

Rochelle ISD



Discipline Management Plan & Student Code of Conduct

2017-2018

Rochelle Independent School District
Student Code of Conduct Notification Letter

Dear Parent:

This booklet contains the Discipline Management Plan and the Student Code of Conduct for our school district. The information shared with the Rochelle ISD community serves to inform you and your student of the type of conduct expected in the Rochelle ISD. It is important that you and your child review this information together so that both student and parent will clearly understand the rules of acceptable conduct and the consequences put in place to curtail misbehavior. With your support and encouragement, we are confident that your child will meet and exceed the behavioral expectations established by the Rochelle ISD community. Those who fail to follow the established rules and regulations should expect to experience normal discipline management techniques, suspension, removal to an alternative education placement, or expulsion depending on the type, nature, and extent of the offense.

We have requested that parents sign a document at enrollment or registration; this document states that students and parents understand that access to electronic copies of this document will be made via the school website and that the document will be read by students and parents. Physical copies of this document are available from the school by request. If a signed copy is not provided at the point of enrollment or registration, we shall assume that you agree with and accept the policies stated within this document. If you have any questions relating to this discipline management plan and Student Code of Conduct please call or visit with the Principal or Superintendent.

Sincerely,

Dave Lewis
Superintendent – Rochelle ISD

Matthew Fields
Principal – Rochelle ISD

Acknowledgment of Receipt of the Student Code of Conduct

I have received notification regarding the posting of the Rochelle ISD Discipline Management Plan and Student Code of Conduct on the website. I will read the plan and to become more knowledgeable of the contents of the plan.

School: ROCHELLE ISD

Student's Grade Level: _____

Student's Name (PLEASE PRINT): _____

Student's Signature: _____

Parent's Signature: _____

Discipline Management Plan and Student Code of Conduct

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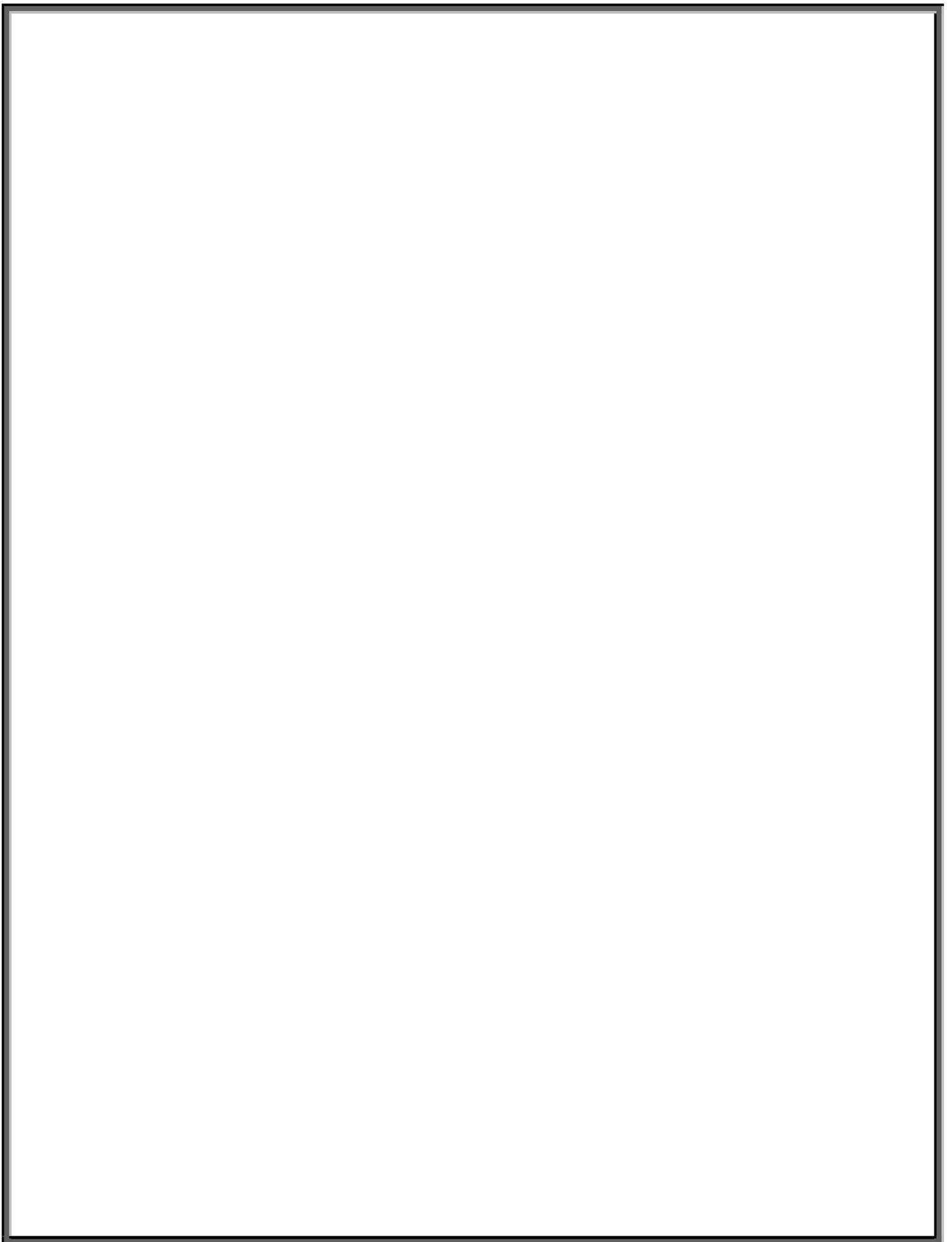
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Rochelle Independent School District

