student's lap, placed underneath the student's seat, or placed in the driver's compartment area without blocking the entrance/exit or aisle will not be allowed on the bus.

**Conduct on the Bus  
or at the Bus Stop**

■ **Minor Discipline**

1. Obey all driver instructions.
2. Do not change seats; remain seated while the bus is moving.
3. Do not disturb the driver; normal conversation is permitted.
4. Do not throw objects in or out of the bus.
5. Arms, head and other body parts are to be kept out of the aisle and inside the bus.
6. Do not cut, mark or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
7. Do not bring prohibited items on the bus. Prohibited items include but are not limited to:
  - A. Live animals or insects
  - B. Matches or cigarette lighters
  - C. Food or drinks
  - D. Skateboards
  - E. Footballs, basketballs, tennis balls or any like item
8. The following items are not to be visible or in use: games, radios, tape/cd players, video games or other electronic devices.

■ **Major Discipline**

1. Violence or fighting will not be tolerated.
2. Weapons or explosive devices are prohibited.
3. Do not consume alcohol, drugs, tobacco of any type, or chemicals of any type.

## Consequences

Student may be removed from the bus at the discretion of the principal

1. For regular education students – students may be removed from the bus or otherwise disciplined at the discretion of the principal.
  2. For special education students – if transportation is a related service approved by the ARD (Admission, Review, Dismissal) committee, the principal may schedule an ARD committee meeting to discuss the infraction as related to transportation services.
- Accidents or emergencies
    1. Follow the driver's instructions.
    2. If you must leave the bus, stay in a group.
    3. The following procedures will be used for evacuation in an emergency situation:
      - A. The student nearest the door will open the door and hold it open.
      - B. Leave the bus in single file, as quietly as possible
      - C. Evacuation will start with the seat closest to the door.
      - D. Follow the driver's instructions completely.
  - Extracurricular trips
    1. Bus rider rules apply to all school-sponsored events.
    2. Discipline will be the responsibility of the building principal and the trip sponsor.
    3. Strict loading and unloading time schedules will be followed.

# **STUDENT DRESS CODE**

## STUDENT DRESS CODE

A student's conduct is related to his/her clothing. Therefore, the school is directly concerned with students' clothing. The appropriateness of a student's clothing for the school environment should dictate the choice of clothing and grooming practices on each given day.

Some campuses have implemented a uniform requirement pursuant to AISD policy FNCA (Local). A copy of this policy is included in the section titled Student Complaint and Appeal Process for Off Campus Placement. Parents and students should check with the campus to confirm whether uniforms are required.

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be sent home and may be subject to disciplinary actions.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang, secret society, or fraternity, shall not be brought to school, worn at school, or in any way be present at any school-sponsored event.

**Any other considerations will be determined by the individual school administrators. The school administration shall have the right to consider any current fashion to determine its acceptability for school wear.**

Clarification regarding apparel should be obtained **prior to wearing it to school**; this can be obtained from the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the school's administration.

Teachers are charged with the responsibility of enforcing student dress code in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for discipline referral regarding dress code violations.

No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the dress code, as follows:

## 1. General

- A. Any clothing, jewelry or accessories with decorations, patches, lettering advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, accessories having drug, sexual emblems, tobacco or alcoholic beverage references or designs.
- B. Form fitting garments such as Spandex may only be worn with another layer of clothing, which meets the dress code.

## 2. Shirts and Blouses

- A. Crop tops, tube tops, halters and spaghetti straps are unacceptable (anything less than two inches is considered a spaghetti strap). Strapless dresses without jackets are unacceptable.
- B. The display of cleavage is unacceptable. Low cut blouses, tops, sweaters etc. with plunging necklines are not allowed
- C. The length of an untucked shirt must be no longer than the tip of the longest finger with the student's hand fully extended down the side of the student's leg.
- D. Transparent and/or see-through material is considered unacceptable. Shirts/tops must touch the waist of pants/skirts at all times (i.e. when in movement, when arms are extended or raised, and when in seated position, etc.)
- E. A boy's shirt should cover the entire crown of the shoulder.

## 3. Dresses, Skirts

- A. The length of a skirt/dress must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg.
- B. When measuring skirts, dresses, or shorts/skorts that have slits, the length will be determined by measuring from the top of the slit.

## 4. Shorts, Skorts

The minimum length of shorts/skorts must be no shorter than the tip of the longest finger with student's hand fully extended down the side of the student's leg.

## 5. Pants

Intentionally torn or cut/slashed pants are considered inappropriate. Manufactured boot-cut slits are acceptable.

## 6. Sagging Pants

Students shall wear their trousers or overalls properly at the waist. No sagging.

7. Accessories

- A. All students must wear shoes.
- B. Students should wear athletic footwear in order to participate in any physical education class.
- C. Hair should be kept neat, clean and reasonably styled.
- D. Any type of head covering is unacceptable.
- E. Religious exceptions must be cleared by the principal.
- F. Proper undergarments should be worn but not visible.
- G. Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.
- H. Chains or spiked jewelry are unacceptable.
- I. Pierced body ornaments are restricted to the ear.
- J. No Gauging. Principals will deal with gauging on a case-by-case basis.
- K. Mouth “grillz” are not permitted. The determination of what constitutes “grillz” is within the discretion of the principals.

8. Identification badges.

All high school students shall wear their AISD-issued student identification badges at all times. Badges must be visible to AISD employees at all times. Badges cannot be worn underneath clothing and cannot be carried in a student’s pocket, backpack, bag purse, etc.

# **STUDENT ATTENDANCE POLICY**

# STUDENT ATTENDANCE POLICY

## Rationale

More than 95.6% of all Arlington students attend school on a regular basis. As a result, these students tend to achieve better grades, seek an active involvement in activities on campus, and learn the skills necessary to attain success after leaving our school district.

Punctuality and self-discipline are expected of all students and adults responsible for our students. Know your child's schedule and check with the school if you have any concerns regarding your child's attendance or punctuality.

## Grades PreK-8

Students in grades PreK-8 must adhere to the 90% attendance law. These classes are not on a block schedule; however, 90% attendance in each class or subject offered is mandatory. Nine absences or more per semester exceeds the 90% attendance requirement. If a student fails to attend 90% of the days, credit can be lost and promotion to the next grade may be in jeopardy.

## Block Schedule (Grades 9-12)

Students on block schedule who accrue five absences or more in a class per semester may not receive credit for that class. Since block scheduled classes meet on alternate days, each class meets approximately forty-four times each semester. Thus, five absences or more in a class per semester exceeds the 90% attendance requirement. However, students with excessive absences shall be required to continue in each class and assume responsibility for all assignments.

## Compulsory School Attendance

Texas Education Code Sections 25.085(a) and (b) state that a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and has not reached the child's 18<sup>th</sup> birthday shall attend school each school day for the entire period the program of instruction is provided. Upon enrollment in prekindergarten or kindergarten, a child shall attend school under the same 90% attendance rules as all other students.

## Tardies

Tardiness to individual classes shall be handled by the teacher of that class. Each group of three unexcused tardies within the same six weeks equals one unexcused absence. The teacher will count an unexcused tardy in excess of five minutes as an unexcused absence. Exceptions to these guidelines can be found in the campus student handbook.

- **First semester has 90 days**
- **Second semester has 87 days**

## Absences

If any parent of a school age child fails to send the child to school as required by law, a warning shall be issued by the school and/or the attendance officer that attendance is immediately required. If, after a warning the parent fails to send the child to school as

required by law and the child has unexcused voluntary absences, the parent commits an offense. Family Code §51.03(b)(2).  
Education Code §25.093

The parent and/or child shall be prosecuted if the child fails to attend school without excuse on 10 or more days or parts of days within a six months period in the same school year or on three or more days or parts of days within a four-week period from school. Education Code §25.094 (a)(1)(2)

The district attendance officer may file a complaint in court against the parent or child when truancy occurs. Fines range from \$120 to \$500 per day that the child remains truant from school. Other results of truancy are:

1. Loss of VOE (TEA) forms necessary for driver's education (less than 90% attendance)
2. Suspension of a child's drivers license or permit, or if the child does not have a license or permit, to deny the issuance of a license or permit for a period of 365 days or until the child reaches the age of 19, whichever is longer. Family Code §54.042, Education Code §25.094(c)
3. Referral to juvenile probation department for a child in need of supervision. Family Code §51.03(b))(2)
4. A warrant for the arrest of a parent and/or student may be issued.

A student planning to leave campus during the school day is required to provide written consent from parent/guardian prior to leaving.

It is the responsibility of the parent or guardian to call the school each day of absence by 10 a.m. to explain the absence of the student. The purpose in notifying the school is to promote that both the school and the family are aware that we can account for each student. All absences not cleared within 24 hours are unexcused. Upon the student's return, it is the responsibility of the parent or guardian of an secondary student to call the school by 10:00 a.m. to explain the absence. If the student had a medical appointment, the note shall be turned into the appropriate attendance office. The parent or guardian of an elementary student is encouraged to send a written note on the first day the student returns to school.

An unexcused absence/tardy is subject to disciplinary action. It is extremely important that students and parents realize the decision of determining excused and unexcused absence/tardies rests solely in the hands of the campus administration. Any absence or tardy, regardless of the number, will be considered and dealt with on its own merit.

