

# *STUDENT CODE OF CONDUCT*

Huntsville ISD



*2018-2019*

*[www.huntsville-isd.org](http://www.huntsville-isd.org)*

# **Huntsville ISD Student Code of Conduct**

2018–19 School Year

If you have difficulty accessing the information in this document because of disability, please contact Shannon Duncan, Director of Communications at 936-435-6300.

ACKNOWLEDGMENT

*Student Code of Conduct and Student Handbook Electronic Distribution*

Dear Student and Parent:

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

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

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

Thank you.

Dr. Scott Sheppard  
Superintendent of Schools

We acknowledge that we have been offered the option to receive a paper copy of the Huntsville ISD Student Code of Conduct and Student Handbook for the 2018–19 school year or to electronically access it them on the district’s website at [www.huntsville-isd.org](http://www.huntsville-isd.org). We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

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

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

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

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## Student Code of Conduct

### Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Shannon Duncan, Director of Communications at 936-435-6300.

### Purpose

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

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

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

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

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

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

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

## **School District Authority and Jurisdiction**

### **Campus Behavior Coordinator**

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district maintains a current list of the persons serving as a campus behavior coordinator in the Student Handbook or on the district's website at [www.huntsville-isd.org](http://www.huntsville-isd.org).

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

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

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

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

### **Reporting Crimes**

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



### **“Parent” Defined**

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

### **Participating in Graduation Activities**

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district’s Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

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

### **Unauthorized Persons**

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

1. The person poses a substantial risk of harm to any person; or
2. 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 FNG(LOCAL) or GF(LOCAL), as appropriate.

See **DAEP—Restrictions During Placement** on page 33, for information regarding a student assigned to DAEP at the time of graduation.

## **Student Rights and Responsibilities**

While it is important that students understand that they have rights and responsibilities, it is equally important that they understand that their individual rights are balanced against the rights of other students, teachers and administrators within the school. The Code of Conduct outlines the student's rights and responsibilities and provides a guide for the Principal to balance those rights against the Principal's responsibility to provide a safe and caring school. In support of this effort, Huntsville ISD promotes the following basic expectations:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**
- **Be Ready to Learn**

Specifically each student is expected to:

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

## **General Conduct Violations**

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

### **Disregard for Authority**

Students shall not:

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

### **Mistreatment of Others**

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see DAEP Placement and Expulsion.)
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See glossary for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See glossary.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

## Property Offenses

Students shall not:

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

## Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- \*A location-restricted knife;
- A hand instrument designed to cut or stab another by being thrown;
- \*A firearm;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

\*For weapons and firearms, see DAEP Placement and Expulsion. In most circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

## Possession of Telecommunications or Other Electronic Devices

For safety purposes, the district permits students to possess personal cell phones; **however, these devices must remain turned off and out of sight during instructional time unless directed by the teacher to be turned on for instructional use.** A student must have approval to possess other telecommunications devices such as notebooks, laptops, tablets, or other portable computers.

## General Conduct Violations

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student/parent may pick up the confiscated telecommunications device from the principal's office.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches and policy FNCE]

The allowed use of cell phones outside of instructional time varies by grade levels as follows:

PK-6:

Students may be in possession of a cell phone but must not access at any time during the school day.

Grades 7-8:

Students may be in possession of a cell phone and may access the phone before and after school and during lunch only.

Grades 9-12:

Students may access cell phones before and after school, during passing periods, and during lunch.

## **Illegal, Prescription, and Over-the-Counter Drugs**

Students shall not:

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

## **Misuse of Technology Resources and the Internet**

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.

## General Conduct Violations

- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the Internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

## Safety Transgressions

Students shall not:

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

## Miscellaneous Offenses

Students shall not:

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

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

## **Discipline Management Techniques**

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

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

### **Students with Disabilities**

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

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

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

### **Level System of Discipline**

Disciplinary offenses in the Student Handbook and Student Code of Conduct are categorized into five levels which 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 action(s) most appropriate to the setting and the infraction, except in regard to mandatory placements specified in state law (Level IV and Level V offenses). Campus administrators have the authority to discipline students for violation of the Student Handbook and Student Code of Conduct which occur on campus, on a school bus, or at school-related activities, as well as off-campus offenses as specified by law.

