Northwest Independent School District

Student Handbook and Code of Conduct

2017-2018

Northwest ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs.

Revisions to the Student Handbook and Code of Conduct are subject to change due to updates from the Texas Legislative session. Updates will be added as received in an addendum format to the 2017-2018 Student Handbook and Code of Conduct.
Dear Northwest ISD Families,

On behalf of the faculty and staff, I want to welcome you to an exciting and challenging year in Northwest ISD. We are committed to providing the best possible learning environment for our students and understand that partnering with you is the optimum way to reach that goal.

The Student Handbook and Code of Conduct is intended to promote school safety and an atmosphere conducive to learning, and we want you to be informed of our expectations and policies. We strongly recommend that you review this guide with your child and keep it as a reference during the school year.

The Northwest ISD Student Handbook and Code of Conduct is available online and printed copies are available by request. Please be aware that the handbook is updated yearly while policy adoption and revisions may occur throughout the year. In the event of a conflict between this handbook and Board Policy, the most recent adoptions of Board Policy are to be followed. The Northwest ISD Board Policy Manual may be found at the District’s administration offices and/or on the District’s website at www.nisdtx.org/Policy-online. Changes in policy that affect the student handbook will be made available through e-newsletters and other communication sources.

We take our responsibility to maintain order and discipline seriously. Our philosophy is to first make certain that everyone in our buildings are safe and then teach kids in an environment filled with an abundance of love and care. Thank you for your involvement as we strive for a successful and rewarding year in Northwest ISD.

Sincerely,

Ryder Warren, Ed.D.
Superintendent of Schools
Northwest Independent School District
Mission, Vision, Beliefs, Goals

Mission Statement
Northwest ISD, in partnership with parents and community, will engage all students in a premier education, preparing them to be successful, productive citizens.

Vision Statement
The best and most sought-after school district where every student is future ready:
- Ready for college
- Ready for the global workplace
- Ready for personal success

Core Beliefs
1. Kids come first.
2. Continuous improvement is essential for future success.
3. The success of each student is the shared responsibility of students, families, schools and communities.

Strategic Goals
1. Northwest ISD will design dynamic learning experiences to ensure that all students are future-ready learners.
2. Northwest ISD will recruit, develop, retain, and recognize an exceptional, highly motivated staff to optimize student engagement and learning.
3. Northwest ISD will communicate in a timely, open manner and engage parents and community members in positive partnership opportunities in our schools.
4. Northwest ISD will provide premier facilities and support systems that enhance a positive learning environment and foster student and community pride.
5. Northwest ISD will invest resources to ensure that students, parents, and the community receive optimal educational services.

2017-2018 Board of Trustees
Mark Schluter, President, Place 2
Judy Copp, Vice President, Place 4
Anne Davis-Simpson, Ph.D., Secretary, Place 3
Josh Wright, Trustee, Place 1
Steve Sprowls, Trustee, Place 5
Lillian Rauch, Ph.D., Trustee, Place 6
Mel Fuller, Trustee, Place 7

Board Meetings:
All Northwest ISD Board meetings are open to the public. Regular meetings will be held at 7 p.m. on the second and fourth Monday of each month in the Board Room at the Administration Building (2001 Texan Drive, Justin). With public notice, Trustees will also hold special meetings and work sessions as needed. When determined to be necessary, the Board President may change the date or time of the regular meetings. The notice for the meeting shall reflect the changed date or time. Within the limits of the Texas Open Meetings Act, parts of the Board meetings may be closed to the public for topics including, but not limited to, the following: real estate transactions, personnel matters, student hearings, and legal matters.

To Address the Board:
The public may address the Board during the public participation portion of the Board meeting. Remarks may be related to any topic, whether agenda items or non-agenda items, and are limited to three minutes. Those wishing to speak during public participation may sign the roster in the Board Room within the hour preceding the meeting.
Overview of the Student Handbook and Code of Conduct

In any school district, it is necessary that guidelines and expectations in accordance with regulations be established for the safety and well-being of all. Northwest ISD operates under the philosophy that it is important to teach students self-discipline through making decisions and understanding that decisions have consequences. The Northwest ISD Student Handbook and Code of Conduct is just one tool to help students, parents, teachers, and administrators work together to teach children self-discipline. To achieve the best possible learning environment for all our students, the Student Handbook and Code of Conduct and other campus guidelines and expectations of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. This document explains what is expected of each student and tells the student what will happen if a rule is violated. The purpose of the Student Handbook and Code of Conduct is to teach each student self-discipline and to provide a safe and secure learning environment for the benefit of all students.

The Northwest ISD Student Handbook and Code of Conduct is the District’s specific response to requirements in Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This handbook provides information and direction to students and their parents/guardians regarding expected standards of behavior as well as potential consequences for misconduct.

The Student Handbook and Code of Conduct is designed to be clear, concise, and consistent. Entries in the handbook are listed in alphabetical order and cross references have been provided to aid students and parents in locating items of interest in the document.

As the District’s discipline management plan, The Northwest ISD Student Handbook and Code of Conduct include a discipline level system. Discipline offenses in the Student Handbook and Code of Conduct are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. Located on the next page is a “Quick Reference Guide to the 2017-2018 Discipline Level System,” a simple one-page summary of the District’s discipline management plan. This quick reference guide is not a substitute for reading the Northwest ISD Student Handbook and Code of Conduct, but rather a quick reference for parents and students. In the event of a conflict, the Student Handbook and Code of Conduct and District Board of Trustees’ policies prevail.
# Northwest ISD Student Handbook and Code of Conduct

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Northwest Independent School District
Parent Involvement Policy

The following Parent Involvement Policy was developed by Northwest ISD parents in accordance with Federal regulations.

Northwest Independent School District believes that parents are partners with teachers and other staff in the education of their children. Northwest Independent School District believes that parent involvement and empowerment are essential at all levels throughout the school district. It is the intent of Northwest Independent School District to inform parents of Title I Parental Involvement participation rights and requirements, each Campus Principal of Title I served schools will conduct annual campus meetings with parents to explain Title I programming and services.

Northwest Independent School District believes that student academic achievement requires that parents have an understanding of curriculum, academic achievement standards, assessments, district/school policies and procedures, and how to monitor their children’s progress and work with students and educators to improve the achievement of their children.

Central administration shall work in collaboration with parents and guardians and shall actively support the school and parents in enhancing parent involvement by:

- Respecting parents as partners in the education of their children.
- Valuing diversity and the need for equity in each school.
- Promoting parent involvement in the District leadership and decision-making.
- Fostering a welcoming and responsive environment for parents.
- Ensuring accountability of the staff at all levels throughout the District in working with parents as partners.
- Valuing the need for partnerships with public and private entities in the Northwest community.
- Establishing and promoting communication as a source of trust and understanding between the District and parents.
- Promote parent training that supports student academic achievement.

Parents/Guardians are asked and encouraged to be involved in their children’s learning and education by:

- Taking the initiative to seek the best educational opportunities for their children.
- Understanding school procedures and opportunities to contribute or receive support.
- Utilizing flexible two-way lines of communication between parents, school staff, and the District on the instruction, achievement, and conduct of their children.
- Participating in training opportunities that will include but are not limited to: strategies/reinforcing learning at home, discipline, and understanding cultural differences.
- Participating in site-based leadership and decision-making.
- Volunteering in their children’s schools.
- Supporting and engaging in developing partnerships within the Northwest community.

An annual review of Parent Involvement Policy is a Title I Part requirement. Revised May 17, 2017

If you are interested in participating in the Parent Involvement Policy Review Committee, please contact Jennifer Alexander, Ed.D., Executive Director of Student Services, 817-215-0079, jalexander@nisdtx.org.
Northwest Independent School District
Quick Reference Guide to the 2017-2018 Discipline Level System

This chart depicts examples of offenses at each of the disciplinary levels and the possible consequences available to administrators. The consequences outlined in this chart are not an exhaustive list and do not require administrators to implement consequences in a particular hierarchy.

For more specific detail, refer to Disciplinary Chart by Level and Grade in the Code of Conduct portion of the handbook.

### Level I
- Being tardy to class
- Running or making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, or building/supervised settings
- Failing to follow classroom guidelines and expectations
- Neglecting to bring required materials or assigned work to class
- Failing to participate in classroom activities or fulfill assignments
- Eating, drinking, or chewing gum in an undesignated area
- Throwing objects or passing unauthorized notes
- Talking back/arguing or name calling
- Horseplay/skuffing (not fighting)
- Possessing and/or using nuisance items
- Disrupting the orderly classroom process
- Violating dress code and grooming standards (Elementary)
- Telling a falsehood (Elementary)
- Spitting (without bodily contact) (Secondary)
- Cheating/copying/academic dishonesty (Elementary)

### Level II
- Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)
- Using food inappropriately
- Un superintendent's property
- Being truant, including skipping class/mandatory tutorials and/or leaving school/class without permission
- Being tardy excessively
- Physically contacting another student creating a disruptive environment
- Violating dress code (Secondary)
- Creating or participating in a disturbance
- Failing to serve detention (All) / Saturday Detention (Secondary)
- Abusing the use of a hall pass (Secondary)
- Possessing lights or matches
- Cheating/copying/academic dishonesty (Secondary)
- Possessing a laser pointer for other than approved use
- Possessing a cell phone or other electronic device during instructional time (visual or auditory) without express permission
- Possessing a look-at weapon (Elementary Only)
- Violating the responsible use policy for technology
- Telling a falsehood to an adult (not associated with an investigation-High School)
- Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing/damaging another student's property
- Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property
- Possessing or using a camera, radio, CD player, MP3 player, hand-held electronic game, or other unauthorized electronic device without express permission
- Recreational drug offenses, audio or video, is prohibited unless permission has been expressly granted by a staff member
- Being present in area without authorization
- Engaging in an inappropriate act of familiarity with another and/or public display of affection
- Loitering on school campus before or after school
- Selling or soliciting for sale unauthorized merchandise
- Posting or distributing unauthorized publications
- Violating parking guidelines (procedures (High School Only)
- Being in an area designated for the opposite gender (e.g. locker rooms, restrooms) (Elementary)

### Level III
- Committing persistent offenses from Level II, including bus infractions
- Engaging in conduct that disrupts the school environment or создает серьезный конфликт
- Using profane, vulgar, or obscene language, pictures, gestures, symbols, and sounds (written or verbal)
- Intentionally or knowingly making libelous or slanderous remarks about students, employees, or others
- Using ethnic, racial, or gender-related slurs or committing inappropriate acts toward a specific racial/ethnic/person/group
- Mutual combat/fighting; encouraging or promoting a fight
- Using lighters or matches
- Possessing or using tobacco/resicted smoking materials
- Using a laser pointer other than for approved use (Secondary)
- Possessing, distributing, or using fireworks of any kind
- Engaging in sexual harassment (verbal, written, or by gesture), including harassment, stalking (non-sexual), or bullying
- Creating a condition that is likely to cause injury
- Engaging in behavior that is illegal that does not constitute an expellable offense
- Possessing a laser pointer for other than approved use
- Possessing a cell phone or other electronic device during instructional time (visual or auditory) without express permission
- Possessing a look-at weapon (Elementary Only)
- Violating the responsible use policy for technology
- Telling a falsehood to an adult (not associated with an investigation-High School)
- Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing/damaging another student's property
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- Posting or distributing unauthorized publications
- Violating parking guidelines (procedures (High School Only)
- Being in an area designated for the opposite gender (e.g. locker rooms, restrooms) (Elementary)

### Level IV
- Removing to DAEP
- Mandatory Placements
- False alarm or report involving a public school or terrorist threat
- Conduct punishable as a felony
- Assault with bodily injury
- Murder or capital murder, or criminal attempted murder or capital murder
- Engaging in behavior with a child
- Aggravated kidnapping
- Aggravated robbery
- Manslaughter
- Criminal negligent homicide
- Continuous sexual abuse of young children
- Marijuana or controlled substances (felony)
- Dangerous drugs (felony)
- Alcohol (felony)
- Retaliation against an employee or volunteer (regardless of location involving above items)

### Disciplinary Placements
- Persistent misbehavior at Level III
- Expellable offenses occurring on another district's property in Texas
- Aggravated assault against a student (regardless of location)
- Engaged in conduct described in TEC 37.007(a)
- Selling, giving, bartering, influence, or delivering to another person a non-prescription drug or possessing, transmitting, selling, or attempting to sell that is represented to be a prohibited substance or drug paraphernalia
- In possession of any device designed to propel a projectile (See chart for detail)
- Attempting to sell/purchase a prohibited substance without being in possession
- Non-Tier 5 felonies (off-campus)
- Continued presence threatens safety of others or detrimental to educational process

### Expulsions to JJAEP
- Mandatory Placements
- Fine
- Expulsion
- Location
- Expulsion
- Restricted
- Prohibited
- Other

### Level V
- Requirement
- Disciplinary Placements
- Assault against an employee or a volunteer (on campus or within 300’)
- student conduct (on campus or within 300’)
- Retaliation against an employee or volunteer (regardless of location)
- Criminal mischief (felony)
- Aggravated robbery against a student (off-campus)
- Expellable offenses occurring on another district’s property in Texas
- Title 5 felonies (off-campus)

### Consequences at all Levels
School officials shall notify local law enforcement authorities any time it is suspected that a criminal act occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.
## Northwest Independent School District
### Central Administration Offices

<table>
<thead>
<tr>
<th>Physical Address:</th>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001 Texan Drive</td>
<td>P.O. Box 77070</td>
</tr>
<tr>
<td>Justin, Texas 76247</td>
<td>Fort Worth, Texas 76177</td>
</tr>
</tbody>
</table>

817-215-0000
817-490-6473
940-648-3224
Fax: 817-215-0170

Ryder Warren, Ed.D.
Northwest ISD Superintendent of Schools
817-215-0030

## Department Phone Numbers

<table>
<thead>
<tr>
<th>Administrative Services/Human Resources</th>
<th>817-215-0168</th>
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<tr>
<td>Athletics</td>
<td>................. 817-698-1041</td>
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<td>Communications/Community Relations</td>
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<td>Student Services</td>
<td>............... 817-215-0079</td>
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<td>Superintendent</td>
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<td>Technology</td>
<td>............... 817-215-0102</td>
</tr>
<tr>
<td>Transportation</td>
<td>............... 817-698-1287</td>
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</table>

## District School Year Calendar
Secondary Schools

Nelson, Byron High School
2775 Bobcat Blvd.
Trophy Club, TX 76262
817-698-5600
Fax: 817-698-5670
Grades 9-12
School Hours: 8:40 a.m. – 4 p.m.

Principal: Ron Myers, Ph.D.
Associate Principals: Kara Lea Deardorff and Todd Rogers
Assistant Principals: Kerry Knisley, Carol McDaniel White, Twana Moore, Maggie Norris, and Branden Richardson
Counselors: Leah Berry, Monique Chavez, Natalie Eddleman, Jennifer Martinez, Shannon Nobles, Paige Smith, and Megan Thomas
Student Services Facilitator: Cheryl Chancelor

Eaton, V.R. High School
1350 Eagle Boulevard
Ft. Worth, TX 76052
Grades 9-10
School Hours: 8:40 a.m. – 4 p.m.

Principal: Carri Eddy, Ed.D.
Associate Principal: Stacy Miles
Assistant Principals: Javonna Bass, Chassidy Green, Ed.D, Jennifer Higgins, and Ed Shelstead
Counselors: Michelle Arnold, Shana Jackson, Rebecca Kelley, Irene Myers, Abby Scanlon, and Marcella Southerland
Student Services Facilitator: Patricia Porter

Northwest High School
2301 Texan Drive
Justin, Texas 76247
817-215-0200 940-648-2211
Fax: 817-215-0262
Grades 9-12
School Hours: 8:40 a.m. – 4 p.m.

Principal: Jason Childress
Associate Principal: Natalie Arnold
Assistant Principals: Ryan Barnhart, Shannon Bessette, Winston McCowan, and Jennifer Railsback
Counselors: Betty Collins, Sheneka Davis, Trista LePore, Keith Tremethick, and Amber Ward
Student Services Facilitator: Allena Waters

Steele, James M. Accelerated High School
606 N. Walnut
Roanoke, TX 76262
817-698-5800
Fax: 817-698-5840
Grades 9-12
School Hours: 8:30 a.m. – 3:50 p.m.

Principal: Robin Ellis
Counselor: Tara Teague
Chisholm Trail Middle School
583 FM 3433 - Rhome, Texas 76078
Phone: 817-215-0600
Fax: 817-215-0648
Grades 6-8
School Hours: 8:50 a.m. – 4:10 p.m.
Principal: Matrice Raven
Assistant Principals: Cynthia Horne, Ellyane Palmenteri, and Josh Withers
Counselors: Mike Hayes, Tonya Romine, and Kelly Wallace

Medlin Middle School
601 Parkview Drive - Trophy Club, Texas 76262
Phone: 817-215-0500
Fax: 817-215-0548
Grades 6-8
School Hours: 8:50 a.m. – 4:10 p.m.
Principal: Paige Cantrell
Assistant Principals: Skip Carter, Twila Kelcourse, and Jofee’ Tremain
Counselors: Toni Ferrell, Kimberly Hardy, and Michelle Rouleau

Pike, Gene Middle School
2200 Texan Drive - Justin, Texas 76247
Phone: 817-215-0400
Fax: 817-215-0425
Grades 6-8
School Hours: 8:50 a.m. – 4:10 p.m.
Principal: Chris Jones
Assistant Principals: Lisa Schlomach and Andrea White
Counselors: Stephen Bates and Aimee Andrews

Tidwell, John M. Middle School
3937 Haslet-Roanoke Road - Roanoke, Texas 76262
Phone: 817-698-5900
Fax: 817-698-5870
Grades 6-8
School Hours: 8:50 a.m. – 4:10 p.m.
Principal: Rhett King, Ph.D.
Assistant Principals: Ronald Gatlin, Steve Parkman, and Michelle Pawski
Counselors: Deborah Adley, Ashley Gaither, and Stefanie Jardine

Wilson, Truett Middle School
14250 Sendera Ranch Blvd., Haslet, Texas 76052
Phone: 817-698-7900
Fax: 817-698-7970
Grades 6-8
School Hours: 8:50 a.m. – 4:10 p.m.
Principal: Mike Blankenship
Assistant Principals: Cyndy Cox, Andy Gebert, and James Stuert
Counselors: Kim McKinnie Noel McCauley, and Terry Harris,

Special Programs Center
1800 Highway 114
Justin, Texas 76247
Phone: 817-215-0900
Fax: 817-215-0120
Grades: 6-12
School Hours: 8:30 a.m. – 3:50 p.m.
Principal: Susan Moore
Counselor: Teana Coffman

Denton Creek
3505 Haynes Road
Roanoke, Texas 76262
Phone: 817-215-0920
Fax: 817-490-0329
Grades: 7-12
School Hours: 8 a.m. - 3:45 p.m.
Principal: Monty Brown, Ed.D.
Elementary Schools

**Beck, Samuel Elementary School**
401 Parkview Drive  
Trophy Club, Texas 76262  
Phone: 817-215-0450  
Fax: 817-215-0498  
Grades K-5  
School Hours: 7:40 a.m. – 3 p.m.  
Principal: Sandy Conklin, Ed.D.  
Assistant Principal: Lyndsie Smith  
Counselor: Laura Morrow

**Granger, Kay Elementary School**
12771 Saratoga Springs Circle  
Keller, Texas 76244  
Phone: 817-698-1100  
Fax: 817-698-1170  
Grades K-5  
School Hours: 7:40 a.m. – 3 p.m.  
Principal: Michelle McAdams  
Assistant Principal: Tanya Ledger  
Counselor: Amanda Borg

**Hatfield, W. R. Elementary School**
2051 Texan Drive  
Justin, Texas 76247  
Phone: 817-215-0350  
Fax: 817-215-0369  
Grades PK-5  
School Hours: 7:40 a.m. – 3 p.m.  
Principal: Carrie Pierce  
Assistant Principal: Shawnda Tweedie  
Counselor: Kimberly Campbell

**Justin Elementary School**
425 Boss Range Road  
Justin, Texas 76247  
Phone: 817-215-0800  
Fax: 817-215-0840  
Grades PK-5  
School Hours: 7:40 a.m. – 3 p.m.  
Principal: Lisa Ransleben, Ed.D.  
Assistant Principal: Oakley, Chrisa  
Counselor: Charlie Garrett

**Cox, Wayne A. Elementary School**
1100 Litsey Road  
Roanoke, TX 76262  
Phone: 817-698-7200  
Fax: 817-698-7270  
Grades K-5  
School Hours: 7:40 a.m. – 3 p.m.  
Principal: Kim Beccan  
Assistant Principal: Stephen Garretson, Ph.D.  
Counselor: Melissa Butler

**Haslet Elementary School**
501 Schoolhouse Road  
Haslet, Texas 76052  
Phone: 817-215-0850  
Fax: 817-215-0870  
Grades K-5  
School Hours: 7:40 a.m. – 3 p.m.  
Principal: Melissa Webber  
Assistant Principal: Sara Luft  
Counselor: Michelle Gelnaw

**Hughes, J. Lyndal Elementary School**
13824 Lost Spurs Road  
Roanoke, Texas 76262  
Phone: 817-698-1900  
Fax: 817-698-1915  
Grades PK-5  
School Hours: 7:40 a.m. – 3 p.m.  
Principal: Jessica McDonald, Ed.D.  
Assistant Principal: Trudi Davis  
Counselor: Becca Hill

**Lakeview Elementary School**
100 Village Trail  
Trophy Club, Texas 76262  
Phone: 817-215-0750  
Fax: 817-215-0770  
Grades PK-5  
School Hours: 7:40 a.m. – 3 p.m.  
Principal: Mary Seltzer, Ed.D.  
Assistant Principal: Erika Oster  
Counselor: Penny Lowe
Love, Clara Elementary School
16301 Elementary Drive
Justin, Texas 76247
Phone: 817-698-6600
Fax: 817-698-6670
Grades K-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: Jaimie McAllister
Assistant Principal: Brooke Wilkinson
Counselor: Becki White

Nance, Sonny & Allegra Elementary School
701 Tierra Vista Way
Fort Worth, Texas 76131
Phone: 817-698-1950
Fax: 817-698-1960
Grades PK-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: Penny Bowles
Assistant Principal: Cheri Travis
Counselor: Amy Welch

Peterson, O.A. Elementary School
2000 Winter Hawk Drive
Fort Worth, TX 76177
Phone: 817-698-5000
Fax: 817-698-5070
Grades PK-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: Justin Vercher
Assistant Principal: Che Williams
Counselor: Ashley Smith

Prairie View Elementary School
609 FM 3433
Rhome, Texas 76078
Phone: 817-215-0550
Fax: 817-215-0598
Grades PK-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: Yolanda Wallace
Assistant Principal: Amanda Hughes
Counselor: Adam Aldridge

Roanoke Elementary School
1401 Lancelot
Roanoke, Texas 76262
Phone: 817-215-0650
Fax: 817-215-0670
Grades K-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: Kristi King
Assistant Principal: Jim Mahler
Counselor: Teresa English

Schluter, Carl E. Elementary School
1220 Mesa Crest Drive
Fort Worth, Texas 76052
Phone: 817-698-3900
Fax: 817-698-3970
Grade K-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: Amy Howell
Assistant Principal: Kasey Rogers
Counselor: Lauren Kane

Sendera Ranch Elementary School
1216 Diamondback Lane
Haslet, Texas 76052
Phone: 817-698-3500
Fax: 817-698-3515
Grades K-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: John Booles
Assistant Principal: Kirsten Wilson
Counselor: Leigh Ann Trice

Seven Hills Elementary School
654 FM 3433
Newark, Texas 76071
Phone: 817-215-0700
Fax: 817-215-0740
Grades PK-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: Kim Blackburn
Assistant Principal: Leslie Russell
Counselor: Jennifer Morales

Thompson, J. C. Elementary School
440 Wishbone Lane
Fort Worth, Texas 76052
Phone: 817-698-3800
Fax: 817-698-3870
Grade K-5
School Hours: 7:40 a.m. – 3 p.m.

Principal: Leigh Anne Romer, Ed.D.
Assistant Principal: Donna Busby
Counselor: Sarah Lacefield
Other Facilities

BNHS Bobcat Baseball and Softball Complex
2775 Bobcat Blvd. – Trophy Club, Texas 76262

BNHS Performing Arts Center
2775 Bobcat Blvd. – Trophy Club, Texas 76262

NHS Texan Baseball and Softball Complex
2000 Texan Drive – Justin, Texas 76247
Phone: 817-215-0018

Kelly W. Box Agricultural Science Center
1960 Texan Drive – Justin, Texas 76247
Phone: 817-215-0239

NISD Outdoor Learning Center
7773 Mulkey Lane – Justin, Texas 76247
Phone: 817-698-1815

NISD Texan Stadium
1901 Texan Drive – Justin, Texas 76247
Phone: 817-215-0018

NISD Transportation Center
1950 Texan Drive – Justin, Texas 76247
Phone: 940-242-3900 817-698-1287

Northwest ISD Stadium
1937 Texan Drive – Justin, Texas 76247
Phone: 817-215-0011

Support Services
(Includes members of the Facilities, Planning, and Construction Department; Family Involvement Program; and ARAMARK)
1800 State Hwy. 114 – Justin, Texas 76246
Phone: 817-215-0020

Vernon Solomon Performing Arts Center
2201 Texan Drive – Justin, Texas 76247
Phone: 817-215-0038
Notices to Parents

Revisions to the Student Handbook and Code of Conduct are subject to change due to updates from the Texas Legislative session. Updates will be added as received in an addendum format to the 2017-2018 Student Handbook and Code of Conduct.

General Notices

Board Policies
The Northwest Independent School District maintains Board policies that govern the operations of the District. The Board of Trustees approves and adopts changes to these policies as needed. Board policies provide the District with the legal basis for operating and conducting business, as well as the Board's intent on how to more specifically follow procedures within the District. The Board policies can be found online at the District's website: www.nisdtx.org/policy-online or http://pol.tasb.org/Home/Index/391. From the District's home page, access "School Board" and then "Policy On Line." The site allows searches to be conducted by key words, topics, or specific policy codes.

Complaints and Concerns
Usually student or parent complaints or concerns can be addressed informally — by a phone call or a conference with the teacher, assistant principal, or campus principal, as appropriate. For those complaints and concerns that require a more formal process, the District has established a standard complaint process that is addressed in Board Policy FNG. A student or parent who has a complaint may access the FNG process as long as the request is made within 15 days of the date of the event causing the complaint. Prior to or at the time of the Level I conference, the student or parent shall submit the form at FNG (EXHIBIT) outlining the complaint, any evidence, and the solution sought. If unresolved after the written decision following the Level I conference with the principal, a written request to appeal the decision should be sent to the appropriate executive director of education: Executive Director of Secondary Education, Logan Faris, Ed.D. or Executive Director of Elementary Education, Michael Griffin, Ed.D. If the complaint/concern is still unresolved after a Level II decision, the District provides for the complaint to be presented to the Board of Trustees. Administrators receiving a complaint that has not gone through the proper channels cannot respond to a concern other than referring it back to the appropriate person for resolution. Therefore, complaints can be handled in a more efficient manner if the issue is addressed at the correct level first.

Some complaints, such as those related to certain disciplinary actions, sexual harassment, instructional resources, or loss of credit, require procedures specific to the topic. Any campus can provide information regarding the specific processes for these complaints. Additional information can also be found in the Board Policy Manual as described above at "Board Policies."

Student Code of Conduct
Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student’s attitude toward learning and the student’s adherence to high standards of behavior. To achieve the best possible learning environment for all our students, the Student Code of Conduct and any additional campus-based guidelines and expectations of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The Northwest ISD Student Code of Conduct is the District’s specific response to requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This handbook is an outgrowth of collaboration among District and campus staff, parents, other community members, and representatives of the Juvenile Board. Because the Student Code of Conduct is adopted by the Board of Trustees, it has the force of policy. It provides information and direction to students and parents regarding expected standards of behavior as well as potential consequences for misconduct. Annually during the registration process, each parent shall electronically sign the Required Signature Page for Students and the Verification of Receipt, agreeing that both the parent and student will abide by Northwest ISD policy and the Student Handbook and Code of Conduct and acknowledging that the Student Handbook and Code of Conduct can be found online or that a paper copy may be obtained by requesting it in writing from the campus.

Required Notices

Attendance Warning Notice
As required by Texas Education Code 25.095, Northwest ISD is providing written notice to parents/guardians of the following requirement related to compulsory attendance:

If a student, who is required to attend school under Texas Education Code 25.085, is absent from school three (3) days or parts of days in a four-week period or is absent for ten (10) or more days or parts of days in a six-month period in the same school year:

• The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093; and
• The student is subject to prosecution under Texas Education Code 25.094.
Bacterial Meningitis
State law requires the District to provide the following information:

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

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?
If it is diagnosed early and treated properly, the majority of people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body’s immune system to cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects such as redness and pain at the injection site, lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?
You should seek proper medical attention.

WHERE CAN YOU GET MORE INFORMATION?
Your Campus Health Coordinator, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the websites for the Center for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.dshs.state.tx.us, Board Policy FFAD (LEGAL/LOCAL) and Texas Education Code 38.0025.

Child Find
The Northwest Independent School District is responsible for identifying, locating, and evaluating the educational needs of children from birth to 21 who may be eligible for special education and related services. Likewise, the District is required to identify and locate students who may be eligible for services under Section 504 of the Rehabilitation Act of 1973. NISD may provide Child Find information to the community through newspaper advertisements, health fairs, and brochures. Contact the Special Education Department at 817-215-0075 for further information.

A student who may need specialized instruction or programs within the intent of Section 504 is one who:
• Has a physical or mental impairment that substantially limits one or more of life's major activities; or
• Has a record of such impairment; or
• Is regarded as having such impairment.
Students may be eligible under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Improvement Act (IDEA). Parents who believe that they have a child who may qualify for special services or programs under Section 504 should contact their home campus. In addition, parents who believe that they have a child who may qualify for special education services or programs under IDEA should contact the home campus for more information.

SECTION 504
Section 504 of the Rehabilitation Act prohibits discrimination against students with disabilities and requires the District to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education and to notify persons with disabilities and their parents or guardians of the District’s duties under Section 504.

The Northwest Independent School District does not discriminate against students with disabilities and has procedures in place to ensure students who are eligible for services under Section 504 of the Rehabilitation Act have access to educational opportunities equivalent to those provided to nondisabled students.

Any student and/or parent or guardian of a student who desires more information regarding the District’s procedures for complying with Section 504 may obtain information about the District’s Section 504 procedures by contacting the 504 Coordinator at the student’s home campus or by contacting Jennifer Alexander, Ed.D., Executive Director of Student Services, 817-215-0079.

ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES
Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students, including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on struggling students.

If a child is experiencing learning difficulties, the parent may contact the child’s campus to learn about the District's overall general education referral or screening system for support services. The system links students to a variety of support options, including referral for a special education evaluation.

Parents are entitled to request an evaluation for special education services at any time. All requests for evaluations must be in writing. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is necessary, the parents will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District received the written consent. The District must give a copy of the completed assessment report to the parents. If the student is determined to be eligible for services, the parent will need to grant permission before the student can receive services.

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

Human Sexuality Instruction

GRADES 5 AND 6 HUMAN SEXUALITY INSTRUCTION

In order to be proactive in our delivery of education concerning human sexuality, the NISD School Health Advisory Committee has determined that the District will show growth and development videos to our fifth and sixth grade students as part of the health curriculum. Parents may preview this program during a parent preview session, which is scheduled at the campus prior to viewing. District staff will be available at the parent preview session to answer questions regarding the human sexuality program.

The video will describe the physical and emotional changes that occur in a child’s life and help students understand what will soon be happening to their own bodies. A physical education teacher or school nurse will be available for questions at the conclusion of the program.

You have the option of requesting that your child not participate in the above program. Prior to viewing, a form will be sent home to parents to designate the viewing options for their child. If the form is not completed, and sent to school, the child will participate in the program.

GRADE 8-12 HEALTH I – HUMAN SEXUALITY INSTRUCTION COMPONENT

In order to be proactive in our delivery of education concerning human sexuality, the NISD School Health Advisory Committee has determined that the District will include a component on sexual education within the Health I course. The objectives and focus of the course are curriculum based and cover the reproductive systems and the birth process.

You have the option of requesting that your child not participate in the above program. Prior to participating in the sexual education component, a form will be sent home to parents to designate the viewing options for their child. If the form is not completed, and sent to school, the child will participate in the component.

Texas Education Code 28.004 / Board Policy EFAA and EHAA (Legal/Local)
Title IX and Other Discriminatory Protections
Northwest Independent School District does not discriminate on the basis of sex, disability, race, religion, color, age, or national origin in providing educational services and/or activities, including career and technology programs, nor in its employment practices in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended. Inquiries/complaints concerning the application of Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, Kim Barker, Executive Director for Human Resources, at PO Box 77070, Ft. Worth, TX 76177, 817-215-0168, or the Office of Civil Rights.

Jennifer Alexander, Ed.D., Executive Director of Student Services, has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973. Inquiries/complaints concerning 504 may be referred to Jennifer Alexander, Ed.D. at PO Box 77070, Ft. Worth, TX 76177, 817-215-0079.

The District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Jennifer Alexander, Ed.D.