Discipline Management Plan and Student Code of Conduct

Introduction

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

Implementation of the Code of Conduct

Responsibility of Administration & Enforcement of the Code of Conduct

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

The Role of Teachers and Other Certified Personnel

Administrators have the responsibility to:

- Assure a safe and orderly climate for teaching and learning.
- Enforce the Rochelle ISD Board approved Student Code of Conduct.
- Provide appropriate support for teachers who seek help in discipline management.
- Notify parents within 24 hours of receipt of a report of violation of the Student Code of Conduct.
- Provide campus in-service related to the code of conduct.
- Communicate with parents when their child becomes a discipline problem.
- Secure a signed statement from parents acknowledging the posting of an electronic or receipt of a physical copy of the code of conduct.
- Report firearm offenses to TEA in accordance with 37.001(e).
- Schedule hearings within 3 days after a formal teacher removal of a student.
- Provide parents with notice of and an opportunity to participate in a proceeding before the board or board designee when student placement in an alternative education program (AEP) extends beyond the end of the next grading period.
- Provide minimal due process for suspensions and AEP placements.
- Provide 120 calendar day review of academic status of students in AEP.
- If the student is in high school, the parent and school official shall review progress toward graduation and establish a specific graduation plan. The district is not required to provide a course necessary to fulfill a student's graduation requirement while the student is in AEP beyond that required by law.
- Make appropriate reports to law enforcement.
- Admit a student to school after the student has successfully completed any court disposition requirements if the student meets requirements for public school admission.

Teachers and other certified personnel have the responsibility to:

- Be knowledgeable of the code of conduct.
- Develop, maintain, and communicate classroom rules and discipline management procedures.
- Remove a student who commits certain offenses from class.
- Maintain an orderly classroom and atmosphere.
- Establish rapport and an effective working relationship with parents.

- Report (in writing up to one page) to the Principal or other appropriate administrator any known violation of the Student Code of Conduct that extends beyond a Level I offense.
- Maintain confidentiality upon receipt of information that a student has committed an expellable offense.

Responsibilities of Parents

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

- Make every effort to provide for the physical needs of the student.
- Teach the child to pay attention and obey rules.
- Assure their child attends school regularly and report and explain absences and tardiness to school personnel.
- Be sure the child is appropriately dressed at school and school-related activities.
- Support school personnel in the enforcement of discipline imposed in accordance with school policy and the Student Code of Conduct.
- Participate in meaningful conferences with school personnel regarding the child's progress, behavior, or general welfare.
- Discuss report cards and school assignments with their child.
- Bring to the attention of school personnel any problem or condition that may relate to the child's education or well being.
- Supply all records required for enrollment.
- Submit a signed statement that they have received or have electronic access to and will review the Student Code of Conduct and that they will become knowledgeable of the responsibilities outlined in the code.

Placement Review Committee

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

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

Parent Teacher Conferences

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

All schools will schedule at least one general conference for parents to provide an overview of district and classroom behavior expectations. This conference may be accomplished through open house, meeting of the parent teacher organization or through a general meeting of parents and district or campus personnel. Other conferences may be held at the request of the parent or school personnel when problems arise relating to a student's academic achievement, when the student behavior results in assignment to in-school suspension or an alternative education program, or when there are excessive absences or tardies.

Student Records

Certain information about students is considered directory information and will be released to anyone who follows procedures for requesting it unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing via a district created opt-out document submitted to the front office. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of

students on athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

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

Textbooks and Other Resources

State-approved textbooks and other ancillary resources are provided free of charge for each subject or class; a student is required to use these resources carefully. Books must be covered by the student, as directed by the teacher; a student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian; students are financially responsible for instructional materials that are returned damaged. A student is responsible for bringing any needed textbooks to school. The requirements extend to other instructional tools given to students (this may include laptops, calculators, etc.).

Visitors

Parents and other visitors are welcome to visit the school. All visitors must first report to the front office in order to check-in. Visits to individual classrooms during instructional time are permitted only with the Principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

The Code of Conduct

Introduction

The goals of the curriculum may be met only when there is a school climate free from disruptions that interfere with the learning process. The purpose of this code is to communicate the expectations for responsible student behavior, and the consequences of irresponsible and disruptive behavior. It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectations. However, when violations of the Code of Conduct do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment. Student discipline shall be administered fairly and equitably and will be based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

- The seriousness of the offense.
- The student's age.
- The frequency of misconduct.
- The student's attitude.
- The potential effect of the misconduct on the school environment.

Jurisdiction

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

Abiding by the Law

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

End of Semester/Year Offenses

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

Rights and Responsibilities of Students

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

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

- Attending all classes daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly dressed.
- Exhibiting respect toward others.
- Behaving in a responsible manner.
- Paying required fees and fines unless they are waived.