#### **Level I**

The focus at Level I of the Code of Conduct is on the implementation of the District's proactive Response to Intervention (RTI) process and the use of tiered supports to teach and reinforce positive behavioral expectations for all students in the classroom setting. The RTI process also makes use of early, systematic intervention supports when inappropriate behaviors are identified in order to prevent the escalation or reoccurrence of the undesired behaviors.

It is anticipated that most students will respond positively to high quality behavioral interventions applied by general education teachers at Tier I of RTI referred to as Tiers of Positive Behavior Intervention System (PBIS).

Students are subject to disciplinary consequences from Levels II through V when they do not respond to classroom interventions and/or when the nature of the behaviors dictates more formal action.

#### Level II-III

The discipline charts for Levels II and III on the following pages depict examples of offenses and disciplinary options applicable to students at each campus level (elementary PreK-4<sup>th</sup> and Secondary 5<sup>th</sup>-12<sup>th</sup>) by campus administration. There is no appeal process for disciplinary consequences assigned at Levels II and III.

#### Levels IV-V

Level IV offenses are assessed disciplinary alternative education program (DAEP) placements, and Level V offenses are assessed expulsion offenses. In some cases the student may be expelled to DAEP. There is no appeal process for disciplinary consequences assigned at Level IV if the placement does not extend beyond 60 days or the end of the next grading period, whichever is earlier. Parental questions or complaints regarding issues related to disciplinary measures should be addressed informally with the teacher or campus administration as appropriate in accordance with Board Policy FNG (LOCAL). This process however, may not be used to overturn a disciplinary assignment.

#### Level IV

Level IV offenses are primarily acts of misconduct for which mandatory removal to a disciplinary alternative education program (DAEP) is required by law (refer to page 29). A student younger than 6 years of age may not be removed from class and placed in a DAEP. Students 6 years of age and under 10 years of age shall be removed to DAEP if the student engages in conduct under Texas Education Code (TEC) Sec. 37.007 Expulsion for Serious Offenses. Students 10 years of age and older shall be removed to DAEP for certain conduct as described in TEC Sec. 37.006.

#### Level V

Level V offenses are primarily acts of misconduct for which mandatory expulsion is required by law (refer to page 38). Elementary students who are 10 years of age or older who commit one of these offenses will be recommended for expulsion. Students younger than 10 years of age who commit an offense listed a level V will not be expelled but will be placed in DAEP.



**Level I Offenses (PreK-4<sup>th</sup>)**  
Possible Interventions for Classroom Managed Behaviors

<b>Level I Offenses Teacher Managed (low frequency, intensity, and/or duration)</b>	<b>Interventions that could be used by classroom teacher to manage Level I offenses</b>
Out of seat Talking out of turn Off task Dress code violation Teasing Lying Cheating Inappropriate verbal language Misuse of property Disrespect (not honoring someone’s space, feelings, or belongings) Disruption Non-compliance/Defiance (failure to respond to adult requests) Horseplay	Reflection sheets Behavior contract Re-teach expectation Model/Role play expected behavior Proximity control Change seating arrangement Redirection Provide student with choices Praise appropriate behavior Differentiate assignments  Referral to counselor Loss of privilege  Verbal and/or written apology Visit another classroom Environmental restoration Change color/clip Note home Parent phone call (communication with parents is top priority) Parent conference Warning

\*Students are subject to disciplinary consequences when they do not respond to classroom interventions and/or when the nature of the behaviors dictates more formal action.