Other Notices

Alcohol-Free Zone
The District prohibits the possession or use of alcohol and alcoholic beverages on school property or at school-related or school-sanctioned activities on or off school property. The possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field, or stadium where any athletic event sponsored or participated in by a school in the District is illegal. Texas Education Code 38.007; Board Policy FNCF (LEGAL) and GKA (LEGAL)

Asbestos Management Plan
The District is committed to providing a safe environment for workers, building occupants, students, parents, and legal guardians. An Asbestos Management Plan has been developed to address all Asbestos Hazard Emergency Response Act (AHERA) and Texas Asbestos Health Protection Act (TAHPA) requirements. Parents will be notified when abatement occurs at their student’s campus. The District's Asbestos Management Plan is available for public review on each campus and in the office of Support Services at the Northwest ISD Administration Building. The plan contains information on friable and/or non-friable asbestos-containing building materials (ACBM). Board Policy CKA (LEGAL)

Child Abuse or Neglect
According to the Texas Family Code and Board Policy FFG (LEGAL), any person who has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a verbal/Web report within 48 hours to the Child Protective Services division of the Texas Department of Protective and Regulatory Services (1-800-252-5400), https://www.txabusehotline.org or any local or state law enforcement agency. Texas Education Code 38.004, Family Code 261.101, and Board Policy FFG (LEGAL). (See the Prevention of Child Abuse Overview)

Communication Between Parents and Educators
The Campus and/or District has the authority to minimize or prohibit communication received from parents if communication becomes inappropriate, aggressive, abusive, insulting, threatening or excessive.

Drug-Free School Zone
The use of alcohol and illicit drugs is both illegal and harmful. Consequently, the District prohibits the use, sale, possession, and/or distribution of alcohol and illicit drugs on school premises or at any school activity, regardless of its location. Compliance is mandatory, and students shall be disciplined if they are found to be in violation. Board Policy FNCF (LEGAL/LOCAL)

Texas Health and Safety Code 481.134 provides that certain drug-related crimes are subject to more severe criminal penalties if they occur in, on, or within 1,000 feet of premises owned, rented, or leased by a private or public elementary or secondary school including on a school bus. In addition to referring a student who commits a drug-related crime for criminal prosecution, the District will consider such acts to be school-related misconduct and may discipline the student for the misconduct in accordance with the provisions of the Student Handbook and Code of Conduct.
Firearms/Weapons
A person commits an offense if the person knowingly, intentionally, or recklessly possesses or goes with a firearm, 17, knife, or prohibited weapon listed in Penal Code 46.05(a) onto the physical premises of a school or educational institution or any grounds or building in which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, unless pursuant to regulations or written authorization of the District. Penal Code 46.03

A person commits a third degree felony if the person, by exhibiting or using or threatening to exhibit or use a firearm, interferes with the normal use of a building or portion of a campus or of a school bus being used to transport children to and from school-sponsored activities. Texas Education Code 37.125 and Board Policy GKA (LEGAL)

A person commits a third degree felony if the person, in a manner intended to cause alarm or personal injury to another person or to damage school property, intentionally exhibits, uses, or threatens to exhibit or use a firearm: 1) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school or 2) on a school bus being used to transport children to or from school-sponsored activities of a private or public school. Texas Education Code 37.125(a).

Fireworks
A person may not explode or ignite fireworks within 600 feet of any school unless the person receives authorization in writing from the District. Occupations Code 2154.251(a)(1) and Board Policy GKA (LEGAL)

Gang-Free Zone
Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the District, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any District-owned or leased property or campus playground.

Granting Permission to Video or Audio Record a Student
A District employee may, without consent of a child’s parent, make a videotape or recording of the child if the videotape or recording is to be used only for:
1. Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; Board Policy FO (LEGAL)
2. A purpose related to a co-curricular or extracurricular activity; Board Policy FM (LEGAL)
3. A purpose related to regular classroom instruction; Board Policy EHA (LEGAL) or
4. Media coverage of the school. Texas Education Code 26.009(b)

Homeless Students
As required by the McKinney-Vento Homeless Education Assistance Improvements Act, the District shall serve homeless children according to their best interests. Any parent or student who desires more information regarding homeless students may contact the District’s Liaison for Homeless Children and Youth. Contact Suzie McNeese, Ed. D., Director of Student Services at 817-215-0013. Board Policy FDC (LEGAL)

Integrated Pest Management (IPM)
Structural and landscape pests can pose significant problems to people, property, and the environment. The District strives to control pests through physical, mechanical, cultural, and biological methods. However, in some cases, it is necessary to periodically apply pesticides. Information concerning these applications may be obtained from the office of the NISD IPM Coordinator at 817-215-0019.

Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the use of pesticides by adequate pest-proofing of facilities, good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices.

When it is determined that a pesticide must be used in order to meet pest management objectives, the least hazardous material adequate for the job will be chosen. Signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the District's IPM Coordinator at 817-215-0019. Board Policy CLB (LEGAL/LOCAL)

Notification to Staff
The District is also required by state law to notify the following staff members for certain violations of law:
- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors and for offenses that involve drugs or weapons; and
- All instructional and support personnel who have regular contact with a student who has been convicted; received deferred prosecution; received deferred adjudication; or adjudicated of delinquent conduct of certain felony offenses, offenses involving controlled substances and weapons, and/or certain misdemeanors.

Board Policy GRA (LEGAL/LOCAL)
The Superintendent or person designated by the Superintendent may send to a school district employee having direct supervisory responsibility over a student the information contained in the confidential notice under Article 15.27(a) of the Code of Criminal Procedure if the Superintendent or the person designated by the Superintendent determines that the employee needs the information for educational purposes or for the protection of the person informed or others. Code of Criminal Procedure, Article 15.27(a-1). Within 24 hours of notification to the Superintendent by the office of the prosecuting attorney that a current or transfer student has been convicted, received deferred prosecution, or deferred adjudication or an adjudication of delinquent conduct, for an offense or for any conduct listed in Article 15.27(h) of the Code of Criminal Procedure, the Superintendent shall notify all instructional and support staff who have regular contact with the student. Code of Criminal Procedure Article 15.27 (a-1), (b), and (c).

Open Records
Texas Public Information Act (Texas Government Code Chapter 552) gives the public the right to access and receive copies of government records. Under NISD School Board Policy, the Officer for Public Information will make public information available for inspection and copying as governed by Texas Government Code Chapter 552 and 20 U.S.C. 1232 CFR Part 99 (the Family Education Rights and Privacy Act, known as FERPA). Additional information and useful forms may be obtained from the links below. Questions about Open Records or submitting a Public Information Request (PIR) may be directed to the Northwest ISD Legal Department, at 817-215-0138 or by writing to one of the following addresses:

- By mail to: Northwest ISD Communications Department, Attention: Public Information Officer
  P.O. Box 77070, Fort Worth, Texas 76177
- By e-mail to: publicinfoquest@nisdtx.org
- By fax to: 817-215-0170
- In person at: Northwest ISD Administration Offices, Communications Department,
  2001 Texan Drive, Justin, Texas 76247

Board Policy GBA (LEGAL)

Pledges of Allegiance and a Moment of Silence
Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. One minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. Board Policy EC (LEGAL)

Raptor
Raptor is a visitor tracking system that enhances school security. The system reads visitor’s driver’s licenses (or other United States government-issued photo IDs), compares information to a sex offender database, alerts campus administrators if a match is found, then (assuming no match was made) prints a visitor badge that includes a photo of the visitor. Campus administration will have final approval regarding visitor access if the visitor is without proper identification.

Requesting Classroom Assignment for Multiple Birth Siblings
Parents of multiple birth siblings (e.g. twins, triplets, etc.) assigned to the same grade and campus may request that their children be placed either in the same classroom or in separate classrooms. A written request must be submitted no later than the 14th day after the enrollment of the children.

Requesting Professional Qualification of Teachers and Staff
Parents may request information regarding the professional qualification of their child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. Parents also have the right to request information about the qualifications of any paraprofessional who may provide services to their child.

Reviewing Instructional Materials
Parents have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine campus, district, or locally developed tests that have been administered to their child.

School Closings
Weather conditions and other unforeseen conditions may occur that will make it necessary for the Northwest Independent School District to close. Parents and students are advised to listen to the radio or television for a current news report. No announcements will be made when schools are to remain open.

Information regarding school closings will be posted as soon as possible and will be communicated on the District’s website at www.nisdtx.org and through School Messenger, the District’s emergency notification system, and the following venues:

- KDFW TV Channel 4
- KXAS TX Channel 5
- WFAA TV Channel 8
- KTVT TV Channel 11
- KRLD Radio 1080 AM
- WBAP Radio 820 AM

www.twitter.com/northwestisd
Services for Title I Participants
The Family Involvement Facilitator has been designated to work with parents of students participating in Title I programs. Inquiries concerning Title I programs may be referred to the Title I Student Services Representative at PO Box 77070, Fort Worth, TX 76177, 817-215-0198.

Steroids
Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law provides that body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the institutional division of the Texas Department of Criminal Justice. Texas Education Code 38.008 and Board Policy FNCF (EXHIBIT)

Student Records - Notification of Rights - Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) provide parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records without charge. Parents or eligible students shall submit to the appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of records must be requested in writing. The first copy of an educational record is provided at no charge to the parent. Additional copies may be obtained in accordance with the fees established in Board Policy FL (LEGAL)(LOCAL); GBAA (LEGAL)(EXHIBIT).

2. The right to request the amendment of the student’s education records that the parents or eligible student believes are inaccurate, misleading, or in violation of the student’s right of privacy or other rights. Parents or eligible students shall submit a request in writing to the appropriate school official, clearly identify the portion of the record for which the request is being made, and specify why it is inaccurate and/or contested. If the school decides not to amend the record requested by the parent or eligible student, the school official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without parental consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District or a school has contracted to perform a special task or institutional service (i.e. an attorney, a consultant, a contractor, a volunteer, and any outside service provider); an employee of a cooperative and/or a contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

Board Policy FL (LEGAL) and FL (LOCAL).

STUDENT DIRECTORY INFORMATION
The Family Educational Rights and Privacy Act permits the District the right to designate as directory information any or all information defined as directory information by FERPA. Directory information under FERPA that is not designated by the District as directory information is exempt from disclosure by the District. Northwest ISD has designated the following as directory information: student’s name, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, honors and awards received, grade level, and the most recent educational institution attended by the student. Board Policy FL (LOCAL).

A parent or eligible student may object to the release of any or all student directory information. Parents may designate preferences of release information on the appropriate forms which should be returned within the first 10 days of instruction or after the first 10 days of enrollment.

RELEASE OF STUDENT DIRECTORY INFORMATION TO MILITARY RECRUITERS AND COLLEGES
In addition to the release of student information required under FERPA, to be in compliance with the Elementary and Secondary Education Act (ESEA), the District will release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of any secondary student enrolled in the District.

A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing not be released without prior written parental consent. A form has been provided in the forms packet for the parent to complete if the parent does not want the District to provide this information to military recruiters or institutions of higher education. Board Policy FL (LEGAL)
**Tip Line**
The district provides an on-line “tip line” for students, parents, teachers and others to anonymously share any safety or health concerns regarding our school community. Reports can be made on-line at [http://www.nisdtx.org/tipline](http://www.nisdtx.org/tipline)

**Tobacco-Free School Zone**
The District prohibits smoking or using tobacco products on District property or at school-related or school-sanctioned activities on or off school property. Students are prohibited from possessing tobacco products on District property or at school-related or school-sanctioned activities on or off school property. A person commits a criminal offense if he or she is in possession of a burning tobacco product or smokes tobacco in a facility of a public school or in an elevator. *Texas Education Code 38.006, 20 USC 6083 and 7183 and Board Policies FNCD (LEGAL) and GKA (LEGAL)*

**Waiver of Fees**
Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver. *Board Policy FP (LEGAL/LOCAL)*
General Information

Revisions to the Student Handbook and Code of Conduct are subject to change due to updates from the Texas Legislative session. Updates will be added as received in an addendum format to the 2017-2018 Student Handbook and Code of Conduct.

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help meet medical expenses in the event of injury to their child. Insurance forms are available at Student Accident Insurance Form. Paperwork to purchase this insurance must be returned directly to the insurance provider. Parents who have questions related to the insurance should contact the insurance provider.

After-School Assignments

After-school assignments are considered extended-year programs. Unless specifically exempt, an enrolled student must attend extended-year programs or required tutorial classes that are provided by the District for students who are identified as likely not to be promoted to the next grade level. A complaint may be filed against students/parents for failure to comply with compulsory attendance laws when a student fails to attend required extended-year programs.

Alcohol

(See “Drug/Alcohol Use/Abusable Volatile Chemicals.”)

Animals on Campus

Only service animals are allowable on campus. Pursuant to Section 121.003 of the Texas Human Resources Code, no person with a disability may be denied the use of an assistance animal.

The work or tasks performed by a service animal should be documented in the student’s Health Plan, 504 Plan, and/or IEP.

Animals for use in relation to instructional TEKS and learning purposes within the classroom must be approved otherwise by the campus principal.

Board Policy FBA (LEGAL)

Arson

Arson is a crime that involves starting a fire regardless of whether the fire continues after ignition or causes an explosion with intent to destroy or damage:
1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
   a. Knowing that it is within the limits of an incorporated city or town;
   b. Knowing that it is insured against damage or destruction;
   c. Knowing that it is subject to a mortgage or other security interest;
   d. Knowing that it is located on property belonging to another;
   e. Knowing that it has located within it property belonging to another; or
   f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
3. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
4. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
   a. Recklessly damages or destroys a building belonging to another, or
   b. Recklessly causes another person to suffer bodily injury or death. Penal Code 28.02

Assaults

Students are prohibited from assaulting anyone on school property or at any school-related event. Penal Code 22.01, Texas Education Code 37.006 and 37.007, and Board Policy FNCH (LEGAL)

“Assault” is defined as:
1. Intentionally, knowingly, or recklessly causing bodily injury to another. Texas Education Code 37.006(a)(2)(B) and Penal Code 22.01(a)(1);
2. Intentionally or knowingly threatening another with imminent bodily injury. Penal Code 22.01(a)(2); or
3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. Penal Code 22.01(a)(3)
“Aggravated assault” is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during commission of the assault. Texas Education Code 37.007(a)(2)(A) and Penal Code 22.02(a)

“Sexual assault” is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person’s consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. Texas Education Code 37.007(a)(2)(A) and Penal Code 22.011

“Aggravated sexual assault” is defined as sexual assault in which the actor causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode; or by acts or words, places the victim in fear that any person will become the victim of an offense under Penal Code 20A.02(a)(3), (4), (7), or (8) (smuggling of persons) or that death, serious bodily injury, or kidnapping of any person; threatens to cause death, serious bodily injury, or kidnapping will be imminently inflicted on any person; or by acts or words occurring in the presence of the victim, threatens to cause any person to become the victim of an offense under Penal Code 20A.02(a)(3), (4), (7), or (8) (smuggling of persons) or to cause death, serious bodily injury, or kidnapping; or uses or exhibits a deadly weapon in the course of the same criminal episode; or acts in concert with another, who commits a sexual assault toward the same victim and occurs during the same criminal episode; or assaults a victim who is younger than 14 years of age or is elderly or a disabled individual. Texas Education Code 37.007(a)(2)(A) and Penal Code 22.021

Attendance

Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day’s learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws – one dealing with compulsory attendance, the other with attendance for a student’s final grade or course credit – are of special interest to students and parent. See District Attendance Guidelines

Because class time is important, doctor and dental appointments should be made before or after school hours, if possible so students will not miss valuable instructional time. Students who have an appointment with a health care professional and either commence class or return to school on the same day of the appointment are not considered absent for attendance accounting purposes if a note from the doctor’s office is provided and make-up work is completed within the time allotted by the teacher. Students must be signed in and out through the attendance office.

COMPULSARY ATTENDANCE

State law requires that a student from the ages of six (6) to eighteen (18) attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. TEC 25.093

A student who voluntarily attends and enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student 19 or older has more than five unexcused absences in a semester the District may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing.

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

EXEMPTION TO COMPULSORY ATTENDANCE

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;


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• Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, and required screening, diagnosis, and treatment for Medicaid eligible students. A note from the health-care provider must be submitted upon the student’s arrival or return to campus;
• For students in the conservatorship (custody) of the state, mental health or therapy appointments; or court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

In addition, a junior or senior student’s absence of up to two days each school year related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk or an election clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absences, and makes up any work missed.

An absence of a student in grades 6-12 for the purpose of sounding “TAPS” at a military honors funeral for a deceased veteran will be considered an exemption, provided the students notifies his or her teachers and receives approval from the principal prior to the absence, and makes up any work missed.

Children of military families, absences will be of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.  
Board Policy FEA (LEGAL/LOCAL)

Family/individual vacations/visits scheduled during regular school days are not excusable absences or extenuating circumstances. These absences will be counted as unexcused absences regardless of the number of days missed.

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE

All Grade Levels
School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Between Ages 6 and 19
When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor his or her child’s attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

If you have questions about your student and the effect of his or her absences from school, please contact the campus principal or assistant principal.

Age 19 and Older
After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student’s enrollment, the district may implement a behavior improvement plan.  
Board Policy FEA (LEGAL)

ATTENDANCE FOR CREDIT
To receive credit in a class, a student must attend at least 90 percent of the days the class if offered. A student who attends at least 75 percent, but fewer than 90 percent, of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional
requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. *Texas Education Code 25.092 and Board Policy FEC (LOCAL)*

In determining whether there were extenuating circumstances for the absences, the attendance review committee will use the following guidelines:

- All absences, whether excused or unexcused, will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose.
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student’s absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could not exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given the opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a single semester or for a full year. *Texas Education Code 25.092 and Board Policy FEC (LEGAL/LOCAL)*

The student or parent may appeal the committee’s decision by filing a written complaint in accordance with *Board Policy FNG (LOCAL)*.

**DOCUMENTATION AFTER AN ABSENCE (ALL GRADE LEVELS)**

When a student is absent from school, parents are asked to contact the school each day the student is absent. If the contact is made by phone, the parent must provide written notification of the reason for the absence.

Upon arrival or return to school and no later than 3 school days of returning to school, the student must bring a note signed by the parent, or the parent must send an e-mail from an authorized account, or fax from a legitimate location, that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Because class time is important, doctor and dental appointments should be made before or after school hours, if possible so students will not miss valuable instructional time. Students who have an appointment with a health care professional and either commence class or return to school on the same day of the appointment are not considered absent for attendance accounting purposes if a note from the doctor’s office is provided and make-up work is completed within the time allotted by the teacher. Students must be signed in and out through the attendance office.

**UNEXCUSED ABSENCE**

Unexcused absences can be defined by, but not limited to, the following:

- Being absent without parental consent or knowledge;
- Leaving campus during class or lunch period without official permission;
- Being in an unauthorized area of the school or campus without permission;
- Willfully failing or refusing to attend school; and
- Being absent without written notification and by phone contact from a parent or legal guardian

**PARTS OF DAY / FULL DAY ABSENCES**

An absence of a student from school for other than excused reasons without the knowledge of a parent or guardian may be considered:
1. A full day;
2. Any part of a day;
3. An individual class period; or
4. Leaving campus during the school day.

**OFFICIAL ATTENDANCE TAKING TIME**
The District must report attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific snapshot time each day. Official school attendance time varies for each campus based on program models and schedules.

**TARDIES**
A student who is tardy to class may be assigned consequences according to the Student Code of Conduct. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

**PREPLANNED/ANTICIPATED ABSENCE**
Notes for preplanned or anticipated absences should be sent to the school principal or designee at least three school days before the absences occur to determine if the absences will be excused. Regardless of whether an absence is marked excused or unexcused, students will have an opportunity to complete any missed work upon their return to school. (See Make-up Work)

**TRUANCY ENFORCEMENT**
Northwest ISD will enforce the Texas compulsory attendance laws as follows:

- Automated phone calls will be placed to parents or guardians notifying them when a student has been marked as absent. It is the parent’s or guardian’s responsibility to ensure that he/she provides current and up to date contact information to the school.
- All students will be issued a warning letter and request for conference when attendance records reflect that the student has absences without an excuse on three days or parts of days in a four-week period.
- After a student has been issued a warning notice and his/her verified attendance record reflects that he/she has three unexcused absences within a four-week period, the campus will begin implementation of Truancy Prevention Measures for the student.
- If a student fails to attend school on ten or more days or parts of days within a six-month period in the same school year and those absences have been verified by the campus as unexcused, students 12 and older may be referred to the prosecutor of the truancy court of County the school is located in. At this point, the court could also file a criminal complaint against parents who contribute to the nonattendance of their child, regardless of their child’s age.
- Each campus will provide truancy prevention measures for students who exhibit attendance issues in order to develop a plan to improve the student’s overall attendance.

**Authority of the District**
To achieve the best possible learning environment for all students, the Student Handbook and Code of Conduct and other District and campus policies, guidelines, and expectations of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Handbook and Code of Conduct.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the District. The District has the right to search a student’s locker or desk when there is reasonable suspicion to believe it contains articles or materials prohibited by the District.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus. The District has the right to revoke student interdistrict and intradistrict transfers in accordance with Board Policy FDA (LOCAL), FDB (LOCAL). (See “Jurisdiction” and “Searches.”) **Student Transfers**

**Bullying**
Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
- Or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student’s educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and includes hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In addition, David’s law addresses bullying and prohibits bullying that encourages a student to commit or attempt suicide: inciting violence against a student through group bullying; or releasing or threatening to release intimate visual materials of a minor or adult student without the student’s consent.

REPORTING

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing. The administration will investigate any allegations of bullying and other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by reporting to the NISD Tip Line at http://www.nisdtx.org/tipline.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

On the request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the Board or its designee shall transfer the victim to:

- Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
- A campus in the district other than the campus to which the victim was assigned at the time the bullying occurred.

The Board may transfer the student who engaged in bullying to:

- Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
- A campus in the District other than the campus to which the victim was assigned at the time the bullying occurred, in consultation with a parent or other person with authority to act on behalf of the student who engaged in bullying.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

The transfer of a student with a disability who receives special education services and who engaged in bullying may be made only by a duly constituted ARD committee under Education Code 37.004. Board Policy FDB (LEGAL/LOCAL) (See “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation.”)

**Buses**

(See “Transportation.”)
CELL PHONE AND PERSONAL TELECOMMUNICATION DEVICES
A student may use a cell phone or personal telecommunication device subject to the restrictions provided herein and in Board Policies and procedures. The student shall acknowledge receipt and understanding of regulations and shall sign the Responsible Use Agreement (See Board Policy CQ ). Unless approved for educational purposes, these devices must be silenced and stored during class time. An administrator or classroom teacher may deny a student’s use of the cell phone or device on campus or in the classroom when it is used in violation of applicable policy and rules. The school will not be responsible for lost, stolen, misplaced, or damaged cell phones, telecommunication device, or other electronic devices, and is not responsible for the maintenance or installation of applications or software on the device. Board Policy FNCE (LOCAL)

OTHER ELECTRONIC DEVICES
If approved for educational purposes, students may bring other electronic devices to school. The school may restrict the usage before, during, or after the school day. The school will not be responsible for lost, stolen, misplaced, or damaged cell phones, telecommunication device, or other electronic devices, and is not responsible for the maintenance or installation of applications or software on the device.

STUDENT RESPONSIBILITY FOR USE OF CELL PHONES, TELECOMMUNICATION DEVICE, ELECTRONIC DEVICES, AND TECHNOLOGY
When using a cell phone, personal telecommunication device, or other electronic device on campus to access websites, students shall use the District’s network system, which contains filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate to students, or harmful to minors, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

Students are prohibited from showing, sharing, sending, or posting electronic messages or using functions that are disruptive to the educational environment or that violate the rights of others including, but not limited to cheating, harassment or Head, or actions that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition applies to conduct on or off school property, including District transportation, if it results in a substantial disruption to the educational environment. Any person in violation of the policy and rules will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

LIMITING ELECTRONIC COMMUNICATIONS WITH STUDENTS BY DISTRICT EMPLOYEES
Teachers and other approved employees are permitted by the district to communicate use electronic communication with students within the scope of the individual’s professional responsibilities, as described by district guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

- The employee is required to include at least one of the student’s parents as a recipient on all text messages.
- The employee is required to include his or her immediate supervisor as recipient on all text messages.
- The employee is required to send a copy of the text message to the employee’s district email address.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Students found to have engaged in academic dishonesty shall be subject to disciplinary or academic penalties. Such action shall be determined jointly by the teacher and campus administrator. Teachers are encouraged to consult with campus administrators.

The District has established a plan for addressing child sexual abuse, which may be accessed on the District’s website at www.nisdtx.org. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code 261.101(a) is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating...
A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp

The following websites might help you become more aware of child sexual abuse:

- http://taasa.org/ Texas Association against Sexual Assault, Resources

Reports may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at http://www.txabusehotline.org).

Access the NISD Student Services webpage for information regarding the Prevention of Child Abuse.

Closed Campus
All NISD campuses are closed campuses. Students are not allowed to leave for any reason during the school day without properly checking out. (See “Release of Students from School.”)

Communicable Diseases/Conditions
To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. A child has a fever when a temperature of 100 degrees Fahrenheit or higher, measure when no fever suppressing medications are given. Parents of a student with a communicable or contagious disease or a suspected contagious disease should phone the Campus Health Coordinator or principal so that other students who might have been exposed to the disease can be alerted. NISD follows the Communicable Disease Chart for Schools and Child-Care Centers found at https://www.dshs.texas.gov/idcu/health/schools_childcare/resources/

The more common of these diseases include, but are not limited to the following:

- Amebiasis
- Campylocacteriosis
- Chicken pox (varicella)
- Common cold with fever
- Fifth disease
- Gastroenteritis Viral
- Giardiasis
- Infectious mononucleosis
- Influenza
- Measles (Rubeola)
- Meningitis, Bacterial
- Mumps
- Pinkeye (Conjunctivitis)
- Ringworm of the scalp
- Rubella (German Measles)
- Salmonellosis
- Scabies
- Shigellosis
- Streptococcal sore throat , and Scarlet Fever
- Tuberculosis, Pulmonary
- Whooping Cough (Pertussis)
- Hepatitis, Type A

Complaints and Concerns
The District encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint process located in the District’s policy manual FNG (LOCAL). A copy of this policy may be obtained in the principal’s office or on the District’s website at www.nisdtx.org/Policy-online.

In general, the student or parent should submit a Student Complaint Form-Level One with the campus principal. If the concern is not resolved, a Notice of Appeal at Level Two should be sent to either the Executive Director of Elementary Education or the Executive Director of Secondary Education as appropriate. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees through the Notice of Appeal to the Board at Level Three. Forms are accessible within the FNG (Exhibit) in Board Policy online.
**Computer and Technology Resources**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. All students are provided with written guidelines pertaining to the responsible use of computers, the Internet, and the District's network system. A violation of any of the guidelines will result in the assignment of an appropriate disciplinary consequence. Examples include, but are not limited to, using inappropriate language, copyright violations, deleting or modifying files, changing computer settings without permission, or using another person’s account. Students and their parents will be asked to verify that they have reviewed the responsible use agreement. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that Internet use and electronic communications (e-mail) using District computers are not private and may be monitored by District staff. (See “Student Guidelines for Responsible Use of Technology Resources.”)

**Conduct Before and After School Conferences**

Parents, teachers, and students may request conferences at any time. These meetings are particularly important if the student is not passing or is otherwise not performing at the expected academic or appropriate behavioral levels.

The District encourages conferences regarding any area of concern. Parents seeking a conference with a teacher should contact the teacher directly to set up an appointment. Parents wishing to conference with a group of teachers should call the office for an appointment at a mutually convenient time.

Unscheduled parent conferences are not conducive to an accurate portrayal of student progress and may be disruptive to the learning environment. *Board Policy EIA (LEGAL/LOCAL)*

Conferences must be scheduled before or after school or during the teacher’s conference period to refrain from interrupting instructional time. (See “Visitors to the School.”)

**Counseling**

All campuses in the District have counselors available for advisory and guidance. These counselors are available to assist students with academic planning as well as social, emotional, family, and substance abuse issues. Counseling is school-based and not clinical. Counselors deliver classroom guidance curriculum and small-group counseling activities for students. Information about graduation requirements, course offerings, career guidance, advanced education opportunities, financial aid, and community resources is also provided. The counseling relationship is a professional relationship, and counselors abide by the professional code of ethics.

Parents with questions regarding available counseling services should contact the counselor at their child’s schools.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, when applicable, as required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. *Board Policy FFE (LEGAL) and FFG (EXHIBIT)*

**Credit by Exam with Prior Instruction**

Credit by examination (CBE) for students in grades 8-12 who have lost credit is available in courses approved by the board of trustees. Students must have had prior formal instruction to be eligible for CBE. Students must correctly answer 70% of the items on the test instrument to receive credit. The cost for this testing is the student’s responsibility. CBE shall not be used to gain eligibility for participation in extracurricular activities. A campus principal and/or attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing a CBE. Students should contact their counselor for additional information. Preregistration and parental approval is required. Grades earned through CBE are not included in the GPA ranking.

*Board Policy EHDB (LEGAL/LOCAL)*

**Credit by Exam without Prior Instruction**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit on an exam is 80%. The student (or parent) must register with the campus counselor no later than four weeks prior to the scheduled testing date. See Credit by Exam for Acceleration by Examination information. *Board Policy EHDC (LEGAL/LOCAL)*

**Criminal Charges**

If a student has engaged in conduct punishable as a felony for which disciplinary actions are mandated by law, the student is disciplined based on the criminal charge(s) accepted by the county district attorney (DA). Certain offenses require mandatory removal to a Disciplinary Alternative Education Program (DAEP) and others require mandatory expulsion to a Juvenile Justice Alternative Education Program (JJAEP). In some circumstances, a student may be arrested for an offense that initially requires mandatory removal to a DAEP; however, after completion of the criminal investigation, if charges are upgraded to an expellable offense, the school will be required to recommend expulsion based upon the charges being filed. Since school discipline does not have to meet the same standards of
evidence as law enforcement, the disciplinary assignment is not necessarily reduced or dropped based on the outcome of the criminal case.

In addition, there are certain criminal charges which occur off-campus at non-school-sponsored or non-school-related events for which the District is required to remove the student from the regular classroom setting. Upon notification from a law enforcement agency that such a crime has been committed, the school will recommend appropriate disciplinary actions. If the charges for one of these off-campus offenses are later reduced or dropped and documentation of the reduction can be provided, the District will conduct a review of the disciplinary action. If the charges remain and the student receives deferred adjudication or deferred prosecution, the student will be required to complete the disciplinary assignment.

(See "Deferred Adjudication/Deferred Prosecution.")

**Cyber-bullying / Online Harassment**

Cyber-bullying is defined as using the Internet, cell phones, or other devices to send or post text messages or images intended to hurt, torment, threaten, harass, humiliate, or embarrass another person. Cyber-bullying is bullying at a higher level because of the wider audience and ease with which information can be broadcast. Some of the methods of cyber-bullying include pretending to be someone else online to deceive others, spreading lies and rumors about victims, using deception to obtain personal information from others, sending or forwarding mean messages, and posting images of victims without their consent.

*Texas Penal Code 33.07* defines on-line harassment as when a person uses the name or persona of another person to create a Web page on or to post one or more messages on a commercial social networking site without obtaining the other person’s consent and with the intent to harm, defraud, intimidate, or threaten any person. On-line harassment also occurs when a person sends an electronic mail, instant message, text message, or similar communication that references a name, domain address, phone number, or other item of identifying information belonging to any person without obtaining the person’s consent, with the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication, and with the intent to harm or defraud any person.

Parents are encouraged to monitor their child’s access on-line through texting and social media forums. Victims of cyber-bullying and on-line harassment should report these occurrences as soon as possible.

Cyber-bullying and on-line harassment that occurs in the school setting will be disciplined accordingly. However, because of the limited access to these venues during the school day, most situations occur in the community and in the home setting when the District does not have jurisdiction. In these cases, if the matter rises to the level of a crime, it should be reported to the local law enforcement agency. Only in those situations where there is a direct impact to the educational setting would the District have jurisdiction for disciplinary purposes.

(See “Bullying” and “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation.”)

**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. In addition to disciplinary sanctions under the District’s *Student Handbook and Code of Conduct*, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with District policy and state law. Students shall be responsible for the care and return of state-owned textbooks or district-owned resources and may be charged for replacement if lost or damaged.

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least 10 years of age, but less than 18 years of age. *Family Code 41.001 and Board Policy FNCB (LEGAL)*

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities and property. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property, including textbooks and library books, is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Handbook and Code of Conduct*.

**Dating Violence, Discrimination, Gender-Based Harassment,**

**DATING VIOLENCE**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, written, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or
**Harassment, Sexual Harassment, and Retaliation**

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

**DISCRIMINATION**

Students learn best in an environment free from violence, discrimination, harassment, and retaliation and that their welfare is best served when they can work free from this prohibited conduct while attending school. Students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, religion, color, national origin, gender, sex, age, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity, or substantially interferes with the student’s academic performance. A copy of the District’s policy is available in the principal’s office and in the Superintendent’s office. Board Policy FFH (LEGAL/LOCAL)

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as “jokes”), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property.

**GENDER-BASED HARASSMENT**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student’s gender, the student’s expression of characteristics perceived as stereotypical for the student’s gender, or the student’s failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Board Policy FFH (LEGAL/LOCAL)

**HARASSMENT**

All students and employees should be treated with courtesy and respect. Students should avoid any behaviors known to be offensive, and stop these behaviors when asked or told to stop. “Harassment,” is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that is so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially or unreasonably interferes with the student’s academic performance; or otherwise adversely affects the student’s educational opportunities. This includes online harassment and dating violence. Board Policy FFH (LOCAL)

Students shall not engage in harassment directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other inappropriate conduct. The term “harassment” includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual’s race, color, gender, national origin, disability, or religion that creates an intimidating, hostile, or offensive educational environment. Harassment also includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. Forms of harassment, such as those mentioned above, that contain the elements of an offense listed in the Penal Code may be disciplined based on the Penal Code violation, as well as for harassment.

