

GENERAL POLICIES AND PROCEDURES

OMBUDSMAN

Arlington I.S.D. offers the services of an Ombudsman. An Ombudsman is a person who investigates complaints and assists in achieving fair settlements. The A.I.S.D. Ombudsmen are Tony Arangio and Deborah Hunte. They can be reached at 682-867-1915.

CELL PHONES AND ALL ELECTRONIC DEVICES

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 and/or refusal to promptly and peacefully relinquish a device 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.

Inappropriate and/or unauthorized use of picture taking devices, including but not limited to; Video Phones, Camcorders, Digital Cameras, Cameras, etc. will lead to confiscation and disciplinary actions as deemed appropriate by school administration.

USE OF COMPUTERS

The following rules apply to all computers:

Do not bring outside diskettes to class

Keep food, drinks, make-up; any type of aerosol (hairspray or perfume), or any magnetized objects away from computers

Take care of all equipment and furniture

Never modify any software without teacher help

Never turn computer on or off or soft boot without teacher permission

Avoid contact with the monitor screen