## Discipline Management Techniques

### Level II Elementary (Pre-K to 4<sup>th</sup>)

Examples of Offenses		Disciplinary Options														
1.	Committing persistent offenses from Level 1 (minor acts of misconduct)		X		X	X	X	X		X	X	X	X	X	X	
2.	Using food inappropriately	X	X		X	X	X	X	X		X	X	X	X	X	
3.	Using inappropriate language (verbal or written)	X	X		X	X		X	X	X	X	X	X	X	X	
4.	Failing to comply with the directives of a member of the school staff; being disrespectful	X	X		X	X		X		X	X	X	X	X	X	
5.	Skipping class and/or leaving school/class without permission	X	X		X	X		X		X	X	X	X	X	X	
6.	Physically contacting another individual creating a disruptive environment; including spitting and biting		X		X	X	X	X		X	X	X	X	X	X	
7.	Implied physical contact – encouraging or promoting a fight		X		X	X		X		X	X	X	X	X	X	
8.	Violating the dress code repeatedly		X	X	X	X		X				X	X	X		
9.	Creating or participating in a minor disruption/disturbance or other inappropriate activity		X		X	X	X	X		X	X	X	X	X	X	
10.	Failing to serve detention		X		X	X		X				X		X		
11.	Abusing the use of a hall pass		X		X	X		X	X			X	X	X		
12.	Possessing lighters, matches, tobacco-less cigarettes, vaping devices or accessories or tobacco-related paraphernalia		X		X	X	X	X	X			X		X	X	
13.	Possessing or using a laser pointer (other than pointing toward a person's eyes)		X		X	X	X	X	X			X		X		
14.	Possessing a current prescription (student's own medication); or possessing or using a non-prescription drug, natural and/or homeopathic-like substance, dietary supplements, or energy pills (student's own)		X		X	X		X	X	X				X	X	
15.	Possessing toys and other nuisance items	X	X		X	X		X	X	X	X	X	X	X		
16.	Possessing or using a telecommunication device, including a cellular phone (third and subsequent minor offenses) see Level 3 for more severe offenses)		X		X	X		X	X		X	X	X	X	X	
		Grade penalty for copying or cheating (zero)	Behavior conference / verbal reprimand	Behavior contract	Correct dress code violation	Parent Call or Conference	Loss / Withdrawal of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Counselor referral	Social Skills training	Lunch Detention	Cool Down Time (less than 45 minutes)	In-School Suspension (ISS; partial or full days)	Out of school suspension (up to three days – 3 <sup>rd</sup> /4 <sup>th</sup> only)

## Discipline Management Techniques

Level II Elementary (Pre-K to 4<sup>th</sup>) Continued

Examples of Offenses	Disciplinary Options															
17. Possessing a look-alike weapon			X		X	X		X	X	X	X	X	X	X	X	X
18. Violating the District's Responsible Use Guidelines		X	X		X	X	X		X	X	X	X	X	X	X	X
19. Telling a falsehood to an adult (not associated with an investigation)		X	X		X	X		X		X	X	X	X	X	X	
20. Forging or altering school records, parent notes, forms, or other school/home communications		X	X		X	X		X	X	X	X	X	X	X	X	X
21. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property		X	X		X	X	X	X	X	X	X	X	X	X	X	
22. Possessing or using a skateboard, roller blades, shoes with wheels, or other similar devices		X	X		X	X	X	X	X	X	X	X	X	X	X	
23. Possessing or using a camera, radio, CD player, MP3 player, calculator, video or cassette recorder, Gameboy, or other electronic devices (including wires, head phones, and other accessories) for non-authorized activities		X	X		X	X		X	X	X	X	X	X	X	X	X
24. Being present in an area without permission or in an unauthorized area		X	X		X	X		X		X	X	X	X	X	X	X
25. Cheating or copying the work of another	X	X	X		X	X		X	X	X	X	X	X	X		
26. Engaging in inappropriate public display of affection		X	X		X	X		X	X	X	X	X	X	X	X	X
27. Loitering on school campus before or after school or after the tardy bell rings		X	X		X	X		X	X	X	X	X	X	X		
28. Selling, or soliciting for sale, unauthorized merchandise		X	X		X	X	X	X	X	X	X	X	X	X	X	X
29. Posting or distributing unauthorized publications		X	X		X	X		X	X	X	X	X	X	X	X	
30. Unauthorized use of property, minor theft		X	X		X	X		X	X	X	X	X	X	X	X	
31. Bullying (confirmed through investigation)		X	X		X	X		X		X	X	X	X	X	X	X
32. Harassment (confirmed through investigation)		X	X		X	X		X		X	X	X	X	X	X	X
		Grade penalty for copying or cheating (zero)	Behavior conference / verbal reprimand	Behavior contract	Correct dress code violation	Parent Call or Conference	Loss / Withdrawal of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Counselor referral	Social Skills training	Lunch Detention	Cool Down Time (less than 45 minutes)	In-School Suspension (ISS; partial or full days)	Out of school suspension (up to three days – 3 <sup>rd</sup> /4 <sup>th</sup> only)