**SEXUAL HARASSMENT**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, written, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational
Examples of prohibited sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when a District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or the conduct is so severe, persistent, or pervasive that it: a. Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or b. Creates an intimidating, threatening, hostile, or abusive educational environment. All romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

“Sexual harassment” is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person or other offensive and unwelcome conduct aimed at another solely because of his or her gender. If a student believes he/she has been sexually harassed, the student or the student’s parents should report the incident to any of the following: principal, assistant principal, counselor, or the District's Title IX Coordinator, Kim Barker, Executive Director for Human Resources.

If a student’s conduct is offensive and unwelcome, the campus will determine if the conduct should be punished in accordance with this handbook. This policy applies to students of all ages.

Board Policies DH (LEGAL/LOCAL/EXHIBIT); Board Policy DIA(LOCAL); Board Policy FFH (LOCAL)

REPORTING PROCEDURES
- Any student (or the student’s parent) who believes that he or she has been harassed or has experienced prohibited harassment by fellow students or District employees are encouraged to and should immediately report the problem to a teacher, counselor, principal, or other District employee. Reports can be made at the District level to Kim Barker, Executive Director of Human Resources- Title IX Coordinator and Jennifer Alexander, Ed.D., Director of Student Services - ADA/Section 504 Coordinator. Failure to promptly report alleged sexual harassment may impair an administrator’s ability to investigate and address sexual harassment. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Board Policy FTH(Local)

INVESTIGATION OF REPORT
To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of harassment will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District or by another student when the allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by District policy. If the District’s investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy. Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim, offers false statements, or refuses to cooperate with a District investigation may be subject to appropriate discipline.

Complaints of harassment on the basis of disability will be addressed and resolved in a fair and expeditious manner. In accordance with District disciplinary procedures, appropriate disciplinary action shall be taken against students who are found to have engaged in disability harassment. In addition to these procedures, students and staff may have rights and procedural safeguards under other school policies or state and federal law. The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Board Policies DIA (LOCAL) and FFH (LOCAL)

RETRALIATION
Retaliation against an individual that makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination
or harassment is also prohibited. A person who makes a false claim or offers false statements or refused to cooperate with a District investigation may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Retaliation does not include petty slights and annoyances from other students or comments of corrective feedback from a teacher that are justified by a student’s poor academic performance in the classroom unless they arise to the level of harassment.

**APPEAL PROCESS**

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with Board Policy FNG. In its efforts to promote nondiscrimination, Northwest ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended and Title II of the Americans with Disabilities Act.

**DISTRICT CONTACTS**

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination: Kim Barker, Executive Director for Human Resources, 817-215-0168.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, contact Jennifer Alexander, Ed.D., Executive Director of Student Services, 817-215-0079

**Deadly Conduct**

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle. *Penal Code 22.05 and Board Policy GRA (EXHIBIT)*

**Deferred Adjudication/Deferred Prosecution**

Students arrested for and charged with a criminal offense are often placed on deferred adjudication in accordance with Section 5(a), Article 42.12, of the *Code of Criminal Procedure*. In effect, a final decision on the student's status is set aside for a specified period of time (probationary period). If the student complies with all conditions of the probation, the case may be dismissed. Deferred adjudication does not equate to "not guilty." District disciplinary sanctions will not be suspended pending “deferred adjudication,” and students placed on “deferred adjudication” will complete any disciplinary sanctions assigned.

Students arrested for and charged with a criminal offense may also be placed on deferred prosecution. The prosecuting attorney may defer prosecution for any child if the preliminary investigation results in a determination that further proceedings in the case are necessary. The probation officer or other officer of the court may also request deferred prosecution in certain circumstances as allowed by statute. Deferred prosecution delays the court hearing regarding the student's case for a period not to exceed six (6) months. The child is not detained during or as a result of deferred prosecution. At the end of the deferred prosecution period, the court hearing is scheduled for a determination to be made in the criminal case. District disciplinary sanctions will not be suspended pending “deferred prosecution,” and students placed on "deferred prosecution" will complete any disciplinary sanctions assigned.

(See "Criminal Charges.")

**Delinquent Conduct**

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

**Diabetes**

If a parent informs the school District that their child has diabetes, the District will develop a Diabetes Management and Treatment Plan. In accordance with a student’s individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the Campus Health Coordinator or principal for information. *Board Policy FFAF*

**Diploma Requirements**

(See “Graduation.”)

**Discretionary Discrimination**

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

(See “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation.”)
**Disruption of Transportation**

Students are prohibited from intentionally disrupting, preventing, or interfering with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by the District. Such disruption may result in disciplinary action by the principal after removal from the vehicle owned or operated by the District and referral to law enforcement authorities.  
*Board Policy CNA (LEGAL) and Texas Education Code 37.126*

**Disruptive Activities**

In order to protect student safety and sustain an educational program or school activity free from disruption, state law permits the District to take action against any person (student or nonstudent) who does the following:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator
- Interferes with an authorized activity by seizing control of all or part of a building
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly
- Uses force, violence, or threats to cause disruption during an assembly
- Interferes with the movement of people at an exit or an entrance to District property
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator
- Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct
- Interferes with the transportation of students or otherwise violates rules for student conduct in District vehicles

Conduct by students either in or out of class that for any reason — whether because of time, place, or manner of behavior — materially disrupts classwork or involves substantial disorder or invasion of the rights of others 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.

For purposes of this rule, “school property” shall include the public school campuses or school grounds or buildings used by the District schools for assemblies or other school-related activities, and “public property” includes any street, highway, alley, public park, or sidewalk. No person shall be permitted, on school property or on public property within 500 feet of school property, to intentionally disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct which disrupts the educational activities of a school includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction;
2. Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend;
3. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend; and
4. Entering a classroom without consent of either the principal or teacher and, either through acts of misconduct and/or use of loud or profane language, disrupting class activities.

*Board Policy GKA (LEGAL) and FNCI (LEGAL)*

**Distribution of School Materials and Non-School Materials**

**SCHOOL MATERIALS**

Publications prepared by and for the school or school-related organizations, clubs, or groups may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

If applicable, the school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

**NON-SCHOOL MATERIALS**

Students shall have an opportunity to distribute non-school materials in a manner that does not disrupt the educational process, the order of discipline of the schools, and/or the operations of the schools.

The provisions of Board policies **FNAA (LOCAL) and GKDA (LOCAL)** are intended to regulate the time, place, and manner of distribution of non-school materials during times and places when the District is attempting to operate the schools and teach its students. These provisions are intended to decrease distractions and/or disruptions; increase the time available and dedicated to learning; improve the educational process, environment, safety, and order at District schools; and not invade or collide with the rights of others.

Elementary school students will be permitted to exchange materials 30 minutes before and after school at any entrance or exit, at recess, and in any gathering areas approved by the principal. Students may place items on the distribution table. Distribution is not permitted in the classrooms during school hours, with the exception of three
annual parties, which are usually the winter holiday party, Valentine’s Day party, and one day designated by the campus. Elementary students may distribute materials in elementary campus cafeterias during designated lunch periods and non-instructional time. Elementary students may distribute materials in areas not addressed by this policy subject to the reasonable time, place, and manner restrictions developed by the campus principal and the guidelines outlined herein. Board Policy FNAA(LOCAL)

Secondary students may distribute materials 30 minutes before and after school at any entrance or exit and from the distribution table. In addition, secondary students may distribute materials in the hallways during non-instructional time and in the cafeterias during lunch and non-instructional times. Distribution is not permitted in the classrooms during school hours. Students may leave materials on the “distribution table” and/or any other designated area so that others may obtain a copy. Each school campus principal shall designate an area where materials that have been approved for distribution by students in accordance with this policy may be made available or distributed. Board Policy FNAA(LOCAL)

Distribution of materials between elementary or secondary students while on campus is subject to the restrictions identified in “Limitations on Content,” Board Policy FNAA (LOCAL); Board Policy GKDA(LOCAL).

At both the elementary and secondary levels, principals may develop other reasonable time, place, and manner restrictions regarding the distribution of materials at areas designated by the principal.

Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal’s approval will be removed until the proper approval procedure has taken place.

Northwest ISD limits access of all non-school adults, including parents and third parties, on school property. As a result, distribution by all non-school adults warrants different guidelines according to Board Policy GKDA (Local).

In this policy the following guidelines apply:

Non-School Adult Distribution to Student:
- External non-school persons, including parents, third parties, groups or organizations, that provide a benefit to youth or parents shall have the opportunity for a limited time period, as specified by District guidelines, to be identified on a designated page of the District’s website. Such groups include, but are not limited to, governmental entities, nonprofit organizations, the YMCA, local youth sports leagues, and scout groups.
- Prior approval is required.
- May be distributed in the Community Folder on the District’s website for a specified time.
- Content of material is subject to limitations listed in the policy.
- Direct distribution of non-school materials to students is prohibited.

Non-School Adult to Non-School Adult:
- Does not require prior approval.
- May be distributed in the area as designated by the principal.
- Content of material is subject to limitations listed in the policy.
Board Policies FNAA (Local) and GKDA (Local)

For security, SECONDARY STUDENTS shall wear a school-issued student identification badge in a visible manner on or above the waist. To properly identify the individual to whom the badge belongs, the badge should clearly identify the campus name, student name, student photo, and barcode.

In order to maintain a safe and orderly environment, all students shall be required to meet the minimum expectations of the dress and grooming code. Wearing apparel that unduly attracts the attention of other students often precipitates comments and/or other reactions that are disruptive. Safety, general health, and hygiene are factors that are also considered. The provisions of the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply.

In addition to the goals outlined above, a good way for a student to reflect a positive attitude toward school and education is to display proper dress and grooming. It is the responsibility of the parents and the students to ensure that attire worn to school meets District requirements. This dress code is established to teach grooming and hygiene, reduce loss of personal property, and teach respect for authority. It should promote the best possible environment for learning. Disruptive dress and grooming cause distractions among students and teachers, disrupting the learning atmosphere. Because of these and other factors, the student dress code will be enforced at all schools.

The District encourages students to be clean and well-groomed at all times. In order to assist the parent with the student’s dress and grooming, the specific criteria listed below was adopted.

A student’s personal dress and grooming standards must adhere to the following criteria:
1. Shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
2. Shall not create a health or other hazard to the student’s safety or to the safety of others.

**DRESS CODE FOR ALL STUDENTS**

The following are minimum requirements regarding student dress and grooming.

**Students of Northwest ISD…**

1. Shall project a positive image.
2. Shall not disrupt, interfere with, disturb, or detract from an environment conducive to learning.
3. Shall not create a health or other hazard to the student’s safety or the safety of others.
4. Shall not display or refer casually or indirectly to alcohol or alcoholic products, drugs or drug paraphernalia, tobacco or tobacco products, profanity, violent, offensive or anything referring to sexuality.
5. Shall not wear caps, hats, headgear, bandanas, sweatbands, sunglasses, or any other distracting accessories when students are inside school buildings.
6. Shall wear shoes or sandals at all times. (House shoes are not considered proper footwear for school.)

   **For ELEMENTARY STUDENTS:**
   Students shall wear appropriate shoes for physical education and recess every day. For the purposes of P.E. or recess:
   a) It is preferred that the student wear these shoes all day to avoid having to have two pairs of shoes at school. b) If students wear other shoes, they must not have metal tips or wheels. c) For safety, sandals must have a strap on the heel.
7. Shall not have inappropriate hairstyles that cause a disruption.
8. Shall not include sagging pants, trousers, or shorts that cause an abnormal gait or reveal underwear (must be worn at normal waist level). Pants must fit properly and must fit at the waist. Pants may not be oversized. Pants need to be properly hemmed or cuffed. Students may be required to use an accessory, provided by campus, to ensure that pants are worn at normal waist level.
9. Shall wear dresses, jumpers, or skirts, which must be mid-thigh in length or longer. When appropriate, students’ jumpers or dresses must be worn with shirts or blouses underneath.
10. Shall not wear the following without appropriate outer or under garments that meet dress code requirements: revealing apparel such as shirts tied at the waist or that expose the midriff; garments that are torn, ragged or “holey” above mid-thigh; tank tops that are not at least as wide as the shortest side (approximately 2”) of a student ID; spaghetti straps; cut-off T-shirts or clothing revealing shoulders; “low cut” tops; shirts open at the side; fishnet shirts; tube tops; or sheer or see-through clothing of any kind. Proper undergarments must be worn and covered by outer clothing.
11. Shall not wear clothing normally considered pajamas are not acceptable school attire including house shoes.
12. Shall not wear chains (including those attached to pants or billfolds), cords, ropes, or other items which could be used as weapons or are deemed a safety or health hazard.

For special events, defined by campus administration, specific dress requirements may be set. When there is a question on the dress or appearance of a student, the building administrator and school staff will use their discretion concerning the dress code. Students must honor the decision of the administrator in charge and make any dress and/or grooming change required. The student and/or his or her parents may then appeal the decision to the Superintendent or designee if they disagree with the decision.

If school administrators determine that revisions in the dress and grooming standards are necessary in order to avoid interference in the educational process, they may make such changes with proper notification to students and parents. Students will be required to change clothing to comply with the dress code if they arrive with inappropriate dress for school. Those who refuse to or cannot comply may be asked to return home or spend the remainder of the day in the special assignment classroom.

*Board Policy FNCA (LEGAL/LOCAL/EXHIBIT)*

**Driver License**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain the required verification form at the campus attendance office; however, the student should allow campus personnel at least three (3) instructional days to verify the student's compliance with the 90 percent rule.

**Attendance Verification**

**Drug/Alcohol Use/Abusable Volatile Chemicals**

No student shall – during any school term and while on school premises or off school premises at a school-sponsored activity, function, or event – sell, give, deliver, use, possess, or be under the influence of any amount of:
1. Marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 USC 801, et. seq.;
2. A dangerous drug, as defined by Chapter 483, Health and Safety Code; or
3. An alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.
In addition to the above prohibitions, no student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or other volatile chemical with intent to inhale, ingest, apply, or use them in a manner:
1. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
2. Designed to affect the central nervous system; create or induce a condition of intoxication, hallucination, or elation; or change, distort, or disturb the person’s eyesight, thinking process, balance, or coordination.

Health & Safety Code 485.031
No person shall intentionally or knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint, or other substance that contains a volatile chemical. Texas Education Code 37.006 and Health & Safety Code 485.033

In addition to the statutory ban on the possession, use, or transmittal of controlled substances, dangerous drugs, and alcohol, the District prohibits:
1. The possession, use, or transmittal of paraphernalia related to any prohibited substance; and
2. The possession, transmittal, sale, or attempted sale of what is represented to be any prohibited substance.

No student shall – during any school term and while on school premises or off school premises at a school-sponsored activity, function, or event – sell, give, deliver, use, possess, or be under the influence of any amount of a restricted smoking material, as defined by “Restricted Smoking Material.”

Students who violate this policy shall be subject to disciplinary action and may be required to complete an appropriate rehabilitation program.

Board Policy FNCF (LEGAL/LOCAL), FOC (LEGAL), and FOD (LEGAL)

Drug Paraphernalia
“Drug paraphernalia” means equipment, a product or material that is used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance in violation of the Texas Controlled Substance Act or in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. This also includes drug residue or an unusable amount of drugs which would be classified as a Class C Misdemeanor and may result in a complaint being filed. Students are prohibited from possessing any form of drug paraphernalia on school property or at school-sponsored activities or events.

Emergency Drills
From time to time, students, teachers, and other District employees will participate in drills for emergency procedures to practice for fire, tornadoes, and other emergency situations. When the alarm is sounded, students and any visitors on campus should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Medical Treatment and Information
If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to update a “Northwest ISD Student Demographic Form” and an “Emergency Information for School Health Clinic” form containing emergency contact information. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the Campus Health Coordinator to update any information that the coordinator or the teacher needs to know.

Extracurricular Activities, Clubs, and Organizations
Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition.

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district’s records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

The following requirements apply to all extracurricular activities:

- A student who receives a grade below 70 at the end of a grading period may not participate in extracurricular activities for a time period, as stipulated in the UIL Side-by-Side at [http://www.uiltexas.org/policy/tea-uit-side-by-side](http://www.uiltexas.org/policy/tea-uit-side-by-side) [FM (Legal)]. Students in advanced courses, such as pre-AP, AP, GT courses, and dual credit college courses, are required to maintain a passing standard of 60 or higher in order to maintain UIL eligibility FMF(Local). Students who fall below this passing standard will lose UIL eligibility in accordance with UIL regulations and for the period of time identical to students who lose eligibility in non-advanced courses.
- A student who has an individualized education program (IEP) who fails to meet the standards in the IEP may not participate for a time period, as stipulated in the UIL Side-by-Side.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence unless the absence is excused by campus administration.

Sponsors and coaches of extracurricular activities, including but not limited to: interscholastic academics and athletics, cheerleaders, drill teams, and marching bands, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. These higher standards are outlined in each extracurricular group's guidelines and constitutions. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity. If a violation is also a violation of school guidelines and expectations, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

Expected standards of behavior shall be approved by the principal and the Superintendent or designee before they are communicated to students. Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics, cheerleaders, drill team, and marching band, at the time the students report for workouts or practices that occur prior to the actual beginning of classes. Signing the registration documentation serves as receipt and awareness of the Student Handbook and Code of Conduct and acknowledges the responsibilities outlined therein. Failure to sign does not exempt the student from following the Extra/Co-Curricular portions of the Student Handbook and Code of Conduct.

Organizational standards of conduct of an extracurricular activity are independent of the Student Handbook and Code of Conduct. Violations of the organization’s standards of conduct that are also violations of the Student Handbook and Code of Conduct may result in school-assessed disciplinary actions. Likewise, students who violate the District’s Student Handbook and Code of Conduct will be assessed appropriate disciplinary consequences for the infraction and the consequences may result in a student’s removal or limited participation in an extracurricular activity if the disciplinary action or level of offense violates the higher standards of conduct specified by the student’s extracurricular organization. Administrators and sponsors are expected to discipline students according to established guidelines and expectations.

Board Policies FM (LEGAL/LOCAL), FNC (LOCAL), and FO (LEGAL/LOCAL)

Participation in extracurricular and co-curricular activities is a privilege, not a right. Students who participate in extracurricular and/or co-curricular activities in grades 6-12 are held to a higher standard. Inappropriate behavior, continued behavioral offenses, and/or severe violations of the Student Code of Conduct may result in disciplinary consequences as outlined within the disciplinary violation levels within the Extra/Co-Curricular Student Pledge in addition to the Student Code of Conduct.

The consequences for violating the Extracurricular/Co-curricular Student Pledge of Conduct are outlined in detail on the pledge form. The Pledge is in effect at all times. The Pledge in no way replaces or supersedes the Student Code of Conduct or Texas Education Code, and in no way supersedes the mandates of the Texas Education Code. Violation of the Pledge may also constitute a violation of the Student Code of Conduct. If it does, disciplinary action under the Student Code of Conduct may also be imposed by the District. Students who participate in extra/co-curricular activities are required to follow the Pledge in order to participate in those activities. The “Extracurricular/Co-curricular Student Pledge of Conduct” follows:

**EXTRACURRICULAR/CO-CURRICULAR STUDENT PLEDGE OF CONDUCT**

I pledge to abide by requirements established by Northwest Independent School District in order to be allowed to participate in any extracurricular/co-curricular activities.

For specific club, activity, or organizational guidelines, contact the appropriate sponsor or refer to the website developed by the activity, organization, or club.

Consequences for violating the “Extracurricular/Co-curricular Student Pledge of Conduct” will be in effect for all students participating in extracurricular/co-curricular activities year round. Consequences will be administered during the subsequent school session for violations that occur during summer break. School sponsored extracurricular and co-curricular activities in which students perform or compete are covered by the Pledge. Record of first and second violation offenses do not carry over to the next school year except in instances in which the suspension period has not been completed.
FIRST OFFENSE - 10 PERCENT OF ACTIVITY’S PROGRAM/CONTESTS SUSPENSION
Violations at this level are first time violations of the Student Code of Conduct Levels I, II, or III as determined by the campus administration including the appropriate coordinator/coach/sponsor within the activity.
- The student shall be suspended from non-curricular required contests, competitions, and/or activities for a period of 10 percent (10%) of that activity’s program/contests, including any contests, competitions, or activities that fall on weekends and/or holidays during the 10 percent suspension period. If the incident happens during a weekend and/or holiday, the student may not participate during that time, and once school reconvenes, the student will complete the 10 percent of the suspension period. The start date of the suspension period will be determined by campus administration and participation may reconvene on the day following the completion of the 10 percent suspension period. Parents will be notified of the disciplinary consequence, the start date of the suspension, and the length of the suspension period in writing.
- If the notice is received at a time when there is less than 10 percent remaining in the season of an extracurricular and/or co-curricular activity in which the student is participating, the suspension period for the remainder of days not served by the student will be determined by the campus administration.
- If the notice is received at a time during the school year when the extracurricular and/or co-curricular activities in which the student participates are not occurring; or if the notice is received at a time when the student is not participating in extracurricular and/or co-curricular activities because of the student’s academic standing, a health-related reason, or because the student is not participating for any other reason, the suspension period will not begin until the time the student would otherwise begin participation or otherwise be eligible or able to participate in extracurricular and/or co-curricular activities. The suspension period to be served by the student will be determined by the campus administration.
- During the period of suspension, the student will be allowed to participate in school-based practices before, during, or after the school day.
- The University Interscholastic League may set other standards, which will require compliance of students in UIL-sponsored groups.

SECOND OFFENSE - 20 PERCENT OF ACTIVITY’S PROGRAM/CONTESTS SUSPENSION
Offenses at this level are second time violations of the Student Code of Conduct Level I, II, or III as determined by the campus administration including the appropriate coordinator/coach/sponsor within the activity.
- The student shall be suspended from non-curricular required contests, competitions, and/or activities for a period of 20 percent (20%) of that activity’s program/contests, including any contests, competitions, or activities that fall on weekends and/or holidays during the 20 percent suspension period. If the incident happens during a weekend and/or holiday, the student may not participate during that time, and once school reconvenes, the student will complete the remaining 20 percent of the suspension period. The start date of the suspension period will be determined by campus administration and participation may reconvene on the day following the 20 percent suspension period. Parents will be notified of the disciplinary consequence, the start date of the suspension, and the length of the suspension period.
- If the notice is received at a time when there is less than 20 percent remaining in the season of an extracurricular and/or co-curricular activity in which the student is participating, the suspension period for the remainder of days not served by the student will be determined by the campus administration.
- If the notice is received at a time during the school year when the extracurricular and/or co-curricular activities in which the student participates are not occurring; or if the notice is received at a time when the student is not participating in extracurricular and/or co-curricular activities because of the student’s academic standing, a health-related reason, or because the student is not participating for any other reason, the suspension period will not begin until the time the student would otherwise begin participation or otherwise be eligible or able to participate in extracurricular and/or co-curricular activities. The suspension period to be served by the student will be determined by the campus administration.
- During the period of suspension, the student will be allowed to participate in school-based practices before, during, or after the school day.
- The University Interscholastic League may set other standards, which will require compliance of students in UIL-sponsored groups.

THIRD OFFENSE - ONE CALENDAR YEAR SUSPENSION
Violations at this level may include but are not limited to: continued violations at previous levels, extremely severe offenses, or violations of the Student Code of Conduct Levels IV and/or V as determined by the campus administration including the appropriate coordinator/coach/sponsor within the activity.
- The student will be removed from participation in non-curricular required activities for one calendar year. Parents will be notified of the disciplinary consequence, the start date of the suspension, and the length of the suspension period. After the one-year suspension, the student must apply for reinstatement to an established campus committee consisting of the administrator, the counselor, the campus athletics coordinator or designee, the campus fine arts director or designee, and an additional activity sponsor/coach will review the student’s academic, attendance, and behavior records.
• The University Interscholastic League may set other standards, which will require compliance of students in UIL-sponsored groups.

VIOLATION DEFINITIONS
A violation is defined as follows:
1. Any offenses for which, according to the Student Code of Conduct, a student may be assigned the consequence of:
   • In-School Suspension (ISS) due to the severity of behavior requiring more intensive consequence,
   • Multiple In-School Suspensions related to a pattern of behavior, or any Out of School Suspension
   • Placement in a Disciplinary Alternative Education Program (DAEP)
   • Expulsion to Juvenile Justice Alternative Education Program (JJAEP)
2. Consuming or being under the influence of illegal drugs and/or alcohol or using tobacco illegally.
3. The sale and/or possession of alcohol, an illegal drug, or drug paraphernalia.
4. The depictions of the use, sale, possession, and/or distribution of illegal drugs and/or alcohol.
5. Remaining at a gathering where illegal drugs and/or alcohol are being used, possessed, sold, and/or distributed illegally. No consequences will be assigned students who immediately leave an activity upon learning of the introduction of alcohol and/or drugs and self-report the incident to a campus administrator and/or organization sponsor at the beginning of the next school day.
6. Any other offense that violates the Student Code of Conduct and/or compromises the integrity and credibility of the organization(s).

VIOLATION CONDITIONS
In order for a student to be considered in violation, any one of the following conditions must occur:
• The student must admit to a violation.
• The parent of the student must admit to the violation.
• A NISD staff member must witness the student in violation.
• A local agency report or citation must be filed. (Including, but not limited to, DWI-Driving While Intoxicated, DUI-Driving Under the Influence, MIP-Minor in Possession, and MIC-Minor in Consumption)
Another source of evidence must be deemed credible by the campus administration.

False Alarm or Report
A “false alarm or report” occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:
1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Penal Code 42.06

Fees
Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including but not limited to:
• Costs for materials for a class project that the student will keep
• Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
• Security deposits.
• Personal physical education and athletic equipment and apparel.
• Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
• Voluntarily purchased student accident insurance.
• Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
• Personal apparel used in extracurricular activities that becomes the property of the student.
• Parking fees and student identification cards.
• Fees for lost, damaged, or overdue library books or computing device.
• Fees for driver training courses.
• Fees for optional courses offered for credit that require use of facilities not available on District premises.
• Instrument repair/maintenance.
• Fees for items of personal use or products that a student may purchase at the student’s option, such as student publications, class rings, annuals, and graduation announcements.
• Summer school for courses that are offered tuition-free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Requests for such a waiver may be made to the campus principal or administrative designee.

Student privileges in extra-curricular activities may be denied due to excessive outstanding and unpaid fees/fines.
**Field Trips**

The primary purpose of a field trip is to give students an appropriate educational experience that is not otherwise possible in the classroom setting. Field trips shall have a direct relationship to the instructional activities in the classroom. These trips may serve as an introduction to concepts to be studied or as a culminating activity to finalize instruction regarding specific objectives. The activities involved during the trip should make a connection to the real world, foster relevance to subject matter, broaden cultural experience, and reinforce the engagement of the student. Field trips should be used for experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Field trips for the purpose of competition include academic competitions, musical competitions, and athletic competitions. These trips should foster both individual and collaborative efforts that will strengthen a student’s ability to be a successful and productive citizen. Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary guidelines and expectations in accordance with regulations to implement this policy. *FMF (LOCAL)*

A parent may attend a field trip as a chaperone, if the parent is designated as a school volunteer and has been approved by the campus principal or designee. A parent’s attendance as a chaperone should not be negatively affected by bringing dependents with them during the field trip. Dependents are not allowed to ride District transportation.

Chaperones should not provide any student with medication during any school event. District trained staff are made available to provide medication to students who are attending off-campus activities. It is important to communicate medical needs to the event sponsor and Campus Health Coordinator prior to the event. If a child has a special need, such as diabetes care, parents/guardians may make arrangements with the Campus Health Coordinator and principal prior to the event. Parents/guardians of children with special needs are not required to attend any field trip or off-campus event.

Physical contact with the implied intent to harm will not be tolerated on school property or while attending a school-sponsored or school-related event on or off school property. If an individual is physically confronted by another student, the student should avoid striking back and alert an adult or administrator who can handle the situation. Regardless of who starts a fight, if both students participate, both students will be disciplined accordingly. A claim of self-defense is not a justification to avoid disciplinary action and/or police intervention unless there is documented evidence that the student could not flee. Anytime one person makes physical contact with another with the implied intent to harm, the act, depending on the severity, may be considered “physical contact,” “assault by contact,” or “assault with bodily injury.” However, at the point when the receiver of the physical contact retaliates, the infraction then becomes “disorderly conduct of mutual combat/fighting in public” for both students. School administration may file a complaint for either or both students and/or contact the police for criminal charges depending upon the severity of the offense.

### Fighting/Mutual Combat/Physical Contact/Abuse/Spitting

“Firearm” is defined as:

1. Any weapon (including a starter gun) which is designed to, or which may readily be converted to, expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any destructive device. “Destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled. *18 USC 921*

Students are prohibited from exhibiting, using, or threatening to exhibit or use a firearm that interferes with the normal use of a building or portion of a campus or of a vehicle owned or operated by the District being used to transport children to or from school sponsored activities. In accordance with the *Gun-Free Schools Act*, the District shall expel from the student's regular program, for a period of one year, any student found in violation of this Act. Exceptions to the one-year expulsion are found in *Board Policy FNCG (LEGAL) and FOD (LEGAL)*.

A person commits a third degree felony if the person, in a manner intended to cause alarm or personal injury to another person or to damage school property, intentionally exhibits, uses, or threatens to exhibit or use a firearm: 1) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school or 2) on a school bus being used to transport children to or from school-sponsored activities of a private or public school. *Texas Education Code 37.125(a)*.
In this section, “severe food allergy” means a dangerous or life-threatening reaction of the human body to a foodborne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Upon enrollment of a child in public school, a school district shall request, by providing a form or otherwise, that a parent or other person with legal control of the child under court order:

1. Disclose whether the child has a food allergy or a severe food allergy that should be disclosed to the District to enable the District to take any necessary precautions regarding the child’s safety; and

2. Specify the food to which the child is allergic and the nature of the allergic reaction.

Information regarding a child’s food allergy will be held confidential and shall be placed in the child’s medical records. Disclosure of medical information to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with District policy and permissible under the Family Educational Rights and Privacy Act (FERPA).

If a student has a food allergy or severe food allergy as defined, parents are encouraged to disclose the information and notification of the allergy to the school administrator, nurse, or teacher upon registration and/or medical updates.

The school will take the necessary precautions to ensure the child’s safety.

Food and Drinks

The United States Department of Agriculture (USDA) has established guidelines regarding Smart Snacks nutritional standards for public schools participating in the federally funded Child Nutrition Program. In schools, the federal regulations do not allow snacks that do not meet the Smart Snacks nutrition standards from the midnight before to 30 minutes after the end of the official school day. As a result, parents may not bring food or drinks to school for anyone other than their own children with the exception of birthday treats. Birthday treats may be served to children in the classroom of the child on the occasion of the child’s birthday or the children at a school-designated function, as coordinated by the campus administration.

The district wellness policy allows three (3) designated party days per school year and Board Policy designates these as Valentine, Winter Holiday and one day designated by the campus. Board Policy CO (LEGAL) The foods and beverages sold for fundraisers on allowable days are not required to meet applicable standards outlined in the Code of Federal Regulations, provided that no specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

For sport events if the sports facility falls under the jurisdiction of the school, then it is considered part of the school campus and the Smart Snacks nutrition standards do still apply during the school day. If the game begins before school is out, but continues beyond 30 minutes after the end of the official school day, then concessions may be sold after the school day, which is defined as the period from the midnight before to 30 minutes after the end of the official school day.

Food Services

The District participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student’s participation is confidential. Applications for free and reduced-price meals are available in the front office of each school or from ARAMARK Food Services at 817-215-0005. New applications must be completed and returned for approval each school year. Students who received free or reduced-price meals the previous school year will continue to receive meal benefits for the first 30 school days of the new year. During that time, a new application must be completed for free or reduced-price meals to continue.

As a participant in the National School Breakfast and Lunch Program, Northwest ISD will abide by the following guidelines if a student forgets or loses his or her money and cannot pay for a meal:

1st occurrence: Student may charge a full regular menu meal.
2nd occurrence: Student may charge a full regular menu meal.
3rd and following occurrence: Student may receive an alternative meal of sandwich with milk.

Students may not charge for a la carte snacks and/or beverages.

The District follows the federal and state guidelines regarding Foods of Minimal Nutritional Value being served or sold on school premises during the school day. Board Policy CO (LEGAL)

Gambling

“Gambling” shall be defined as participating in games of chance for money and/or other things of value. Students guilty of gambling will be subject to appropriate consequences as outlined in this handbook.

Gang

A “gang” is defined as any group of three or more individuals having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal acts or acts that violate District policies or Student Code of Conduct.
Gang-related behaviors and activities, such as hand signals, gang signatures, mottoes, graffiti, and the wearing of gang-related insignia, tattoos, shavings, and flags, etc., disrupt the school environment and educational process and cause intimidation of other students. To protect the safety of all students, to encourage regular attendance, and to ensure the progress of the educational process, such behaviors and activities are prohibited.

GANG-FREE ZONES
Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the District, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any District-owned or leased property or campus playground.

Gifted and Talented (GATES)
Students in grades 1-12 will have the opportunity to be tested for Gifted and Talented Educational Services (GATES) services twice a year, fall and spring. Kindergarten students are screened once a year. Parents, teachers, counselors, librarians, or administrators may nominate a student for testing. Nominations for GATES testing may be given to the student’s classroom teacher.