**Parental Consent  
Required**

**Decisions on  
Absences/Tardies**

**Attendance  
Committee Hearing**

Classroom teachers shall comprise a majority of the attendance committee. The attendance committee shall hear each case in which a student's attendance falls below the 90% threshold and a petition by the student or his or her parent or legal guardian has been filed. The committee may give class credit to a student because of extenuating circumstances according to policies adopted by the board that establish ways for a student to make up work or regain credit lost because of absences [Board Policy FDD (Local)].

**Alternative Learning  
Activities**

Below is a list of possible alternative learning activities that may be assigned to earn credit with stipulation:

1. Additional assignments
2. Research
3. Individual paper or oral report
4. Library activity
5. Lab activity
6. Computer assisted instruction
7. Peer tutoring
8. Assessment of classroom activities
9. Daily or Saturday guided study
10. Alternative Education Assignment
11. Community or campus service
12. Summer school/extended year
13. Maintaining the standard of attendance as specified by the Attendance Review Committee

**Unexcused  
Absences – Grading**

Students who miss school without having an excused absence may not receive credit for work in the class missed during the unexcused absence.

**Semester Penalties**

Students in grades 7-12 who fail to comply with this attendance policy may not receive credit for the semester. An elementary student may receive a zero for all courses during the six-weeks period of that semester that the 90% rule is invoked. Continued attendance violations may affect promotion status. Succeeding unexcused absences will be addressed by the local school Attendance Review Committee.

#### Make-Up Work

A student whose absence is excused shall be allowed a reasonable time to make up school work missed. **It is the student's responsibility to secure assignments and to make up all work due to excused/extenuating circumstances.** Failure to complete such assignments within a reasonable time will result in a zero for such assignments. AISD defines a reasonable length of time to be one day for each day missed with an excused absence.

#### Denial of Privilege

Parents who fail to pick up the requested assignment may be denied this courtesy by the building principal or designee.

Students should complete a reasonable amount of the assignments by their return to school and fully complete all make-up work within the allotted time. Parents and students should know that if a reasonable amount of work sent home is not completed, this courtesy may be denied by the building principal or designee [Board Policy FDD (R)].

Students who have work assigned to them on a scheduled basis, such as term papers, projects, etc., should have the work ready on the due date even with an excused absence. An academic penalty (the deduction of points) may be imposed for work not submitted on the due date [Board Policy FDD(R)].

Parents should understand that certain types of school work cannot be assigned to the home because of explanations by the teacher needed by the students [Board Policy FDD(R)].

#### Extenuating Circumstances

1. Observing religious holy days, including travel when such absence is required for the exercise of a student's religious beliefs. The parent/guardian or person having control of the student should contact the school in accordance with the district attendance policy. The extenuating circumstance provision applies to holy days, which are tenets of the religion. This provision does not apply to retreats, conventions, youth group activities, etc., unless such activities are required by the tenets of the student's religion.
2. Temporary absence resulting from health care professionals, if the student returns on the same day of the appointment with documented re-entry slip from the doctor's office.  
NOTE: AISD requests that parents make every effort to schedule doctor's appointments either before or after normal school hours; otherwise, a student should schedule appointments with the goal of minimizing time lost away from academic instruction. The attendance office is to receive an entry permit.

3. Legitimate days of illness. Excessive days or three consecutive days of illness require a physician's statement.
4. Days out on school-sponsored activities.
5. Serious family emergency.
6. Death in the immediate family.
7. Participation in court proceeding or a child abuse/neglect investigation in accordance with §37.056 of the Texas Education Code (relating to court-related students).
8. Disaster, flood, extreme weather conditions, fuel curtailment or other calamity resulting in the closing of schools.
9. Documented days of college visitation (limited to two days for seniors). Additional days for college visitation may be granted by the principal for seniors who have a counselor recommendation. Principals may grant days for college visitation to juniors who have a counselor recommendation. Such absences shall be considered extracurricular activity absences and shall be subject to the same limitations as appropriate for those absences.
10. Days missed by a runaway as defined by Texas Family Code §51.03 (relating to Delinquent Conduct; Conduct Indicating a Need for Supervision). A police runaway case number is required.
11. The absences of a teen parent due to caring for his/her child.
12. Other unusual circumstances acceptable to the building principal or superintendent.

**Vacation/Business Trips**

**Vacation or business trips are not recognized by the state as acceptable reasons for students being out of school and will be treated as unexcused.** Therefore, these days should be planned only for school holidays that do not disrupt student learning or cause loss of credit.

**Attendance Officers' Phone Numbers**

For assistance contact:

- Arlington High School Network  

|              |               |
|--------------|---------------|
| Carla Mullen | 682- 867-1924 |
|--------------|---------------|
- Bowie High School Network  

|                |              |
|----------------|--------------|
| Derrick Talton | 682-867-1916 |
|----------------|--------------|
- Lamar High School Network  

|                          |              |
|--------------------------|--------------|
| Tanisha Goodrich Collins | 682-867-1923 |
|--------------------------|--------------|

- Martin High School Network  
Randy Nyhus 682-867-1918
- Sam Houston High School Network  
Rodney Lee 682-867-1913
- Seguin High School Network  
David Gibson 682-867-1917

# **TECHNOLOGY REGULATION**

## **TECHNOLOGY REGULATION**

### *Internet Safety and Acceptable Use Guidelines for Technology Resources*

The following information is provided so that students, parents and staff are aware of the responsibilities involved in the efficient, ethical and legal use of technology resources.

Each student will be required to adhere to all district policies and to the *Internet Safety and Acceptable Use Guidelines* in order to be granted access to district technology resources.

Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines.

Access to the district electronic communications systems, including the Internet, shall be made available to students for instructional and administrative purposes and in accordance with administrative regulations.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies.

Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated district staff to ensure appropriate use.

Copyrighted software or data may not be placed on any system connected to the district's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any district student will be posted on a Web page under the district's control unless the district has received written consent from the student (and the student's parent if the student is a minor) who created the work.

No personally identifiable information about a district student will be posted on a Web page under the district's control unless the district has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and district policy

**Consent  
Requirements**

**Filtering**

All Internet access will be filtered for minors and adults on computers with Internet access provided by the school. The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (i.e. bomb making).

**System Access**

Access to the district's electronic communications system will be governed as follows:

1. Students in all grades will be granted access to the district's system as appropriate. Students may be assigned individual accounts.
2. Any system user identified as a security risk or as having violated district and/or campus computer use guidelines may be denied access to the district's system.
3. All users will be required to sign a user agreement annually.

**Individual User Responsibilities**

The following standards will apply to all users of the district's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the district's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus or district administrator as appropriate.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system unless instructed to do so by an administrator, counselor, librarian or teacher for instructional purposes. This includes, but is not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet on line and should report to a teacher or administrator if they receive any request for such a meeting.

8. Users may not use the network for financial or commercial gain, advertising or political lobbying.
9. System users must purge electronic mail in accordance with established retention guidelines.
10. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy and administrative regulations.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation or illegal
14. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the district or school, whether or not that was the user's intention.
15. System users may not waste district resources related to the electronic communications system.
16. System users may not gain unauthorized access to resources or information.
17. Students who identify or know about a security problem are expected to convey the details to a teacher without revealing the information to other students.

#### **Vandalism**

Any malicious attempt to harm or destroy district equipment or data or the data of another user of the district's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of district policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

**Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

**Information  
Content/Third-Party  
Supplied Information**

System users and parents of students with access to the district's system should be aware that, despite the district's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the *Student Code of Conduct*.

**Network Etiquette**

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages, is prohibited.
4. Transmitting and/or viewing obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

**Termination /  
Revocation of  
System User  
Account**

Termination of a student's access for violation of district policies or regulations will be effective on the date the principal or district administrator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

**Disclaimer**

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the district.

The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

**Administrative  
Regulations for  
Telecommunications  
Devices and Other  
Devices**

[See] Policy FNCE (Legal), FNCE (Local), FNCE (Exhibit) and Texas Education Code §37.082] The district prohibits the use of telecommunications devices such as cellular phones, pagers, beepers and PDAs ("telecommunications devices"), as well as cameras (digital, video, etc.), MP3 players, CD players, video games, or any other device that has the potential to be considered a distraction to the educational environment at all schools and at all school-related activities, both on and off campus, during the school day. Students may possess such devices; however these devices shall not be visible and must remain off during the school day. For students on school campuses, the school day is defined as from the time a student first enters the school building for the day until the last dismissal bell of the day. For students participating in school-related activities off-campus and/or school-related activities that begin before the first school bell of the day or after the last dismissal bell of the day, school personnel supervising such activities have discretion to determine when the school day begins and ends. Students on campus who need to make calls for emergency purposes may ask permission to use the office phone or classroom phone. Parents who need to contact a student on campus during the school day must call the school office. Parents who need to contact a student participating in an off-campus school-related activity

should do so according to the rules determined by school personnel supervising the activity, which rules may vary.