## Discipline Management Techniques

### Level III Elementary (Pre-K to 4<sup>th</sup>)

Examples of Offenses	Disciplinary Options							
1. Committing persistent offenses from Level II	x	x	x	x	x	x	x	x
2. Engaging in conduct that disrupts the school environment or educational process	x	x	x	x	x	x	x	x
3. Using profane, vulgar, obscene, or threatening language/graphics, including a hit list (verbal or written) that is not a mandatory removable offense; or making obscene gestures	x	x	x	x	x	x	x	x
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others	x	x	x	x	x	x	x	x
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	x	x	x	x	x	x	x	x
6. Physical aggression, physical contact or fighting	x	x	x	x	x	x	x	x
7. Using lighters or matches	x	x	x	x	x	x	x	x
8. Possessing or using products containing tobacco; using tobacco-less cigarettes, vaping devices	x		x	x	x	x	x	x
9. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, “poppers”, other noxious chemicals ( including pepper-spray or mace-type materials), or “shock” pens and other similar devices	x	x	x	x	x	x	x	x
10. Violating the guidelines for telecommunication devices, including a cellular phone, other than minor offenses (promote, encourage or participate in taking photographs or video, uploading to social networking sites, using device to cheat, etc.).	x	x	x	x	x	x	x	x
11. Possessing drug paraphernalia, aerosol paint, or fixative spray	x		x	x	x	x	x	x
12. Possessing ammunition	x	x	x	x	x	x	x	x
13. Possessing, distributing, or creating pornographic or sexually-oriented material that promotes violence or other illegal activities, including sexting	x	x	x	x	x	x	x	x
14. Possessing, distributing, or concealing a weapon not included as a mandatory removal to DAEP, including knives that are not illegal	x	x	x	x	x	x	x	x
	Loss / Withdrawal of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Detention	Cool Down Time (less than 45 minutes)	In-School Suspension (ISS; partial or full days)	OSS (out of school suspension – not to exceed 3 days 3 <sup>rd</sup> /4 <sup>th</sup> grade)