Grade-Level Classification
Reclassification of grade levels is made at the beginning of each school year. However, students who have not been promoted to a higher grade due to lack of credits, may be eligible for reclassification at the end of the 1st semester. In order to be considered for reclassification at the end of the 1st semester, the student must have administrator approval and a graduation plan for the student must be in place. (See “Secondary Grading Guidelines”)

Grades and Grading Guidelines
Northwest ISD utilizes electronic report cards and progress reports through the Home Access Center (HAC) in grades 1-12. Electronic report cards and progress reports are designed to be convenient and easy for parents to access their student’s grades, while supporting the District’s efforts to reduce printing. Parents may request a printed copy of report cards and progress reports to be sent home with the student.

In grades PK-K, standards-based assessment is used for assessing progress and reporting achievement to parents rather than traditional report cards. A rubric containing an individual student checklist provides more specific information about a student’s growth in skills and concepts being taught in a grading period. Report cards are electronically maintained and printed.

Progress will be reported as follows:

- Skill not yet introduced
- Skill Developing
- Skill Developed
- Experiencing Difficulty

In elementary grades, other areas of study such as art, music, physical education, work habits and social behavior, student progress are marked as follows:

- E – Performs at Excellent/Above Standard
- S – Performs at Standard
- N – Performs slightly Below Standard
- U – Performs at Beginning/Below Standard

In grades 1-12, grades in all subject areas shall be reported to parents, guardians, and students at the end of each six weeks.

Academic Student Report Card

100-90 Excellent Progress  79-70 Average Progress  I - Incomplete
89-80 Above Average Progress  69-0 Unsatisfactory Progress (Failing)  NG – No Grade

Student grades shall reflect mastery of District objectives, which have been related to the TEKS. Teachers follow District-approved grading guidelines that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error or that the teacher did not follow the District’s grading policy.
Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal. Board Policy FNG (LEGAL/LOCAL)

All schools use grading periods. Each teacher is responsible for keeping the parent informed of student progress. To assist parents in monitoring grades between grading periods, progress reports will be available online after the third week of each grading period through the Home Access Center (HAC) for all students in grades 1-12. (Note: During the first six-weeks, progress reports are not generated for Kindergarten and First Grade students.) For more details concerning the specific grade level grading policy and practice, please reference the Secondary Grading Guidelines or the Elementary Grading Guidelines posted on the NISD website at www.nisdtx.org under the Students tab and the Student Handbook and Code of Conduct.

At the end of each period, electronic report cards will be available through the HAC one week following the end of a grading period. This report includes academic achievement grades, conduct status, and absences. Exceptions to this schedule occur when holidays or vacation days fall during the week. For additional grading information, see “Elementary or Secondary Grading Guidelines.” Board Policies EI (LEGAL/LOCAL), EIA (LEGAL/LOCAL), and EIE (LEGAL/LOCAL)

Graduation

The District offers several graduation program options. The school counselor can help students decide which program is best suited for them. More information can be found in the High School Academic Planning Guide located online under the Students tab.

DIPLOMA REQUIREMENTS

Note: More information on topics related to state assessments will be communicated when it is available and may be subject to change according to guidance received from TEA.

To receive a high school diploma from the District, students must successfully complete the required number of credits and perform satisfactorily on any state assessment instruments associated with graduation requirements. The state assessments will test various applications within English/language arts, mathematics, science, and social studies. Board Policy EIF (LEGAL/LOCAL)

STUDENTS WITH DISABILITIES

Upon the recommendation of the Admission, Review, and Dismissal Committee, students with disabilities may be permitted to graduate under the provisions of an Individualized Education Plan (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. Board Policy FMH(LEGAL)

GRADUATION EXPENSES

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of caps and gowns, both student and parent should monitor progress toward completion of all requirements for graduation. Expenses for caps and gowns, invitations, senior rings, and senior pictures often are incurred in the junior year or first semester of the senior year and are the responsibility of the individual student and/or his/her parent(s).

GRADUATION SPEAKERS

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who hold one of the following positions of honor will be eligible to give these remarks:

- Student council officers of the graduating class,
- Class officers of the graduating class, or
- The top three academically ranked graduates.

However, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given the opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.
In addition to the opening and closing remarks, the valedictorian, salutatorian, student council officers of the graduating class, class officers of the graduating class, and the top three academically ranked graduates may also have speaking roles at the graduation ceremony. Board Policy FNA(LOCAL)

[For student speakers at other school events, see “Student Speakers”]

COMMENCEMENT
Students are subject to removal from the commencement ceremony for inappropriate behavior before or during the ceremony. In addition to removal from the commencement ceremony, a conference with the principal may be required to obtain a diploma.

STATE GRANTS
Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For further information, contact the principal or counselor. Board Policy EJ (LEGAL)

Graffiti
"Graffiti" is defined as markings with aerosol paint, or an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings. Regardless of the amount of damage caused, when graffiti occurs on school property through the use of aerosol paint, indelible marker, or an etching or engraving device, the offense becomes a state jail felony [Penal Code 28.08] and is disciplined at Level IV as required by state law [Texas Education Code 37.006]. Graffiti that does not rise to a felony level will be disciplined at Level III.

Guests at Social Events
The Student Handbook and Code of Conduct applies to students and guests, as applicable, attending school-sponsored/school-related social events. Guests are expected to observe the same guidelines and expectations as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

Hacking
Illegally accessing or hacking and subsequent manipulation of information of private databases/systems is prohibited. Hacking and other inappropriate use of the District's computer systems will be disciplined accordingly. Board Policy CQ (LEGAL)

Harassment
See “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation.”

Hazing
"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:
1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above; or
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
Texas Education Code 37.151

Hazing includes any willful act done by a student, 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. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

Any teacher, administrator, or other person employed by the District, or any student who observes any other student engaged in any form of hazing, or who has reason to know or suspect that a student or students intend to engage in hazing, shall report that fact or suspicion to the principal. Failure to do so is a violation of state law. Board Policy FNCC (LEGAL/LOCAL)
A “hit list” is a list of people targeted to be harmed by any force that would be used with intent to cause bodily harm.

For more information on services for homeless students, contact the District’s Liaison for Homeless Children and Youth, Suzie McNeese, Ed.D., Director of Student Services at 817-215-0013.

Homework is assigned at the discretion of the teacher that engages the student in valuable activities and develops effective study habits by incorporating practice, enrichment, reinforcement, extension, or application of knowledge and skills learned related to topics covered in class. Homework can be an integral part of the learning process, and students should be able to see the purpose of homework and clearly understand the requirements. The District encourages a reasonable amount of academic work to be done at home to complement learning during the school day. Cooperation between subject areas to identify specific days in which homework is given helps focus student efforts and increases productivity of the process. Homework also gives the child and parents an opportunity to share in the educational process. Any questions or concerns regarding homework should be directed to the teacher.

When homework is assigned, the teacher’s responsibility is to create and assign effective, well-planned homework assignments that are designed to aid the student in the mastery of the course’s essential elements. This includes providing the student with ample notice of impending homework assignments.

Students should anticipate homework time may vary by grade, subject, and rigor of the course (such as PreAP, AP, dual credit, etc.). Although homework at the secondary level is not designed to cover material not introduced in the classroom, reading or outlining a chapter prior to class coverage may be assigned in order to prepare for the next class session.

The student’s responsibility is to complete assignments on time and to schedule after-school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class.

A parent or guardian is responsible for ensuring that the child completes homework assignments. Regular monitoring of homework provides a good overview of what the student is learning in various subjects. Homework provides an effective channel of communication between the parent and the teacher. It also serves as a monitoring tool to aid teachers in being able to provide more immediate feedback to the student regarding concepts and skills.

A student must be fully immunized against certain diseases or must present an affidavit or certificate that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

The immunizations required are diphtheria, rubella (measles), rubella, mumps, tetanus, haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The Campus Health Coordinator can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

The vaccine requirements (http://www.dshs.state.tx.us/immunize/school/default.shtm#requirements) apply to all students entering, attending, enrolling in, and/or transferring to the District. Incomplete immunizations may prevent attendance in school or can restrict attendance once enrolled if immunizations fail to be updated according to the requirements.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor’s opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. Board Policy FFAB (LEGAL / LOCAL / EXHIBIT) and the Texas Department of State Health Services website: www.dshs.state.tx.us/immunize/school_info.htm.

Administrators, teachers, and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. Board Policy FNF (LOCAL)

(See “Questioning of Students” and “Searches.”)

The District has disciplinary authority over a student:

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

Teachers and administrators also have full authority over student conduct before, during, or after-school activities on District premises and at school-sponsored or school-related events on or off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same guidelines and expectations of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any additional Extracurricular/Co-Curricular Code of Conduct for participants established by the sponsor in accordance with Board policy.

“School property” is defined as any property belonging to the District.

It is the parents' responsibility to supervise their children at the bus stop or while walking or riding bicycles to and from school.

**Lockdown**

In the event safety is threatened while on campus, it may be necessary to implement a “lockdown” of the campus. Lockdown drills will be held periodically throughout the year at each campus to familiarize students, staff, and parents with the lockdown procedures.

An “internal lockdown” takes place if a threat exists within or near the school. Due to safety concerns, during an internal lockdown, all interior school doors are locked and students are confined to designated areas and no entry or exit is allowed to the designated area(s) and to the building(s).

An “external lockdown” occurs if a threat occurs in the vicinity of the school. During an external lockdown, all exterior school doors are locked.

In the event of an external or internal lockdown, the main entrance doors will be locked and a sign will be posted on all exterior doors indicating that the school is in a lockdown. Parents will be informed of the lockdown through the District’s calling system or other communication.

At the District’s discretion, there may be some instances, for the safety of the students, where the District may deem it necessary to hold students and staff beyond the normal school hours. In this event, parents will be notified, and once the lockdown has been lifted, students will be transported from school in accordance with their normal dismissal procedures.

Parents and students are expected to comply with the District’s emergency procedures for a lockdown. Failure to comply with the District’s emergency procedures may lead to disciplinary consequences.

**Loitering**

Students who are not scheduled to meet with a teacher or participate in a group activity under the supervision of a sponsor should not loiter on the campus before or after school hours. Teachers are assigned before and after school duty to supervise the arrival and departure of students only. It is the parents’ responsibility to provide appropriate supervision for students before and after school so that they are not left on a campus unsupervised.

**Lunch Visitors**

All lunch visitors are required to sign in at the front office and obtain a visitor pass prior to proceeding to the cafeteria. Visitor passes are issued through Raptor, the District’s visitor tracking system, which enhances school security.

The system reads visitor driver’s licenses (or other government-issued photo IDs), compares information to a sex offender database, alerts campus administrators if a match is found, then (assuming no match was made) prints a visitor badge that includes a photo of the visitor.

Safety of students is the District’s highest priority. Raptor provides a consistent system to track visitors and volunteers while limiting access by people who present a danger to students and staff.

**ELEMENTARY**

Lunch visitors at the elementary level may be parents, immediate family members, and campus mentors. Immediate family members are defined as the student’s parents/step-parents, siblings, grandparents, or any person residing in the home. If a parent/guardian wishes to restrict visitation of immediate family members to their child, a written request must be submitted to the campus principal or principals’ designee; however, the school cannot prohibit a
parent and/or guardian who has specific access to the student at lunch pursuant to a court order. Lunch visitors may not bring food or drinks to school for anyone other than their own children. Lunch visitors should leave at the end of the lunch period.

SECONDARY
Due to space and safety concerns at the secondary level, lunch visitors will be restricted to parents/guardians, grandparents (with written permission), and campus mentors. Siblings may attend, if accompanied by a parent or guardian. Lunch visitors may not bring food or drinks to school for anyone other than their own children. Mentors may not use visitation at lunch with an assigned student mentee as an opportunity to create a limited open forum or limited public forum. A violation to this restriction may result in the mentor losing the privilege of visiting during lunch.

**Make-up Work**
Students are given the number of days absent plus one additional school day to make up all work assigned in their absence. Students will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Board Policy EIA (LEGAL/LOCAL), Elementary Grading Guidelines, and Secondary Grading Guidelines

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

**Medical Appointments**
Because class time is important, doctor and dental appointments should be made before or after school hours, if possible so students will not miss valuable instructional time. Students who have an appointment with a health care professional and either commence class or return to school on the same day of the appointment are not considered absent for attendance accounting purposes if a note from the doctor's office is provided and make-up work is completed within the time allotted by the teacher. Students must be signed in and out through the attendance office. (See “Attendance.”)

**Medicine at School**
All medications (prescription and non-prescription) brought to the school must be taken to the school clinic for dispensing. Students may not be in possession of any prescription or non-prescription drug on school grounds during school hours.

The following procedures must be met in order for medication to be administered at school:

1. All medication (prescription and over-the-counter) must be provided by a parent or legal guardian. If it is a controlled substance, e.g. Ritalin, it must be transported by a parent or legal guardian and the medication will be counted upon its arrival in the health clinic. Students may have a special exception to this rule for asthma inhalers (See #8).

2. A parent or legal guardian must complete a “Northwest ISD Medication Administration Request Form” for all medications. Parents or legal guardians may get the forms from the school office.

3. Each prescription must be in the original prescription bottle with a prescription label bearing the student’s name, the name of the medication, and instructions for giving the medication. Pharmacies can supply two (2) labeled bottles for this purpose. An extra bottle is required if medication is to be administered on a field trip.

4. Non-prescription medicine must be in the original container labeled with the student’s name, the name of the medication, and instructions for giving the medication.

5. Sample prescription and alternative medicine must be labeled with the student’s name and accompanied by a signed Texas Board Certified physician order, with a patient information sheet listing its ingredients, actions, and side effects.

6. Herbal or dietary supplements and other nutritional aids not approved as medication by the FDA may not be dispensed by school personnel, unless accompanied by a physician’s directive and required by the student’s individualized education program (IEP) or Section 504 plan for a student with disabilities and provided by the parent.

7. All medication will be placed in a locked cabinet in the health clinic; an exception may be made for asthma inhalers (See #8 below).

8. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has the proper written authorization form completed by his or her parent and physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school health coordinator the ability to use the prescribed medication, including any device required to administer the medication.

9. The District can assume no responsibility for loss or negligent behavior when students carry conventional or alternative medication or dietary supplements without the knowledge of the campus health service personnel. Noncompliance may be subject to disciplinary action.

10. Any unused medication will be destroyed two weeks after last dosage. Medication will not be sent home with a student. It must be picked up by a parent or legal guardian at the school health clinic. Board Policy FFAC (LEGAL/LOCAL)

In accordance with a student’s individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related
activity. Board Policy FFA (LEGAL).

These guidelines and expectations are necessary for students’ safety. Students must have a note from their parent or legal guardian if they are not to participate in physical education classes due to illness or injury. This note will be accepted up to five consecutive days. Longer non-participation will require a physician’s written excuse.

**PRESCRIPTION/NON-PRESCRIPTION DRUGS**

No student shall have non-prescription (over-the-counter medicine) or prescription drugs in his/her possession on school grounds during school hours. All medication will be stored and dispensed in the school clinic, and all medication must be in a properly labeled container with one medication per container.

A student found in possession of a non-prescription drug or a medication currently prescribed for the student is in violation of established District procedures and is subject to disciplinary action.

A student who sells, gives, or delivers a prescription drug (controlled substance/dangerous drug) to another student; a student who attempts to sell, give, or deliver a prescription drug; a student who is in possession of a prescription drug belonging to someone else; or a person in possession of their own noncurrent prescription drug commits a Level IV offense and will be placed in an appropriate Disciplinary Alternative Education Program (DAEP). If the student is charged with a felony, the student is expelled by state law and placed in a Juvenile Justice Alternative Education Program (JJAEP). In simple terms, when a student sells, gives, delivers, etc. his/her own prescription drug which is a controlled substance/dangerous drug, it becomes an illegal substance. Likewise, when a student possesses, sells, gives, delivers, etc. someone else's prescription drug, it becomes a controlled substance/dangerous drug; therefore, illegal because the student does not have a prescription.

If a student takes more than the recommended dosage of his/her own medication that meets the elements of public intoxication or a similar charge, the student will be disciplined at Level IV.

Natural and/or homeopathic-like substances including herbal/dietary/nutritional aids or supplements (not FDA approved), restricted smoking materials (See “Restricted Smoking Material”), and dietary supplements are prohibited at school and will be treated as non-prescription drugs for disciplinary purposes as stated in this section.

State law that applies to law enforcement officers in interrogating juveniles does not apply to public school administrators in their enforcement of discipline. Miranda warnings do not apply to school disciplinary proceedings.

An additional charge for all checks returned, plus any additional cost to the District, will be passed on to the check maker. Fees for non-sufficient items will be assessed within legal allowable limits including applicable sales tax.

**Miranda Warnings**

**Non-Sufficient Funds Fee**

**“Opting Out” of Activities**

Parents have the right to receive notice and determine the student’s participation in the following:

- Any survey concerning the private information listed below, regardless of funding;
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information; and
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Board Policies EF (LEGAL) and FFAA (LEGAL/LOCAL)

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

- Political affiliations or beliefs of the student or the student’s parent;
- Mental or psychological problems of the student or the student’s family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or parents; and
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

20 USC 1232h(b)

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. Board Policy EF (LEGAL)
Persistent Misbehavior

Persistent misbehavior is repeated violations of the Student Handbook and Code of Conduct in general or repeated occurrences of the same violation. Positive behavior techniques employed with positive, logical, and natural consequence models will be provided in a tiered model of application. While the positive behavior management techniques are a preferred method of approaching discipline, the severity of the behavior will be considered if the action requires a more intensive consequence as outlined in the leveled disciplinary charts for each specific grade level.

Personal Property

The District discourages students from bringing items of value to school regardless of whether they are prohibited or not (i.e. expensive clothing items or jewelry, musical instruments, cameras, MP3 players, iPods, cell phones, and large amounts of money). Students choosing to bring these items to school must understand that they can be disciplined for prohibited items and that the school cannot be held accountable for any of these type items if they are damaged, lost, or stolen. Campus administrators may (but are not required to) conduct investigations, in an effort to recover lost/stolen items or to determine the person(s) responsible for damages and/or theft occurring on school property or at a school-sponsored or school-related event, and will assess discipline as appropriate.

Prohibited items will be confiscated and only be returned to the parent/guardian. Illegal items and items designated as evidence will be turned over to law enforcement authorities.

Physical Education

Annually, the District will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the Joel Johnson, Executive Director of Health, Physical Education, and Athletics to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

Students must have a note from their parent or legal guardian if they are not to participate in physical education classes due to illness or injury. This note will be accepted up to five consecutive days. Longer non-participation will require a physician’s written excuse.

Physical Restraint

Any District employee may, within the scope of the employee’s duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

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

Board Policy FO (LOCAL)

In a case in which restraint is used, school employees, volunteers, or independent contractors shall implement the documentation requirements set forth at 19 TAC 89.1053(e). On the day restraint is utilized, a good faith effort shall be made to verbally notify the parent(s) regarding the use of restraint. Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent within one school day of the use of restraint.

Physical restraints for students with special needs are governed by Texas Education Code 37.0021.

Plagiarism

(See "Cheating.")

Police Intervention

The District reserves the right to refer any student, regardless of age, to law enforcement authorities if the District suspects that a student has broken the law on school property. This referral may be in addition to any school disciplinary action taken against the student.

Possession

“Possession” means actual care, custody, control, or management. A student shall be considered to be in possession of any substance or thing prohibited or regulated by the District’s Student Handbook and Code of Conduct if the substance or thing is:

1. On the student’s person or in the student’s personal property, including but not limited to the student’s clothing, purse, book bag, backpack, or briefcase;
2. In any private vehicle driven by the student to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or
3. In any school property used by the student, including but not limited to a locker or a desk.

(See "Vehicles on Campus.")

Prayer

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Board Policy FNA (LEGAL)
**Progress Reports**

(See “Grades and Grading Guidelines.”)

**Prohibited Items**

Prohibited items include, but are not limited to, the following: any weapons, knives of any size (including pocket knives), clubs/night sticks (or items that can be used as clubs), “look-alike” weapons, knuckles, alcohol, chains, laser pointers, ammunition, razors, rubber bands, squirt guns, fireworks of any kind, tobacco products, restricted smoking materials (See “Restricted Smoking Material”), drugs (even non-prescription drugs if not properly delivered to the Campus Health Coordinator), matches, lighters, handcuffs, mace, stink bombs, balloons, toys, or any other items which may be deemed to be disruptive, dangerous, or in violation of school policies.

The school reserves the right to add items to the list when they are deemed to be inappropriate for school.

*Board Policy FNCG (LEGAL)*

Students who unintentionally bring to school a prohibited item, which is not illegal, may turn in the item to a staff member without disciplinary consequences if this is done before the item is discovered or reported to a staff member, administrator, or another student. This option applies only to the first time the prohibited item is accidentally brought to school. The second time the prohibited item is brought to school, the item will be confiscated and the student disciplined according to the type of item brought to school. Confiscated items will only be returned to the parent/guardian.

**Promotion and Retention**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

**GRADES 1-3**

In grades 1-3, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas, and a grade of 70 or above in language arts and mathematics.

**GRADES 4-8**

In grades 4-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas, and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

**GRADES 9-12**

Grade-level advancement for students in grades 9–12 shall be earned by course credits.

**STATE ASSESSMENTS**

*Note: More information on topics related to state assessments will be communicated when it is available and may be subject to change according to guidance received from TEA.*

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

In addition, at certain grade levels, a student, with limited exceptions, will be required to pass the Texas state assessments if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the state assessment is administered the first time.

- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 state assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 state assessment in English.

In addition, students in grades 5 and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students who do not perform satisfactorily on their state assessments will be notified that their children will participate in special instructional programs designed to improve their student’s academic performance. These students will also have two additional opportunities to take the state assessment test. For students who do not meet the passing standard after a second time, a Grade Placement Committee (GPC), consisting of the principal or designee, the teacher, and the parent will specify additional special instruction to be provided. A student who does not meet the passing standard after three testing opportunities, the student will be automatically retained; however, parents can appeal this decision to a GPC. In order for students to be promoted, based on standards previously established by the District, the decision of the GPC must be unanimous. Whether students are retained or promoted, an individual educational plan will be designed to enable each student to perform at grade level by the end of the next school year. *Board Policy EIE (LEGAL/LOCAL)*

Certain students, such as those with disabilities and some with limited English proficiency, may be eligible for
exemptions, accommodations, or deferred testing on state assessments. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, contact the principal, counselor, or administrator responsible for programs for students with limited English proficiency, or special education director.

PERSONAL GRADUATION PLAN

A Personal Graduation Plan (PGP) will be prepared for all students in a middle school or beyond who do not perform satisfactorily on a state-mandated assessment test or are determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify an individual student’s educational goals and include consideration of the parent’s educational expectations for the student. For additional information, contact the counselor or principal. Board Policy EIF (LEGAL)

Psychotropic Drugs

Teachers and other District employees may discuss a student’s academic progress or behavior with the student’s parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

“Psychotropic drug” means a substance used in diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. Board Policy FFAC (LEGAL/LOCAL)

Public Displays of Affection

In order to maintain a mature and respectful atmosphere, students are reminded that public displays of affection are considered unsuitable in an educational setting. These displays include, but are not limited to, kg, embracing, and/or other forms of physical fraternization.

Publications — Student Speech

The District’s educators shall exercise editorial control over style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate pedagogical concerns.

The District may refuse to disseminate or sponsor student speech that:
1. Would substantially interfere with the work of the school.
2. Impinges on the rights of other students.
3. Is vulgar or profane.
4. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
5. Is inappropriate for the level of maturity of the readers.
6. Does not meet the standards of the educators who supervise the production of the publication.
7. Associates the school with any position other than neutrality on matters of political controversy.

Board Policy FMA (LEGAL)

(See “Distribution of School Materials and Non-School Materials.”)

Questioning of Students

There is no legal right on the part of a parent to be notified or to be present when students are in conversation with or being questioned by school officials concerning school-related behaviors or concerns.

The following guidelines shall apply when law enforcement officers, Child Protective Services, or other lawful authorities (with the exclusion of School Resource Officers-SRO) desire to question or interview a student at school for school-related matters:
1. The principal or principal’s designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student’s parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents shall not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party’s presence, the interview shall be conducted without that person’s presence.

When a representative of the Department of Family and Protective Services or another lawful authority desires to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official’s requests regarding the conditions of the interview or questioning. Board Policy GRA (LOCAL)

Administrators will not impede the questioning of a student by a law enforcement officer who has a subpoena, court order, directive to apprehend, warrant, or who intends to take the child into custody and remove the child from campus for investigation regarding a non-school-related matter under Texas Family Code 52.01. In case of removal

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from the campus, the law enforcement officer will be requested to follow campus procedures for checking the student out of school. Absent one of these provisions, school personnel will request that prior to allowing an interview for non-school-related matters, that parental permission be obtained. However, the District must comply with directives from law enforcement or CPS case workers that the District refrain from contacting the parent.

Administrators will also not impede a CPS investigation and will allow CPS case workers or law enforcement officers to question students related to a reported claim of child abuse. Board Policy FFG (LEGAL)

**Reasonable Belief**

Reasonable belief is a determination that a student has engaged in conduct defined as a felony offense; the Superintendent or designee may consider all available information and must consider the information furnished under Article 15.27, Code of Criminal Procedures.

**Registered Sex Offenders**

Specific provisions apply to a student who is required to register as a sex offender under Chapter 62, Code of Criminal Procedure. These provisions do not apply to a student who is no longer required to register as a sex offender under Chapter 62, Code of Criminal Procedure, including a student who receives an exemption from registration under Subchapter H, Chapter 62, Code of Criminal Procedure, or a student who receives an early termination of the obligation to register under Subchapter I, Chapter 62, Code of Criminal Procedure.

Students who are registered sex offenders are required to be disciplined at a Level IV as specified by state law. Placement of Registered Sex Offenders – Texas Education Code, Section 37, Subchapter I

**Release of Students from School**

Because class time is important, doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day will follow the campus check-out procedures before leaving the campus. Unless the superintendent/principal’s designee has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. No student will be allowed to leave with any person not named on the student registration card, unless prior written permission by a parent or guardian has been received. Identification may be required.

The District is committed to the protection of students entrusted to its custody during the school day. Therefore, campus administrators shall exercise caution in releasing students during the school day. The procedures controlling the release of a student from school are as follows:

1. Definite and satisfactory identification (i.e. driver’s license or picture ID) shall be required of the person authorized to talk with a student or to take a student from school. The following persons will be allowed access to a student: a) the student’s parents/guardians, unless restricted by court order; b) a person who has written authorization from the student’s parent/guardian; or c) a person who is authorized by a legal order to have access to, or to take possession of, a student.
2. A teacher shall not allow a student to leave school without securing the permission of the principal or administrative designee.
3. A telephone call from a person representing himself/herself as a parent shall be verified by a principal or designee. The parent shall be notified any time a request for the release of a student is denied by the principal.
4. When checking a student out of school, a parent or guardian must follow campus check-out procedures.
5. High school students who have a car on campus must obtain an early dismissal pass to leave campus during the school day by presenting a signed and dated note from the parent. These students shall check out through the appropriate office before leaving the campus.

Parents requesting that a student be allowed to leave the campus for medical or family matters must make a request, in writing or by personal contact. The principal or principal’s designee will verify the request.

Students who leave campus at any time without parental permission and administrative approval shall be considered truant and will be subject to disciplinary action. (See “Closed Campus.”)

**Report Cards**

(See “Grades and Grading Guidelines.”)

**Reports to Law Enforcement**

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus. In accordance with Board Policy GRA (LEGAL), a principal or designee is required to make reports to local law enforcement authorities when there are reasonable grounds to believe that a student has engaged in any of the following activities that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property, without regard as to whether the activity is investigated by school security officers:

1. Conduct that may constitute an offense listed in Government Code 508.149; deadly conduct, as described by Penal Code 22.05; or a terrorist threat, as described by Penal Code 22.07. Board Policy GRA (EXHIBIT)
2. The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code.
3. The possession of any of the weapons or devices listed in Penal Code 46.01(1)-(14) or (16). Board Policy FNCG (LEGAL)
4. The possession of a weapon as defined by 18 USC 921, in accordance with the Gun-Free Schools Act. Board Policy FOD (LEGAL)
5. Conduct that may constitute a criminal offense under Penal Code 71.02.
6. Engaging in organized criminal activity. Board Policy GRA (EXHIBIT)
7. Conduct that may constitute a criminal offense for which a student may be expelled under Texas Education Code 37.007(a), (d), or (e).

The report shall include the name and address of each student the person believes may have participated in the activity, but is not required if the person reasonably believes that the activity does not constitute a criminal offense. Texas Education Code 37.015 and 37.007(e)

**Restricted Smoking Material**

**Definition:**
“Restricted smoking material” is defined as any substance, however marketed, which can reasonably be converted for smoking purposes, including electronic smoking materials, whether it is presented as incense, tobacco, herbs, spices, or any blend thereof, including but not limited to materials marketed as, but not limited to the following: K2, K-2 Summit, K-2 Sex, Genie, DaScents, Zohai, Spice, KO Knock-Out 2, Spice Gold, Spice Diamond, Yucatan Fire, Solar Flare, Pep Spice, Fire N Ice, and Saliva Divinorum. The Drug Enforcement Agency (DEA) is conducting studies related to many of the substances listed above and may consider them to be illegal.

**Prohibition:**
The District prohibits the possession, use, or being under the influence of restricted smoking material on school property or at school-related or school-sanctioned activities on or off school property. Appropriate disciplinary consequences will be assessed for violations of this prohibition. Possession, use, or being under the influence of restricted smoking materials will be treated as non-prescription drugs for disciplinary purposes as stated in this section.

**Retaliation**
See “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation.”

**Safety**
Student safety on campus and at school-sponsored or school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student shall do the following:
- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional guidelines and expectations for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Do not prop open doors or curtail campus security procedures.
- Immediately follow the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

**Scholarships/Grants**
(See “Graduation.”)

**School Guidelines and Expectations**
As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior, both on and off campus, and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Handbook and Code of Conduct, as well as campus and classroom guidelines and expectations.

**School Health Advisory Council**
Information regarding the District’s School Health Advisory Council, including the number of meetings scheduled or held during the year and the duties of the council, is available from George Lutkenhaus, Assistant Athletic Director. Board Policies BDF (LEGAL) and EHAA (LEGAL)

**Searches**
In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

School officials may search a student’s outer clothing, pockets, or property by establishing reasonable suspicion or securing the student’s voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.
A search is reasonable if it meets both of the following criteria:
1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation; and
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Board Policy FNF (LEGAL)

The student’s parent or guardian shall be notified if any prohibited articles or materials are found in a student’s locker, in a student’s vehicle parked on school property, or on the student’s person as a result of a search conducted in accordance with Board Policy FNF (LOCAL).

STUDENTS’ LOCKERS AND VEHICLES
Students have full responsibility for the security of their lockers and for vehicles parked on school property. It is the student’s responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property.

School officials may search lockers or vehicles parked on school property if there is reasonable suspicion to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student’s parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

TRAINED DOGS
The District uses specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in Board Policy FNCF (LEGAL/LOCAL), and alcohol. This program was implemented with the objective of maintaining a safe school environment conducive to education.

Such visits by trained dogs to schools shall be unannounced. The dogs are used to sniff vacant classrooms, vacant common areas, student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Handbook and Code of Conduct.
Board Policy FNF (LEGAL/LOCAL)

(See “Interrogations by School Officials” and “Questioning of Students.”)

Secret Societies

The Board prohibits any fraternity, sorority, secret society, or gang defined by state law as any “organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the guidelines and expectations of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.” Texas Education Code 37.121(d)

A person commits a Class C misdemeanor if the person:
1. Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
2. Is not enrolled in a public school and solicits another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.
Texas Education Code 37.121(a)(c)

A person commits a felony if the person, with intent to coerce, induce, or solicit a child to actively participate in the activities of a criminal street gang, threatens the child with imminent bodily injury or causes the child bodily injury. Penal Code 22.015

An appropriate administrator shall recommend placing in a Disciplinary Alternative Education Program (DAEP) any student who commits the offenses described above. Texas Education Code 37.121(b) and Board Policy FOC (LEGAL)
Board Policy FNCC (LEGAL)
Self-Defense

“Self-defense” is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect him or herself. A claim of self-defense is not a justification to avoid disciplinary action and/or police intervention but will be considered. (See “Fighting/Mutual Combat/Physical Contact/Abuse/Spitting.”)

Sexing

Sexting is defined as the practice of sending sexually suggestive, nude, or partially nude photographs and/or sexually explicit messages via text message. Appropriate disciplinary measures will be taken when these types of messages are shared at times when administrators have jurisdiction. The police will also be notified when warranted.

Sexting has garnered significant media coverage as well as concern from school administrators. Parents should discuss this topic with their child especially due to the potential application of Texas child pornography and other criminal statutes when this practice involves photographs of minors (children under the age of 18 at the time the photo was taken).

Since state and federal laws cannot keep up with the changes in technology and the increasing use of texting/sexting by students, it is important that students are educated about the possible ramifications when they make poor decisions or lack proper judgment and foresight. Current laws often result in convictions that require a student found guilty of possession and/or transmitting child pornography to register, for life, as a sex offender. (See “Bullying” and “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation.”)

Sexual Assault Transfers

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim’s parents request that the Board transfer the victim or the offending student to another campus, the victim or offending student shall be transferred to another campus in the District. If there is no other campus in the District serving the grade level of the offending student, the offending student will be transferred to a DAEP. Board Policy FDE (LEGAL)

Sexual Harassment

(See “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation.”)

Skateboards/ Scooters/ Roller Blades

Students and others are not permitted to use skateboards, scooters, roller blades, and/or rollers on campus grounds at any time. If a student is using any one of these as a means of transportation to or from school, he or she must walk and carry the skateboard, scooter, roller blades, and/or rollers while on school property. Skateboards, scooters, roller blades, and/or rollers should be kept in a locker or designated place approved by campus administration or staff until the end of the school day.