- Refraining from violations of the code conduct.
- Obeying all school rules and safety rules.
- Exhibiting responsible conduct at school, on school buses, and at all school functions on or off campus.
- Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.
- Students are responsible, and may face disciplinary action, for the contents of their lockers, automobiles, and/or backpacks.

Prohibited Activities at School and at School Events

- Cheating or copying the work of another student.
- Throwing objects, outside supervised school activities, that can cause bodily injury or damage to property.
- Leaving school-sponsored events without permission.
- Directing profanity, vulgar language, or obscene gestures toward other students.
- Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
- Playing with matches, fire, or committing arson.
- Committing robbery or theft.
- Damaging or vandalizing property owned by the District, other students, or District employees.
- Disobeying school rules about conduct on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.
- Committing extortion, coercion, or blackmail; that is obtaining money or other objects of value from an unwilling person or forcing an individual to act with force or threat of force.
- Engaging in verbal abuse; this includes name-calling, using ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
- Engaging in any other conduct that disrupts the school environment or educational process.
- Committing indecent exposure.
- Being tardy or leaving school grounds when not permitted to do so.
- Engaging in any conduct constituting felony criminal mischief as defined by law.
- Engaging in any unruly, disruptive, or abusive behavior that seriously interferes with teacher's communications, with students, with students' ability to learn, or with the educational process. This disruptive behavior can manifest through many avenues including the use of cell phones, smart watches, etc. Cell phone use is prohibited during the instructional day.

Dress Code

The Rochelle ISD dress code is established to teach hygiene, instill discipline, prevent disruption and avoid safety hazards. Students shall come to school looking clean and neat and exhibiting grooming that will not pose a health or a safety risk to themselves or to others. The following includes is a list of rules and regulations regarding the dress code and grooming.

- Student's hair must be an appropriate length and groomed. Hair color shall be of natural hair colors as to not cause a distraction to other students. Hair of an unnatural color is not permitted at school.
- Sideburns shall be no lower than the bottom of the earlobe.
- Hair is not to fall below the eyebrows.
- Hair is not to be below the collar level in back for males.
- Hair must not hang below the earlobes on the side.
- No extreme hairstyles will be tolerated for boys or girls. Extreme hairstyles include designs cut into a student's hair.

- Shorts that are hemmed, dresses, skirts or skorts may be worn provided they are not above the student's fingertips at arm length.
- Spandex shorts and PE type clothing may be worn for PE or athletic purposes only during the designated athletic and PE periods only.
- See through shirts, muscle shirts, and/or shirts that do not cover the waist are not permitted. Boys are not allowed to wear sleeveless shirts.
- Tights/Leggings may be worn provided they are worn with tunics or long blouses that are fingertip length.
- All students shall be clean shaven.
- Hats may not be worn in the building. Hats worn outside must be worn with the bill facing forward.
- Inappropriate tattoos are not permitted.
- No visible body piercing other than on the ears for females is permitted.
- Boys are not permitted to wear earrings.
- Garments that are designed to be worn as undergarments will remain concealed at all times. Tank tops are not allowed to be worn as primary tops.
- Pajama bottoms are not permitted.
- Students may wear frayed jeans as long as no skin shows.
- The district prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene, depict sexual over-tones, that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy. This policy extends to any clothing or grooming that, in the eyes of administration, may cause a disruption or interfere with normal school operations.

Attendance

To receive credit in a class, a student must be in attendance for at least 90% of the days the class is offered during a semester. A student who is in attendance less than 90% of the days the class is offered in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances. The Attendance Committee will continually monitor attendance. When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Verification of any illness may be required if the student's absences are more than 3 to 5 consecutive days, or if the reason given is suspect. The District considers the following as extenuating circumstances for the purpose of granting credit for a class:

- An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the Principal.
- Days of suspension.
- Participation in court proceedings or child abuse/neglect investigation.
- A migrant student's late enrollment or early withdrawal.
- Days missed as a runaway.
- Completion of a competence-based program for at-risk students.
- Late enrollment or early withdrawal of a student under Texas Youth Commission.
- Teen parent absences to care for his or her child.
- Participation in a substance abuse rehabilitation program.
- Homelessness as defined in federal law.

An attendance committee will be appointed by each school to hear appeals from students who are in attendance less than 90% of the days the class is offered. The committee will consist of the student's teacher(s), counselor, and the Principal or his or her representative. The attendance committee will have the authority to:

- Grant credit if excessive absences have been accumulated if the absences are for extenuating circumstances.
- Offer alternative ways for students to make up time and school work missed.
- Deny credit as is allowable by the above code.
- Derive student contracts with the student and parents/guardians to curtail additional absences.

- Report cases of truancy to the proper judicial authority.

Compulsory Attendance

Students will be required to attend school if they are 6 years old or before September 1st and until student has completed the school year in which their 17th birthday occurs. Upon enrollment in school, pre-kindergarten and kindergarten students will be required to attend school.

OFFICIAL NOTICE PURSUANT TO EDUCATION CODE 25.095, TO THE CHILD AND PERSON(S) STANDING IN PARENTAL RELATION TO THE CHILD. Failure to comply with the laws and rules governing compulsory attendance may result in legal action or other consequences.

Rochelle ISD has adopted the following graduated sanctions, in effect September 1, 2015, to address 90% compulsory attendance and truancy pursuant to the passage of HB 2398. Parents or students will have two (2) days in which to produce appropriate documentation for excusal of absences prior to truancy sanctions being enacted.