## Discipline Management Techniques

### Level III Elementary (Pre-K to 4<sup>th</sup>) Continued

Examples of Offenses		Disciplinary Options							
15.	Selling, giving, or delivering to another person a non-prescription drug or possessing or using a non-prescription drug other than one's own; or possessing, transmitting, selling, attempting to sell, or exhibiting what is represented to be a prohibited substance	X		X	X	X		X	X
16.	Attempting to sell or purchase a prohibited substance through verbal or written communications without being in possession	X		X	X	X	X	X	X
17.	Stealing or unauthorized possession of another person's property, theft; committing burglary on campus	X	X	X	X	X	X	X	X
18.	Exhibiting, delivering, using or selling a look-alike weapons	X	X	X	X	X	X	X	X
19.	Assaulting another student or an adult that is not a mandatory removable or expellable offense	X		X	X	X	X	X	X
20.	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	X	X	X	X	X	X	X	X
21.	Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense	X	X	X	X	X	X	X	X
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	X		X		X	X	X	X
23.	Making sexual comments (verbal, written or gesturing) or engaging in sexual conduct, including stalking	X		X	X	X	X	X	X
24.	Mooning; streaking; other forms of nudity; exposing or attempting to expose one's undergarments or those of another ("panting")	X		X		X	X	X	X
25.	Hazing or stalking (non-sexual)	X		X		X	X	X	X
26.	Creating a situation that may constitute a potential health or safety hazard or safety hazard or result in possible injury (exposing others to bodily fluids; pulling chair out from someone; taking more than recommended dosage of a medicine, possessing or using items for body piercing and/or tattooing, pointing a laser toward a person's eyes, etc.)	X	X	X	X	X	X	X	X
27.	Engaging in inappropriate behavior on field trip and/or overnight trips not addressed elsewhere	X	X	X	X	X	X	X	X
28.	Gambling	X	X	X	X	X	X	X	X
29.	Hacking (illegal or unauthorized entry or attempted entry into the District's computer system)	X	X	X	X	X	X	X	X
30.	Interfering with school activities, including trespassing, boycotting, and group demonstrations; falsifying a "safety net" report; or making a 9-1-1 call that does not constitute a mandatory removable offense	X	X	X	X	X	X	X	X
31.	Participating in an unauthorized organization, secret society, or gang; gang-related activity that does not constitute a mandatory removable offense	X		X	X	X	X	X	X
32.	Committing extortion, coercion, or blackmail	X	X	X	X	X	X	X	X
33.	Tampering with a fire extinguisher, fire alarm, an automated external defibrillator (AED), or the storage cabinet for one of these items	X	X	X		X	X	X	X
34.	Multiple incidents of bullying (confirmed through investigation)	X		X		X	X	X	X
35.	Multiple incidents of harassment (confirmed through investigation)	X		X		X	X	X	X
		Loss / Withdrawal of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Detention	Cool Down Time (less than 45 minutes)	In-School Suspension (ISS; partial or full days)	OSS (out of school suspension – not to exceed 3 days 3 <sup>rd</sup> /4 <sup>th</sup> grade)

**Level I Offenses - Secondary, 5th - 12th grade**  
Possible Interventions for Classroom Managed Behaviors

<p align="center"><b>Level 1 Offenses - Teacher Managed (low frequency, intensity, and/or duration)</b></p>	<p align="center"><b>Interventions that could be used by classroom teacher to manage Level 1 offenses</b></p>
<ul style="list-style-type: none"> <li>● Profanity</li> <li>● Not following teacher directions</li> <li>● Failure to comply with teacher consequences</li> <li>● Calling out</li> <li>● Minor throwing {small objects, not furniture}</li> <li>● Refusal to work</li> <li>● Preparedness</li> <li>● Minor dishonesty, including academic</li> <li>● Disrespect/rude</li> <li>● Minor disruption</li> <li>● Running in halls/horseplay</li> <li>● Minor theft</li> <li>● Internet websites without permission/misuse of technology</li> <li>● Dress code</li> </ul>	<ul style="list-style-type: none"> <li>● Praise appropriate behavior</li> <li>● Warning</li> <li>● Redirection</li> <li>● Peer to peer mediation {restorative practice}</li> <li>● Proximity control</li> <li>● Reflection sheets</li> <li>● Behavior contract</li> <li>● Re-teach expectation</li> <li>● Model/role play expected behavior</li> <li>● Change seating arrangement</li> <li>● Provide student with choices</li> <li>● Differentiate assignments</li> <li>● Referral to counselor</li> <li>● Loss of privilege</li> <li>● Verbal and/or written apology</li> <li>● Environmental restoration</li> <li>● Note home</li> <li>● Parent phone call</li> <li>● Parent conference</li> <li>● Teacher assigned lunch detention</li> </ul>

\*Students are subject to disciplinary consequences when they do not respond to classroom intervention and/or when the nature of the behaviors dictates more formal action.