Social Networking

Social networking sites such as Facebook, Twitter, Snapchat, or Kik are quickly becoming tools for bullying and making threats. Students need to be reminded that the words they write and the images they post may have consequences offline. Parents should review the following tips with their child to assist them in using these sites safely:

1. Help the child to understand what information should be kept private.
2. Explain that the child should only post information that you — and they — are comfortable with others seeing.
3. Use privacy settings to restrict who can access and post on your child’s Web page.
4. Remind your child that once he/she posts information online and it is read, it cannot be taken back.
5. Talk to your child about avoiding suggestive talk online.
6. Encourage your child to tell you if they ever feel uncomfortable or threatened by anything online.
(See “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation” for related information.)

Special Programs

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, students with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. Students or parents with questions about these programs should contact the campus principal.

OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WITH DISABILITIES, STUDENTS WHO HAVE LEARNING DIFFICULTIES, OR STUDENTS WHO NEED OR MAY NEED SPECIAL EDUCATION

Students having difficulty in the regular classroom should be considered for support services including tutorial, compensatory, and other academic or behavior support services that are available to all students within the support process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students. Parents of students experiencing learning difficulties may contact your campus counselor to learn about the District’s overall general education referral or screening system for support services.

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At any time, parents are entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If the evaluation is determined to be necessary, the parents will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and report within 45 school days of the date the District received the written consent. The District must give a copy of the completed assessment report to the parents.

If the District determines that an evaluation is not needed, the District will provide parents with prior written notice that explains why their child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the District. The District is required to give parent the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities. Additionally, information regarding the Individuals with Disabilities Education Improvement Act (IDEA) is available from the school district in a companion document A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First @ www.texasprojectfirst.org
Partners Resource Network @ www.partnerstx.org

Parents of students with learning difficulties or who may need special education services that qualify or may qualify for services under IDEA are encouraged to contact the campus counselor.

Parents of students with disabilities that qualify or may qualify for services under Section 504 are encouraged to contact the campus counselor.

SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS
Other designated staff you may need to contact include:
- Liaison for Homeless Children and Youths, who coordinates services for homeless students, Suzie McNeese, Ed.D., Director of Student Services, 817-215-0013
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Deanne Colley, Early Childhood Education Coordinator, 817-215-0198

ITBS/CogAT
The Iowa Test of Basic Skills (ITBS) and the Cognitive Ability Test (CogAT) examine the areas of reading, writing, mathematics, social studies, science, and reasoning abilities. The ITBS and CogAT is administered in second grade.

PSAT – Grades 8/9
The PSAT 8/9 is a college and career readiness assessment consisting of three multiple choice tests in the areas of evidence based reading, evidence based writing and language, and math. It focuses on the knowledge, skills, and understandings that research has identified as most important for college and career readiness and success. This assessment also provides a strong preview of SAT, PSAT/NMSQT, and connects to AP courses. The PSAT 8/9 is given to all eighth and ninth graders in Northwest ISD.

PSAT/NMSQT
The Preliminary Scholastic Assessment/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered to selected grade 9 students, grade 10 students, and registered grade 11 students. The PSAT/NMSQT is developed by The College Board to test critical reading, mathematical, and writing skills. It provides practice for the Scholastic Aptitude Test (SAT) and gives students an opportunity to qualify for scholarship and recognition programs.

TEXAS READING ASSESSMENT
In accordance with the Texas Education Code, students in kindergarten through second grade will be administered a diagnostic literacy assessment. NISD administers the Developmental Reading Assessment (DRA2) to measure student growth in reading. This instrument drives instruction in order to ensure that every child is reading on or above grade level by the end of third grade.

TEXAS SUCCESS INITIATIVE (TSI)
The Texas Success Initiative (TSI) is an assessment program designed to determine if a student is ready for college-level course work in the general areas of reading, writing and mathematics. In addition, this program will also help determine what type of support may be needed to best meet the student's needs and to assist in becoming better prepared for college-level course work.

The TSI assessment is composed of three sections: TSI Reading, TSI Writing and TSI Mathematic, each with 20-25 questions. Students accepted in to Texas public colleges and universities may be required to meet standard on all 3 sections of the TSI unless he/she meets an exemption from TSI using the SAT or ACT.
Prior to enrollment in dual credit courses, students either pass the portion of the TSI assessment that applies to the course(s) they intend to take or meet the exemption for college readiness through one of the tests below. For more information regarding TSI, such as exemptions, cost and registration, go to the NISD College and Career Readiness website at http://www.nisdtx.org/collegeready.

ADDITIONAL ASSESSMENT INFORMATION
Additional information for Advanced Placement (AP) Exams, SAT, ACT, PSAT/NMSQT, and TSI is located in the High School Academic Planning Guide

STATE-MANDATED ASSESSMENT TESTS*
The STAAR program at grades 3-8 assesses specific subjects and grades as noted below. For high school credit courses, the state assessment consists of 5 end-of-course (EOC) assessments taken in conjunction with the courses in which the student is enrolled and for which an EOC assessment instrument is administered.

STAAR Grades 3-8*
Students will take state mandated tests in the following subject areas:
• Mathematics, annually in grades 3-8
• Reading, annually in grades 3-8
• Writing, including Composition and Revising/Editing portions, in grades 4 and 7 (1-day administration)
• Social studies in grades 8
• Science in grades 5 and 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level. Exceptions may apply for students enrolled in a special education program if the ARD committee concludes the student has made sufficient progress in the student’s individual education plan (IEP). [See Promotion and Retention for additional information.]

STAAR Alternate 2 is available for students receiving special education services who meet certain state-established criteria, as determined by the student’s ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

*Students in grades 3–8 who are also enrolled in a high school course will take that STAAR EOC assessment as required for graduation. These students are not required to take the corresponding STAAR grade-level assessment; however, they must take all other STAAR grade-level assessments. For example, a grade 8 student enrolled in Algebra I will take STAAR grade 8 reading, science, and social studies as well as STAAR EOC Algebra I.

STAAR EOC Grades 9-12*

• English I
• Algebra I
• Biology
• U.S. History
• English II

*Students in grades 3–8 who are also enrolled in a high school course will take that STAAR EOC assessment as required for graduation. These students are not required to take the corresponding STAAR grade-level assessment; however, they must take all other STAAR grade-level assessments. For example, a grade 8 student enrolled in Algebra I will take STAAR grade 8 reading, science, and social studies as well as STAAR EOC Algebra I.

For questions regarding state assessments, please contact the Research, Assessment, and Accountability department.

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS
Most colleges require either the ACT or SAT for admission. Students are encouraged to talk with his or her counselor early during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. NISD offers the SAT free of charge to all Grade 11 students during a school day in the spring of each year.

In order to use accommodations on ACT or College Board tests, accommodations must be approved by the Services for Students with Disabilities. Students are required to apply separately for ACT testing and/or College Board testing accommodations. Not all students with disabilities require accommodations. Some accommodations received by students in school are not necessary for the purposes of participating in ACT or College Board tests. To ensure that ACT or College Board provides the right accommodations, a student's documentation must meet their criteria. Consult the campus counselor for more information.
Services for Students with Disabilities (SSD), College Board SSD Program, (609) 771-7137

Services for Students with Disabilities for ACT, (319) 337-1332

**DISTRICT AND CAMPUS ASSESSMENTS**
The district and campuses measure ongoing progress through various locally developed district assessments which provide academic indicators of student performance. Data from these assessments assist in designing the curriculum implementation and interventions for the students in Northwest ISD.

**Student Records**
Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Under state law, body-building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. *Texas Education Code 38.008*

**Steroids**

Students who access District-provided digital resources with their own device or with a device provided by the District must comply with the [**Student Guidelines for Responsible Use of Technology Resources**](https://example.com). Students who access district provided digital resources with their own devices or with a device provided by the District must comply with the [**Responsible Use Policy**](https://example.com).

The Student Guidelines for Responsible Use of Technology Resources are provided so that students and parents are aware of the responsibilities they accept when they use any District-owned digital or electronic resources including computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, digitized information, communications technologies, wireless network, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources. [**Board Policy CQ**](https://example.com)

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

**Student Speakers**
The District provides a limited public forum by giving students the opportunity to introduce the following school events:
- Morning announcements.
- Awards banquets.

Students are eligible to introduce these events if they:
- volunteer,
- are affiliated with the organization or class sponsoring the activity or event, and
- are not in a disciplinary placement at the time of the speaking event.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction.

If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events. [**Board Policy FNA(LOCAL)**](https://example.com)

**State law requires the District to permit a student to be taken into legal custody under these conditions:**
- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
• By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
• To comply with a properly issued directive to take a student into custody.
• By an authorized representative of Child Protective Services (CPS), Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student’s physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the individual’s identity, and to the best of his or her ability, will verify the individual’s authority to take custody of the student.

The principal will immediately notify the Superintendent/designee and will ordinarily attempt to notify the parent, unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. Board Policy GRA (LEGAL/LOCAL) and Family Code 52.01(a)

The Superintendent/Designee shall notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody as provided by a law enforcement agency. Code of Criminal Procedure, Article 15.27(a)

**Summer Programs**

Identified students in Pre-Kindergarten through fifth grade, who are eligible, will be provided the opportunity to participate in summer interventions for additional support. These programs will offer instruction in essential knowledge and skills and will give students opportunities to study and practice these skills.

Participation in summer interventions and subsequent essential knowledge and skills mastery may be considered for some students in grades 6 – 12, in order to continue content acceleration and academic mastery. Students who do not pass required courses during the school year should attend the tuition-based summer school program. Financial assistance will be provided to those that qualify for reduced fees, based on financial need and participate in the National School Lunch Program or qualify based on McKinney-Vento status.

Enrichment programs, fine arts programs, and athletic camps are also offered for tuition throughout the summer.

Students attending summer school are expected to adhere to the same discipline standards as outlined in this booklet. Failure to comply with the discipline standards may result in the student's dismissal from the summer school program.

If the infraction represents a mandatory removable or expellable offense, the student will be placed in the appropriate Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP) in the upcoming year as specified in this handbook.

Students assigned to a DAEP (on or off campus) or JJAEP in which the period of placement extends into the next school year must complete an application to request permission to attend summer school. An administrator from the home campus and summer school campus (as well as the DAEP or JJAEP, if appropriate) must approve the request in order for the student to attend. The application can be obtained by contacting a campus principal or assistant principal.

**Student Transcripts**

Students or parents may request a high school transcript of the student’s high school work. The first transcript a student receives as a junior or senior is free, and all additional copies will cost $1.00 each. Board Policy FL (LEGAL)

**Surveys**

See (“Opting Out of Activities.”)

**Tardies**

See (Attendance)

**Terroristic Threat**

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

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

Penal Code 22.07 and Board Policy GRA (EXHIBIT)

**Textbooks**

State-approved textbooks are provided free of charge for each subject or class. Books must be treated by the student with care. A student who is issued a damaged book should report the damage to the teacher at the time the book is issued. Fines, up to the actual replacement cost of the textbook, will also be assessed for damage based on severity.
It is important to note that textbooks can be expensive, ranging in price from $10 to approximately $100 depending on the book. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

**Threats**

All threats will be taken seriously and will be investigated by campus administrators or law enforcement personnel, as appropriate. Disciplinary consequences will be assessed based on the outcome of the investigation. (See “Terroristic Threat.”)

**Title 5 Felonies**

— **Offenses Against a Person**

Title 5 felonies are offenses against a person. These offenses include the following:

1. Murder;
2. Capital murder;
3. Manslaughter;
4. Criminally negligent homicide;
5. Unlawful restraint (in certain circumstances);
6. Kidnapping;
7. Aggravated kidnapping;
8. Unlawful transport;
9. Trafficking of persons;
10. Indecency with a child;
11. Improper relationship between educator and student;
12. Improper photography or visual recording;
13. Assault (if against a public servant or other circumstances);
14. Sexual assault;
15. Coercing, soliciting, or inducing gang membership;
16. Aggravated assault;
17. Aggravated sexual assault;
18. Injury to a child, elderly individual, or disabled individual;
19. Abandoning or endangering a child;
20. Deadly conduct;
21. Terroristic threat;
22. Aiding suicide;
23. Tampering with a consumer product; or
24. Harassment by persons in certain correctional facilities.

**25. Sexual Coercion**

*Title 5, Penal Code and Board Policy FOC (EXHIBIT)*

**Tobacco Use and Possession**

Students shall be prohibited from smoking, using, or possessing tobacco products, including restricted smoking materials (see “Restricted Smoking Material”), imitation tobacco, or tobacco-free products, at a school-related or school-sponsored activity on or off school property. These prohibitions will be strictly enforced on school property and at school-related or school-sponsored activities on or off campus. Appropriate disciplinary consequences will be assessed for violations.

Smoking and smokeless tobacco are not permitted in District buildings, vehicles, or on District property or at school-related or school-sponsored events off school property. Violators are subject to prosecution of any offense punishable by a fine not to exceed $500 as found in *Penal Code 48.01*. In addition, students may not possess tobacco products at any of the locations or activities listed above. *Board Policy FNCD (LEGAL) and GKA (LEGAL)*

**Transfers**

The District has a transfer application process that allows for both intradistrict and interdistrict transfers as specified in *Board Policies FDA and FDB*. Students who have been granted a transfer may have the transfer revoked in accordance with Board Policy FDA (LOCAL). *Student Transfers*

In addition, under very specific circumstances involving bullying and sexual assaults, students/parents may request a transfer to another campus or be transferred to another campus or placed in the District’s Disciplinary Alternative Education Program (DAEP) as allowed by policy. *Board Policies FDA (LEGAL/LOCAL), FDB (LEGAL/LOCAL), and FDE (LEGAL/LOCAL)*

(See “Bullying,” “Dating Violence, Discrimination, Gender-Based Harassment, Harassment, Sexual Harassment, and Retaliation,” and “Sexual Assault Transfers.”)

**Transportation**

Northwest ISD contracts with Durham School Services for bus service. In an effort to provide safe bus transportation, students are expected to assist staff in maintaining a clean and orderly bus. When riding school buses, students are held to behavioral standards established in the *Student Handbook and Code of Conduct*. Riding a school bus is a privilege. Misconduct will be disciplined in accordance with the *Student Handbook and Code of Conduct*, and bus-riding privileges may be suspended as a disciplinary consequence.
The following safety guidelines and expectations shall be followed by students as related to boarding, riding, and exiting a bus:

1. School buses are to be considered extensions of the school environment subject to the Student Handbook and Code of Conduct.
2. All cell phones are to be turned off and stored out of sight anytime a student is on the bus, unless permitted by the driver or school personnel for approved purposes. Students that do not adhere to this requirement are subject to disciplinary referral and/or confiscation of the cell phone in accordance with District Policies and procedures.
3. Students will board and exit the bus in an orderly manner at the designated bus stop nearest his or her home.
4. Arrive at the bus stop five (5) minutes before the scheduled stop-time and wait a safe distance from where the bus stops. Three giant steps away from the stop is a good rule.
5. When the bus arrives, do not approach the bus until it has come to a complete stop. Form a single line and board the bus (no pushing or breaking in line). Students will go directly to their assigned seat and sit in a safe position.
6. Students will keep books, band instruments, feet, and other objects out of the aisle of the bus. Objects carried on the bus must be small enough to be held in the lap of the owner.
7. When it is time to exit the bus, students will wait for the bus to come to a complete stop before getting up from the seat.
8. Upon exiting the bus, students needing to cross the street shall wait until directed by the bus driver before crossing immediately in front of the bus.

Special Note for Kindergarten and First Grade Afterschool Drop-off

NISD and Durham Transportation want to make sure small children arrive home safely. In order to ensure the student’s safety, we do not drop off Kindergarten or First Grade students without a responsible person to take custody of that student. A responsible person could be an older sibling, parent, adult neighbor, etc. Students should have a responsible person at the stop to receive the student or a visual confirmation if dropped off in front of the house. In instances where the student will be walking home with a responsible person, a signed and dated note should be given to the driver to confirm drop-off plans.

The following guidelines and expectations will apply to student conduct on District transportation:

1. Observe the same conduct as in the classroom and follow the driver’s directions at all times.
2. Enter the bus and immediately go to the assigned seat.
3. Talk in a normal tone of voice.
4. Remain seated and facing forward in the assigned seat until time to exit the bus.
5. Keep head, hands, and feet inside the bus.
6. Refrain from throwing objects within the bus or out of the windows.
7. Use acceptable language; obscene, profane, unacceptable language, and/or gestures are prohibited.
8. Refrain from eating and/or drinking on the bus.
9. Keep the bus clean.
10. Keep prohibited items [alcohol, drugs, weapons, tobacco products, paging devices (as applicable), radios, skateboards, etc.] off the bus.
11. Refrain from tampering with the bus equipment.
12. Students may board and depart their authorized bus at their designated bus stops only. Authorized buses and designated bus stops are determined and assigned to all riders using their legal address that is on file at the school district. Permission to ride a bus other than the student’s authorized bus will only be given on a case by case basis and MUST be approved through the General Manager at Durham School Services. A bus driver cannot accept a note from a parent or student without having preapproval from the General Manager at Durham. Requests for permission to ride more than one bus or a bus other than the student’s authorized bus must be made in writing to the General Manager at Durham School Services by emailing transportation@nisdtx.org at least 48 hours in advance. For emergency situations, please contact the transportation office at 940-242-3900.
13. Follow all guidelines and expectations outlined in the District’s Student Handbook and Code of Conduct, as well as safety guidelines and expectations established by the driver.

The following procedures will be adhered to when inappropriate behavior occurs on a bus serving a regular route or an activity trip:

1. The driver or District employee will attempt to correct the misbehavior of the passengers.
2. If the driver or District employee is unable to correct the misbehavior of a passenger, the driver or District employee will remove the student from the bus and will send the student to the principal’s office in order to maintain discipline on the bus.
3. The principal or designee will investigate the incident and notify the driver of the action taken.
4. If the misconduct is a violation of the Student Handbook and Code of Conduct, the principal will send written notice of the violation to the student’s parent.
5. If determined necessary by the principal, a conference involving the principal, the student passenger(s), the driver, and parent(s) will be held.
6. The principal may suspend the student’s bus riding privileges or other listed behavior interventions in accordance with the Student Handbook and Code of Conduct.
7. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver has the authority to call for law enforcement assistance; the principal and parent(s) will be notified of the situation as soon as possible. In such an instance, the student will not be provided bus service until a conference involving all persons listed above has been held in accordance with the Student Handbook and Code of Conduct.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the provisions in the student’s Individual Education Plan or 504 Accommodation Plan.

RESTRICTION FOR VIOLATION OF SCHOOL BUS GUIDELINES AND EXPECTATIONS AND REGULATIONS
Bus drivers will report all violations to the school principal. The principal or designee will enforce the bus safety guidelines and expectations in the evaluation of the report to determine whether the violation should be considered an offense. The following guidelines will generally be followed; however, the guidelines do not constitute a hierarchy that must be followed for all violations.

First Offense: A principal will warn the student and send a letter of warning to the student’s parents. The warning should include a reminder that the student will lose his or her bus riding privileges for five school days on the third offense.

Second Offense: A principal will warn the student and send a letter of warning to the student’s parents. The warning should include a reminder that the student will lose his or her bus-riding privileges for five school days on the third offense.

Third Offense: The student will be removed from the bus for five school days. The school principal will attempt to notify the student’s parents by phone and/or letter within twenty-four (24) hours.

Fourth Offense: The student will lose his or her riding privileges for the remainder of the semester or ten school days, whichever is longer. The school principal will attempt to notify the student’s parents by phone and/or by letter within twenty-four (24) hours.

Fifth Offense: The student will lose his or her riding privileges for the remainder of the school year. The school principal will attempt to notify the student’s parents by phone and/or by letter within twenty-four (24) hours.

Major Offense: Any offense considered “major” by the school principal, including but not limited to, conduct that constitutes a discretionary or mandatory removal under the Student Handbook and Code of Conduct, will result in the immediate removal of bus privileges for whatever length of time deemed appropriate. The school principal will attempt to notify the student’s parents by phone and/or by letter within twenty-four (24) hours.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES
This is a privilege and service offered to the students. All school bus guidelines and expectations apply to field trip and extracurricular activity buses.

BUS LANES
Bus lanes are designated for buses only. For the safety of our students, parents are requested to drop off and pick up their students in the designated parent pick-up/drop-off area.

EMERGENCY PHONE NUMBERS
Please remember to update home and emergency phone numbers at the school and transportation offices. In the event of an emergency, we must be able to contact someone.

SEAT BELTS
When students ride in a District van, passenger car, or bus equipped with seat belts, the seat belts must be used at all times.

CONCERNS/COMPLAINTS
Students or parents who have a complaint shall contact the campus principal or designee. Depending on the nature of the concerns/complaints, the principal or designee may refer the issue to Durham School Services.

TRANSPORTATION CONTACT
Durham School Services may be contacted at 940-242-3900 or 817-698-1287.

Trespassing
Trespassing on District property is defined as being on District property without permission, entering a building without a staff member present to supervise, or failing to leave after being told to do so. Campus administrators may issue a verbal or written trespass warning to a student. If the conditions of the warning are violated within the timeframe established, the student may be charged with trespass and subject to additional discipline under the Student Code of Conduct.
Students found on Northwest ISD property during periods of suspension or expulsion will be subject to arrest and charged with criminal trespass. Students assigned to Out-of-School Suspension (OSS), Disciplinary Alternative Education Program (DAEP), or expulsion with placement to the Juvenile Justice Alternative Education Program (JJAEP) are prohibited from attending any school-sponsored or school-related activities according to the level of suspension or expulsion.

Students alone or in conjunction with others, shall not facilitate or be party to allowing the trespass of another student(s) or person(s) into a campus or facility.

**Truancy**

See (Attendance)

**Tutorials**

All teachers shall provide appropriate instructional interventions including but not limited to tutoring, accelerated instruction, intervention based instruction, etc. as scheduled by the campus. Any student not demonstrating at least 70 percent mastery of a subject for a grading period is required to attend these tutorials before, during, and/or after school. Parents will need to provide transportation for tutorials before or after school (unless there is a special exception). *Board Policy EHBC(LEGAL)*

According to the Student Success Initiative (SSI) and Promotion policy for Grades 5 and 8, school districts must ensure that any student who fails to demonstrate proficiency on the state assessments for mathematics or reading completes required accelerated instruction before being promoted or placed in the next grade, and, when promoted to the next grade level, receives instruction in that subsequent grade from a teacher who meets all state and federal qualifications to teach that subject and grade. (See Promotion and Retention) *Board Policy EIE(LEGAL)*

Whether students are in a Student Success Initiative (SSI) grade (grade 5 or 8) or a non-SSI grade (grade 3, 4, 6, or 7), students who do not meet the passing standard on STAAR must receive appropriate instructional interventions so that they will be able to make the academic progress necessary to do on-grade-level work at the next grade. Accelerated instruction might require participation by the student before or after normal school hours or at times of the year outside normal school operations.

**Under the Influence**

“Under the influence” means lacking the normal use of mental or physical faculties. Impairment of a person’s physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use. A student “under the influence” need not be legally intoxicated to trigger disciplinary action. The following list contains examples of indicators of possible drug or alcohol use, which includes, but is not limited to, the following:

1. While walking or standing, the person may stumble, stagger, fall, or be unsteady.
2. The person’s speech may be incoherent, rambling, slurred, inappropriately loud, or shouting in tone of voice. Conversely, the person may be silent when it is inappropriate to be so.
3. The person’s actions may be marked by profanity, fighting, extreme hostility, overly aggressive behavior, sleepiness, or crying.
4. The person’s eyes may have dilated or constricted pupils, or may be bloodshot/red, or may be glassy.
5. The person may smell like alcohol or like an illicit drug, such as marijuana.
6. There may be physical evidence of alcohol or drug use, such as a bottle, pills, and/or drug paraphernalia.

**Use**

“Use” means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech. In addition, "use" shall include introducing any amount of a drug or alcohol into a student's body by any manner regardless of whether physical signs of use are detectable at the time of the investigation or whether criminal charges are filed. Additionally, student self-admission of use of prohibited substances is considered “use” for the purposes of the disciplinary consequences.

**Vandalism**

(See “Damage to School Property.”)

**Vehicles on Campus**

Students who drive to and from school in personal vehicles must:

1. Obtain and appropriately display a student parking permit;
2. Park in a designated student parking area on campus;
3. Adhere to individual school parking guidelines; and
4. Obey all Texas laws.

Failure to obtain the required permit and/or to park in an approved student parking area may result in the loss of driving and parking privileges and other appropriate disciplinary action. Temporary permits may be acquired from an appropriate school office by students needing to drive on a short-term basis or using a substitute car they do not regularly drive to school.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search
any vehicle if reasonable suspicions exist to do so. A student has full responsibility for the security of his/her vehicle and
will make certain that it is locked and that the keys are not given to others. A student will be held responsible
for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his/her car and will
be subject to disciplinary action by the District as well as referral for criminal prosecution for having such objects
or substances on school property. Searches of vehicles may be conducted at any time there is reasonable suspicion
to do so, with or without the presence of the student. Students who park on campus must adhere to all regulations
outlined in the Student Handbook and Code of Conduct and other campus publications. If a vehicle subject to search
is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student’s
parents. If the parents are unavailable or refuse to permit the vehicle to be searched, the District may contact local
law enforcement officials and turn the matter over to them. Board Policy FNF (LOCAL)

The District is not responsible for damage to vehicles or items in vehicles parked on campus at any time.

Illegally parked cars may be towed or impounded by a boot locked on a car tire at the owner's expense.
A campus administrator may terminate a student's driving and/or parking privileges at any time that he/she feels this
action is appropriate. Loss of driving and/or parking privileges does not allow another student driver to drive the
offender's vehicle while he/she (the offender) rides as a passenger.

For the safety and protection of students and drivers, video/audio equipment shall be used for safety purposes to
monitor student behavior on District property. The District shall post signs notifying students and parents about the
District’s use of video and audio recording equipment. Students shall not be notified when the equipment is turned
on. The principal or designee may review the recordings as needed, and evidence of student misconduct shall be
documented. A student found in violation of the District’s Student Code of Conduct shall be subject to appropriate
discipline in accordance with this handbook. Recordings shall remain in the custody of the campus principal or
designee and shall be maintained as required by law. A parent who wishes to view a recording in response to
disciplinary action taken against the student may request such access under the procedures and restrictions set out
by law; however, access may be restricted in accordance with Board Policy FL (LEGAL/LOCAL), the Family
Educational Rights and Privacy Act of 1974 (FERPA), and the Individuals with Disabilities Education Improvement
Act.

A District employee may, without consent of a child’s parent, make a videotape or recording of the child if the
videotape or recording is to be used only for:
1. Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school
   buses; Board Policy FO (LEGAL)
2. A purpose related to a co-curricular or extracurricular activity; Board Policy FM (LEGAL)
3. A purpose related to regular classroom instruction; Board Policy EHA (LEGAL) or
4. Media coverage of the school.
   Texas Education Code 26.009(b)

Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member
and in accordance with Board Policy.

Education Code 26.009(b); Board Policy FL (LEGAL)

Parents and other visitors are welcome to visit District schools. For the safety of those within the school setting, all
visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be
permitted.

A campus principal has the authority to require all visitors to sign-in and receive a visitor pass through the District’s
visitor check-in system prior to proceeding to any area of the campus in order to maintain student safety and/or an
orderly environment.

Visitor passes are issued through Raptor. Raptor is a visitor tracking system that enhances school security. The
system reads visitor’s driver’s licenses (or other government-issued photo IDs), compares information to a sex
offender database, alerts campus administrators if a match is found, then (assuming no match was made) prints a
visitor badge that includes a photo of the visitor.

Safety of students is the District’s highest priority. Raptor provides a consistent system to track visitors and
volunteers while limiting access by people who present a danger to students and staff.

It is the principal's responsibility to minimize interruptions during instructional time. To support the attainment of
this goal, the following guidelines will apply to all visitors to the schools:
1. Upon arrival to a campus, visitors must report to the front office.
2. Visitors needing to go beyond the front office must sign-in through the District’s visitor check-in system and
   receive a visitor pass.
3. Visitor passes must be worn by visitors the entire time they are on the campus.
4. Visitors are expected to follow all campus- and District-based guidelines and expectations.
5. Parents wishing to visit their child’s classroom should make arrangements at least one day in advance with the principal, principal’s designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed-upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, parents should not bring their child’s siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting.
6. Parents in classrooms are there as observers and are asked to sit in the rear of the room in an effort to minimize distractions to students. Parents should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent has need for discussion with the teacher, a conference must be scheduled outside instructional time.
7. Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. If necessary, the principal or designee will accompany the parent on the classroom visit. Principals or other administrative designees may restrict and/or preclude classroom visits if requests become excessive in terms of frequency, length of visit, and/or number of requests or are disruptive to the educational process.
8. Volunteers, who are also parents of one or more students, should follow the same procedures as other parents when requesting classroom visitations.
9. Parents requesting a conference with the teacher should make prior arrangements one day in advance (preferred) with the principal, principal’s designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.
10. In the interest of safety, parents/guardians picking up a student during the school day must show photo identification, sign the student out, and wait in a designated waiting area for the student. Students needing to leave during the school day for appointments should remain in their classroom to maximize instructional time until their parent/guardian arrives. School personnel or student aides will inform the student that the parent/guardian has arrived.
11. The school will provide a designated waiting area in the school for parents to pick up children at the end of the school day. Parents must wait until their child is released by the teacher.
12. In an emergency, when it is necessary for a visitor to meet with a student, the principal or an administrative designee will call for or escort the student to the office.
13. Visitors may be asked to leave the classroom and/or campus if their presence disrupts the educational process or school activities in any way.
14. Visitors are expected to sign-out upon leaving the campus.
15. Visitors should leave the school premises after signing-out of the front office. Loitering outside of the school is not allowed for safety and security purposes.

Only parents/guardians are allowed to visit in their child’s classroom in order to avoid disruptions to the educational setting. Other visitors will not be permitted to visit in classes or the campus, and students will not be permitted to bring friends to school with them.

The school and/or District has the authority to prohibit a parent and/or visitor from visiting the premises if the parent and/or visitor behavior is considered to be verbally or physically inappropriate, aggressive, abusive, or insulting, including any staff or students feeling threatened.

Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member and in accordance with Board Policy.

Education Code 26.009(b); Board Policy FL (LEGAL)

UNAUTHORIZED PERSONS

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with PENAL (LOCAL) or GF (LOCAL).

Weapons

A student shall not be in possession of any prohibited weapon at school or any school-related activity; nor shall a student knowingly, intentionally, or recklessly go on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or passenger transportation vehicle of a school with any prohibited weapon, unless pursuant to written regulations or written authorization of the District. Pen Code
A student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus or of any school bus or vehicle engaged in the transportation of students to and from school or school-sponsored activities by exhibiting, using, or threatening to exhibit or use a firearm. Texas Education Code 37.125.

A person commits a third degree felony if the person, in a manner intended to cause alarm or personal injury to another person or to damage school property, intentionally exhibits, uses, or threatens to exhibit or use a firearm: 1) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school or 2) on a school bus being used to transport children to or from school-sponsored activities of a private or public school. Texas Education Code 37.125(a).

“Prohibited weapons” are defined as follows:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). Penal Code 46.01(3)

2. A location restricted knife (knife with a blade over 5 1/2 inches Penal Code 46.01(6) and Education Code 37.007(a)(1)(B)

3. A club (an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk). Penal Code 46.01(1)

4. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01(2)

5. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01(9)

6. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). Penal Code 46.01(10)

7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). Penal Code 46.01(8)

8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01(12)

9. A chemical dispensing device (device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a chemical capable of causing an adverse psychological or physiological effect on a human being). Penal Code 46.01 (14)

10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Penal Code 46.01(16)

11. A tire deflation device (a device including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle’s tires; it does not include a traffic control device that is designed to puncture one or more of a vehicle’s tires when driven over in a specific direction, and has a clearly visible sign posted in close proximity to the traffic control device that prohibits entry or warns motor vehicle operators of the traffic control device). Penal Code 46.01 (17)

Board Policy FNCG (LEGAL) and Penal Code 46.05(a)

Other prohibited items considered as weapons include: knives of any size (including pocket knives), devices designed to emit an electrical shock intended to incapacitate a person, fireworks of any kind, razors, box cutters, chains, or any other object that could be used in a way that threatens or inflicts bodily injury on another person.

Possession of a knife, other than a location restricted knife, and including a pocket knife and those designed to be used as manicure instruments, will be disciplined at Level III. Local law enforcement agencies will be notified any time a knife is confiscated to ensure that the knife is not an illegal weapon. All location restricted knives will be disciplined at Level V as required by statute.

Any device, not included as a mandatory removable or expellable offense by statute, which is designed to propel a projectile either by a spring-type mechanism, air, or gas shall be disciplined at Level IV. If the device is being used in such a way that would constitute a mandatory removable or expellable offense, the discipline shall be at Level IV. This includes, but is not limited to, items such as BB-guns, pellet guns, paintball guns, sling shots, etc. Local law enforcement agencies will be notified any time one of these devices is confiscated to ensure that it is not an illegal weapon.

The possession or use of articles not generally considered weapons, including school supplies, may be prohibited...
when the principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use of such articles.

Lockers and cars parked on school premises may be inspected by school personnel if there is reasonable suspicion to believe they contain weapons. Board Policy FNF (LEGAL/LOCAL)

Other than as stated above, students found to be in violation shall be subject to disciplinary action as specified in the Student Handbook and Code of Conduct.

In addition to policy provisions, students possessing "look-alike" weapons will be disciplined at Level II, and students exhibiting, using, or selling "look-alike" weapons will be disciplined at Level III.