- 1st Unexcused absence - Notification Letter and 1 day of detention
- 2nd Unexcused absence - Notification Letter and 2 days of detention
- 3rd Unexcused absence - Notification Letter and 3 days of detention
- 4th Unexcused absence - Notification Letter and 4 days of detention
- 5th Unexcused absence - 90% Compulsory Attendance Letter and ISS or Saturday School
- 6th Unexcused absence - ISS or Saturday School
- 7th Unexcused absence - ISS or Saturday School
- 8th Unexcused absence - Saturday School
- 9th Unexcused absence - Saturday School
- 10th Unexcused absence - Truancy filed with court

If the student does not attend the Saturday School assigned, they will not be eligible to participate nor attend any school extra-curricular activity or event until the assignment has been successfully completed. Additional Saturday Schools may be required at the discretion of an administrator.

As mentioned previously, all absences with a parent note will be excused at the discretion of Rochelle ISD, and the excused absence will not count toward the above 10-day outline. It is important to note that school officials will only accept a note from parent/guardian 5 times before the student is required to bring a doctor's note in order to be excused. Two partial days on which the student is absent will equal 1 full day of absence.

Saturday School

Students in grades 6-12 may be assigned to Saturday School by an attendance committee for excessive absences. In other words, Saturday School will be required for students who are deemed as being truant. As was mentioned previously, if the student does not attend the Saturday School assigned, they will not be eligible to participate nor attend any school extra-curricular activity or event until the assignment has been successfully completed. Additional days of Saturday School may be required at the discretion of an administrator.

Vandalism/Damage to School Property

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost textbooks. This responsibility extends to other devices (such as iPads, laptops, calculators, etc.) belonging to the district; if these items are damaged by or because of a student, the student and the student's family will be responsible for replacing the item.

Sexual Harassment

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

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

Students and parents are encouraged to discuss their questions or concerns about the expectations in regard to harassment with a teacher, the Principal or his designee, or the administrator that serves as the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the Principal (or designee) or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible. The Principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

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

Hazing

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

Tobacco Use

The use or possession of tobacco products by students is prohibited on all campuses. Students shall not possess or use tobacco products, including but not limited to cigarettes, e-cigarettes, cigars, pipes, snuff, or chewing tobacco on school premises or at school-related activities.

Music Devices, Cell Phones, Games, and Other Electronic Devices

Students are not permitted to utilize such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, smart watches, or cellphones/smartphones or other similar device with text messaging capabilities during the instructional day with the exception of lunch for grades 6-12. The usage of these devices at any other time outside of lunch is not permitted.

Drug-Alcohol Use

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

- Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate. Medications that are controlled must be kept and dispensed by the school nurse.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs prohibited under the Texas Controlled Substance Act or Federal Drug Abuse Prevention Control Act.

Please note that the term "use" means a student has smoked, ingested, injected, imbibed, inhaled, drank, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, or speech. Additionally, the phrasing "under the influence" means a student's faculties are noticeably impaired; however, the student need not be legally intoxicated.

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

Weapons

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

- Firearms of any kind
- Fireworks or concussion devices of any kind
- Knives (this includes pocket knives)
- Razors
- Clubs or night sticks
- Metallic or hard surfaced knuckles
- Chains
- Pellet guns, BB guns or slingshots
- Any other object used in a way that threatens to inflict harm to another person
- Ammunition of any variety or caliber

It is vital that the Rochelle ISD community remain cognizant that lockers and cars parked on school premises may be inspected by school personnel if there is a reasonable suspicion to believe they contain a weapon or weapons.

Assaults

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

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

Disturbing School or Classes

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

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

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

Disruption of Lawful Assembly

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

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

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur. Conduct by students, either in or out of class, that for any reason - whether because of time, place, or manner of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

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

Distribution of Materials

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

- Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports forecast that disruption will likely result directly from the distribution.
- Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
- Content of the materials to be distributed shall conform to the following standards:
 - Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.

- Material may not be forbidden if the portions or specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or reading assigned by teachers.
- Libelous material may be prohibited from distribution.
- Publications that criticize board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
- Hate literature that scrupulously attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction.

Prior Review

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

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

Student Conduct on School Buses

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

- Being disobedient or disrespectful to the driver.
- Standing or moving around while the bus is in motion
- Sticking the head or hands out of a window.
- Throwing an object or objects out of a window.
- Excessively loud talking or laughing.
- Using tobacco, alcohol, or any other prohibited substance.
- Scuffling or fighting.
- Using obscene and/or unacceptable language.
- Littering the bus.
- Disturbing others.
- Eating or drinking on the bus.
- Tampering with the bus and/or bus equipment.
- Possessing or being under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or an item that mimics a prohibited substance.

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

First Bus Report: The student will have a conference with the Principal or designee; disciplinary action may be taken. The student may retain bus privileges depending on the nature of the report and the specific rule broken; serious offenses will be treated like a fourth bus report at the

discretion of the Principal. The parent will be notified of the offense, the conference, and any disciplinary action.

Second Bus Report: If the student receives a second bus report within the same semester or soon after the first bus report, the student will lose bus privileges for up to five days. The parent will again be notified of the offense and consequence. Again, serious offenses will be treated like a fourth bus report (again at the discretion of the Principal).