Students who use a device in any way that violates the law, Board Policy, or the *Student Code of Conduct* shall be subject to disciplinary action. Furthermore, a student's failure to promptly and peacefully relinquish a device will result in more serious disciplinary action. Defiant behavior such as attempting to dismantle a device before relinquishing it (for example, removing the SIM card, battery, etc.) will result in more serious disciplinary action.

The failure to comply with these regulations will result in the following consequences:

First Offense: Group I Misbehavior – Confiscation of the device until a parent retrieves the device from the school office and pays a \$15 return fee/fine for telecommunication devices.

Second Offense: Group II Misbehavior – Two days On Campus Suspension (OCS), confiscation of the device until a parent retrieves the device from the school office and pays a \$15 return fee/fine for telecommunication devices.

Third Offense: Group II Misbehavior – Two days On Campus Suspension (OCS), loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves the device from the school office and pays a \$15 return fee/fine for telecommunication devices.

Fourth Offense: Group III Misbehavior – Assignment to CHOICES, loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves the device from the school office and pays a \$15 return fee/fine for telecommunication devices.

Fifth Offense: Group IV Misbehavior – Assignment to Disciplinary Alternative Education Program (DAEP), loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves the device from the school office and pays a \$15 return fee/fine for telecommunication devices.

Depending upon the severity and frequency of the violation, students may be subject to the full range of disciplinary consequences set forth in the *Student Code of Conduct* and Texas Education Code, including expulsion. Devices will be returned only to a parent/guardian. This handbook serves as notification to parents and students that the District will dispose of confiscated telecommunication devices at the end of the school year if no claim is made and no return fee/fine is paid. The District assumes no responsibility for damaged, lost or stolen devices once they are

confiscated. The \$15 return fee/fine may only be paid with cash or money order.

**Improper Use of  
Technology On and  
Off Campus**

Use of the internet and/or other technologies in a threatening manner, in a manner that creates or causes a material or substantial disruption of the educational environment, or reasonably forecasts a material or substantial disruption of the educational environment (to be evaluated on a case-by-case basis) may be a basis for school disciplinary consequences even if the conduct did not occur on school property. The following list of prohibited acts is not exhaustive:

1. Attempting to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses.
2. Attempting to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system.
3. Using the internet or other electronic communications to threaten district students, employees, or volunteers.
4. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
5. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

**STUDENT COMPLAINT PROCESS  
AND  
APPEAL PROCESS FOR  
OFF-CAMPUS PLACEMENT**

Students and parents do have a right to disagree with a decision made by the school. It should be the goal of the student, the parent and the school staff to resolve the issue at the school level.

- Purpose: The purpose of this policy is two-fold: First, to secure at the lowest possible level, prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, handicap, or limited English proficiency; second, to meet Title IX and/or Section 504 requirements.
- For appeals of a disciplinary consequence, the disciplinary consequence shall be enforced during the appeal process.
- Representation: The student may be represented by a parent/guardian or legal counsel at any level of the complaint.
- Level One: a student/parent who has a complaint shall request an informal conference with the assistant principal within three business days of the time the student knew or should have known, of the event or series of events causing the complaint. The assistant principal shall schedule and hold an informal conference within five days.
- Level Two: If the outcome of the informal conference with the assistant principal is not to the student's/parent's satisfaction, the student/parent has three business days to request a conference with the principal. Based on the information presented, the principal may uphold, amend or dismiss the recommendations of the assistant principal.
- Level Three: For an appealable offense, if the outcome of the level two conference with the principal is not to the student's/parent's satisfaction, the student/parent may submit to the deputy superintendent a written request to appear before the administrative appeal panel.

The deputy superintendent shall inform the student/parent of the date, time and place of the meeting. Within three business days, the deputy superintendent notifies the student/parent of the administrative panel decision.

If the outcome of the level three conference is not the student's/parent's satisfaction, an appeal may be made to the superintendent.

Level Four: If the outcome of the conference with the superintendent is not to the student's/parent's satisfaction, the

student/parent may submit to the superintendent a written request to place the matter on the school board agenda.

The superintendent shall inform the student/parent of the date, time, and place of the meeting. The board president shall establish a reasonable time limit for complaint presentations. The board shall listen to the student's complaint in executive session and take whatever action it deems appropriate. This meeting will be recorded.

- Executive Session: If the complaint involves charges about an employee, it shall be heard by the board in executive session.

**Assignment Process  
to a Disciplinary  
Alternative  
Education Program**

If a student is to be assigned to a Disciplinary Alternative Education Program for a term that extends beyond the next grading period and for a minimum period greater than 10 days, the student is entitled to this process.

When a student has been accused of violating the *Student Code of Conduct* in a manner which could result in an assignment to a DAEP, a written notice of the alleged violation and notification of a conference with the assistant principal will be provided to the student's parent or guardian. The notice will contain the names of the adult witnesses and the evidence to be used by the administration in the conference. The student/parent will be notified of the right to bring an attorney or other representative. If the student will be represented by an attorney, the parent or guardian shall notify the assistant principal as soon as possible and at least 24 hours in advance so that the district may have its attorney present. The conference will be informal. The school administration will present information about the violation, its investigation and any recommended academic placement. The student and parent may present any relevant information. At the conclusion of the conference, the assistant principal will make a determination regarding the student's academic placement. If it is determined that the student should be assigned to a DAEP, the assistant principal shall set the term of the assignment. The student shall be placed in the assignment pending any review. If the information shows that the student did not violate the *Student Code of Conduct* as alleged, the student will remain in the regular placement. A student may be placed in on-school suspension or CHOICES pending an investigation and Level One conference.

The parent may request a review of the assistant principal's decision. Such request should be made within three days of receipt of the assistant principal's decision to the principal. Within five school days from receiving the request for review, a conference will be scheduled. At the informal

conference, the assistant principal will present information regarding the placement. The student and parent may give relevant information. Within three days of the informal conference, a decision shall be made and communicated to the student and parent, either to maintain the removal, reinstate the student in school, or take other appropriate disciplinary action.

The parent may request a review of the principal's decision. Such request should be made within three days of receipt of the principal's decision to the central administration office, 1203 W. Pioneer Parkway, Arlington, TX 76013. Within five school days from receiving the request for review, a conference will be scheduled and held with two central office administrators who have no prior knowledge of the case. At the informal conference, a school representative will present information regarding the placement. The student and parent may give relevant information. Within three days of the informal conference, a decision shall be made and communicated to the student and parent, either to maintain the removal, reinstate the student in school, or take other appropriate disciplinary action.

Within three days from receiving the decision, the parent may request a review of the central office conference with the superintendent or designee. The request should be sent to the central administration office at 1203 W. Pioneer Parkway, Arlington, TX 76013. Within five days, the superintendent or designee shall schedule and hold an informal conference with the student and parent and a school representative to discuss the placement. The superintendent or designee may determine that the placement is to be maintained, the student reinstated in school, or take any other action that the superintendent deems appropriate.

## **Expulsions**

When a student is accused of having committed an expellable offense, a conference before the principal shall be held. At this conference, a determination will be made regarding the recommendation for expulsion. The conference shall be held within seven school days from the date of the offense or the date it is determined that the student allegedly committed the offense. This time can be extended upon request of the student and consent by the school. The student and the parents shall be notified of the date, time and place of the conference at least three school days prior to the conference, to give the student a reasonable opportunity to prepare for the conference.

When necessary to ensure communication, notices will be sent in the language spoken by the parent.

Prior to the conference, the student will be given written notice that includes:

1. The charges and the proposed sanctions.

2. The names of all adult witnesses and the nature of their testimony.
3. The student's right to representation. The student shall notify the school if an attorney will be present.
4. The student's right to examine the school's evidence and question the adult witnesses.
5. The student's right to testify, present witnesses and evidence. Parental permission is required for any student witness younger than 18 to testify.

At the conference before the principal, the school administration will present witnesses and evidence which supports the proposed expulsion. The student's representative may question the witnesses. Following the school's presentation, the student may present witnesses and evidence. The school may question the student's witnesses. The principal may ask questions for clarification. In the event that the principal cannot preside over the conference, a central office administrator may hear the case.

The conference is informal. Rules of evidence do not apply. Hearsay is admissible; the principal or his/her designee can assign the proper weight to hearsay evidence. There is no right to subpoena witnesses at this conference. Documents may be obtained in accordance with the Texas Public Information Act. The conference will be tape recorded. Upon request, a copy of the tape recording will be provided to the student at no charge.

The principal shall make a decision based only on the information presented in the conference. The decision shall be communicated to the student and the parent within three school days. The student shall be given information regarding the procedures for appeal of the principal's decision if it is adverse to the student.

Pending the conference on the expulsion, a student may be placed in home-based instruction and receive assignments for credit. The student is not allowed to appear on any AISD campus or property or to participate in school-sponsored events on or off campus. If the decision is made that the student is not guilty of the offense, the student's record shall be expunged.

**Administrative  
Appeal Panel**

A parent may appeal the decision of the principal to the administrative appeal panel. A request for an appeal should be sent within three school days after receipt of the principal's decision. The request should be sent to the attention of the **superintendent**, 1203 W. Pioneer Parkway, Arlington, TX 76013. No specific form is required.