(See "Prohibited Items.")

Withdrawal

In order for a student under 18 to withdraw from school, it is necessary for a parent, legal guardian, or court-appointed guardian to come to school and make a request to withdraw the student. The student, parent, and/or guardian will then return textbooks and library books and clear any outstanding fines or records. A parent or guardian must sign the withdrawal form. A copy of the withdrawal form will be given to the parent/guardian and a copy will be placed in the student’s permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Student Code of Conduct

Revisions to the Student Handbook and Code of Conduct are subject to change due to updates from the Texas Legislative session. Updates will be added as received in an addendum format to the 2017-2018 Student Handbook and Code of Conduct.

Development of the Plan

Each year the District’s Code of Conduct is developed with advice from District-level committees, including the Northwest Improvement Council (the District’s planning and decision-making committee), and is adopted by the Northwest ISD Board of Trustees. This handbook provides information to parents and students regarding school-related issues, standards of conduct, consequences of misconduct, and procedures for administering discipline. In accordance with state law, this handbook will be posted on the District’s website and will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled from the District. Because the Code of Conduct is adopted by the District’s Board of Trustees, it has the force of policy.

Discipline Management Plan

The District’s discipline management plan, known as the Northwest ISD Student Handbook and Code of Conduct, contains information, policies, and regulations on the rights and responsibilities of students and outlines student disciplinary expectations and consequences. The Student Handbook and Code of Conduct shall be available online for all students and parents, teachers, and administrators at the beginning of the school year. The Student Handbook and Code of Conduct must be posted and prominently displayed at each school campus or made available for review at the office of the campus principal. Hard copies are available to parents and students upon request.

Students and parents need to be familiar with the standards set out in the handbook, as well as campus and classroom guidelines and expectations. Annually during the registration process, each parent shall electronically sign the Required Signature Page for Students and the Verification of Receipt, agreeing that both the parent and student will abide by Northwest ISD policy and the Student Handbook and Code of Conduct and acknowledging that the Student Handbook and Code of Conduct can be found online or that a paper copy may be obtained by requesting it in writing from the campus. Each parent and student should also be familiar with policies and procedures outlined in campus student handbooks/folders and campus discipline procedures.

Positive Behavior and Discipline Management Techniques

In general, discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Positive behavior techniques employed with positive, logical, and natural consequence models will be provided in a tiered model of
application. While the positive behavior management techniques are a preferred method of approaching discipline, the severity of the behavior will be considered if the action requires a more intensive consequence as outlined in the leveled disciplinary charts for each specific grade level.

Positive Behavior and Discipline Management Training
Each principal shall be responsible for providing discipline management in-service training for campus staff. The training must include a review of the District’s Student Handbook and Code of Conduct, as well as a review of any campus-based positive behavior management and discipline strategies or techniques. Principals and Assistant Principals must attend the District Management Guide training.

Behavior / Discipline Coordinator
The discipline coordinator(s) on each campus shall be the principal, the assistant principal, and/or the principal designee. In conformance with District policy, school principals and assistant principals shall be responsible for establishing school guidelines and expectations in accordance with regulations that will ensure a safe educational program free from disruption for all students and for enforcing consistently and fairly all discipline policies and school guidelines and expectations in accordance with regulations regarding discipline.

Behavior / Discipline Records
Each year the campus administration will maintain a discipline file separate from the permanent records for each student. Discipline records will include the following:

1. A record of all instances of a student coming to the office for disciplinary reasons;
2. A record of all calls or conferences held with a parent(s) regarding a student’s behavior; and
3. A record of the disciplinary action for each offense including the length of the assignment for suspensions, alternative education placements, and expulsions.

In addition to the discipline file, discipline records must be entered into the computer system to accurately reflect PEIMS reportable offenses. Discipline files do not follow students from one year to the next unless the student’s assignment to a disciplinary alternative education program (DAEP) or juvenile justice alternative education program (JJAEP) extends into the next school year. Students begin each year with a “clean slate” in regard to discipline. In addition, computerized discipline records are purged from the system at the end of each school year once the PEIMS data is extracted for reporting purposes. Records Management FL (Regulation)

Positive Behavior Management Techniques
Each tier within the Positive Behavior Management chart successively increases the level of positive support to elicit desired behaviors. Additional resources or alternative options may be explored for each individual student need.

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Guidelines for Assessing Disciplinary Consequences

Students who violate the District’s Student Handbook and Code of Conduct shall be subject to disciplinary action. The District’s disciplinary options include using one or more disciplinary management techniques. When imposing discipline, District personnel shall adhere to the following general guidelines:

1. No student shall be subjected to corporal punishment of any kind. Corporal punishment is not permitted by Northwest ISD policy.
2. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
3. Students shall be treated fairly and equitably. Teachers and administrators have a variety of disciplinary consequences available. Consequences shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include the following:
   a. The seriousness of the offense;
   b. The student’s age;
   c. The frequency of misconduct;
   d. Student’s attitude;
   e. The potential effect of the misconduct on the school environment;
   f. Requirements of Chapter 37 of the Texas Education Code; and
   g. The Student Code of Conduct adopted by the Board.

Other factors may include but are not limited to:
   • Intent or lack of intent;
   • Documented evidence of self-defense;
   • Student’s disciplinary record; and
   • Student disability.

Disciplinary Consequences

Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary management techniques used when students violate the Student Handbook and Code of Conduct shall include, but not be limited to the following:

- Verbal/written correction;
- Cooling-off time or “time-out;”
- Seating changes within the classroom or on vehicles owned or operated by the District;
- Rewards or demerits;
- Counseling by teachers, counselors, or administrative personnel;
- Restitution of damages;
- Temporary removal from class;
- Parent-teacher conferences;
- Temporary confiscation of items;
- Behavioral contracts;
- Detention, including before, during, and after school (including recess at Elementary);
- Saturday Detention;
- Special assignments or duties (only with parent approval);
- Loss of privileges;
- Exclusion from extracurricular activities, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations;
- Penalties identified in individual student organizations’ extracurricular standards of behavior;
- Grade reductions as permitted by Policy EIA (LOCAL);
- Withdrawal or restriction of bus privileges;
- Required Parent Meeting;
- In-School Suspension (ISS);
- Out-of-School Suspension (OSS);
- Removal to a Disciplinary Alternative Education Program (DAEP);
- Expulsion to a Juvenile Justice Alternative Education Program (JJAEP); and/or
- Referral to law enforcement for criminal prosecution, in addition to school disciplinary consequences.

This plan utilizes all disciplinary management techniques allowed under Texas law other than corporal punishment.

A student’s Individual Education Plan (IEP) or 504 accommodation plan will address his/her specialized needs in the area of discipline. Appropriate disciplinary management techniques may be included within the IEP or 504 accommodation plan. In most instances, the disciplinary management techniques supplement the Student Code of Conduct.
Individual Campus Options

Each individual campus may impose campus or classroom guidelines and expectations, in addition to those found in the Student Handbook and Code of Conduct. The guidelines and expectations may be listed in the student handbook or posted in classrooms and may or may not constitute violations of the Student Handbook and Code of Conduct. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.

Intent and Self-Defense

Consideration will be given in each decision concerning disciplinary action taken, intent or lack of intent at the time the student engaged in the conduct, a student’s disciplinary history, or a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct.

Level System

Disciplinary offenses in the Student Handbook and Code of Conduct are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. Depending on the circumstances and severity of the particular offense, progressive discipline may not be administered. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the action(s) most appropriate to the setting and the infraction, except in regard to mandatory placements specified in state law (Level IV and V offenses). Campus administrators have the authority to discipline students for violations of the Student Handbook and Code of Conduct that occur on campus, on a school bus, or at school-related or school-sponsored activities, as well as certain off-campus offenses as specified by law.

Levels I, II, III, IV, and V

The discipline charts on the following pages depict examples of offenses and disciplinary options applicable at each campus level (elementary, middle school, and high school) for Levels I, II, and III. Level IV offenses are assessed DAEP placements, and Level V offenses are assessed JJAEP placements. There is no appeal process for disciplinary consequences assigned at Levels I, II, and III and at Level IV if the placement in the DAEP does not extend beyond 60 school days or the end of the next semester, whichever is earlier. Level IV placements in the DAEP that extend beyond 60 school days or the end of the next semester, whichever is earlier, and Level V expulsions are the only disciplinary consequences that entitle students to a hearing. Parental questions or complaints regarding ancillary issues related to disciplinary measures taken in these cases should be addressed to the teacher or campus administration as appropriate and in accordance with Board Policy FNG (LOCAL). Refer to the disciplinary charts for the offenses and consequences.

Parent/Teacher Conferences

One or more conferences shall be held during each school year between a teacher and the parents of a student if the student is not maintaining passing grades, is not achieving the expected level of performance, presents some other problem to the teacher, or in any other case the teacher considers necessary.

Responsibilities

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. Both experience and research tell us that a child’s education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. A cooperative relationship among students, parents, and educators requires that:

SCHOOL BOARD MEMBERS:
- Enact and enforce policies which facilitate the establishment and maintenance of a positive and safe learning environment;
- Approve and support the District’s Student Handbook and Code of Conduct; and
- Fulfill designated roles in due process and hearing procedures.

CENTRAL ADMINISTRATORS:
- Develop, with input from the District planning and decision making committee, a draft of a Student Handbook and Code of Conduct for the Board’s review and approval;
- Assure District compliance with state and federal laws;
- Publish and disseminate the Board-approved Student Handbook and Code of Conduct to individual campuses;
- Provide training for campus administrators on the Board approved Student Handbook and Code of Conduct;
- Fulfill designated roles in due process and hearing procedures;
- Report certain disciplinary infractions to the Texas Education Agency (TEA) as required by the Texas Education Code; and
- Provide each certified employee with a copy of Subchapter A, Chapter 37 of the Texas Education Code, and local District policy.
CAMPUS ADMINISTRATORs:
- Assume responsibility for the distribution of the Board approved Student Handbook and Code of Conduct;
- Review guidelines and discipline procedures to students and staff related to the Board-approved Student Handbook and Code of Conduct;
- Ensure fair and impartial treatment of students in assigning consequences for disciplinary infractions;
- Maintain an atmosphere conducive to good behavior;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Monitor the delivery of differentiated instruction to meet the needs of individual students in accordance with IEPs, accommodation plans, and other individualized programs;
- Facilitate the resolution of school-related conflicts in a timely manner;
- Encourage parent/guardian participation in school affairs and actively promote open communications between parents/guardians and school personnel;
- Notify parents/guardians of receipt of a disciplinary report from a teacher of a violation of the Student Handbook and Code of Conduct;
- Ensure compliance with appropriate timeframes and procedures for disciplinary due process rights;
- Behavioral intervention strategies will be considered for students with repeated disciplinary violations;
- Notify the appropriate law enforcement agency if there are reasonable grounds to believe that a crime has been committed; and
- Inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an offense for which the student is removed to a DAEP or JJAEP of the conduct that resulted in the student's removal or expulsion.

TEACHERS:
- Maintain an atmosphere that is a safe and secure environment conducive to learning;
- Develop, maintain, and communicate classroom guidelines and clear expectations for students;
- Maintain regular attendance and punctuality and are prepared to perform their duties with appropriate materials;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Differentiate instruction to meet the needs of individual students;
- Notify parents of student of significant changes in behavior;
- Notify the principal or appropriate administrator on the disciplinary report of violations of the Student Handbook and Code of Conduct;
- Adhere to District and campus policies and procedures;
- Establish and maintain open communications with parents; and
- Maintain confidentiality.

STUDENTS:
- Follow the Student Handbook and Code of Conduct;
- Exhibit an attitude of respect toward individuals and property;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes, regularly and on time;
- Prepare for each class; take appropriate materials and assignments to class;
- Adhere to District and campus standards of grooming and dress;
- Obey all campus and classroom guidelines and expectations;
- Exhibit respect for the rights and privileges of students, teachers, and other District staff and volunteers;
- Exhibit respect for the property of others, including District property and facilities;
- Cooperate with and assist the school staff in maintaining safety, order, and discipline;
- Express opinions, needs, and ideas in a respectful and courteous manner;
- Refrain from making profane, insulting, threatening, or inflammatory remarks;
- Pursue mastery of the Texas Essential Knowledge and Skills of the curriculum as prescribed in the District and the state;
- Establish an effective working relationship with parents, peers, and school personnel;
- Cooperate with all lawful and reasonable directives issued by school personnel;
- Seek changes in school policies and regulations through approved channels in an orderly and responsible manner;
- Cooperate with school/District staff in investigations and all school-related matters;
- Give parent/guardian a copy of all notices, including disciplinary notices, in a timely manner;
- Return papers requiring a parent signature in a timely manner; and
- Pay required fees and fines in a timely manner.
PARENTS/GUARDIANS:
- Review the Student Handbook and Code of Conduct and discuss the contents with their child;
- Encourage their child to put a high priority on education and work with their child on a daily basis to make the most of the educational opportunities the school provides;
- Ensure that their child completes all homework assignments and special projects;
- Become familiar with all of their child’s school activities and with the academic programs, including special programs, offered in the District. If their child is entering the ninth grade, review the requirements of the graduation programs with their child;
- Monitor their child’s academic progress and provide an appropriate area in the home for their child to use for study;
- Participate in meaningful conferences with school personnel regarding their child's academic progress, behavior, or general welfare;
- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel;
- Ensure their child's attendance at required tutorials;
- Assist their child in selecting appropriate attire for school and school-related activities;
- Communicate, in a courteous and respectful manner, with campus personnel regarding concerns about their child's educational progress or conduct;
- Send their child to school each day on time (except in the case of illness or extenuating circumstances) prepared, rested, and ready to learn;
- Maintain up-to-date home, work, and emergency telephone numbers at the school;
- Be responsible for negligent, willful, or malicious conduct of their child;
- Be knowledgeable of state, District, and school policies, regulations, and requirements;
- Request in writing, if the parent is a noncustodial parent, that the parent be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. Board Policy FO (LEGAL)

Students with Disabilities

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES
Disciplinary actions regarding students with disabilities shall be in accordance with all applicable statutes, rules, and regulations. Any disciplinary action that would constitute a change in placement may be taken only after the student’s ARD or Section 504 committee conducts a manifestation determination review.

DEFINITION OF A STUDENT WITH A DISABILITY UNDER SECTION 504
A student is considered to have a disability under Section 504 of the Rehabilitation Act of 1973 if the student:
1) Has a physical or mental impairment which substantially limits one or more of life's major activities,
2) Has a record of such an impairment, or
3) Is regarded as having such an impairment.
34 CFR Section 104.3(j)

DEFINITION OF A STUDENT WITH A DISABILITY UNDER IDEA
For purposes of this section, a student with a disability is a student who has been evaluated in accordance with 34 Code of Federal Regulations relating to full individual evaluation and determined by an Admission, Review, and Dismissal (ARD) Committee as meeting the eligibility criteria for being considered orthopedically impaired, visually impaired, deaf/blind, intellectually disabled, emotionally disturbed, learning disabled, speech impaired, traumatic brain injured, or autistic and who because of these impairments needs special education and related services.
Level I Disciplinary Chart—Elementary

**Level 1: Teacher Directed**

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school.

**Procedures:**
1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the appropriate administrator.
3. The teacher may want to discuss the misbehavior with the parent, administrator, and/or support personnel.
4. Level I Offenses and Disciplinary Options are not limited to those provided.
5. Repeated violations shall result in a more severe response and/or referral to Level II.

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Being tardy to class</td>
<td>•</td>
</tr>
<tr>
<td>2. Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings</td>
<td>•</td>
</tr>
<tr>
<td>3. Failing to follow campus or classroom guidelines and expectations</td>
<td>•</td>
</tr>
<tr>
<td>4. Neglecting to bring required materials or assigned work to class</td>
<td>•</td>
</tr>
<tr>
<td>5. Failing to participate in classroom activities or fulfill assignments</td>
<td>•</td>
</tr>
<tr>
<td>6. Eating, drinking, or chewing gum in an undesignated area</td>
<td>•</td>
</tr>
<tr>
<td>7. Throwing objects or passing unauthorized notes</td>
<td>•</td>
</tr>
<tr>
<td>8. Talking back/arguing or name calling</td>
<td>•</td>
</tr>
<tr>
<td>9. Horseplaying/scuffling (not fighting)</td>
<td>•</td>
</tr>
<tr>
<td>10. Possessing and/or using nuisance items</td>
<td>•</td>
</tr>
<tr>
<td>11. Disrupting the orderly classroom process</td>
<td>•</td>
</tr>
<tr>
<td>12. Violating dress and grooming standards</td>
<td>•</td>
</tr>
<tr>
<td>13. Telling a falsehood</td>
<td>•</td>
</tr>
<tr>
<td>14. Cheating or copying the work of another / Academic dishonesty (Refer to Grading Guidelines.)</td>
<td>•</td>
</tr>
</tbody>
</table>

**NOTES:**

Disciplinary offenses in the Student Code of Conduct are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the disciplinary options most appropriate to the setting and the infraction.
Level II: Administrator Directed
Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

Procedures:
1. Disciplinary report to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents may be required to sign and return the notice(s), report(s), and/or form(s) to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assigning Disciplinary Consequences.
5. Level II Offenses and Disciplinary Options are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>2. Using food inappropriately</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>3. Using inappropriate language/actions/ gestures/ pictures/sounds (verbal or written)</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>4. Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>5. Being truant, including skipping class/mandatory tutorials and/or leaving school/class without permission</td>
<td>• • • • • • • • •</td>
</tr>
<tr>
<td>6. Being tardy excessively</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>7. Physically contacting another student creating a disruptive environment</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>8. Creating or participating in a disturbance</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>9. Failing to serve detention</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>10. Possessing lighters or matches</td>
<td>• • • • • • • • • •</td>
</tr>
<tr>
<td>11. Possessing a laser pointer for other than an approved use</td>
<td>• • • • • • • • • •</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent conference</td>
</tr>
<tr>
<td>Loss of privileges</td>
</tr>
<tr>
<td>Restitution of damages/Restoring to order</td>
</tr>
<tr>
<td>Exclusions from extracurricular activities</td>
</tr>
<tr>
<td>Confiscation of item</td>
</tr>
<tr>
<td>Special assignments or duties only with parent</td>
</tr>
<tr>
<td>Withdrawal or restriction of bus privileges</td>
</tr>
<tr>
<td>Before, during lunch and/or recess, or after school detention</td>
</tr>
<tr>
<td>Required Parent Meeting</td>
</tr>
<tr>
<td>In School Suspension (ISS)</td>
</tr>
<tr>
<td>Out of School Suspension (OSS) (not to exceed three days at a time)</td>
</tr>
<tr>
<td>Parent notification</td>
</tr>
</tbody>
</table>

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(continued from previous page)

### Level II—Elementary

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Possessing a current prescription (student’s own medication) or possessing, distributing, or using a non-prescription drug, natural and/or homeopathic-like substances, or herbal/dietary/nutritional aids or supplements not FDA approved</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>13. Displaying or using a cell phone or other electronic device during instructional time (visual or auditory) without expressed permission</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>14. Possessing a look-alike weapon</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>15. Violating the responsible use policy for technology</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>16. Telling a falsehood to an adult</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>17. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person’s personal property</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>18. Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>19. Possessing or using a camera, radio, CD player, MP3 player, hand-held electronic game, or other unauthorized electronic device without expressed permission</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>20. Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>21. Being present in area without authorization</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>22. Engaging in an inappropriate act of familiarity with another and/or public display of affection</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>23. Loitering on school campus before or after school</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>24. Selling or soliciting for sale unauthorized merchandise</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>25. Posting or distributing unauthorized publications</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>26. Being in an area designated for the opposite gender (e.g. locker rooms, restrooms)</td>
<td><img src="DisciplinaryOptions.png" alt="Disciplinary Options" /></td>
</tr>
</tbody>
</table>

**NOTES:**

School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

Sponsors and coaches of extracurricular activities, such as Student Council, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.

Serious and/or persistent misconduct may result in placement in a Disciplinary Alternative Education Program (DAEP).

**A student in grade 2 or below shall not be placed in out-of-school suspension, except for certain offenses listed on page 99.**
**Level III: Administrator Directed**

Serious offenses are defined but not limited to those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

**Procedures:**
1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian.
3. The student is afforded proper due process.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences.
5. **Level III Offenses and Disciplinary Options are not limited to those provided.**
6. Repeated violations shall result in a more severe response.

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Committing persistent offenses from Level II, including bus infractions</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>2. Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>3. Using profane, vulgar, or obscene language, pictures, gestures, symbols, and sounds (written or verbal)</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>4. Intentionally or knowingly making libelous or slanderous remarks (oral or written) about students, employees, or others</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>5. Using ethnic, racial, or gender-related slurs (oral or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>6. Mutual combat/fighting; encouraging or promoting a fight</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>7. Using lighters or matches</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>8. Possessing or using tobacco/restricted smoking materials</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>9. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, “poppers,” other noxious chemicals (including pepper-spray or mace-type materials), or “shock” pens and other similar devices</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>10. Possessing any prohibited weapon including prohibited weapons that do not constitute a mandatory removable or expellable offense by statute, which is designed to propel a projectile either by a spring-type mechanism, air, or gas. This includes, but is not limited to, BB-guns, pellet guns, paintball guns, slingshots, tasers, etc.</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>11. Possessing ammunition, including paintballs</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District’s computer system</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>13. Using threatening language, actions, pictures, gestures, symbols, and sounds, including hit lists (written or verbal)</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>14. Trespassing and/or facilitating or being party to allowing trespass of another student(s) or person(s) into a campus or facility.</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>

**Examples of Disciplinary Options:**
- Loss of privileges
- Parent Conference
- Expulsion from extracurricular activities
- Special assignment or duties outside of normal school hours
- Required Parent Meeting
- In School Suspension (ISS)
- Before, during lunch and/or recess, or after school detention
- Required Parent Meeting
- In School Suspension (ISS)

**Level III Disciplinary Chart—Elementary**
(continued from previous page)

**Examples of Offenses**

<table>
<thead>
<tr>
<th>Example</th>
<th>Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Selling, giving, or delivering to another person a non-prescription drug or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>16. Attempting to sell or purchase a prohibited substance without being in possession</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>17. Stealing or unauthorized possession of another person’s property; theft, committing burglary</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>18. Exhibiting, delivering, using, or selling look-alike weapons</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>19. Forging or altering school records, parent notes, forms, or other school/home communications / falsifying a report</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>20. Assaulting another student or adult that is not a mandatory removable or expellable offense</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>21. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of personal or school property that has the potential to cause damage or injury</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>22. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury, or lying as a witness during a school investigation</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>23. Engaging in behavior that is illegal that does not constitute an expellable offense</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>24. Engaging in inappropriate sexual conduct</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>25. Engaging in sexual harassment (verbal, written, or by gesture), including stalking</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>26. Public lewdness / Indecent exposure</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>27. Hazing, harassing or stalking (non sexual), bullying</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>28. Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.)</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>29. Gambling</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>30. Hacking (illegal or unauthorized entry or attempted entry into computer files)</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>31. Interfering with school activities, including trespassing, boycotting, and group demonstrations</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>32. Participating in an unauthorized organization, secret society, or gang; gang-related activity</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>33. Committing extortion, coercion, or blackmail</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>

**NOTES:**

School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

Sponsors and coaches of extracurricular activities, such as Student Council, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.

If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.

Serious and/or persistent misconduct may result in placement in a Disciplinary Alternative Education Program (DAEP).

**A student in grade 2 or below shall not be placed in out-of-school suspension, except for certain offenses listed on page 99.**

---

**Examples of Disciplinary Options**

<table>
<thead>
<tr>
<th>Example</th>
<th>Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal or restriction of bus privileges</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Law of Privileges</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Parent conference</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Restitution of damages/resisting to order</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Exclusion from extracurricular activities</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Confiscation of Item</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Sexual assault or related acts with actual or potential sexual contact</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Before, during lunch and/or recess, or after school</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Required Parent Meeting</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>In-School Suspension (ISS) (not to exceed three days at a time)</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Out-of-School Suspension (OSS) (not to exceed three days at a time)</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>
**Level I Disciplinary Chart—Middle School**

**Level I: Teacher Directed**
Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior which impedes orderly classroom procedures, student safety, or interferes with the orderly operation of the school.

**Procedures:**
1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the appropriate administrator.
3. The teacher may want to discuss the misbehavior with the parent, administrator, and/or support personnel.
4. Level I Offenses and Disciplinary Options are not limited to those provided.
5. Repeated violations shall result in a more severe response and/or referral to Level II.

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Being tardy to class</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>2. Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>3. Failing to follow classroom guidelines and expectations</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>4. Neglecting to bring required materials or assigned work to class</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>5. Failing to participate in classroom activities or fulfill assignments</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>6. Eating, drinking, or chewing gum in an undesigned area</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>7. Throwing objects or passing unauthorized notes</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>8. Talking back/arguing or name calling</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>9. Horseplaying/scuffling (not fighting)</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>10. Possessing and/or using nuisance items</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>11. Disrupting the orderly classroom process</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>12. Spitting (without bodily contact)</td>
<td>● ● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>

**NOTES:**
Disciplinary offenses in the Student Code of Conduct are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the disciplinary options most appropriate to the setting and the infraction.
Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

Procedures:

1. Disciplinary report to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate disciplinary notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents may be required to sign and return the notice(s), report(s), and/or form(s) to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences.
5. Level II Offenses and Disciplinary Options are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>2. Using food inappropriately</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>3. Using inappropriate language/actions/gestures/pictures/symbols/sounds (verbal or written)</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>4. Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>5. Being truant, including skipping class/mandatory tutorials and/or leaving school/class without permission</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>6. Being tardy excessively</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>7. Physically contacting another student creating a disruptive environment</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>8. Violating dress and grooming standards</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>9. Creating or participating in a disturbance</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>10. Failing to serve detention/Saturday Detention</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>11. Abusing the use of a hall pass</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>12. Possessing lighters or matches</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>13. Cheating or copying the work of another / Academic dishonesty (Refer to Grading Guidelines.)</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>
### Level II—Middle School

#### Examples of Offenses

<table>
<thead>
<tr>
<th>Offense</th>
<th>Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possessing a laser pointer for other than an approved use</td>
<td>•</td>
</tr>
<tr>
<td>Displaying or using a cell phone or other electronic device during instructional time (visual or auditory) without expressed permission</td>
<td>•</td>
</tr>
<tr>
<td>Violating the responsible use policy for technology</td>
<td>•</td>
</tr>
<tr>
<td>Telling a falsehood to an adult</td>
<td>•</td>
</tr>
<tr>
<td>Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person’s property</td>
<td>•</td>
</tr>
<tr>
<td>Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property</td>
<td>•</td>
</tr>
<tr>
<td>Possessing or using a camera, radio, CD player, MP3 player, hand-held electronic game, or other unauthorized electronic device without expressed permission</td>
<td>•</td>
</tr>
<tr>
<td>Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member</td>
<td>•</td>
</tr>
<tr>
<td>Being present in an area without authorization</td>
<td>•</td>
</tr>
<tr>
<td>Engaging in an inappropriate act of familiarity with another and/or public display of affection</td>
<td>•</td>
</tr>
<tr>
<td>Loitering on school campus before or after school</td>
<td>•</td>
</tr>
<tr>
<td>Selling or soliciting for sale unauthorized merchandise</td>
<td>•</td>
</tr>
<tr>
<td>Posting or distributing unauthorized publications</td>
<td>•</td>
</tr>
</tbody>
</table>

#### Examples of Disciplinary Options

- Parent Conference
- Restitution of damages/investigation
- Loss of privileges/Exclusion from extracurricular activities
- Confiscation of items
- Special assignments or duties (only with parent approval)
- Withdrawal of privileges or dates (only with parent approval)
- Saturday detention
- Before, during or after school detention
- Required Parent Meeting
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS) (not to exceed three days at a time)

### NOTES:

School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.
### Level III Disciplinary Chart—Middle School

**Level III: Administrator Directed**

Serious offenses are defined, but not limited, to those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

**Procedures:**
1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian.
3. The student is afforded proper due process.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences.
5. **Level III Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response.**

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Committing persistent offenses from Level II, including bus infractions</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>2. Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>3. Using profane, vulgar, or obscene language, pictures, gestures, symbols, and sounds (written or verbal)</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>5. Using ethnic, racial, or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>6. Mutual combat/fighting; encouraging or promoting a fight</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>7. Using lighters or matches</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>8. Possessing or using tobacco/restricted smoking materials</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>9. Using a laser pointer for other than an approved use</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>10. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, “poppers,” other noxious chemicals (including pepper-spray or mace-type materials), or “shock” pens and other similar devices</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>11. Possessing ammunition, including paintballs</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography via the District’s computer system</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>13. Possessing any prohibited weapon including prohibited weapons that do not constitute a mandatory removable or expellable offense by statute, which is designed to propel a projectile either by a spring-type mechanism, air, or gas. This includes, but is not limited to, BB-guns, pellet guns, paintball guns, slingshots, taser, etc.</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>14. Using threatening language, actions, pictures, gestures, symbols, and sounds, including hit lists (written or verbal)</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
<tr>
<td>15. Trespassing and/or facilitating or being party to allowing trespass of another student(s) or person(s) into a campus or facility.</td>
<td>⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤ ⬤</td>
</tr>
</tbody>
</table>

- Withdrawal or restriction of bus privileges
- Parent conference
- Reinstatement/Restitution/Restoration
- Exclusion from school privileges
- Suspension
- Loss of privileges
- Confinement
- Special assessments of discipline
- Referenced Parent Meeting
- Required Parent Meeting
- In-school Suspension (ISS)
- Out-of-School Suspension (OSS)
## Level III—Middle School

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Stealing or unauthorized possession of another person’s property, theft; committing burglary</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>17. Exhibiting, possessing, delivering, using, or selling look-alike weapons</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>18. Forging or altering school records, parent notes, forms, or other school/home communications / falsifying a report</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>19. Assaulting another student or adult that is not a mandatory removable or expellable offense</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>20. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>21. Failing to disclose information, hiding/covering up (for self or others)</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>information/evidence, committing perjury, or lying as a witness during a school investigation</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>22. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>23. Engaging in inappropriate sexual conduct</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>24. Engaging in sexual harassment (verbal, written, or by gesture), including stalking</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>25. Public lewdness / Indecent exposure</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>26. Hazing, harassing, or stalking (non sexual): bullying</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>27. Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.)</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>28. Being in an area designated for the opposite gender (e.g. locker rooms, restrooms)</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>29. Hacking (illegal or unauthorized entry or attempted entry into computer files)</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>30. Interfering with school activities, including trespassing, boycotting, and group demonstrations</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>31. Participating in an unauthorized organization, secret society, or gang; gang-related activity</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>32. Committing extortion, coercion, or blackmail; gambling</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
<tr>
<td>33. Possessing a current prescription (student’s own medication) or possessing, distributing, using, or being under the influence of a nonprescription drug, natural and/or homeopathic-like substances, or herbal/dietary/nutritional aids or supplements not FDA approved</td>
<td>• • • • • • • • • • • • • • • •</td>
</tr>
</tbody>
</table>

### Notes:

School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.

Serious and/or persistent misconduct at Level III may result in placement in a Disciplinary Alternative Education Program (DAEP).  

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-86-
Level I: Teacher Directed
Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior which impedes orderly classroom procedures or interferes with the orderly operation of the school.

Procedures:
1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the appropriate administrator.
3. The teacher may want to discuss the misbehavior with the parent, administrator, and/or support personnel.
4. Level I Offenses and Disciplinary Options are not limited to those provided.
5. Repeated violations shall result in a more severe response and/or referral to Level II.

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Being tardy to class</td>
<td>● ● ● ● ●</td>
</tr>
<tr>
<td>2. Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings</td>
<td>● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>3. Failing to follow classroom guidelines and expectations</td>
<td>● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>4. Neglecting to bring required materials or assigned work to class</td>
<td>● ● ● ● ● ● •</td>
</tr>
<tr>
<td>5. Failing to participate in classroom activities or fulfill assignments</td>
<td>● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>6. Eating, drinking, or chewing gum in an undesignated area</td>
<td>● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>7. Throwing objects or passing unauthorized notes</td>
<td>● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>8. Talking back/arguing or name calling</td>
<td>● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>9. Horseplaying/scuffling (not fighting)</td>
<td>● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>10. Possessing and/or using nuisance items</td>
<td>● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>11. Disrupting the orderly classroom process</td>
<td>● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>12. Spitting (without bodily contact)</td>
<td>● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>

NOTES:
Disciplinary offenses in the Student Code of Conduct are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the disciplinary options most appropriate to the setting and the infraction.
## Level II Disciplinary Chart—High School

### Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

### Procedures:

1. Disciplinary report to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. Copies of appropriate disciplinary notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents may be required to sign and return the notice(s), report(s), and/or form(s) to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences.
5. Level II Offenses and Disciplinary Options are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>2. Using food inappropriately</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>3. Using inappropriate language/actions/expressions of oral or written</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>4. Failing to comply with directives of a member of the school staff; being disrespectful or insubordinate</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>5. Being truant, including skipping class/mandatory tutorials and/or leaving school/class without permission</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>6. Being tardy excessively</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>7. Physically contacting another student creating a disruptive environment</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>8. Violating dress and grooming standards</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>9. Creating or participating in a disturbance</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>10. Failing to serve detention/Saturday Detention</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>11. Abusing the use of a hall pass</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>12. Possessing lighters or matches</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
<tr>
<td>13. Cheating or copying the work of another / Academic dishonesty (Refer to Grading Guidelines.)</td>
<td><img src="chart.png" alt="Disciplinary Options" /></td>
</tr>
</tbody>
</table>

- Parent conference<br>
- Loss of privileges<br>
- Restriction of extracurricular activities<br>
- Confiscation of item<br>
- Special assignments or duties (only with parent approval)<br>
- Withdrawal or restriction of privileges<br>
- Saturday Detention<br>
- In-School Suspension (ISS) (not to exceed three days at a time)<br>
- Out-of-School Suspension (OSS) (not to exceed three days at a time)
### Level II—High School

#### Examples of Offenses

<table>
<thead>
<tr>
<th>Example</th>
<th>Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possessing a laser pointer for other than an approved use</td>
<td>●</td>
</tr>
<tr>
<td>Displaying or using a cell phone or other electronic device during instructional time (visual or auditory) without expressed permission</td>
<td>●</td>
</tr>
<tr>
<td>Violating the responsible use policy for technology</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Telling a falsehood to an adult (not associated with an investigation)</td>
<td>●</td>
</tr>
<tr>
<td>Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person’s property</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Possessing or using a camera, radio, CD player, MP3 player, hand-held electronic game, or other unauthorized electronic device without expressed permission</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Recording on campus, audio or video, is prohibited unless permission has been expressly granted by a staff member</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Being present in an area without authorization</td>
<td>●</td>
</tr>
<tr>
<td>Engaging in an inappropriate act of familiarity with another and/or public display of affection</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Loitering on school campus before or after school</td>
<td>●</td>
</tr>
<tr>
<td>Selling or soliciting for sale unauthorized merchandise</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Posting or distributing unauthorized publications</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>Violating parking guidelines/procedures</td>
<td>● ● ● ● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>

#### NOTES:

School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.
### Level III Disciplinary Chart—High School

#### Level III: Administrator Directed

Serious offenses are defined, but not limited to, those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

**Procedures:**
1. The administrator investigates the infractions(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian.
3. The student is afforded proper due process.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on an evaluation of all applicable factors as noted in the Guidelines for Assessing Disciplinary Consequences.
5. **Level III Offenses and Disciplinary Options are not limited to those provided.**
6. Repeated violations shall result in a more severe response.