Third Bus Report: The student will lose bus privileges for up to ten days. The parent will again be notified of the offense and consequence. Serious offenses (as outlined above) may be treated like a fourth bus report at the discretion of the Principal.

Fourth Bus Report: The student may lose bus privileges for the remainder of the semester. If the student receives another bus report in the following semester, he/she will lose bus privileges for the remainder of the school year. The parents will be notified.

In the event of initiation and/or participation in a major offense, a student may lose bus privileges for an undetermined length of time.

Closed Campus

Rochelle Independent School District is a closed campus.

Lunch Time

All students are to remain on campus during the allotted lunch time unless permitted to leave by an administrator and with the permission of parents.

Other Times

Students shall not leave campus at any other time other than at the regular release time without permission of the Principal and their parents. Once students have permission from their parents and the Principal, they must sign out in the office and have a school employee initial that the above conditions have been met. It is the responsibility of the school employee to see that the above conditions have been met before initialing the sign out sheet. Students that leave school without properly signing out, including having it initialed by a school employee, shall be subject to disciplinary actions.

Secret or Self-Perpetuating Societies

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

General Guidelines for Assessing Discipline

Definitions

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

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

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

In-School Suspension (ISS): An on-campus setting apart from the regular classroom where the student continues to receive instruction in each course to the extent possible and is for students who commit disciplinary infractions.

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

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

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

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

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

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

Listing of Offenses and Consequences by Level

Level I Offenses

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

- Being tardy to class on more than one instance.
- Refusing to follow classroom rules after redirection by the teacher.
- Refusing to participate in assigned activities or fulfill assignments.
- Failure to bring appropriate material(s) to class.
- Possessing and/or using nuisance items.
- Using the vending machines while class is in session or between academic classes; the vending machines are only usable during before or after school. These devices may also be used by students in Grades 6-12 during lunch.
- Eating, drinking, or gum chewing in an undesignated area.
- Disruption of the orderly classroom process.
- Running, making excessive noise, or other disruptions in halls, buildings, classrooms, or other supervised settings.
- Skipping class or any other scheduled activity.
- Violation of the dress code.

Level I Disciplinary Options

Any one or combination of following consequences may be used for a Level I offense.

- Teacher/student or administrator/student conference.
- Parent conference or call.
- In-class disciplinary action or assignment.
- Withdrawal of student privileges.
- Detention or In School Suspension (ISS) for the remainder of the day.
- Counselor/student conference.
- Confiscation of nuisance items or materials.
- Supervised campus service assignment.

Level II Offenses

When a student's behavior does not change as a result of action taken on Level I and the student is being seen for a second time in the Principal's office for repeated Level I infractions, the student is moved to Level II for discipline purposes.

Level II Disciplinary Options

Any one or any combination of the following consequences may be applied in the event of a Level II offense.

- Any combination of teacher, Principal or appropriate administrator, parent and student conference.
- Any discipline technique outlined in Level I
- Corporal punishment at the request of and with the permission of the parent.
- In-school suspension for one or two days.

Level III Offenses

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

- Cheating or copying the work of another student.
- Leaving the classroom, building, grounds, or assigned activity without permission.
- Using profane, obscene, indecent, or racially or ethnically offensive language and/or physical gestures to other students.
- Failure to comply with lawful directives issued by school personnel.
- Truancy.
- Altering school records or documents, or forgery of a name on school documents.
- Vandalism to or defacing school property.
- Excessive absences or tardies.
- Inappropriately engaging in acts of familiarity with other students.
- The throwing or the irresponsible use of objects that can cause bodily injury or damage to property.
- Exhibiting any unacceptable or unwanted physical contact that could, but does not, result in injury.
- Recklessness in an automobile.

Level III Disciplinary Options

Any one or any combination of the following may be applied for a Level III offense.

- Any combination of teacher, Principal or appropriate administrator, student and parent conference.
- Grade penalty (including receiving a 0 for an assignment) for copying or cheating.
- Detention.
- Exclusion from extracurricular activities.
- In-school suspension.
- Corporal punishment at the request of and with the permission of the parent.
- Restoration and/or restitution as applicable.
- Withdrawal of selected student privileges.
- Supervised campus service assignment.

- Saturday school.
- Involvement of law enforcement personnel as is needed or warranted.

Level IV Serious Offenses

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

- Any repeated offense of Level III or a new violation while being disciplined for a Level III offense.
- Repeated acts of disobedience or disorderly behavior which may prove to be detrimental to the school, harmful to health and safety, or inhibiting to the rights of others.
- Being disrespectful toward school personnel or refusing to comply with lawful requests or directions of school personnel.
- Threats (oral or written) that suggest a desire or intention to do bodily harm to another individual or to the property of another individual.
- Interfering with school authorities or school programs through boycotts, sit-ins, or trespassing.
- Fighting - which is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should seek to detach himself/herself from the situation and get school personnel or adult help.
- Theft, robbery, extortion, gambling, or arson.
- Using profane, obscene, indecent, immoral, or offensive language and/or gestures directed toward school personnel.
- Failure to comply with assigned disciplinary consequences.
- Possessing a device, object, or substance that could cause bodily harm to individuals in any school setting.
- Failure to report to school personnel the knowledge of an event, device, object, or substance that could cause bodily harm to individuals in any school setting.
- Possession, use, or distribution of any substance represented to be a drug or alcohol.
- Possession or use of tobacco products.
- Indecent exposure, sexual misconduct, and/or sexual harassment.
- Hazing.
- Gang-related behavior or activity; this includes gang membership.
- Possession of drug paraphernalia.
- Burglary of a school facility or major vandalism to District property.
- Posting or distributing unauthorized communicative materials on school premises.
- Assault.
- Placing or discharging fireworks.
- Pledges to join, solicit membership in a public-school fraternity, sorority, secret society, or gang as defined in TEC 37.121.