Within five school days of the receipt of the request, the parent will be sent notice of the time, place, and date of the appeal conference. The notice will contain:

1. The charges and the proposed sanctions.
2. The names of all adult witnesses and the nature of their testimony.

3. The student's right to representation. The student shall notify the school if an attorney will be present.
4. The student's right to examine the school's evidence and question the adult witnesses.
5. The student's right to testify, present witnesses and evidence. Parental permission is required for any student witness to testify.

The appeal will be heard by the two central office administrators who have no knowledge of the incident. Their decisions are independent, with the full authority to overturn or modify the principal's expulsion decision. At the conference, the school will present evidence and witnesses to support the expulsion decision. The student's representative may ask questions to determine the panel's familiarity with the incident. The student's representative may question the witnesses. Following the school's presentation, the student may present witnesses and evidence. The school may question the student's witnesses. The panel may ask questions for clarification.

The conference is informal. Rules of evidence do not apply. Hearsay is admissible; the panel can assign the proper weight to hearsay evidence. The conference will be tape recorded. Upon request, a copy of the tape recording will be provided to the student at no charge.

The panel will make a decision based only on the information presented at the appeal panel conference. The decision shall be communicated to the student and parent within three school days.

If the decision is adverse to the student, the parent shall be given information regarding the procedures for an appeal of the panel's decision to the board of trustees. If the decision is made that the student is not guilty of the offense, the student's records will be expunged.

#### Appeal to the Board of Trustees

The parent may appeal an adverse decision of the administrative appeal panel to the board of trustees. Within three school days from the receipt of the panel's decision, the parent may request a conference before the board of trustees. The request should be sent to the superintendent, 1203 W. Pioneer Parkway, Arlington, TX 76013.

Prior to the board conference, the parents shall meet informally with the **superintendent to discuss the situation**. After the meeting, if a conference is still requested, the superintendent shall, within five school days, send a notice containing the time, place and date of the board conference.

At the board conference, no new evidence shall be presented. A transcript of the conference before the administrative appeal panel shall be presented to the board of trustees prior to the conference. A copy of this transcript shall be provided to the parent. At the conference, the parent and the school district may each make a ten-minute statement to the board. The board shall base its decision on the evidence contained in the record and the statements made by the parties.

The conference will be in a closed meeting unless the parents request an open meeting. The board shall vote on its decision in open session. The board shall send its decision to the parent within five school days.

An appeal of the board's decision to uphold the expulsion is made to State District Court.

**Sexual Harassment /  
Sexual Abuse**

The procedure to be followed depends upon the type of conduct. The procedures are different if the alleged conduct is sexual harassment or if the alleged conduct is sexual abuse.

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may refer to Board Policy FNCJ (Local). This policy may be accessed through the AISD website ([www.aisd.net](http://www.aisd.net)).

For a school to obtain approval for requiring student uniforms, the following steps shall be followed:

1. Parents/guardian of 15 percent of the students to be affected by the uniform requirement must sign a petition requesting a campus vote on school uniforms (one family vote per child enrolled in the school to be affected by the policy the next school year: one child, one vote; two children, two votes). The petition shall be on the standard form provided by the Superintendent or designee and presented to the principal of the school within six school weeks after receiving the forms from the principal. Petitions can be made accessible after school hours (PTA, extracurricular activities, etc.)
2. Once the requisite signatures are obtained, the site-based decision-making team must approve and submit a detailed report to the Superintendent on the plan of action to implement uniforms for the school. The site-based decision-making team's role is only to determine if District policy/regulations have been followed by the uniform committee. The site-based decision-making team shall remain neutral. Any procedural challenges shall be presented to the site-based decision-making team.

The Superintendent shall approve or disapprove the plan to implement the uniform requirement. The plan must include the following:

- a. Information on how uniforms would improve the learning environment of the school
- b. A funding plan for economically disadvantaged students as defined by the state and federal guidelines
- c. Cost of uniforms
- d. Samples of uniforms
- e. Samples of printed information
- f. Noncompliance policy

DATE ISSUED: 04/15/2004

STUDENT CONDUCT:  
DRESS CODE

FNCA  
(LOCAL)

- g. Public forum (one or more)
  - (1) A public forum shall consist of three sections: presentation, open forum, and a question and answer period.
  - (2) Equal time shall be available for each position to make a presentation.
  - (3) Open forum speeches shall be limited to five minutes.
  - (4) The question/answer period shall be limited. The suggested period is 30 minutes.

3. A plan for communication with parents.

Communication guidelines:

- a. One flyer will be sent home with students outlining both positions on uniforms; pro on one side, con on the other side. Pro and con committees shall provide information for the flyer.
- b. School paper and copy machines may be used for this flyer.
- c. Neutral forum announcements shall be sent as needed. There can be unregulated off campus distribution of positions.

4. An Election.

Voting guidelines.

- a. An election must be completed no later than March 31. An election that passes shall be effective for the following school year.

- b. An election shall be held no earlier than four weeks nor more than six school weeks after the plan is approved by the Superintendent.
  - c. Parents/guardians of students in the top grade in the feeder schools shall be allowed to vote if the plan will be effective the next year in the school the child will be attending. Parents of students who are enrolled or who have a valid transfer for the next year will be allowed to vote. Those with a valid transfer for the next year will vote at the feeder school they attend OR at the school to which they will be transferring. Valid transfers must be presented and stamped at the time of voting.
  - d. Voting shall be conducted on five consecutive school days including two evenings.
  - e. The voting site will be the school office of each school where students to be affected by the uniform plan attend.
  - f. Parents/guardians must present photo identification at the time of voting.
  - g. Only one petition drive and election will be permitted in a school year.
  - h. School employees shall remain neutral during school hours. School employees who have children at the school affected may participate at the open forums.
  - i. Interpreters shall be available at forums, if needed.
5. Upon approval of the plan by the Superintendent, the school shall implement all parts of the plan. To be considered by the Board, 70 percent of the votes must be in favor of having school uniforms (one family vote per child enrolled in the school to be affected by the policy the next school year: one child, one vote; two children, two votes). A third party, such as the League of Women Voters, will count the votes. After a passing vote, the Superintendent will provide a copy of the plan and make a recommendation on the student uniforms to the Board.

6. After an election, students at a school at which uniforms are required shall wear the uniforms at the beginning of the next school year after the date on which the Board adopts the rules that require the uniforms [See FNCA (LEGAL)]
7. The site-based decision-making team may present amendments to the uniform program for consideration by the parents/guardians of students affected by the uniform program. An election will be held outlined in item 4 herein to vote on the amendments. More than 50 percent of the votes cast must be in favor of amending the program (one family vote per child enrolled in the school to be affected by the policy the school year: one child, one vote; two children, two votes, etc.). A third party, such as the League of Women Voters, will count the votes.
8. If the parents/guardians of more than 50 percent of students affected by the uniform plan sign a District-prescribed petition to revoke the school uniform program, the uniform program will be discontinued at the start of the next school year. If more than 50 percent of the students receive an exemption, the uniform program will be discontinued immediately.

A petition form to revoke a uniform policy must be obtained between February 1 and April 1. The time period to gather signatures is 20 school days after obtaining the petition form from the District. Any petitions presented after this time will not be accepted for consideration. There can be only one revocation petition per year for each school. (One family signature per child enrolled in the school to be affected by the policy the next school year: one child, one signature; two children, two signatures).

Parents/guardians of students in the top grade in the feeder schools shall be allowed to sign a petition. Parents/guardians of students who are enrolled in the school affected for the next year will be allowed to sign a petition.

9. If parents/guardians desire an exemption from the uniform policy, they must present a letter stating their philosophical or religious reason to the principal of the school each year. The parent will have 20 school days from the first day of school to apply for the exemption. A student who moves into the attendance zone will have 20 school days from the day of enrollment to apply for the exemption. Exemptions will not be allowed after the 20-school-day application period. Students not exempt from uniform policy will be required to adhere to the uniform dress policy.
10. Students who transfer because of the student uniform policy will be responsible for their own transportation.
11. The site-based decision-making team will develop a noncompliance policy for students who have not requested an exemption from the policy.

SECTION 504  
COMPLAINTS

Student and/or parents may file formal complaints with the District to address concerns about whether a student is receiving the proper service and attention under Section 504 guidelines.

GENERAL  
PROVISIONS

Initially, complaints shall be heard in informal administrative conferences with administrators. If a complaint involves a problem with a teacher, the student or parent, in most circumstances, shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

The student may be represented by an adult at any level of the complaint.

For purposes of this policy, "days" shall mean business days. Decisions may be made in the student's/parent's or adult representative's presence. If so, the decision will be put into writing and the basis for the decision [i.e.: supporting documentation] shall be provided to the student/parent or adult representative in seven days.

LEVEL ONE

A student/parent or adult representative who has a complaint shall request in writing a conference with the principal within ten days of the time the student or parent knew, or should have known, of the event or series of events, causing the complaint. The principal shall schedule and hold a conference with the student/parent or adult representative within seven days of receiving the written request. At this level, the complaint may be presented orally or in writing. The principal's decision shall be communicated in writing to the student/parent or adult representative within seven days of the conference.