<table>
<thead>
<tr>
<th>Examples of Offenses</th>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Committing persistent offenses from Level II, including bus infractions</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>2. Engaging in conduct that disrupts the school environment or educational process, including those listed below.</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>3. Using profane, vulgar, or obscene language, pictures, gestures, symbols, and sounds (written or verbal)</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>5. Using ethnic, racial, or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>6. Mutual combat/fighting; encouraging or promoting a fight</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>7. Using lighters or matches</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>8. Possessing or using tobacco/restricted smoking materials</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>9. Using a laser pointer for other than an approved use</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>10. Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, “poppers,” other noxious chemicals (including pepper-spray or mace-type materials), or “shock” pens and other similar devices</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>11. Possessing ammunition, including paintballs</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>12. Possessing, distributing, or creating pornographic or sexually-oriented material and/or accessing pornography</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>13. Possessing any prohibited weapon including prohibited weapons that do not constitute a mandatory removable or expellable offense by statute, which is designed to propel a projectile either by a spring-type mechanism, air, or gas. This includes, but is not limited to, BB-guns, paintball guns, smoke bombs, “poppers,” other noxious chemicals (including pepper-spray or mace-type materials), or “shock” pens and other similar devices</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>14. Stealing or unauthorized possession of another person’s property, theft; committing burglary</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>15. Using threatening language, actions, pictures, gestures, symbols, and sounds, including hit lists (written or verbal)</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>16. Trespassing and/or facilitating or being party to allowing trespass of another student(s) or person(s) into a campus or facility.</td>
<td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>
### Examples of Offenses

<table>
<thead>
<tr>
<th>Number</th>
<th>Examples of Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Exhibiting, possessing, delivering, using, or selling look-alike weapons</td>
</tr>
<tr>
<td>18</td>
<td>Forging or altering school records, parent notes, forms, or other</td>
</tr>
<tr>
<td></td>
<td>school/home communications / falsifying a report</td>
</tr>
<tr>
<td>19</td>
<td>Assaulting another student or adult that is not a mandatory removable or expellable</td>
</tr>
<tr>
<td></td>
<td>offense</td>
</tr>
<tr>
<td>20</td>
<td>Vandalizing, including defacement of or damage to school property, and graffiti not</td>
</tr>
<tr>
<td></td>
<td>included as a mandatory removable or expellable offense: inappropriate use of property</td>
</tr>
<tr>
<td></td>
<td>that has the potential to cause damage or injury</td>
</tr>
<tr>
<td>21</td>
<td>Failing to disclose information, hiding/covering up (for self or others) information/</td>
</tr>
<tr>
<td></td>
<td>evidence, committing perjury, or lying as a witness during a school investigation</td>
</tr>
<tr>
<td>22</td>
<td>Engaging in behavior that is illegal that does not constitute a mandatory removable</td>
</tr>
<tr>
<td></td>
<td>or expellable offense</td>
</tr>
<tr>
<td>23</td>
<td>Engaging in inappropriate sexual conduct</td>
</tr>
<tr>
<td>24</td>
<td>Engaging in sexual harassment (verbal, written, or by gesture), including stalking</td>
</tr>
<tr>
<td>25</td>
<td>Public lewdness / Indecent exposure</td>
</tr>
<tr>
<td>26</td>
<td>Hazing, harassing, or stalking (non sexual); bullying</td>
</tr>
<tr>
<td>27</td>
<td>Creating a situation that may constitute a potential health hazard or result in</td>
</tr>
<tr>
<td></td>
<td>possible injury (including but not limited to: bodily fluids, pulling chair out from</td>
</tr>
<tr>
<td></td>
<td>someone, taking more than the recommended dosage of a medicine, reckless driving on</td>
</tr>
<tr>
<td></td>
<td>school property, etc.)</td>
</tr>
<tr>
<td>28</td>
<td>Being in an area designated for the opposite gender (e.g. locker rooms, restrooms)</td>
</tr>
<tr>
<td>29</td>
<td>Hacking (illegal or unauthorized entry or attempted entry into computer files)</td>
</tr>
<tr>
<td>30</td>
<td>Interfering with school activities, including trespassing,</td>
</tr>
<tr>
<td></td>
<td>boycotting, and group demonstrations</td>
</tr>
<tr>
<td>31</td>
<td>Committing extortion, coercion, or blackmail; gambling</td>
</tr>
<tr>
<td>32</td>
<td>Possessing a current prescription (student’s own medication) or possessing,</td>
</tr>
<tr>
<td></td>
<td>distributing, using, or being under the influence of a nonprescription drug, natural</td>
</tr>
<tr>
<td></td>
<td>and/or homeopathic-like substances, or herbal/dietary/nutritional aids or supplements</td>
</tr>
<tr>
<td></td>
<td>not FDA approved</td>
</tr>
</tbody>
</table>

### Examples of Disciplinary Options

<table>
<thead>
<tr>
<th>Examples of Disciplinary Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent conference</td>
</tr>
<tr>
<td>Withdrawal or restriction of</td>
</tr>
<tr>
<td>privileges</td>
</tr>
<tr>
<td>Loss of privileges</td>
</tr>
<tr>
<td>Restitution of damage/resisting</td>
</tr>
<tr>
<td>to order</td>
</tr>
<tr>
<td>Exclusion from extracurricular</td>
</tr>
<tr>
<td>activities</td>
</tr>
<tr>
<td>Confinement of room</td>
</tr>
<tr>
<td>Suspension of privileges</td>
</tr>
<tr>
<td>Involuntary expulsion</td>
</tr>
<tr>
<td>Parent Meeting</td>
</tr>
<tr>
<td>In-School Suspension (ISS)</td>
</tr>
<tr>
<td>Required Parent Meeting</td>
</tr>
<tr>
<td>School Suspension (OSS)</td>
</tr>
<tr>
<td>Exclusion of School Suspension</td>
</tr>
<tr>
<td>(ESS)</td>
</tr>
<tr>
<td>Detention</td>
</tr>
<tr>
<td>Required Parent Meeting</td>
</tr>
<tr>
<td>In-School Suspension (ISS)</td>
</tr>
<tr>
<td>Detention</td>
</tr>
<tr>
<td>Required Parent Meeting</td>
</tr>
<tr>
<td>Out-of-School Suspension (OSS)</td>
</tr>
<tr>
<td>Loss to exceed</td>
</tr>
</tbody>
</table>

### NOTES:

School officials **shall notify a local law enforcement authority** if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V as appropriate.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed **Student Code of Conduct** and may condition membership or participation in the activity on adherence to those standards.

**Serious and/or persistent misconduct at Level III may result in placement in a Disciplinary Alternative Education Program (DAEP).**
### Level IV Disciplinary Chart – All Grade Levels

Level IV offenses are primarily acts of misconduct for which mandatory removal to a Disciplinary Alternative Education Program (DAEP) is required by law. [Texas Education Code 37.006](https://www.texaslegis.gov/CodeOfTexas/37006) Before ordering removal of a student to DAEP, administrators will consider whether the student acted in self-defense, the intent or lack of intent at the time the student engaged in the conduct, the student’s disciplinary history, and whether the student has a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct, regardless of whether the decision of the behavior coordinator concerns a mandatory or discretionary action. Secondary students who commit one of the mandatory removable offenses listed below will be assigned to the District’s DAEP.

A student **shall be removed** from class and placed in a DAEP if the student:

1. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under *Section 42.06, Penal Code*, or terrorist threat under *Section 22.07 Penal Code*; or
2. Commits the following on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school sponsored or school-related activity on or off school property:
   a. Engages in conduct punishable as a felony (if not specified as a mandatory expellable offense at Level V);
   b. Engages in conduct that contains the elements of the offense of assault under Texas *Penal Code Section 22.01(a)(1)*;
   c. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
      (1) Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by 21 USC *Section 801* et seq.; or
      (2) A dangerous drug, as defined by *Chapter 483, Health and Safety Code*;
   d. Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;
   e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under *Health and Safety Code Sections 485.031* through *485.033*; or
   f. Engages in conduct that contains the elements of the offense of public lewdness under *Section 21.07, Penal Code* or indecent exposure under *Section 21.08, Penal Code*.
3. Is involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang. [FNCC (LEGAL)]
4. Is involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society. [FNCC (LEGAL)]

**In lieu of placement in a DAEP, the District may expel a student for conduct listed in items 1, 2(e), 2(d), or 2(e) above.**

Except as provided by *Texas Education Code 37.007(d)*, (expellable offenses related to retaliation), a student **shall be removed** from class and placed in a DAEP if the student engages in conduct on or off school property that contains the elements of the offense of retaliation under *Section 36.06, Penal Code*, against any school employee.

A student **shall be removed** from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity under *Texas Education Code 37.008* if:

1. The student received deferred prosecution under *Section 53.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
2. A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
3. The student is charged with engaging in conduct defined as a felony offense in *Title 5, Penal Code*;
4. The student has been referred to a juvenile court for allegedly engaging in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
5. The student has received probation or deferred adjudication for a felony offense under *Title 5, Penal Code*;
6. The student has been convicted of a felony offense under *Title 5, Penal Code*; or
7. The student has been arrested for or charged with a felony offense under *Title 5, Penal Code*; and the Board or the Board’s designee determines that the student’s presence in the regular classroom: a) threatens the safety of other students or teachers; b) will be detrimental to the educational process; and c) is not in the best interests of the District’s students.

Northwest ISD administrators **may recommend** a discretionary placement of a student in the DAEP (in lieu of expulsion) who has committed the following violations of the Code of Conduct:

1. Student found to have engaged in the offense of aggravated robbery under *Section 29.03, Penal Code*, against another student, 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 of school property.
2. Student found to have engaged in conduct described in *Texas Education Code 37.007(a)* if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.
3. Student who sells, gives, is under the influence of, or delivers to another person a non-prescription drug or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance or equipment, products, or materials used as drug paraphernalia.
4. Is in possession of any device, not included as a removable or expellable offense by statute, which is designed to propel a projectile
either by a spring-type mechanism, air, or gas. This includes, but is not limited to, items such as BB-guns, pellet guns, paintball guns, slingshots, etc.

5. Student who attempts to sell/purchase (whether or not successful) or is involved in the delivery or exchange of a prohibited substance without being in possession.

Secondary students who engage in serious or persistent misbehavior at the home campus may be recommended for a discretionary placement at the DAEP.

In addition, a student may be removed from class and placed in a Disciplinary Alternative Education Program (DAEP) based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

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

Students in grades Pre-K through second grade may not be removed from class and placed in a DAEP setting except in limited circumstances allowed by HB 674. Elementary students placed in a DAEP may be placed in at an alternate location. Elementary students may not be placed in a DAEP with students not in elementary school.

A student who has been identified as a registered sex offender is required to be disciplined under Level IV as specified in state law.

1. Notwithstanding any provision of Subchapter A, Chapter 62, Code of Criminal Procedure, on receiving notice under Article 15.27, Code of Criminal Procedure, or Chapter 62, Code of Criminal Procedure, that a student is required to register as a sex offender under that chapter, the District shall remove a student, as identified above, from the regular classroom and determine the appropriate placement of the student in the manner outlined below.

   a. The District shall place a student, as identified in paragraph #1 above, who is under any form of court supervision, including probation, community supervision, or parole, in the appropriate alternative education program as provided by Section 37.309 for at least one semester.

   b. The District may place a student, as identified in paragraph #1 above, who is not under any form of court supervision in the appropriate alternative education program as provided by Section 37.309 for one semester or in the regular classroom. The District may not place the student in the regular classroom if the District Board of Trustees determines that the student's presence in the regular classroom:

      (1) threatens the safety of other students or teachers;
      (2) will be detrimental to the educational process; or
      (3) is not in the best interests of the District's students.

   c. At the end of the first semester of a student's placement in an alternative education program under paragraphs (a) and (b) above, the District Board of Trustees shall convene a committee to review the student's placement in the alternative education program. The committee must be composed of:

      (1) a classroom teacher from the campus to which the student would be assigned were the student not placed in an alternative education program;
      (2) the student's parole or probation officer or, in the case of a student who does not have a parole or probation officer, a representative of the local juvenile probation department;
      (3) an instructor from the alternative education program to which the student is assigned;
      (4) a school district designee selected by the Board of Trustees; and
      (5) a counselor employed by the District.

   d. The committee by majority vote shall determine and recommend whether the student should be returned to the regular classroom or remain in the alternative education program.

   e. If the committee recommends that the student be returned to the regular classroom, the Board of Trustees shall return the student to the regular classroom unless the Board determines that the student's presence in the regular classroom:

      (1) threatens the safety of other students or teachers;
      (2) will be detrimental to the educational process; or
      (3) is not in the best interests of the District's students.

   f. If the committee recommends that the student remain in the alternative education program, the Board of Trustees shall continue the student's placement in the alternative education program unless the Board determines that the student's presence in the regular classroom:

      (1) does not threaten the safety of other students or teachers;
      (2) will not be detrimental to the educational process; and
      (3) is not contrary to the best interests of the District's students.

   g. If, after receiving a recommendation under paragraph (f) above, the District Board of Trustees determines that the student should remain in an alternative education program, the Board shall, before the beginning of each school year, convene the committee described by paragraph (c) above, to review, in the manner provided paragraphs (c) through (f), the student's placement in an alternative education program.

   h. The placement under these provisions of a student with a disability who receives special education services must be made in compliance with the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). The review outlined above of the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and
dismissal committee. The admission, review, and dismissal committee may request that the Board of Trustees convene a committee as described above to assist the admission, review, and dismissal committee in conducting the review.

2. The District shall place a student who is required by the Board of Trustees to attend an alternative education program under these provisions in a disciplinary alternative education program, subject to the following exception. The District shall place a student who is required by the Board of Trustees to attend an alternative education program under this subchapter in a juvenile justice alternative education program if:
   a. the memorandum of understanding entered into between the District and juvenile board under Texas Education Code Section 37.011(k) provides for the placement of students to whom this subchapter applies in the juvenile justice alternative education program; or
   b. a court orders the placement of the student in a juvenile justice alternative education program.

3. If a student transfers from another school district during the student's mandatory placement in an alternative education program, the District may:
   a. require the student to complete an additional semester in the appropriate alternative education program without conducting a review of the student's placement for that semester as outlined in paragraphs (c) through (f) above; or
   b. count any time spent by the student in an alternative education program in the district from which the student transfers toward the mandatory placement requirement.

4. If a student, as identified in paragraph #1 transfers from another school district at a time when he/she is not subject to the mandatory placement, the District shall determine whether to place the student in the appropriate alternative education program or in a regular classroom. The District shall follow the procedures specified under paragraphs (c) through (f) above in making the determination.

5. A student or the student's parent or guardian may appeal a decision by the District Board of Trustees to place the student in an alternative education program under these provisions by requesting a conference among the Board of Trustees, the student's parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under Chapter 62, Code of Criminal Procedure. If the District Board of Trustees determines at the conclusion of the conference that the student is required to register as a sex offender under Chapter 62, Code of Criminal Procedure, the student is subject to placement in an alternative education program in the manner provided by these provisions. A decision by the Board of Trustees under this section is final and may not be appealed.

(See “Disciplinary Alternative Education Program” for more information.)
Level V Disciplinary Chart – All Grade Levels

Level V offenses are primarily acts of misconduct for which mandatory expulsion is required by law. (Texas Education Code 37.007) Before ordering the expulsion of a student, the board or the board’s designee must consider whether the student acted in self-defense, the intent or lack of intent at the time the student engaged in the conduct, the student’s disciplinary history, and whether the student has a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct, regardless of whether the decision of the board concerns a mandatory or discretionary action.

Secondary students who commit one of the following mandatory expellable offenses will be assigned to a Juvenile Justice Alternative Education Program (JJAEP).

A student shall be expelled from school if the student, on school property or while attending a school-sponsored or school-related event on or off school property:
1. Uses, exhibits, or possesses:
   a. A firearm as defined by 46.01(3), Penal Code;
   b. A location restricted knife as defined by 46.01(6), Penal Code;
   c. A club as defined by 46.01 (1), Penal Code; or
   d. A weapon listed as a prohibited weapon under 46.05, Penal Code.
2. Engages in conduct that contains the elements of the offense of:
   a. Aggravated assault under 22.02, Penal Code, sexual assault under 22.011, Penal Code, or aggravated sexual assault under 22.021, Penal Code;
   b. Arson under 28.02, Penal Code;
   c. Murder under 19.02, Penal Code, capital murder under 19.03, Penal Code, or criminal attempt to commit murder or capital murder under 15.01, Penal Code;
   d. Indecency with a child under 21.11, Penal Code;
   e. Aggravated kidnapping under 20.04, Penal Code;
   f. Aggravated robbery under 29.03, Penal Code;
   g. Manslaughter under 19.04, Penal Code;
   h. Criminally negligent homicide under 19.05, Penal Code; or
   i. Continuous sexual abuse of a young child or children under 21.02, Penal Code.
3. Engages in the following conduct, if the conduct is punishable as a felony:
   a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
      (1) Marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 USC Section 801 et seq.; or
      (2) A dangerous drug, as defined by Chapter 483, Health and Safety Code; or
   b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of an alcoholic beverage.

A student shall be expelled if the student engages in conduct that contains the elements of any offense listed in items #1, #2, or #3 above against any employee or volunteer 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.

A student also shall be expelled if the student brings a firearm, as defined by federal law to any District school. The student must be expelled from the student's regular campus for a period of at least one year. The following modifications may apply:
1. The Superintendent or other chief administrative officer of the District may modify the length of the expulsion or assess another comparable penalty that results in the student’s exclusion from the regular school program, on a case-by-case basis;
2. The District shall provide educational services to an expelled student in a DAEP if the student is younger than ten (10) years of age on the date of expulsion; and
3. The District may provide educational services to an expelled student who is ten (10) years of age or older in a DAEP.

Exceptions to the one-year expulsion are found in Board Policy FNCG (LEGAL) and FOD (LEGAL).

A student may be expelled if - while on school property, while within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related event on or off school property – the student engages in conduct that contains the elements of an offense of:
1. Assault under Section 22.01(a)(1), Penal Code, against a District employee or a volunteer as defined by Section 22.053, Texas Education Code; or
2. Deadly conduct under Section 22.05, Penal Code.

A student may also be expelled if the student engages in conduct that contains the elements of an offense of an assault against any employee or volunteer in retaliation for or as a result of the person's employment or association with a 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.

A student may be expelled if the student, while placed in a Disciplinary Alternative Education Program (DAEP) for disciplinary reasons, engages
in serious misbehavior that violates the District's Student Handbook and Code of Conduct.

A student who engages in conduct that contains the elements of the offense of criminal mischief under Section 28.03, Penal Code, may be expelled if the conduct is punishable as a felony. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

A student may be expelled for engaging in the offense of aggravated robbery under Section 29.03, Penal Code against another student without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

A student may be expelled for engaging in conduct described in Texas Education Code 37.007(a) if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

A student shall be removed from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity under Texas Education Code 37.0081 if:

1. The student received deferred prosecution under Section 53.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code;
2. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code;
3. The student is charged with engaging in conduct defined as a felony offense in Title 5, Penal Code;
4. The student has been referred to a juvenile court for allegedly engaging in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code;
5. The student has received probation or deferred adjudication for a felony offense under Title 5, Penal Code;
6. The student has been convicted of a felony offense under Title 5, Penal Code; or
7. The student has been arrested for or charged with a felony offense under Title 5, Penal Code and the Board or the Board’s designee determines that the student’s presence in the regular classroom: a) threatens the safety of other students or teachers, b) will be detrimental to the educational process, and c) is not in the best interests of the District’s students.

A student between 6 and 10 years of age may not be expelled, but must be placed in a DAEP for an expellable offense. A student between 6 and 10 years of age, who brings a firearm to school, and thereby violates the federal firearms provision, must be expelled but provided educational services in a DAEP [Texas Education Code 37.007(e) and (h)]. A student younger than 6 years of age may not be expelled or placed in a DAEP [Texas Education Code 37.006(l) and 37.007(h)] except for firearm violations. Elementary students placed in a DAEP will be accommodated on their home campuses. An elementary student may be placed in a DAEP at another location. Elementary students may not be placed in a DAEP with students not in elementary school.

(See “Expulsion” for more information.)
Disciplinary Consequences Outlined

NOTE: Students with Disabilities - Before a student who has been identified as having a disability under Section 504 or IDEA can be removed to the Disciplinary Alternative Education Program (DAEP) or expelled, a Section 504 Committee or an Admission, Review, and Dismissal (ARD) Committee must conduct a manifestation determination.

Detentions/Saturday Detention
For infractions of the Student Handbook and Code of Conduct, other policies/regulations, or individual classroom guidelines and expectations, students may be assigned a campus detention before, during, or after school or on Saturday. Before assigning a student to a campus detention, the student shall be informed of the conduct that allegedly constitutes the violation and the student shall be given an opportunity to explain his/her version of the incident. Failure to serve a campus detention will result in a more serious consequence.

Saturday Detention may be assigned for disciplinary infractions as appropriate. Students assigned to Saturday Detention are to report to the assigned school on the date and time indicated on the disciplinary notice. Students must bring enough material to study for the entire detention period and must observe the standard dress code. Transportation, to and from Saturday Detention, must be provided by the student or his/her parent(s).

Notice to Parents
When a student under 18 is assigned detention, a copy of the disciplinary notice shall be given to the student to inform his/her parents of the reason for the detention and to afford them an opportunity to arrange for the student’s transportation. If a parent needs to change the date or time of an assigned detention, this may be easily accomplished by calling the school or sending a signed note prior to the scheduled detention.

Conference (Due Process)
A student who is assigned a campus detention will be given an informal conference with the teacher, principal, or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

Restrictions/Prohibitions
A student assigned to a campus detention is not prohibited from attending or participating in school-sponsored or school-related activities on or off school property, except during the actual timeframe of the detention. Penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

Complaints
Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a campus detention, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment. (See “Complaints and Concerns.”)

Extended Classroom Opportunity (ECO):
Extended Classroom Opportunity (ECO) is an after-school administrative detention. This provides the students with the advantage of remaining in a regular class setting for instruction during the school day. Teachers may send tutorial work, tests, or other assignments to students serving the ECO detention.

There is no transportation provided. Parents should plan or make arrangements to pick up their child immediately at the conclusion of the detention.

Required Parent Meeting
If a Required Parent Meeting is requested for a student, a parent/guardian must accompany the student to school the next school day for a conference. If the parent has prior commitments, the parent must contact the administrator to request a delay in the conference. If a delay is agreed upon, the student may return to school during the delay. Student absences, caused by the student's failure to appear with a parent or guardian, are considered unexcused absences. The Required Parent Meeting does not constitute a removal from school.

Notice to Parents
Administrators will make reasonable efforts to contact parents when a Required Parent Meeting is requested. Parents will also be notified in writing that a Required Parent Meeting has been requested, and the Transportation Department will be notified that the student is not to ride the bus to school.
Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for Required Parent Meeting, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns")

**In-School Suspension (ISS)**

In-School Suspension (ISS) is an in-house disciplinary setting where a student may be assigned for infractions as appropriate. ISS is provided in a classroom setting other than the student's regular classroom on the student's home campus. The student's regular classroom teachers provide daily coursework for the student to complete in a structured, non-social setting.

**Length of Removal**

The period of removal for secondary students assigned to ISS ranges from a minimum of a portion of a school day to a maximum of twenty (20) school days and is decided on a case-by-case basis considering the seriousness of the infraction and the student's total disciplinary record. The period of placement for elementary students may range from three (3) or more hours up to ten (10) school days depending on the age and maturity of the child and the seriousness of the offense. If an administrator recommends a period of placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

**Notice to Parents**

Administrators will make reasonable efforts to contact parents when a student has been assigned to ISS. The student assigned to ISS will also receive a copy of the disciplinary notice to be given to his/her parents.

**Conference (Due Process)**

A student who is assigned ISS will be given an informal conference with the principal or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

**Restrictions/Prohibitions**

A student assigned ISS is prohibited from attending or participating in school-sponsored or school-related competition on or off school property during the calendar day(s) on which the assignment applies through the end of the instructional day of the last day of placement in ISS. If the student receives additional assignments while serving an ISS placement, this prohibition is extended for all consecutive assignments through the end of the instructional school day of placement in ISS.

A student in ISS may continue attending and/or participating in before and after school practice sessions while serving in ISS, but may not compete until the end of the calendar day of the last day of their ISS assignment. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

**Complaints**

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for In-School Suspension (ISS), parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment. (See "Complaints and Concerns").

**Continuation of Placement**

If a student who is assigned to ISS withdraws and enrolls in another school district before the expiration of an ISS assignment, the District will forward a copy of the disciplinary notice along with other student records. The District in which the student enrolls may continue the assignment or may allow the student to attend regular classes without completing the days assigned. If a student withdraws from the District after being assigned to ISS and returns within the same school year, the student will be required to serve the remainder of his/her ISS assignment if the assignment was not completed in another district.

**Transfers**

Northwest ISD will require a student enrolling in the District to complete an ISS assignment ordered by the previous school district upon receipt of the written notice.

**Out-of-School Suspension (OSS)**

State law allows an elementary (3rd-5th grade) or secondary (6th-12th) to be assigned Out-of-School Suspension (OSS) for up to three (3) school days, with no limit on the number of times a student may be suspended in a semester or school year. The student’s absence, if assigned Out-of-School Suspension (OSS), shall be considered to be an excused absence. The student shall be responsible for all assignments missed during the period of suspension. If the student satisfactorily completes assignments for the period of the Out-of-School Suspension

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(OSS) within a reasonable time determined by the District, no grade penalty will be imposed. It is the responsibility of the parent to provide adequate supervision of the student during the period of Out-of-School Suspension (OSS). All bus privileges are revoked during the Out-of-School Suspension (OSS) period.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student in grade 2 or below shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students in grade 2 or below who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

**Length of Removal**

The duration of the student’s Out-of-School Suspension (OSS), which cannot exceed three (3) school days, will be determined by the principal or other appropriate administrator.

**Notice to Parents**

Every effort will be made to notify the parent prior to suspending the student from school. Parents will be provided with written notification of student suspensions. The notice will specify the nature of the offense, the length of the Out-of-School Suspension (OSS), due process rights, and other sanctions.

**Conference (Due Process)**

A student who is assigned an Out-of-School Suspension (OSS) will first be given an informal conference with the principal or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

**Restrictions/Prohibitions**

A student who is assigned an Out-of-School Suspension (OSS) is prohibited from being on any school campus or property and from attending or participating in school-sponsored or school-related activities on or off school property, including practice, until the day following the last day of the Out of School Suspension (OSS) assignment.

Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

**Complaints**

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for Out-of-School Suspension (OSS), parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment. (See “Complaints and Concerns”.)

**Continuation of Placement**

If a student who is assigned an Out-of-School Suspension (OSS) withdraws and enrolls in another school district before the expiration of the period of suspension, the District is required to forward a copy of the suspension notice along with other student records. The district in which the student enrolls may continue the Out-of-School Suspension (OSS) or may allow the student to attend regular classes without completing the period of suspension. If a secondary student withdraws from the District after being assigned a suspension and returns within the same school year, the student will be required to serve the remainder of his/her Out-of-School Suspension (OSS) if the suspension was not completed in another district.

**Transfers**

Northwest ISD will require a student enrolling in the District to complete an Out-of-School Suspension (OSS) ordered by the previous school district upon receipt of the written notice.

**Teacher Removal of Students**

**Informal Removal**

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

A teacher may also remove from class a student:
1. Who has been documented by the teacher to repeatedly interfere 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; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn.

Mandatory Removal

A teacher shall remove a student from class who engages in conduct described in Texas Education Code 37.006 (Removal to a DAEP) or 37.007 (Expulsion). Texas Education Code 37.002(d)

If a teacher removes a student from class under this provision, pending the conference, the principal may place the student in:
1. Another appropriate classroom; or
2. Into In-School Suspension (ISS) or a Disciplinary Alternative Education Program.

Return to Class

When a student has been formally removed from class, the principal may not return the student to that teacher’s class without the teacher’s consent unless a placement review committee determines that such placement is the best or only alternative available. However, if the teacher removed the student from class because the student engaged in the elements of any offense listed in Texas Education Code 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C) against the teacher, the student may not be returned to the teacher’s class without the teacher's consent. The terms of removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

Notice to Parents

The principal shall send a copy of the teacher’s written report documenting the conduct to the student’s parents or guardians. The principal will also inform the parent of the student's assignment during the period of removal.

Conference

Not later than the third class day after the day on which a student is removed from class by a teacher, the principal or other appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, and the student.

At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. The student may not be returned to the regular classroom pending this conference. Following the conference, and whether or not each requested person was in attendance after valid attempts to require a person’s attendance, the principal shall order the placement of the student back in the teacher’s class, into In-School Suspension (ISS), a Disciplinary Alternative Education Program, or in another teacher’s classroom and specify the duration of the placement.

If the teacher does not consent to the return of the student, the Placement Review Committee must meet.

Placement Review Committee

Each campus shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher’s class and make recommendations to the District regarding readmission of the student. Members shall be appointed as follows:
1. The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternative member; and
2. The principal shall choose one member from the professional staff.

The teacher refusing to re-admit the student may not serve on the committee.

The Placement Review Committee may override the teacher’s objection to the return of the student if the committee members agree that the placement is the best or only alternative available unless the teacher removed the student from class because the student engaged in the elements of any offense listed in Texas Education Code 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C) against the teacher. In the latter case, the student may not be returned to the teacher's class without the teacher's consent.

Placement

If the Placement Review Committee agrees with the principal that the teacher’s classroom is the best or only available alternative, the student will be returned to the teacher’s classroom unless the teacher removed the student from class because the student engaged in the elements of any offense listed in Texas Education Code 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C) against the teacher. In the latter case, the student may not be returned to the teacher's class without the teacher's consent. The committee’s placement determination regarding a student with disabilities is subject to IDEA and state law.

Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a teacher removal of a student, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint alleging that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). (See “Complaints and Concerns.”)
The principal or the principal’s designee may order the immediate placement of a student in a Disciplinary Alternative Education Program (DAEP) if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the student's class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

The principal or the principal's designee may also order the immediate expulsion of a student if the principal or the principal's designee reasonably believes that the action is necessary to protect persons or property from imminent harm.

**Conference or Hearing Rights**

When an emergency placement/expulsion occurs, the student will be given oral notice of the reason for the action. The reason must be a reason for which placement in a DAEP or JJAEP may be made in a non-emergency basis. Within a reasonable amount of time after the emergency placement/expulsion, but not later than the 10th day after the date of placement, the student will be given appropriate conference or hearing rights required for a student facing placement in a DAEP or expulsion. The principal or appropriate administrator shall not be liable for civil damages for an emergency placement/expulsion. If an emergency placement/expulsion involves a student with disabilities who receives special education services, the term of the student’s emergency placement/expulsion is subject to the requirements of appropriate federal law.

The student who is removed under an emergency placement/expulsion will be released to the student’s parent, guardian, parent’s representative, medical providers, or law enforcement authorities. The conditions of an emergency placement/expulsion may restrict the student's extracurricular activities according to the Student Handbook and Code of Conduct.

**Disciplinary Alternative Education Program (DAEP)**

The Texas Education Code requires districts to assign students to a Disciplinary Alternative Education Program (DAEP) for certain offenses. Northwest ISD shall provide a DAEP that:
1. Is provided in a setting other than a student’s regular classroom;
2. Is located on or off a regular school campus;
3. Provides for the students who are assigned to the DAEP to be separated from students who are not assigned to the program;
4. Focuses on English/language arts, mathematics, science, history, and self-discipline;
5. Provides for students’ educational and behavioral needs;
6. Provides supervision and counseling;
7. Employs only teachers who meet all certification requirements established under Subchapter B, Chapter 21; and
8. Provides not less than the minimum amount of instructional time per day required by Section 25.082(a) of the Texas Education Code.