Level IV Disciplinary Options

Any one or any combination of the following may be applied for a Level IV offense.

- Any discipline technique outlined in Level III.
- Suspension from school not to exceed three days at a time.
- Citation by law enforcement personnel.
- Alternative education placement.
- Reassignment of classes.
- A student 10 years of age or older may be expelled if the student:
 - Continues to engage in serious or persistent misbehavior that violates the code of conduct or AEP classroom rules while placed in an alternative education program for disciplinary reasons.
 - Engages in criminal mischief under Penal Code 28.03, if the conduct is punishable as a felony, whether committed on or off of school property or at a school-related activity, (intentional or knowing damage to school property resulting in a loss of \$1,500 or more).

- Sells, gives, delivers to another person, uses, or is under the influence of any amount of marijuana, a controlled substance, a dangerous drug or alcohol at school or a school sponsored event.
- Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or volatile chemical while at school or a school sponsored event.

Level V - Mandatory Removal

A student who is younger than 10 years of age shall be removed from class and placed in an alternative education program if the student engages in expellable conduct.

Students removed to AEP or expelled from class for a drug, alcohol, or related violation of the Student Code of Conduct shall be required to pass a routine drug and alcohol screening at the adult probation office before being returned to the regular classroom setting. The parents and student shall be responsible for the cost of this screening. Failure to complete or pass this drug and alcohol screening shall result in the student being placed in or returned to AEP until the screening is successfully completed.

Level V - Permissible Removal

A student may be removed from class and placed in an alternative education program based on conduct occurring off campus even while the student is not in attendance at a school-sponsored or school-related activity if the Superintendent or Superintendent's designee has a reasonable belief that the student engaged in a felony offense.

Level V Removal and Expulsion Offenses

If a student commits any of the following acts while on school property, or while attending a school-sponsored or school-related activity on or off the property, he or she will be removed to an alternative education program.

- Commits assault as defined by Penal Code 22.01(a)(1).
- Makes a terroristic threat as defined by Penal Code 22.07, or commits the offense of false alarm under section 42.06 of the Penal Code (from anywhere, not just within 300 ft of school property)
- Sells, gives, delivers, uses, or possesses marijuana, a controlled substance as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. 801 et seq., a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the Alcoholic Beverage Code.
- Commits a serious offense under the influence of alcohol.
- Commits an offense relating to abusable glue or aerosol paint under 485.031 through 483.035, Health and Safety Code, or other volatile chemicals under Chapter 484, Health and Safety Code.
- Engages in public lewdness under Penal Code 21.07.
- Engages in indecent exposure under Penal Code 21.08
- Engages in retaliation against a school employee under Penal Code 36.06 except, if the student commits a mandatory expellable offense against any employee in retaliation for or as a result of the employee's employment with the school district, the student must be expelled under 37.007(c).
- Receives deferred prosecution under Family Code 35.03 for conduct defined as a felony under Title 5 of the Penal Code.
- A court or jury finding of delinquent conduct under Family Code 54.03 for conduct defined in Title 5 of the Penal Code.
- A finding by the Superintendent or designee that he or she has a reasonable belief that the student has engaged in conduct defined as a felony offense in Title 5 of the Penal Code.
- Engagement in any conduct punishable as a felony.

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

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

A student 10 years of age or older shall be expelled from school for a period of time determined by the Board if the student, on school property or while attending a school-sponsored or school related activity on or off school property, uses, exhibits, or possesses:

- A firearm.
- An illegal knife, as defined in Penal Code 46.01(6). A pocket knife shall not be considered a bladed instrument if not opened or exhibited in a threatening manner, and not otherwise illegal under the penal code.
- A club as defined by Penal Code 46.01(1).
- A weapon listed as a prohibited weapon under Penal Code 46.05, including (but not limited to):
 - explosive weapons
 - a machine gun
 - a short-barreled firearm
 - a switchblade knife
 - knuckles
 - armor-piercing ammunition
 - a chemical dispensing device
 - a zip gun

A student 10 years of age or older shall be expelled from school for a period of time determined by the Board if the student, on school property or while attending a school-related activity on or off of school property commits:

- Aggravated assault under Penal Code 22.02.
- Sexual assault under Penal Code 22.011.
- Aggravated sexual assault under Penal Code 22.021.
- Arson under Penal Code 28.02.
- Murder under Penal Code 19.02.
- Capital murder under Penal Code 19.03.
- Criminal attempt to commit murder or capital murder under Penal Code 15.01.
- Indecency with a child under Penal Code 21.11.
- Aggravated kidnapping under Penal Code 20.04.
- The offense of selling, giving, delivering, using, or possessing marijuana and/or a controlled substance as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. 801 et seq., a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the Alcoholic Beverage Code if the conduct is punishable as a felony.
- An offense relating to abusable glue, aerosol paint under 485.031 through 485.035, Health and Safety Code, or other volatile chemicals under Chapter 484, Health and Safety Code if the conduct is punishable as a felony.
- Any of the above offenses against any school employee or volunteer in retaliation for or as a result of the employee's employment with a school district, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school related activity on or off school property.