LEVEL TWO

If the outcome of the conference with the principal is not to the student's/parent's or adult representative's satisfaction, within ten days of receipt of the decision at Level One, the student/parent or adult representative may request in writing a conference with the Superintendent or designee, who shall schedule and hold a conference within 15 days of receipt of the request.

Prior to the time of the conference with the Superintendent, the student/parent or adult representative shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the

SECTION 504 STUDENT  
COMPLAINT PROCEDURESFB  
(LOCAL)

solution sought, the student's/parent's or adult representative's signature, and the date of the conference with the principal. The principal or other appropriate school official will submit any pertinent information to the Superintendent or designee. This information will be made available to the student/parent or adult representative prior to the meeting.

## LEVEL THREE

If the outcome of the conference with the Superintendent or designee is not the student's/parent's or adult representative's satisfaction, the student/parent or adult representative may submit to the Superintendent a written request to place the matter on the agenda of a regularly scheduled Board meeting for a conference before the Board.

The Superintendent shall inform the student/parent or adult representative in writing of the date, time, and place of the meeting.

The presiding officer shall establish a reasonable time limit for complaint presentations. The district shall make an audiotape record of the Level Three proceeding before the Board. The student/parent or adult representative will be advised of the availability of the audiotape. The Board shall hear the complaint and take whatever action it deems appropriate. The lack of official action by the Board shall uphold the administrative decision at Level Two.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless (1) the employee to whom the complaint pertains requests that it be public or (2) the student/parent or adult representative requests that it be public.

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# **VOLUNTEER GUIDELINES**

## **AISD Volunteer Guidelines Relating to Students**

The AISD Volunteer Application process is in place with the goal of providing the safest environment for all of our students, staff and volunteers. All volunteer applications are processed through the community programs department.

All volunteer applicants for AISD must agree to an annual criminal history record background check. **The requested information regarding sex, race and date of birth is required by the Texas Department of Public Safety for processing and is kept strictly confidential.**

All students volunteering at an AISD facility besides the one they attend are required to complete a student volunteer application. However, if at the campus you attend you are volunteering within any special education program, an application is required. Students may not complete an on line application. Students who are applying to volunteer must have parent/guardian permission. **The parent/guardian and student must both sign the student volunteer application.** Only one application should be completed every school year. Students must indicate their home campus on the application.

A school can utilize only those volunteers who are on the current list of “approved” volunteers for that campus. **Student volunteers will be placed on an “approved” list when a clear criminal history has been received from the Texas Department of Public Safety.** With all of the steps involved in this process, the fall semester may take up to eight weeks to receive the results of the background checks. The approval to volunteer is effective until October 15<sup>th</sup> of the following school year.

If the Texas department of public safety returns an **apparent** criminal history for anything other than a minor traffic offense, the applicant will not be approved until the applicant provides official proof that the record is clear or until an appeal is successfully processed. In the case of student volunteers, appeal process information will be mailed to the parent/guardian. **All information received is private and confidential.**

Please note, Texas Department of Public Safety records entered before 1994 are not always updated with a current disposition. This is a good opportunity to clear up records that are thought to no longer exist. The school district does receive juvenile records. A person’s criminal history begins at age 10.

Any questions regarding volunteering should be directed to the community programs department at 682-867-7826.

# **ASSISTANCE FOR STUDENTS WITH LEARNING DIFFICULTIES**

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

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

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

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

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

- School Counselor (learning difficulties)

or

- Carol Bushnell (evaluation for special education),  
Coordinator Special Education Services  
682-867-7690

or

- Malcolm Turner (Section 504)  
Student Services  
682-867-7282

**QUESTIONS  
MOST FREQUENTLY  
ASKED BY  
STUDENTS AND PARENTS**

# Questions Most Frequently Asked by Students and Parents

## 1. **What is the *Student Code of Conduct*? Why do we have this discipline system?**

The *Student Code of Conduct* is designed to promote that every student can receive a quality education in an orderly, safe, and well-managed classroom setting. It is the primary job of the school district to teach students in an atmosphere, which is free from disruptions or inappropriate behaviors. In this atmosphere, the best learning will take place.

The *Student Code of Conduct* provides a uniform set of behavioral guidelines and consequences for all students in all grades of the school district. Texas law requires that every school district in Texas develop a system of uniform behavioral rules and consequences. The law also requires that every student and parent receive a copy of the *Student Code of Conduct*.

## 2. **What is the district's classroom management model?**

In 1996, the AISD adopted the Girls & Boys Town Education Model. All professional employees receive 12 hours of initial training in their first year with the district.

## 3. **Are there different levels of misbehavior and consequences?**

Yes. While it is desirable that students work toward the goal of appropriate behavior in the school setting, there are different levels of inappropriate behavior or misbehavior. The consequences are different, according to how serious the behavior is.

Accordingly, the *Student Code of Conduct* is divided into four levels of misbehavior, with four corresponding levels of disciplinary consequences.

If a student breaks a behavior rule, which is a Group I misbehavior, the consequence will come from Group I disciplinary consequences. Groups II, III and IV are progressively more serious and/or persistent misbehaviors, which require more serious disciplinary consequences. The most serious misbehavior will result in removal to an alternative education program or expulsion.

- Group I misbehaviors are the least serious misbehaviors, with appropriate Group I consequences.
- Group II disciplinary infractions are serious misbehaviors, which require a different type of disciplinary consequences from Group II consequences.
- Group III misbehaviors are disruptive activities, which severely disrupt the orderly climate of the school; these more serious misbehaviors will receive Group III disciplinary consequences.
- Group IV misbehaviors constitute serious or persistent misbehaviors or illegal acts. Group IV disciplinary consequences are serious, appropriately tailored to the act of misbehavior. Removal to an alternate education program will occur when a student acts in a manner that meets the criteria noted in the code.

Expulsion is the most serious consequence for acts which require such measures.

The *Student Code of Conduct* utilizes a philosophy known as “progressive discipline”.

#### **4. What is “progressive discipline”?**

Progressive discipline describes the fact that there are four different levels of student misbehavior, with four corresponding levels of appropriate disciplinary consequences. Simply explained, “the punishment fits the misbehavior”.

Progressive discipline also takes into consideration that a student may repeatedly perform a misbehavior from a lower level, and may not respond positively to the disciplinary action appropriate for that lower level. For example, if a student repeatedly performs a Group II misbehavior and receives a Group II consequence repeatedly, but does not change his/her behavior, the repetitive Group II offense may automatically “progress” to become a Group III offense, requiring a more serious discipline consequence.

A student who repeatedly does not respond to the appropriate consequence for a misbehavior “progresses” to the next level of discipline.

#### **5. Why can two students receive different consequences for the same act of misbehavior?**

It is correct that in a system of progressive discipline two students who have committed the same offense may receive different disciplinary consequences. The reason for this is that one student may be a first-time offender, having no previous record of misbehavior, while the other student may have a previous history of misbehavior.

Under the progressive discipline plan, repeated violations of the *Student Code of Conduct* at a lower level (Group I, for example) may automatically progress to a consequence from a higher level (Group II, as an example).

Every student’s behavior record and behavior progress are unique and individual. Therefore, two students who may have actually committed the same offense together may receive a very different disciplinary consequence.

#### **6. Who has the authority to decide which consequence is given to the student after an act of misbehavior?**

The classroom teacher and school officials have the legal authority and responsibility to assign an appropriate consequence for a student’s misbehavior. School officials may confer with a parent before assigning a consequence, depending upon the severity of the behavior and consequence.

The staff of the school and the principal will utilize the guidelines set forth in the *Student Code of Conduct* to promote that an orderly educational atmosphere exists for all students.

**7. What are the responsibilities of the students, the parents and the school staff?**

Students, parents and the staff of your school all have the responsibility to work together in cooperation to promote that appropriate student behavior occurs.

The school staff has an obligation to all students to provide an educational atmosphere where every student can learn, unhindered by the inappropriate behavior of others. Moreover, the school staff has the responsibility to treat all students fairly and equitably, and to select appropriate disciplinary consequences for each individual student when an infraction occurs.

**8. What is the discipline that was given to another student? Why may I not know?**

Often parents become frustrated because they want to know what disciplinary action was given to a student other than their own child. School authorities, however, are not allowed, under law, to reveal any type of personal and confidential information in either academic or disciplinary areas to anyone other than the minor student's parent or legal guardian.

While it may be frustrating for a school official to not be able to offer specifics on how another student was disciplined, parents can be assured that the other student's parents will be informed of the misbehavior, and that an appropriate action will be taken.

The confidentiality provisions of the law are in place to protect the rights of every child as an individual.

**9. Explain the confidentiality of students' discipline records.**

Student records are governed by a federal statute, the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment) and a state statute, the Texas Public Information Act. FERPA and the Texas Public Information Act limit access to a student's records by anyone other than the student himself and his parents. However, the U.S. Secretary of Education and the Texas Education Agency are granted an exception to review student records while conducting investigations of the school district.

**10. How do I appeal a decision by the school that I don't agree with?**

Students and parents do have a right to disagree with a decision made by the school. It should be the goal of the student, the parent and the school staff to resolve the issue at the school level. If the disagreement is with a teacher, it is advisable to discuss the disagreement with the teacher first. If no resolution, the next step is the building administrator.