The Special Programs Center serves as the District’s DAEP site for elementary and secondary students.

Academically, the mission of a DAEP shall be to enable students to perform at grade level. However, Northwest ISD is not required to provide a course necessary to fulfill a student's high school graduation requirements other than the core areas specified above in item #4 while placed in the off-campus DAEP setting. Students may be withdrawn from a course for the remainder of the semester if the course is not offered at the DAEP. Advanced courses, such as, but not limited to, Pre-AP, AP, dual credit, and CTE courses, are not offered at the DAEP. The District is required to offer a student placed in a DAEP an opportunity to complete coursework necessary to stay on track for graduation before the beginning of the next school year. The District will not charge the student for any method of completion provided by the District. Board Policy FOCA (LEGAL)

**Students Under Six**

As specified in the Texas Education Code, students who are younger than six years of age may not be removed from class and placed in a DAEP.

**Mandatory Placement**

Secondary students committing offenses for which mandatory removal to a Disciplinary Alternative Education Program (DAEP) is required will be placed at the DAEP. Elementary students requiring long-term placements may be placed at an alternative campus.

A student shall be removed from class and placed in a DAEP if the student:
1. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terrorist threat under Section 22.07 Penal Code; or
2. Commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
   a. Engages in conduct punishable as a felony;
   b. Engages in conduct that contains the elements of the offense of assault under Section 22.01(a)(1), Penal
c. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
   (1) Marijuana or a controlled substance, as defined by *Chapter 48, Health and Safety Code*, or by 21 USC Section 801 et seq.; or
   (2) A dangerous drug, as defined by *Chapter 483, Health and Safety Code*;

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

e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under *Section 485.031 through 485.033, Health and Safety Code*; or

f. Engages in conduct that contains the elements of the offense of public lewdness under *Section 21.07, Penal Code*, or indecent exposure under *Section 21.08, Penal Code*.

In lieu of placement in a DAEP, the District may expel a student for conduct listed in items 1, 2(c), 2(d), or 2(e) above.

Except as provided by *Texas Education Code 37.007(d)*, (expellable offenses related to retaliation), a student shall be removed from class and placed in a DAEP if the student engages in conduct on or off school property that contains the elements of the offense of retaliation under *Section 36.06, Penal Code* against any school employee.

A student in possession of any device, not included as a removable or expellable offense by statute, that is designed to propel a projectile either by a spring-type mechanism, air, or gas shall also be removed from class and placed in a DAEP according to local policy. This includes, but is not limited to, items such as BB-guns, pellet guns, paintball guns, slingshots, etc.

Northwest ISD administrators shall recommend placing a student in a DAEP who is found to be:

1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
2. Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

Northwest ISD administrators will recommend placing a student in the DAEP (in lieu of expulsion) who is found to have engaged in the offense of aggravated robbery under *Section 29.03, Penal Code*, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

Northwest ISD administrators will recommend placing a student in the DAEP (in lieu of expulsion) who is found to have engaged in conduct described in *Texas Education Code 37.007(a)* if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

A student shall be removed from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student received deferred prosecution under *Section 53.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
2. A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
3. The student is charged with engaging in conduct defined as a felony offense in *Title 5, Penal Code*;
4. The student has been referred to a juvenile court for allegedly engaging in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;
5. The student has received probation or deferred adjudication for a felony offense under *Title 5, Penal Code*;
6. The student has been convicted of a felony offense under *Title 5, Penal Code*; or
7. The student has been arrested for or charged with a felony offense under *Title 5, Penal Code*; and the Board or the Board’s designee determines that the student’s presence in the regular classroom: a) threatens the safety of other students or teachers, b) will be detrimental to the educational process, and c) is not in the best interests of the District’s students.

Any decision of the Board of Trustees or the Board's designee regarding such removal is final and may not be appealed. The Board of Trustees or the Board's designee may expel the student and order placement in accordance with this section regardless of: (1) the date on which the student's conduct occurred; (2) the location at which the conduct occurred; (3) whether the conduct occurred while the student was enrolled in the District; or (4) whether the student has successfully completed any court disposition requirements imposed in connection with the conduct. Notwithstanding *Section 37.009(c) or (d)* or any other provision of this subchapter, a student expelled and ordered to be placed in an alternative setting by the Board of Trustees or the Board's designee is subject to that placement until: (1) the student graduates from high school; (2) the charges described by *Subsection (a)(1)*
are dismissed or reduced to a misdemeanor offense; or (3) the student completes the term of the placement or is assigned to another program. A student placed in an alternative setting in accordance with this section is entitled to the periodic review prescribed by Section 37.009(e). Section 37.009(d) continues to apply to the student if the student transfers to another school district in the state.

**Discretionary Placement**

Secondary students who engage in serious or persistent misbehavior at the home campus may be recommended for a discretionary placement at the DAEP.

In addition, a student may be removed from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

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

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the Penal Code, the Superintendent or the Superintendent's designee may consider all available information and must consider the information furnished under Article 15.27, Code of Criminal Procedures. The length of stay for this offense will be determined on an individual basis.

**Emergency Placement**

The principal or principal's designee may order the immediate placement of a student in an off-campus DAEP if the principal or principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of the school or a school-sponsored activity. Texas Education Code 37.019

(See "Emergency Placement/Expulsion" below.)

**Length of Removal**

The minimum assignment for secondary students assigned to the DAEP for engaging in conduct that constitutes a discretionary or mandatory removal to a DAEP will be for the remainder of the semester unless otherwise specified in the Student Handbook Code of Conduct. If an offense occurs during the third six weeks or the sixth six weeks of the school year, the student will be placed at the DAEP through the end of the next semester; therefore, the maximum length of an initial placement to the DAEP is four (4) six-week periods. If a student commits an offense that constitutes a second placement to DAEP during the same semester, the student will serve the placement until the end of the next semester with consideration during periodic placement reviews.

Elementary students persistently misbehaving or committing mandatory removable offenses will be placed in accordance with law and in consideration of the age and maturity of the child. The minimum DAEP placement for elementary students will be for one (1) school day and a maximum placement of six (6) weeks. A student who is younger than six (6) years of age may not be placed in a DAEP. Elementary students may not be placed in a DAEP with students not in elementary. If an administrator recommends a period of placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

While placements at the DAEP are for a specified period of time, students must also successfully complete the DAEP's behavior expectation levels before they are eligible to return to their home campus. Likewise, students who successfully complete the behavior expectation levels and meet other criteria based on exemplary behavior may be recommended for early release. (The behavior expectation levels and the early-release option will both be explained to the student/parent during the intake conference.)

Students who continue to violate the Code of Conduct while at DAEP or who commit an offense which requires a mandatory removal to a DAEP while already assigned to the DAEP will have their assignment extended a minimum of a semester and/or may be discretionarily expelled to the JJAEP. Parents will be notified in writing of the additional misconduct and will be informed of the appropriate due process rights based on the disciplinary consequence assessed.

Students assigned to a DAEP in which the period of placement extends into the next school year must have the approval of the appropriate principals and a review committee in order to attend summer school in Northwest ISD.

Before a student may be placed in a DAEP for a period that extends beyond the end of the school year, the Board or its designee must make one of the following determinations:

1. The student’s presence in the regular classroom or at the student’s regular campus poses a danger of physical harm to the student or another individual.
2. The student has engaged in serious misbehavior that violates the District’s Student Handbook and Code of Conduct.

Students who engage in serious misbehavior while assigned to the DAEP will be expelled to a Juvenile Justice
Alternative Education Program (JJAEP).

**Placement and Length for Title 5 Felonies Under 37.0081**

An exception to the length of placement may be made for students who commit Title 5 felonies and are expelled with placement in a DAEP under Texas Education Code 37.0081. The students expelled under these provisions may be placed for the same time periods established for other DAEP offenses or for a longer period of time, including until the student graduates from high school.

**Notice to Parents**

Parents will be provided with written notification of student placements in the DAEP. The notice will specify the nature of the offense, the length of the assignment, due process rights, and other sanctions.

If a Required Parent Meeting is requested for a student, a parent/guardian must accompany the student to school the next school day for a conference. If the parent has prior commitments, the parent must contact the administrator to request a delay in the conference. If a delay is agreed upon, the student may return to school during the delay. Student absences, caused by the student's failure to appear with a parent or guardian, are considered unexcused absences. The Required Parent Meeting does not constitute a removal from school.

**Restrictions/Prohibitions**

A student removed to either an on-campus or off-campus Disciplinary Alternative Education Program is prohibited from attending or participating in school-sponsored or school-related activities on or off school property. This restriction includes seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines when the student returns to the campus. The student will be allowed to return to their home campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice or participation in extracurricular activities, on the next school day following completion of the DAEP placement and/or following the home campus intake meeting.

Seniors who complete their assignment at the DAEP may participate at graduation if graduation requirements are met. Seniors whose assignments extend into the next school year may receive their diploma if graduation requirements are met at the end of the school year and are not obligated to continue their assignment in the fall; however, these students will not be allowed to participate at graduation.

Students assigned to a DAEP in which the period of placement extends into the next school year must have the approval of the appropriate principal(s) and a review committee in order to attend summer school in Northwest ISD.

**Transportation**

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

**Conference (Due Process)**

Not later than the third class day after the day on which a student is removed from class, the principal or other appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, and the student. The conference may be held over the phone with the designated individuals present with parent permission. At the conference, the student is entitled to written or oral notice of the reasons for the recommendation of removal, an explanation of the basis for the recommendation of removal, and an opportunity to respond to the reason for the recommendation of removal. The student may not be returned to class pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall determine the placement of the student. Students assigned to the off-campus DAEP will be suspended for three (3) school days prior to reporting to the DAEP to allow time for the conference and for transportation to be arranged. Parents, who wish to do so, may transport their student to a DAEP on the first day of removal.

*Texas Education Code 37.009*

If the principal or other appropriate administrator orders a DAEP placement that extends beyond 60 school days or the end of the next semester, whichever is earlier, parents are entitled to notice of and opportunity to participate in a campus-level hearing (see “Appeals”). Until the hearing can be held and transportation can be arranged, a principal or other appropriate administrator may:

1. Suspend the student for three (3) days.
2. Place the student in a DAEP during the hearing and/or appeal process.

**Complaints**

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for DAEP placements which do not extend beyond 60 school days or the end of the next grading period, whichever is earlier, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with *Board Policy FNG (LOCAL)*. This process may not be used to overturn a disciplinary assignment. (See “Complaints and Concerns.”)

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Assignments to a DAEP that do not extend beyond 60 school days or the end of the next semester, whichever is earlier, may not be appealed. (See “Complaints” above or see “Appeal Process for Students Required to Register as Sex Offenders” or “Hearing Procedures for Expulsions”.)

If placement in a DAEP extends beyond 60 school days or the end of the semester, whichever is earlier, the student and/or the student’s parent or guardian will be given notice and the opportunity to participate in a proceeding before the building principal or administrator assigned by the District. [Texas Education Code 37.009(b)] The parent must notify the principal in writing within three (3) school days of receipt of the disciplinary notice if a hearing is to be requested.

In order to appeal the campus-level hearing decision, a written request for an appeal must be submitted to the Executive Director of Secondary Education within three (3) school days of the notice of the campus-level hearing officer's decision or the right to appeal is waived. The student will be placed in the DAEP during the appeal process.

The Executive Director of Secondary Education will contact the parent within five (5) school days of receipt of the written request for appeal to schedule an informal District-level committee to hear the appeal. The proceeding will be recorded to provide an accurate record of the proceedings, and the parents will be notified in writing of the decision as promptly as possible. The decision of the District-level committee is final. However, parents/students may still exercise their right to avail themselves of the complaint process outlined in Board Policy FNG (LOCAL). A disciplinary consequence cannot be overturned as a result of the complaint process. (See “Complaints and Concerns.”)

Students who are placed in the DAEP, as a result of being required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure, are placed for at least one semester. A student or the student’s parent or guardian may appeal the decision to place the student in the DAEP by requesting a conference among the Board’s designee, the student’s parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure. If the Board’s designee determines at the conclusion of the conference that the student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure, the student shall be placed in the DAEP. The decision of Board’s designee is final and may not be appealed.

If a student is being recommended for expulsion to the DAEP for a Title 5 Felony according to Texas Education Code 37.0081, the student is entitled to a hearing regardless of the length of expulsion to the DAEP. At the campus-level hearing, the hearing officer must determine that the student’s presence in the regular classroom:

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

The decision of a hearing held under Texas Education Code 37.0081 is final and may not be appealed.

The student’s placement may be ordered regardless of:

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

The student placed in DAEP according to Texas Education Code 37.0081 may be assigned until:

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

The student placed in the DAEP under this provision is entitled to periodic reviews as prescribed for any other student assigned to the DAEP, and the placement may be continued if the student transferred to or from another district.

A student placed in a DAEP shall be provided a review of the student’s status, including a review of the student's academic status, by the Board's designee at intervals not to exceed 120 days. In the case of a high school student, the Board’s designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student. (The District is not required to provide courses other than those specified in statute while the student is attending a DAEP.) At the review, the student or the student’s parent or guardian must be given the opportunity to present arguments for the student’s return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher’s consent. The teacher must not be coerced to consent.
When the Superintendent or the Superintendent’s designee receives notice under Article 15.27(g), Code of Criminal Procedure (i.e. the office of the prosecuting attorney or the office or officer designated by the juvenile court notifies the District that prosecution of the student’s case was refused for lack of prosecutorial merit or insufficient evidence, or the court or jury found the student not guilty or made a finding that the student did not engage in delinquent conduct or conduct in need of supervision and the case is dismissed with prejudice) the Superintendent or designee shall review the student’s placement in the DAEP. The student may not be returned to the regular classroom pending the review. The Superintendent or designee shall schedule a review of the student’s placement with the student’s parent or guardian not later than the third class day after the Superintendent or designee receives notice from the office or official designated by the court.

After reviewing the notice and receiving information from the student’s parent or guardian, the Superintendent or designee may continue the student’s placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. Texas Education Code 37.009(e)

The student or the student’s parent or guardian may appeal the Superintendent’s decision described above to the Board of Trustees. The student may not be returned to the regular classroom pending the appeal. The Board shall, at the next scheduled Board meeting, review the notice provided under Article 15.27(g) of the Code of Criminal Procedure, and receive information from the student, the student’s parent or guardian, and the Superintendent or designee and confirm or reverse the decision described above. If the Board confirms the decision of the Superintendent or designee, the Board shall inform the student and the student’s parent or guardian of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending an appeal to the Commissioner. This appeal process does not apply to placement to the DAEP made in accordance with Texas Education Code 37.006(a).

An appropriate campus administrator shall deliver to the student and the student’s parent or guardian a copy of a written order placing the student in a DAEP. If an administrator removes a student to a DAEP for misconduct for which the penalty is mandatory removal and the term of the removal extends beyond 60 school days or the end of the next semester, whichever is earlier, no later than the second business day after the date of a final appeal hearing is held by the Board or its designee, the Board or designee shall deliver a copy of the order placing the student in a DAEP to the authorized officer of the juvenile court in which the student resides.

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an offense requiring placement in a DAEP. Each educator shall keep the information confidential from any person not entitled to the information. Texas Education Code 37.006(o)

In the manner required by the Texas Commissioner of Education in Texas Education Code 37.020, the District shall annually report for each placement in a DAEP:

1. Information identifying the student, including the student’s race, sex, and date of birth, that will enable the agency to compare placement data with information collected through other reports;
2. Information indicating whether the placement was based on:
   a. Conduct violating the Student Code of Conduct;
   b. Conduct for which a student may be removed from class under teacher removal provisions;
   c. Conduct for which placement in a DAEP is required; and/or
   d. Conduct occurring while a student was enrolled in another school district and for which placement in a DAEP is permitted;
3. The number of full or partial days the student was assigned to the program and the number of days the student attended the program; and
4. The number of placements that were inconsistent with the District’s Student Handbook and Code of Conduct.
   In addition, the District is required to forward a copy of the order of removal for students placed in a DAEP to the office of the District in which the student resides. Texas Education Code 37.010(a)

If a student withdraws from the District before an order for placement in a disciplinary alternative education program or expulsion is entered under this section, the principal or board, as appropriate, may complete the proceedings and enter an order. If the student subsequently enrolls in the District during the same or subsequent school year, the District may enforce the order at that time except for any period of the placement or expulsion that has been served by the student on enrollment in another district that honored the order. If the principal or board fails to enter an order after the student withdraws, the next district in which the student enrolls may complete the proceedings and enter an order. Texas Education Code 37.009(i)

Northwest ISD will require a student coming from a DAEP in another school district, an open-enrollment charter school, or a private school to complete his/her DAEP assignment in Northwest ISD as specified upon receipt of the written order. The determination of an appropriate placement will be made on a case-by-case basis and based
on whether the grounds for placement are consistent with the Student Handbook and Code of Conduct. The District is required to provide information regarding a transferring student's conduct resulting in a DAEP placement to staff members as noted previously at “Notice to Staff.”

Texas Education Code 37.009(i)

If a student enrolling in the District is under the age of 18 years and is establishing a residence separate and apart from the person's parent/guardian, the District is not required to admit the student if the student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion;
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
3. Has been convicted of a criminal offense and is on probation or other conditional release.

Texas Education Code 25.001(d)

Expulsion

A student must be expelled for any Level V offense requiring expulsion in compliance with Chapter 37 of the Texas Education Code.

Mandatory Expulsions

A student shall be expelled from school if the student, on school property or while attending a school-sponsored or school-related event on or off school property:

1. Uses, exhibits, or possesses:
   a. A firearm as defined by 46.01(3), Penal Code;
   b. A location restricted knife as defined by 46.01(6), Penal Code;
   c. A club as defined by 46.01 (1), Penal Code; or
   d. A weapon listed as a prohibited weapon under 46.05, Penal Code.
2. Engages in conduct that contains the elements of the offense of:
   a. Aggravated assault under 22.02, Penal Code, sexual assault under 22.011, Penal Code, or aggravated sexual assault under 22.021, Penal Code;
   b. Arson under 28.02, Penal Code;
   c. Murder under 19.02, Penal Code, capital murder under 19.03, Penal Code, or criminal attempt to commit murder or capital murder under 15.01, Penal Code;
   d. Indecency with a child under 21.11, Penal Code;
   e. Aggravated kidnapping under 20.04, Penal Code;
   f. Aggravated robbery under 29.03, Penal Code;
   g. Manslaughter under 19.04, Penal Code; or
   h. Criminally negligent homicide under 19.05, Penal Code.
3. Engages in the following conduct, if the conduct is punishable as a felony:
   a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
      (1) Marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 USC Section 801 et seq.; or
      (2) A dangerous drug, as defined by Chapter 483, Health and Safety Code.
   b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of an alcoholic beverage.

A student shall be expelled if the student engages in conduct that contains the elements of any offense listed in items #1, #2, or #3 above against any employee or volunteer 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 in or off school property.

A student shall also be expelled if the student brings a firearm, as defined by federal law to any District school. The student must be expelled from the student's regular campus for a period of at least one year. The following modifications may apply:

1. The Superintendent or other chief administrative officer of the District may modify the length of the expulsion or assess another comparable penalty that results in the student’s exclusion from the regular school program, on a case-by-case basis;
2. The District shall provide educational services to an expelled student in a DAEP if the student is younger than ten (10) years of age on the date of expulsion; and
3. The District may provide educational services to an expelled student who is ten (10) years of age or older in a DAEP.

Exceptions to the one-year expulsion are found in Board Policy FNCG (LEGAL) and FOD (LEGAL).

Discretionary Expulsions

A student may be expelled if – while on school property, while within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related event on or off school property – the student engages in conduct that contains the elements of an offense of:

1. Assault under Section 22.01(a)(1), Penal Code. against a District employee or a volunteer as defined by Section 22.053, Texas Education Code; or
2. Deadly conduct under Section 22.05, Penal Code.
A student **may be expelled** if the student engages in conduct that contains the elements of the offense of breach of computer security under Penal Code 33.02 if:

1. The conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of the District; and

2. The student knowingly alters, damages, or deletes District property or information; or commits a breach of any other computer, computer network, or computer system.

A student **may be expelled** if the student engages in conduct that contains the elements of the offense of assault against any employee or volunteer 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.

A student **may be expelled** if the student, **while placed** in an off-campus Disciplinary Alternative Education Program (DAEP) for disciplinary reasons, engages in serious misbehavior that violates the District's Board-approved *Student Handbook and Code of Conduct*.

A student who engages in conduct that contains the elements of the offense of criminal mischief under *Section 28.03, Penal Code* may be expelled if the conduct is punishable as a felony. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

A student **may be expelled** for engaging in the offense of aggravated robbery under *Section 29.03, Penal Code*, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

A student **may be expelled** for engaging in conduct described in *Section 37.007(a), Texas Education Code*, if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

A student **shall be removed** from class and may be expelled and placed in an alternative setting, either JJAEP or DAEP, based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student received deferred prosecution under *Section 53.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;

2. A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;

3. The student is charged with engaging in conduct defined as a felony offense in *Title 5, Penal Code*;

4. The student has been referred to a juvenile court for allegedly engaging in delinquent conduct under *Section 54.03, Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*;

5. The student has received probation or deferred adjudication for a felony offense under *Title 5, Penal Code*;

6. The student has been convicted of a felony offense under *Title 5, Penal Code*; or

7. The student has been arrested for or charged with a felony offense under *Title 5, Penal Code* and the Board or the Board's designee determines that the student's presence in the regular classroom: a) threatens the safety of other students or teachers, b) will be detrimental to the educational process, and c) is not in the interests of the District's students.

Any decision of the Board of Trustees or the Board's designee regarding such removal is final and may not be appealed. The Board of Trustees or the Board's designee may expel the student and order placement in accordance with this section regardless of: (1) the date on which the student's conduct occurred; (2) the location at which the conduct occurred; (3) whether the conduct occurred while the student was enrolled in the District; or (4) whether the student has successfully completed any court disposition requirements imposed in connection with the conduct. Notwithstanding *Section 37.009(c) or (d)* or any other provision of this subchapter, a student expelled and ordered to be placed in an alternative setting by the Board of Trustees or the Board's designee is subject to that placement until: (1) the student graduates from high school; (2) the charges described by *Subsection (a)(1)* are dismissed or reduced to a misdemeanor offense; or (3) the student completes the term of the placement or is assigned to another program. A student placed in an alternative setting in accordance with this section is entitled to the periodic review prescribed by *Section 37.009(e)*. *Section 37.009(d)* continues to apply to the student if the student transfers to another school district in the state.

**Emergency Expulsion**

A principal or principal's designee is authorized to order the immediate expulsion of a student if the principal or designee reasonably believes that action is necessary to protect persons or property from imminent harm. *Texas Education Code 37.019 (b)*

**Placement and Length of Expulsions**

As required by *Texas Education Code 37.011*, the Northwest ISD Board of Trustees has entered into agreements with the County Juvenile Boards (Denton and Tarrant) to have the Juvenile Justice Alternative Education Program (JJAEP) provide educational services to secondary students expelled from the District for mandatory and discretionary reasons. The length of the student's assignment to the JJAEP is determined by the Memorandum of
Understanding (MOU) with the Juvenile Board.

Extended time in the DAEP setting may occur prior to removal to Denton County JJAEP to ensure the student’s least restrictive disciplinary placement. If necessary, a discretionary placement to DCJJAEP will be a minimum of 30 successful school days with any remaining disciplinary term or placement, if applicable, being served at DAEP.

The maximum assignment is for four (4) six-week periods (except for firearms as described below) which occurs when the offense occurs in the 3rd or 6th grading period and the student is assigned until the end of the next semester. If an administrator recommends a period of placement that is inconsistent with these guidelines, written notice of the inconsistency must be provided in the written notice to parents.

Elementary students who commit expellable offenses will be recommended for expulsion; however, the student may be placed in a DAEP setting in accordance with law and in consideration of the age and maturity of the child. Elementary placements may range from a minimum of one (1) school day to a maximum of a grading period except for firearms as described below.

**Placement and Length for Title 5 Felonies Under 37.0081**

An exception to the length of placement may be made for students who commit Title 5 felonies and are expelled to a JJAEP under Texas Education Code 37.0081. The students expelled under these provisions may be placed for the same time periods established for other expellable offenses or for a longer period of time, including until the student graduates from high school.

**Placement and Length of Expulsion for Firearms Possession**

State and federal laws require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. Exceptions to the one-year expulsion are found in Board Policy FNCG (LEGAL) and FOD (LEGAL). The Superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis. The District may provide educational services to the expelled secondary student in a Juvenile Justice Alternative Education Program. Appropriate placements will be made according to the age and maturity of an elementary student. Texas Education Code 37.007(e)

**Notice of Expulsion to Parents**

Parents will be provided written notice of a recommendation for expulsion. To afford a reasonable opportunity for preparation, the written notice shall include the date and time of the hearing, the names of witnesses against the student, and the nature of the evidence and documents to be used.

**Restrictions/Prohibitions of Expelled Students**

Expelled students are prohibited from being on any school grounds or attending any school-related or school-sponsored extracurricular activities on or off school property during the period of expulsion. This restriction includes seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines when the student returns to the campus.

The student will be allowed to return to the campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice, on the next school day following the completion of the JJAEP assignment. If disciplinary placement remains or extends beyond a JJAEP placement, the student will serve any remaining term or placement at DAEP.

Students expelled for a period in which the placement extends into the next school year must have the approval of the appropriate principal(s) and a review committee in order to attend summer school in Northwest ISD.

Senior students who complete their full assignment at the JJAEP prior to the day of graduation and who meet all the requirements for graduation may participate in the commencement ceremony and receive a diploma from the District.

Senior students whose JJAEP assignment extends into the next school year may not participate in the commencement ceremony even if all graduation requirements are met; however, their JJAEP assignment ends when graduation requirements are met even though the full assignment has not been served. While these students may not participate in the commencement ceremony, they will receive their diploma from the District.

**Transportation Related to Expulsion**

The parents of students who are placed in a JJAEP will be required to provide transportation for their student as determined by the memorandum of understanding with the appropriate JJAEP.

**Complaints**

Parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment. (See “Complaints and Concerns.”)
Due Process Related to Expulsion — Campus Level

Before a student may be expelled, the Board or its designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian, or another adult who can provide guidance to the student and who is not an employee of the District. If the District makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. Unless the student's parent/guardian signs a waiver forfeiting the student’s rights to a hearing, a hearing must be held.

Texas Education Code 37.009(f)

(See “Hearing Procedures for Expulsions to the JJAEP for Title 5 Felonies Under Texas Education Code 37.0081 only” following “Appeal of Board’s Decision,” if applicable.)

For a secondary student who has committed a disciplinary infraction for which expulsion is mandatory under statute, the student shall, to the extent provided by law or by the memorandum of understanding, immediately attend an educational program in a Juvenile Justice Alternative Education Program (JJAEP) upon completion of the campus-level hearing and a decision to recommend placement at the JJAEP. The JJAEP will be the student’s assigned placement pending the outcome of any further appeals. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

In an expulsion hearing, the student or the student's representative will be provided an opportunity to testify, present evidence or witnesses in his/her defense, examine evidence presented by the school, and question the school's evidence. The District may rely on the hearsay evidence of school administrators who investigate disciplinary infractions. The decision shall be based exclusively on the evidence presented at the hearing and shall be communicated promptly to the student and parent.

The campus principal or designee may make a recommendation for expulsion to the District’s Chief Hearing Officer. If the student does not appeal the campus-level decision, the District’s Chief Hearing Officer will review the record from the campus-level hearing and accept or reject the recommendation and write the expulsion order as appropriate.

A parent or guardian may appeal a campus-level recommendation for expulsion. In order to do so, a written request must be made in writing within three (3) school days of the receipt of written notification of the campus-level decision. The written request should be addressed to the District’s Elementary (K-5) or Secondary (6-12) Chief Hearing Officer as appropriate:

Michael Griffin, Ed.D.
Executive Director of Elementary Education
PO Box 77070
Ft. Worth, TX 76177

Logan Faris, Ed.D.
Executive Director of Secondary Education
PO Box 77070
Ft. Worth, TX 76177

The District’s Chief Hearing Officer shall provide the student an opportunity for a hearing before a District-level hearing committee at which the student will be afforded the requisite due process. The District's Chief Hearing Officer shall contact the parent within five (5) school days of receipt of the written request for appeal to schedule a hearing. After scheduling the hearing, the District's Chief Hearing Officer shall provide written notice of the hearing including the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The decision of the District-level hearing committee shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated in writing to the student and the parent(s) as promptly as possible.

A decision by the District-level hearing committee to expel a student may be appealed to the Board. Request for a Board review of a decision to expel a student shall be made in writing to the Superintendent within three (3) school days after receipt of the written decision from the District-level appeal. The Superintendent shall provide the parent written notice of the date, time, and place of the meeting within five (5) school days of receipt of the appeal request. The Board shall review the record created in the hearing before the District-level hearing committee and shall base its decision on that record. No new evidence will be presented to the Board. A student may be denied privileges of the home campus pending an appeal of an expulsion recommendation at the campus level and/or the decision by the District-level hearing committee. A secondary student will remain in the JJAEP pending the outcome of the appeal process, or the student may be emergency expelled as outlined in the District’s Student Handbook and Code of Conduct. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

District-Level Appeal of Expulsion

Appeal to the Board
The Board's decision may be appealed by trial de novo to a state district court in the county in which the District's central administrative office is located. The student will remain in the JJAEP pending the outcome of the appeal.

Students who are placed in the JJAEP, as a result of being required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure, are placed for at least one semester. A student or the student’s parent or guardian may appeal the decision to place the student in the JJAEP by requesting a conference among the Board’s designee, the student’s parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure. If the Board’s designee determines at the conclusion of the conference that the student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure, the student shall be placed in the JJAEP. The decision of Board’s designee is final and may not be appealed.

If a student is being recommended for expulsion to the JJAEP for a Title 5 Felony according to Texas Education Code 37.0081, the students is entitled to a hearing regardless of the length of expulsion to the JJAEP. At the campus-level hearing, the hearing officer must determine that the student’s presence in the regular classroom:

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

The decision of a hearing held under Texas Education Code 37.0081 is final and may not be appealed.

The student’s placement may be ordered regardless of:
1. The date on which the student’s conduct occurred;
2. The location at which the conduct occurred;
3. Whether the conduct occurred while the student was enrolled in the District; or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

The student placed in JJAEP according to Texas Education Code 37.0081 may be assigned until:
1. The student graduates from high school;
2. The charges are dismissed or reduced to a misdemeanor offense; or
3. The student completes the term of the placement or is assigned to another program.

The student placed in the JJAEP under this provision is entitled to periodic reviews as prescribed for any other student assigned to the JJAEP, and the placement may be continued if the student transferred to or from another district.

The Board or its designee shall deliver to the student and the student's parent or guardian a copy of the order expelling the student. The Board or its designee shall also mail a copy of the order to the authorized officer of the juvenile court in the county in which the student resides within two (2) business days after the final hearing at the local level. Texas Education Code 37.010(a)

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an expellable offense. Each educator shall keep the information confidential from any person not entitled to the information. Likewise, the District is obligated to notify all instructional and support personnel who have regular contact with the student when the student engages in certain criminal activity listed in Section 37.015 of the Texas Education Code.

Texas Education Code 37.007(g)

In the manner required by the Texas Commissioner of Education, the District shall annually report for each expulsion:
1. Information identifying the student, including the student's race, sex, and date of birth, that will enable the agency to compare placement data with information collected through other reports;
2. Information indicating whether the expulsion was based on:
   a. Conduct for which expulsion is required under Texas Education Code 37.007, including information specifically indicating whether a student was expelled on the basis of Texas Education Code 37.007(e)
   b. Conduct, other than conduct described by subparagraph (c) for which expulsion is permitted under Texas Education Code 37.007 or
   c. Serious misbehavior occurring while the student was placed in a Disciplinary Alternative Education Program;
3. The number of full or partial days the student was expelled;
4. Information indicating whether:
   a. The student was placed in a Juvenile Justice Alternative Education Program under Texas Education Code 37.011;
   b. The student was placed in a Disciplinary Alternative Education Program;
c. The student was not placed in a juvenile justice or other Disciplinary Alternative Education Program; and
5. The number of placements that were inconsistent with the District’s Student Handbook and Code of Conduct. 
   *Texas Education Code 37.020*

**Restrictions on Court Orders**

A court may not order an expelled student to attend a regular classroom, a regular campus, or a DAEP as a condition of probation or deferred prosecution.

**Withdrawal During Process**

If a student withdraws from the District before an order for placement in a disciplinary alternative education program or expulsion is entered under this section, the principal or board, as appropriate, may complete the proceedings and enter an order. If the student subsequently enrolls in the District during the same or subsequent school year, the District may enforce the order at that time except for any period of the placement or expulsion that has been served by the student on enrollment in another district that honored the order. If the principal or board fails to enter an order after the student withdraws, the next district in which the student enrolls may complete the proceedings and enter an order. *Texas Education Code 37.009(i)*

**Transfers**

If a student who is under an expulsion order from another school district attempts to enroll in Northwest ISD, Northwest ISD will continue the expulsion under the terms specified upon receipt of the written order and will consider placement in an appropriate JJAEP or DAEP based on whether the grounds for placement are consistent with the Student Handbook and Code of Conduct. The student may only be required to serve the remaining unserved days.

If a student enrolling in the District is under the age of 18 years and is establishing a residence separate and apart from the person’s parent/guardian, the District is not required to admit the student if the student:
1. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion;
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
3. Has been convicted of a criminal offense and is on probation or other conditional release.
   *Texas Education Code 25.001(d)*