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

Level V - Discretionary Expulsion

A student may be expelled if the student, while on school property or while attending a school-sponsored or school related activity on or off school property.

- Sells, gives or delivers to another person, or possesses, uses or is under the influence of any amount of:

- Marijuana or a controlled substance, as defined by chapter 481, Health and Safety Code, or by 21 U.S.C. section 801 A dangerous drug, as defined by Chapter 483, Health and Safety Code
- An alcoholic beverage, as defined by section 1.04, Alcoholic Beverage Code.
- Engages in conduct that the elements of an offense relating to abusable glue or aerosol paint under Health and Safety Code, 485.031-485.035 or relating to violate chemicals under Health and Safety Code chapter 484.
- Engages in conduct that contains the elements of an offense under Penal Code 22.01 (a) (1) against a school district employee or volunteer as defined by Education Code 22.053, in retaliation for or as a result of the person's employment or association with the District, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property.
- Engages in conduct involving a public school that contains the offense of false alarm under Section 42.06, Penal Code, or terroristic threat under section 22.07, Penal Code anywhere the offense is committed.

It is vital to remember that in every instance the terms of expulsion shall deny the student access to all District activities and school property.

Cell Phones and Other Electronics

Students should not bring any of the following devices to school for use during the instructional day: pagers, radios, CD Players, tape recorders, camcorders, DVD players, cameras, electronic devices of any kind, or game. If students bring these devices, they bring them at their own risk. If devices are stolen while students have them at school, Rochelle ISD is not responsible for the theft of these items. Cell phones that are turned on and go off during the instructional day will require disciplinary action to be assessed. Cell phones are to be stored in a car, locker, or backpack throughout the course of the entire instructional day. The following are the disciplinary actions for violations of this policy:

First Offense

The student's device (cell phone and SIM card) will be confiscated for the remainder of the day as well as the following day and will be returned at the end of that following day for a fee of \$15.

Second Offense

The student's device (cell phone and SIM card) will be confiscated for the remainder of the day as well as the following ten calendar days and will be returned at the end of the tenth calendar day for a fee of \$15.

Third Offense

The student's device (cell phone and SIM card) will be confiscated for the remainder of the day as well as the following twenty calendar days and will be returned at the end of the twentieth day for a fee of \$15.

Forth Offense

The student's device (cell phone and SIM card) will be confiscated for the remainder of the semester and returned for a fee of \$15 at the end of that semester.

Procedural Due Process - Alternative Education Program (AEP)

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

If the placement extends beyond the end of the next grading period, the student and student's parents have a right to notice and participation in a hearing before the Board or the Board's designee. If a student appeals the Principal's decision for alternative education placement, the student shall remain in the AEP during the appeal process. A decision to place a student in an AEP beyond the end of a grading period may not be appealed beyond the Board. After hearing the appeal, the Board or the Board's designee shall set the terms

for the student's placement in an AEP and deliver a copy of the order placing the student in the AEP to the student and the student's parents. The student's status must be reviewed by the Superintendent at intervals of not more than 120 days.

For placement in an AEP to extend beyond the end of the school year, the Board or the Board's designee must determine that the student's presence in the regular classroom or campus presents a danger of physical harm to students or others, that the student has engaged in serious or persistent misbehavior that violates the student code of conduct, or if the student's action or offense for which the student is placed in an AEP takes place during the final grading period of the year.

Expulsion

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

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

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

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

No later than the second business day after the date of a hearing, a copy of the expulsion order will be delivered to the authorized officer of the juvenile court of the county in which the student resides. Parents are responsible for supervision of the student during the expulsion term.

Appeal of The Board's Decision to Expel

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

Emergency Placement or Expulsion

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

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

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

The Principal or appropriate administrator has the right to order the immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect persons or property from imminent harm. At the time of the emergency expulsion, the student shall be given a notice of the reason for the emergency expulsion. A due process hearing for expulsion will be provided within 10 days unless the parent or guardian agrees in writing to an extension of time. The Principal or appropriate administrator is not liable for civil damages for an emergency expulsion. The conditions of an emergency placement or emergency expulsion may restrict the student's extracurricular activities according to the Student Code of Conduct.

Teacher Removal of a Student

Informal Discretionary Removal

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

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

Formal Discretionary Removal

A teacher may remove a student from class if any of the following occur.

- If a student behaves in a way that is documented by the teacher to repeatedly interfere with classroom learning.
- The teacher determines the student to be so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
- If the behavior is a violation of the Student Code of Conduct, the teacher must file a written report that day, not to exceed one page in length, with the Principal; a copy will be sent to the parent or guardian within 24 hours.