Complaints may be resolved informally. However, the district does have a formal student complaint procedure. This procedure is explained in the *Student Code of Conduct* section pertaining to student rights and responsibilities.

**11. What are my student's rights in the discipline process?**

A student and parent may disagree with decisions involving discipline. There are specific appeal procedures listed for assignment to DAEP and expulsions in the *Student Code of Conduct*. There are no formal appeal processes for other disciplinary actions like detention, on-campus suspension, up to three-day

suspension, or up to a 10-day assignment to the CHOICES program. School administrators have a duty to maintain a proper educational environment and are authorized to make determinations regarding consequences for discipline infractions. Disagreements should be brought informally to the school principal.

**12. What is “due process of law”?**

Simply put, it is a fairness standard that changes based on the severity of the loss of a constitutional property right. Depriving a student totally of educational services (expulsion) requires due process of law.

The procedure, therefore, is very limited if the school district is placing a student in an alternative education program on a different school campus and is continuing to supply educational services. The formality of due process increases when a student is expelled from receiving educational services.

**13. What is the “due process” standard for a student who has been recommended or expulsion?**

A student being expelled from educational services is entitled to:

- A. Prior notice of charges and the proposed sanctions as to afford a reasonable opportunity for preparation;
- B. Right to a full and fair hearing before the board or its designee;
- C. Right to an adult representative or legal counsel;
- D. Opportunity to testify and to present evidence and witnesses in his or her defense;
- E. Opportunity to examine the evidence presented by the school administration and to question the administration’s witnesses; and
- F. Have the community resource liaison present (Level One and Two conference only).

**14. Is a student entitled to legal or adult representation at any time other than during an expulsion hearing?**

Yes, the student complaint process [Board Policy FNG (Local)] allows representation at Level One, Level Two and Level Three conferences. The ombudsman (parent/community liaison) may be present at a Level One and Two conference. The AISD attorney may also be present when a student has legal representation.

**15. Is there a separate set of rules for students who ride the school bus?**

Yes, there is a separate set of behavioral rules for all students who ride an AISD school bus. The school bus is a unique setting, where misbehavior can lead to safety problems for the driver and other students. For detailed information, see the AISD Transportation Code of Conduct.

**16. Does AISD have a dress code for students?**

Yes, AISD does have a student dress code, which was developed by a committee of students, parents, teachers and administrators representing all school ages and grade levels. The dress code committee meets periodically to review the appropriateness of the dress code as community standards and fashions change. The dress code is designed to assist students and parents in planning wardrobes, and the ultimate goal is to support the *Student Code of*

*Conduct* in creating an orderly and safe atmosphere for learning. The dress code is included in the *Student Code of Conduct*.

**17. What is the AISD attendance policy? How are absences excused?**

Regular and punctual patterns of student attendance are essential for a student to receive maximum benefit from his/her education. Regular student attendance is a component in the overall behavior program, and supports the *Student Code of Conduct*. The attendance policy is included in the *Student Code of Conduct*.

**18. How long are discipline records kept by the school?**

Discipline records are kept until the end of the current school year. The only records which are kept longer are for those students who have been expelled; those records are kept for three years.

**19. What is criminal trespass?**

To promote the safety and security of students and staff, all visitors must check in at the office of all campuses. The Texas Penal Code §30.05 provides that a person commits criminal trespass if he/she enters or remains on property or in a building of another without effective consent and he/she had notice that entry was forbidden or received notice to depart but failed to do so. For the purpose of this statute, “enter” means the intrusion of the entire body and “notice” means (1) oral or written communication by the owner or someone with apparent authority to act for the owner, or (2) fencing or other enclosure obviously designed to exclude intruders, or (3) signs posted to be reasonably likely to come to the attention of the intruders indicating that entry is forbidden.

**20. What is the procedure to receive a VOE (TEA) driver’s license form?**

School enrollment and attendance are required as conditions of licensing a student to operate a motor vehicle. This requirement applies to persons under 18 years of age unless a high school diploma or its equivalent has been obtained. (TEC 25.092, absences, states that a student must be in attendance 90 percent of the days the class is offered.) For students in grades 9-12, absences may be aggregated on the basis of a semester. Please allow the school 24 hours to complete the form for the student. For further information, contact the office of Student Affairs at 682-867-7217.

**21. What should a student do if he/she believes he/she is being sexually harassed?**

The student should immediately notify appropriate school personnel, which would include a classroom teacher, a counselor or an administrator of any such behaviors.

**22. What are Penal Code Title 5 felony offenses?**

Penal Code Title 5 felony offenses include criminal homicide, kidnapping, aggravated kidnapping, false imprisonment, indecency with a child, sexual assault, aggravated assault, aggravated sexual assault or injury to a child.

**23. What does possession mean?**

Possession means:

- A. To have contraband on one's person, in one's vehicle, or in the vehicle driven by a student to/on campus, or in one's personal effects, such as a coat, purse, bookbag; or
- B. To touch or handle contraband; or
- C. To have contraband under one's control; or
- D. To have contraband in one's locker; or
- E. To be in a vehicle either as a driver or passenger with the knowledge that contraband is contained in the vehicle.

**24. How does the district define use?**

Use occurs when a student voluntarily introduces a prohibited substance into one's body by any means. Use can be verified if the introduction of the substance is observed or it is detectable by physical appearance, actions, breath or speech (Board Policy FNCF).

**25. What are the interview procedures when a violation of the *Student Code of Conduct* is suspected?**

In disciplinary situations, in addition to school discipline, there may be additional action taken by an applicable law enforcement agency. School disciplinary and law enforcement procedures are separate and distinct.

**•School Procedures**

School administrators are obligated to maintain discipline in the schools. Administrators have the right and responsibility to interview and question students without notifying parents and without one or both parents present. This would include students who are accused of conduct violations and students who may be witnesses to conduct violations. To require the administration to do otherwise would thwart its ability to investigate violations of the *Student Code of Conduct*. The administration may contact the parent after a student has been interviewed. Information obtained through this interview will be shared on request to applicable law enforcement agencies if a violation of the law is believed to have occurred.

When the student is believed to have violated a provision of the *Student Code of Conduct*, which may require an assignment to a DAEP, expulsion, or referral to any law enforcement agency, the administrator will make all reasonable attempts to contact the parent/guardian. Lesser violations may involve no parental contact during the investigation or administration of consequences. Such determination is within the discretion of the administrator.

**•Law Enforcement (Procedures or Referral)**

After completing the school procedures and in the event that a conduct violation may also constitute a criminal law violation, the administrator will

contact the law enforcement officer, school resource officer, the officer assigned to the campus, or call 9-1-1. Once the law enforcement officer has cause to believe that a criminal offense has been committed, the officer will take charge of any interview or investigation. During the investigation, the student may be interviewed by law enforcement agencies without notifying parents and without one or both parents present. The administrator may describe to the law enforcement officer what information has been acquired in the school investigation. However, written student statements taken by the administration in its investigation will not be provided to the officer without the parent/guardian consent, a subpoena or otherwise as required by law.

Once the law enforcement agency has been contacted, the investigation is solely under the control of that agency. If the student is taken into custody, the administrator shall make all reasonable attempts to contact the student's parents.

**26. Student ID**

Students must follow campus guidelines for student ID.

**27. What are the regulations regarding campus parking and traffic?**

Student drivers and their passengers shall be cautious and observe all traffic regulations. The speed limit on school parking lots is 10 MPH. Student drivers or passengers who are found to be in any way endangering the safety of themselves or others will be subject to disciplinary action, which may include loss of the privilege of having a vehicle on campus. The following rules are common to parking on any school parking lot.

- A. All cars parked in the lot are required to have a current parking sticker.
- B. All traffic speed limits shall be observed.
- C. All traffic arrows shall be observed.
- D. Students are not to park in reserved or visitor parking spaces.
- E. No tobacco products are allowed in the parking lot.
- F. No alcohol or controlled substances are allowed.
- G. No loitering.

Due to construction, there may be more specific rules which apply to each campus. This information can be found in the student handbook distributed at each campus.

**28. What is Section 504?**

Section 504 was derived from the 1973 Rehabilitation Act. It is defined as having a physical or mental impairment, which substantially limits one or more major life activities.

**29. How are major life activities defined?**

Major life activities mean functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working.

**30. How does one qualify for Section 504 services?**

One must have a disability that substantially impairs learning and there must be an educational need.

**31. What is AISD's search process?**

The district has the right and the authority to search lockers, bookbags, vehicles and other items for reasons of health and safety.

**32. What is AISD's process for sniff dogs?**

The district has the authority to use sniff dogs to search lockers and other parts of the building and campus property.

**33. What is AISD's policy on laser pointers?**

Students are not permitted to possess or use laser pointers while on school property, while using district transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the *Student Code of Conduct*.

**34. If my child is accused of wrongdoing and the incident was recorded by a school video camera, will I be allowed to view the videotape?**

Generally no, you will not be allowed to view the videotape. If other students are also identifiable on the videotape, the Family Educational Rights and Privacy Act (FERPA), a federal law restricts the school district's ability to share that videotape with other parents.

**35. Why is my child receiving a ticket or being punished for defending him/herself in a fight?**

The claim of self-defense must normally rely on a reasonable belief that the other party intended to inflict serious bodily harm or death and that avoidance by retreating was impossible.