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

When a teacher removes a student from class under this provision, the Principal retains the right to place the student into another appropriate classroom, or to place the student into in-school suspension, or to place the student into an alternative education program (AEP). If the Principal's decision is that the student should be returned to that teacher's classroom and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available. The terms of removal may prohibit the student from attending or participating in school sponsored or school related activities.

Mandatory Removal by a Teacher

A teacher shall remove from the classroom a student who engages in conduct described under Level V of the Student Code of Conduct. The Principal shall either place a student removed under this provision into an alternative education program or expel the student as is appropriate. When a student is removed from class by a teacher under this provision, the Principal shall schedule a hearing within three business days. The hearing shall include the Principal, parent/guardian, student, and the teacher who removed the student (when appropriate). Even if all persons are not present, the Principal may still order the appropriate placement and the duration of that placement. If the Principal's decision is that the student should be expelled, the student shall be provided a due process hearing for expulsion consistent with this Code of Student Conduct. If the Principal's decision is that the student should be returned to that teacher's classroom following completion of the assignment to an alternative education program and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

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

Suspension

The Principal or other appropriate administrator may suspend a student who commits a Level IV offense. A suspension may not exceed three school days, and the student shall be responsible for all class work missed during the period of suspension. Multiple suspensions for subsequent offenses are permissible.

Before suspending the student, the Principal shall conduct an informal hearing at which the student is advised of the conduct of which he or she is charged and the student is given the opportunity to explain his or her version of the incident. District personnel shall make every effort to notify the parent prior to suspending a student from school. If the parent cannot be contacted prior to removal, the parent shall be notified as soon as possible and shall be informed of the reasons for suspension. It is the responsibility of the parent to provide adequate supervision of the student during the period of suspension.

Placement of Students with Disabilities

Placement of Students with Disabilities in an AEP

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

Emergency Removals of Disabled Students

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

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

Suspension of Students with Disabilities

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

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

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

Expulsion of Students with Disabilities

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

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

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

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

Appeal of a Student with Disabilities Expulsion

A decision of the Board's designee to expel a student may be appealed to the Board. A student may be denied the privileges of the home campus pending appeal of an expulsion. A disabled student shall not be excluded from school pending appeal to the Board for more than ten days without ARD or 504 committee action. During an appeal to a special education hearing officer, the student shall remain in his current classes unless the District and parent agree otherwise or the hearing officer grants an interim order to authorize the exclusion.

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

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

Corporal Punishment

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

emotional conditions of the student shall be considered before the administration of any corporal punishment.

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

- The student will be informed of the reason(s) for corporal punishment.
- The parent will be notified of the offense and must agree to the use of corporal punishment.
- Corporal punishment may be administered by the teacher, school Principal, or other school administrator.
- The instrument to be used in administering corporal punishment shall be approved by the Principal.
- The administration of corporal punishment shall be performed in the presence of one other professional employee of the district, and in a designated place out of view of other students.
- A record shall be maintained on each administration of corporal punishment.

Detention

For minor infractions of the code of conduct or other policies or regulations (as was outlined in the Code of Conduct), teachers or administrators may detain students after school hours in detention. Detention will be offered each day in the cafeteria or other designated space. Before assigning a student to detention, the teacher or administrator shall inform the student of the conduct that constitutes a violation.

Once the detention is issued, a student immediately will leave the room to go to the office to call his/her parent(s). A student that has received detention will be sent to the front office with a detention slip that he/she has filled out and has shared with his/her teacher before leaving the room. From the front office, a student is to call his or her parents and must share the reason(s) for being assigned detention. A student will then return to class after having a member of the front office sign the detention slip to verify the phone call to the parent(s). A member of the front office team, administrator, or teacher can move the date of detention depending on the circumstances; in general, this change in date will not extend beyond one school day (this allows for transportation arrangements to be made or to avoid conflicts with appointments).

The front office will keep a running detention log and share this log with the faculty.

Readmission of Expelled Students

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

Interrogations and Searches

Searches of a student and/or property of the student may be conducted based on a reasonable suspicion of the presence of an item violating Board policy, the Student Code of Conduct, or criminal laws, and only if the search could reasonably be expected to produce evidence of that violation. School officials may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. Consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntarily given. Vehicles on school property are subject to search under the same standard. Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

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

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

- Smell of alcohol on breath.
- Present inability to communicate coherently.
- Dilated pupils.
- Odor of marijuana.
- Habitually sleeping in class.
- Bloodshot eyes.
- Canine alert on one's locker, books, car, etc.

Physical Restraint

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

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

Cooperation with Law Enforcement Officials

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

Police Questioning of Students

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

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

Arrested Students

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

School District and Juvenile Justice Relations

The district has entered a memorandum of understanding between the board of trustees and the county juvenile board concerning the establishment and operation of the Juvenile Justice Alternative Education Program (JJAEP). Their agreement provides for the following:

- The responsibilities of the juvenile board concerning the establishment and operation of the JJAEP.
- The payment of services from the District to the juvenile board.
- Liability issues.
- The transportation of students.

- The exchange of other services between the District and the JJAEP.
- The juvenile probation department's role in supervising the provision of other services for students in the school district AEP.
- Whether or not the court can order a student to attend a school district AEP as a part of probation.
- A memorandum of understanding of the process by which the Code of Conduct can be amended at a later date.
- Other issues the District and the juvenile board feel should be addressed in a written agreement.