When there is a report of a fight on campus between two or more students, the school administration conducts an investigation. If the investigation reveals that the students in question have engaged in mutual combat or have intentionally or knowingly fought with another in a public place, the school administrator, dealing with the offense, will issue a consequence based on their investigation and the number of infractions the students have engaged in previously. The school administrator will also notify the Arlington Police Department. Upon their own investigation, the Arlington Police Department may issue citations.

# DEFINITIONS

## **Definitions**

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

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

**Assault:** Offense defined in part by Texas Penal Code §22.01(a)(1) as intentionally, knowingly or recklessly causing bodily injury to another. Texas Penal Code §22.01(a)(2) defines assault as intentionally or knowingly threatening another with imminent bodily injury. Texas Penal Code §22.01(a)(3) defines assault as intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

**Burglary:** The entering of a habitation or building with the intent to commit theft.

**Bullying:** Physical, verbal or written intimidation that may occur repeatedly over time to create an ongoing pattern of harassment and abuse.

**Campus Reassignment:** The removal of a student for serious or persistent misbehavior or illegal acts from his or her assigned campus to another campus within the same school district. All campus reassignments must be approved by the executive director for student services. Transportation is not provided.

**Canine Unit:** The district is authorized by the Board Policy FNF to use dogs to sniff for illicit drugs, alcoholic beverages, pharmaceutical medication, explosives and firearm ammunition. The district's use of dogs is intended to minimize dangerous drugs, alcohol, explosives and firearms being brought to a campus.

**Class Reassignment:** Class reassignment is the removal of a student from his/her assigned classroom to another class on the same campus for serious or persistent misbehavior or an illegal act. To the extent possible, the student should continue to receive instruction in the courses he/she was enrolled in when the removal became effective.

**Club:** 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.

**Conference:** A procedure in which the student shall be advised of the conduct with which he/she is charged. The student shall be given the opportunity to explain his/her version of the incident.

**Conspiracy:** An agreement formed between or a concerted effort by two or more persons for the purpose of committing a criminal act or a violation of the *Student Code of Conduct*. The conspiracy and the resulting consequences may continue even if one of the actors drops out of the initial act.

**Contraband:** The possession of property that is inappropriate for school, forbidden by law or by board policy.

**Controlled Substances:** Drugs whose general availability is restricted; any one of a number of drugs or other substances which are strictly or outlawed because of their potential for abuse or addiction. Such drugs include those classified as narcotics, stimulants, depressants, hallucinogens and cannabis.

**Criminal Mischief:** A person commits an offense if, without the consent of the school or school district, he/she intentionally or knowingly tampers with, damages or destroys school property.

**Criminal Street Gang:** 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.

**Criminal Trespass:** Texas Penal Code §30.05 defines conduct constituting a criminal trespass. While AISD shall rely on the provisions of §30.05 to determine whether a criminal trespass has occurred, a general description of the prohibited conduct appears below:

Prohibits entry into or remaining on school property without consent after being notified that entry was forbidden or notified to depart.

**Dangerous Drug:** A medication/illegal drug classified by the Texas Penal Code and/or Physician's Desk Reference as being a dangerous drug.

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

**Days:** Unless otherwise noted, days shall mean school days.

**Deadly conduct:** 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:** 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.

**Defiance:** To challenge, confront, resist or refuse to follow directions, requests or instructions given by school personnel. Defiance is considered a serious act by the AISD.

**Detention:** Detention Hall is an on-campus setting designed for deprivation of a student's personal time as a disciplinary consequence.

**Disciplinary Alternative Education Program (DAEP):** A supervised educational setting for students who have violated the *Student Code of Conduct*. Courses of study include English language arts, math, science, history and self-discipline. The district is not required to provide other subjects to students while they are assigned to a DAEP.

**Disciplinary Alternative Education School:** A supervised setting for the discipline management of students who violate the *Student Code of Conduct* or commit serious or illegal acts under such code or the penal code. A student may be removed from class and placed in a disciplinary alternative education school by the board or its designee for conduct, including that outside of school and off school property. The student will be placed in a disciplinary alternative education school when it is reasonably believed the student's presence in the regular classroom program or at the home campus presents a danger of physical harm to the student or to other individuals.

- **CHOICES Program:** A short-term supervised academically non-punitive disciplinary alternative education program where a student is given classroom assignments to the extent that is possible (elementary, junior high and high school students). Transportation is not provided.
- **Turning Point School:** A structured program for senior high, junior high and elementary students designed to modify a student's behavior and provide opportunities for academic success. This program provides core educational services for senior high, junior high and elementary students who are expelled and/or assigned to this alternative education program.

Student counseling services are provided at elementary, junior high and senior high levels. Parent education is provided at all three levels.

- **Success School:** A structured program for elementary students designed to modify a student's behavior and provide opportunities for academic success. This program provides educational services for elementary students assigned to this disciplinary alternative education program.

**Discipline Management Technique:** Any action at the campus level, taken by a teacher or administrator, which is intended to promote proper behavior and/or discourage misconduct other than expulsion or removal to a disciplinary alternative education program, including, but not limited to, student-teacher conferences, suspension of extracurricular activities, detention, in-school suspension for three days or less.

No hearing is required prior to the use of any discipline management technique.

**Drug Paraphernalia:** Fully defined in the Health and Safety Code §481.002 and includes but is not limited to meaning anything that is and/or could be used to prepare or process any controlled substances for introduction into the human body.

**Energy Drink:** A beverage that is designed to give an individual increased energy by using a combination of caffeine, methyl xanthenes, B vitamins, processed sugar and/or exotic herbal ingredients. In addition, an energy drink is labeled with the wording "energy", "energy booster", or like phrases. They are not meant to replenish the sugar and minerals lost from the body during physical exercise but instead act as stimulants to increase a person's energy level.

**Emergency Removal:** A principal or the principal's designee can recommend immediate placement of a student in an alternative education program if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class or with the ability of the student's classmates to learn. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activity.

**Expulsion:** The total deprivation of academic credit and educational services for disciplinary reasons for a term set by the board or its designee. Expulsion may be appealed to the board of trustees.

**Extracurricular:** Any school activity including membership in any club or organization that is not a part of the required curriculum or course of studies.

**Felony:** A major crime for which the law statute provides a greater punishment than for a misdemeanor.

**Fighting:** Fighting is defined as mutual combat between students which results in physical contact and bodily injury. It can also be a case of one

student knowingly and intentionally assaulting another student. The administration on each campus may notify the Arlington Police Department when there is a fight or assault. Once the Arlington Police Department has been notified by the administration, it will be at the discretion of the officer who responds as to whether an arrest should be made. Should the officer make the decision to arrest one or more student or to issue a ticket(s), each ticket can range up to \$500 for each student.

**Gambling:** Shall mean a bet as defined by §47.01 of the Texas Penal Code and/or any other agreement between two or more persons that a sum of money or other valuable thing may be won or lost.

**Gangs, Secret Societies, Sororities or Fraternities:** Three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of violation of the *Student Code of Conduct* or (2) 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. (See also, definition of Criminal Street Gangs.)

**Girls & Boys Town Education Model:** The Girls & Boys Town Education Model is a comprehensive program that incorporates a systems approach to helping children learn how to change their behaviors. With a focus on teaching, it offers a proactive, positive approach to discipline rather than one that is reactive and merely punitive.

**Graffiti:** Making markings, drawings or paintings on tangible property while on school grounds without the consent of the school, school district or owner.

**Harassment:** Threatening to cause harm or bodily injury to another student, causing physical damage to the property of another student, intimidating, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

**Hazing:** Fully defined in the Texas Education Code §37.151 and includes but is not limited to an act against a student that endangers the mental or physical health or safety of a student for the purpose of being initiated into or affiliating with an organization.

**Hit List:** A list of people targeted to be harmed.

**Home-Based Instruction:** An unsupervised educational setting in which a student is given assignments to complete at home. The student shall receive an excused absence while assigned to home-based instruction. Combined days of suspension and assignment to home-based instruction shall not exceed three school days.

Assignments will be provided for the student as soon as possible after placement in home-based instruction. Assignments should be returned as soon as completed but assignments must be returned on the first day back to class. Students on short-term placements may not receive assignments until they return. Full credit will be given for completed assignments.

**Horse Play:** To engage in mutual pushing and shoving, chest bumping, tussling, etc.

**In-school Suspension/On-campus Suspension:** A special classroom designated as the in-school suspension room where a teacher is always on duty. In this setting, the student receives assignments/instruction in each course to the extent possible, with little or no opportunity for social interaction with peers. A student on in-school suspension shall not be allowed to participate in extracurricular or after-school activities.

**Instigate:** To provoke or incite; to encourage towards a criminal act or a violation of the *Student Code of Conduct*.

**Knife:** As defined by the Texas Penal Code §46.01(6) (illegal knife) (7) (knife) and (11) (switchblade knife), and also means any instrument or object that is capable of inflicting serious bodily injury or death by cutting or stabbing.

**Leaving Campus:** After arriving on campus, students are not permitted to leave without administrative approval. Students are **required** to go to the office so parents can be notified of the student's intent to leave campus. Leaving campus before or during school without permission may result in disciplinary action.

**Metal Detectors:** The district is authorized by the board of trustees [FNF(R)] to use metal detectors to screen for weapons and other contraband. The district's use of metal detectors is to minimize the risk of weapons on campus and is determined to be a desirable technique for campus security. No student, employee or visitor should be

subject to the dangers inherent in a knife, firearm or other weapon being carried onto the campus by another person. Metal detectors are randomly used on buses, during school hours and upon entering buildings for extracurricular activities.

**Obscene:** Something, which is considered indecent or lewd; something which is objectionable or offensive to the accepted standards of decency.

**Offensive:** Something, which is considered to be disagreeable, distasteful, obnoxious or objectionable by a reasonable person.

**Paging Device:** A telecommunication device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. (TEC 37.082)

**Parent/Guardian:** Means the biological/genetic mother or father of a child, a court-ordered guardian of a minor child or a person who has accepted responsibility for the child in writing in a form acceptable to the school district.

**Persistent misbehavior:** Two or more violations of the Code in general or repeated occurrences of the same violation.

**Pornography:** Explicit depiction or description of sexual acts.

**Possession:**

1. To have contraband on one's person, in one's vehicle, or in the vehicle driven by a student to/on campus, or in one's personal effects, such as a coat, purse, bookbag; or
2. To touch or handle contraband; or
3. To have contraband under one's control; or
4. To have contraband in one's locker; or
5. To be in a vehicle either as a driver or passenger with the knowledge that contraband is contained in the vehicle.

**Profane Language:** Profane language is any language directed to another person with the intent to incite a breach of the peace. Profane language may result in a citation issued by the police.

**Progressive Discipline:** The system of discipline infractions and consequences which are listed in Groups I, II, III, IV. Group I includes the least serious offenses, while Group IV is a serious level of offense, with serious consequences. Under progressive discipline, a student who repeatedly violates a lower level of discipline rules without changing their undesirable behavior, may automatically progress to a more serious level of consequence.

**Prohibited Substance:** Means any substance that when introduced into the body impairs or has the potential to impair the normal use of one's mental or physical faculties; a prescribed or legal substance that is taken in an amount greater than the recommended dosage or that is prescribed for a different person or purpose.

**Prohibited Weapon:** As defined by the Texas Penal Code §46.05 and also means any object that is used or intended to be used as a weapon to inflict pain or injury upon another.

**Racial Slurs:** A racial slur is any statement that degrades or demeans any person's racial, ethnic, cultural, or national origin.

**Retaliation:** The act or threat of doing harm or taking action towards another person because the person exercised legal authority over the student, disciplined the student or reported the student.

**Robbery:** Causing injury or fear of imminent injury or death while stealing or committing theft.

**Saturday School:** A discipline management technique requiring students to attend school on Saturday.

**School Day:** The time a student first enters a school building for the day until the last dismissal bell for the day. For students participating in school-related activities off-campus and/or school-related activities that begin before the first school bell of the day or after the last dismissal bell of the day. School personnel supervising such activities have discretion when the school day begins and ends.

**Section 504:** Having physical or mental impairment, which substantially limits one or more major life activities.

**Self Defense:** The claim of self-defense must normally rely on a reasonable belief that the other party intended to inflict serious bodily harm or death and that avoidance by retreating was impossible.

**Serious offenses:** Serious offenses include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Sexual Conduct:** When a student touches the private body parts of himself/herself or engages in sexual contact with another person. An offense of sexual conduct may result in notification of Child Protective Services and/or local law enforcement agencies.

**Sexual Harassment:** To engage in unwelcome sexual advances, requests for sexual favors, sexually abusive or vulgar language or other verbal, visual or physical conduct if such conduct with a student or staff creates an intimidating, hostile or offensive school environment.

Sexual harassment may result from an intentional or unintentional action and can be subtle or blatant. It can be verbal or physical and can occur in any setting. The context of events can be important in determining whether particular acts constitute sexual harassment.

Sexual harassment can range from nonverbal remarks to physical assault and includes but is not limited to:

1. **Verbal**

Slurs, name calling

Sexual innuendo and other suggestive, offensive or derogatory comments

Humor or jokes about sex

Remarks about someone's body or apparel

Catcalls

2. **Nonverbal**

Leering

Suggestive or insulting sounds or gestures

Offensive printed or written material

3. **Physical**

Unnecessary and unwanted physical contact

Impeding or blocking movements, which suggest sexual advances

Physical assault

The considerations listed above are not all inclusive but rather serve as examples.

Consequences for a student who is found to have engaged in sexual harassment may range from parent contact to an assignment to an alternative education program depending on the nature of the inappropriate behavior.

**Sports Drink:** A non-carbonated drink designed to quench thirst faster than normal water to replenish the sugar and minerals lost from the body during physical exercise.

**Stalking:** To engage in the unwelcome pursuit of someone, including but not limited to giving notes, cards, gifts or vile and/or offensive objects to someone whom you know or should know does not and/or will not welcome or appreciate the attention or the note, card, gift or objects. Also refer to the section on Harassment and Sexual Harassment and to Penal Code §42.072.

**Suspension:** The principal or other appropriate administrator may suspend a student who engages in conduct for which the student may be placed in an alternative education program. Each suspension may not exceed three days. A student may have more than one suspension per

semester; however, the total days of suspension shall not exceed six days per semester unless approved by the superintendent or designee. Assignments completed during the suspension shall receive a grade adjustment of no higher than 70.

**Telecommunication Device:** A device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

**Terroristic Threat:** 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 school district).

**Theft:** When a person commits an offense that unlawfully appropriates property with the intent to deprive the owner of the property.

**Threats:** An expression of intention or warning that one will inflict harm, evil, injury or damage.

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

**Under the Influence:** 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. [Note: A student commits an offense punishable by assignment to an alternative education program if the student consumes any amount of

alcohol, controlled substance, tobacco, a drug or any other illegal or prohibited substance into the body.]

**Vandalism:** Willful or malicious acts that are intended to damage or destroy property and/or reckless acts that result in the damage or destruction of property.

**Volatile Chemical:** Anything used for other than its intended purpose that may alter one's mood.

**Weapon:** Any instrument or device used for fighting either in an attack or defensive mode.

**Weapon Free Zone:** As defined in the Texas Penal Code §46.11.

**Zip gun:** 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.

**STUDENT/PARENT  
ACKNOWLEDGEMENT  
FORMS**

Student ID# \_\_\_\_\_

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

**ARLINGTON INDEPENDENT SCHOOL DISTRICT**  
**STUDENT ACKNOWLEDGEMENT OF**  
**THE *STUDENT CODE OF CONDUCT***

Dear Student:

As required by state law, the Board of Trustees has officially adopted this *Student Code of Conduct* in order to promote a safe and orderly learning environment for every student. It has been developed to help you gain the greatest possible benefit from your school experience. The school is in need of your help and cooperation. It is important that every student understand the Code and follow the rules and regulations set forth in the Code. The Arlington Independent School District does not tolerate behavior that disrupts the school and/or educational environment, violates the law, and/or presents other health or safety risks and this Code is the District's notification that such behaviors are not tolerated. It is required by Board Policy FN (Local) that you sign this form and return it to your teacher. This form will be retained during the 2008-2009 school year. Any questions concerning the *Student Code of Conduct* should be directed to the school principal.

**PLEASE SIGN THIS PAGE, REMOVE IT, AND RETURN IT TO YOUR TEACHER. THANK YOU.**

I acknowledge that I have received a copy of the Arlington Independent School District Student Code of Conduct for the 2008-2009 school year.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**COPY #1 - TEACHER RETAINS AFTER STUDENT SIGNS COPY AT SCHOOL.**

Student ID# \_\_\_\_\_

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

**ARLINGTON INDEPENDENT SCHOOL DISTRICT  
PARENT ACKNOWLEDGEMENT OF  
THE *STUDENT CODE OF CONDUCT***

Dear Parent:

As required by state law, the Board of Trustees has officially adopted this *Student Code of Conduct* in order to promote a safe and orderly learning environment for every student. It has been developed to help your son or daughter gain the greatest possible benefit from his or her school experience. The school is in need of your help and cooperation. We urge you to read this Code thoroughly and to discuss it with your family. It is important that every student understand the Code and be encouraged by his or her parents or guardians to follow the rules and regulations set forth in the Code. The Arlington Independent School District does not tolerate behavior that disrupts the school and/or educational environment, violates the law, and/or presents other health or safety risks and this Code is the District's notification that such behaviors are not tolerated. It is required by Board Policy FN (Local) that you sign this form and return it to the school. This form will be retained during the 2008-2009 school year. Any questions concerning the *Student Code of Conduct* should be directed to the school principal.

**PLEASE SIGN THIS PAGE, REMOVE IT, AND RETURN IT TO THE SCHOOL.  
THANK YOU.**

I acknowledge that I have received a copy of the Arlington Independent School District Student Code of Conduct for the 2008-2009 school year.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

**COPY #2 - SCHOOL RETAINS AFTER PARENT/LEGAL GUARDIAN  
RETURNS SIGNED COPY TO SCHOOL.**