# Discipline Management Techniques

Level II Secondary (5<sup>th</sup> to 12<sup>th</sup>)

Examples of Offenses		Disciplinary Options																				
1.	Committing persistent offenses from Level I (minor acts of misconduct)		X	X	X	X		X	X				X	X	X	X	X	X	X	X		
2.	Using food inappropriately	X	X	X			X	X	X	X			X	X	X	X	X	X	X	X		
3.	Using inappropriate language (verbal or written)	X	X	X	X	X	X	X					X	X	X	X	X	X	X	X		
4.	Failing to comply with the directives of a member of the school staff; being disrespectful	X	X	X	X	X	X	X	X				X	X	X	X	X	X	X	X		
5.	Truancy, including skipping class and/or leaving school/class without permission		X	X	X			X	X				X	X	X	X	X	X	X			
6.	Repeated tardies		X	X	X			X	X				X	X	X	X	X	X	X			
7.	Physical contact with another student, including spitting or biting		X	X	X	X		X	X				X	X	X	X	X	X	X	X		
8.	Encouraging or promoting a fight, including videoing		X	X	X	X		X	X	X			X		X	X	X	X	X	X		
9.	Violating dress code	X	X	X	X			X	X	X	X		X	X	X	X	X	X	X			
10.	Creating or participating in a minor disruption/disturbance or other inappropriate activity		X	X	X	X	X	X	X	X				X	X	X	X	X	X			
11.	Failing to serve detention		X	X	X			X	X				X	X	X	X	X	X	X			
12.	Abusing the use of a hall/restroom pass	X	X	X	X		X	X	X	X			X	X	X	X	X	X	X			
13.	Possessing lighters, matches, tobacco-less cigarettes, electronic cigarettes, vaping devices or accessories or tobacco-related paraphernalia		X	X	X			X	X	X			X		X	X	X	X	X	X		
14.	Possessing or using a laser pointer (other than pointing towards a person's eyes)		X	X	X	X		X	X	X			X	X	X	X	X	X	X			
15.	Possessing a current prescription (student's own medication); or possessing or using a non-prescription drug, natural and/or homeopathic-like substance, dietary supplements or energy pills (student's own)		X	X	X			X	X	X			X		X	X	X	X	X	X		
16.	Possessing toys and other nuisance items	X	X	X	X			X	X	X			X	X	X	X	X	X	X			
		Verbal Warning	Conference with Student	Parent Conference	Parent/Teacher Conference	Reassign Class	Restitution	Withdrawal of Privileges	Exclusion from Extracurricular Activities	Confiscation of Item	Correct Dress Code	Grade Penalty for Cheating	Behavioral Contract	Lunch Detention	Saturday Detention	After School Detention	DAEP Warning Letter	In School Suspension (Partial or Full Day)	Partial Day OSS	Out of School Suspension	DAEP	Expulsion

# Discipline Management Techniques

Level II Secondary (5<sup>th</sup> to 12<sup>th</sup>) Continued

Examples of Offenses	Disciplinary Options																				
17. Using a telecommunication device, including a cellular phone (third and subsequent minor offenses)(see Level 3 for more severe offenses)	X	X	X	X	X		X	X	X				X	X	X	X	X	X			
18. Possessing a look-alike weapon		X	X	X	X		X	X	X				X		X	X	X	X	X		
19. Telling a falsehood to an adult (not associated with an investigation)	X	X	X	X			X	X					X	X	X	X	X	X			
20. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property	X	X	X	X	X	X	X	X	X				X	X	X	X	X	X	X		
21. Possessing or using a skateboard, roller blades, shoes with wheels or other similar devices	X	X	X	X			X	X	X				X	X	X	X	X	X			
22. Possessing or using a camera, calculator, video or cassette recorder, or other electronic devices for non-authorized activities; using a camera on a cell phone	X	X	X	X	X		X	X	X				X	X	X	X	X	X			
23. Being present in area without permission or in an unauthorized area	X	X	X	X			X	X					X	X	X	X	X	X			
24. Cheating or copying the work of another		X	X	X	X		X	X					X	X	X	X	X	X			
25. Engaging in an act of familiarity with another and/or inappropriate public displays of affection	X	X	X	X	X		X	X					X	X	X	X	X	X	X		
26. Loitering on school campus before or after school or after the tardy bell rings	X	X	X	X			X	X					X	X	X	X	X	X			
27. Selling or soliciting for sale unauthorized merchandise	X	X	X	X	X		X	X	X				X	X	X	X	X	X	X		
28. Posting or distributing unauthorized publications	X	X	X	X			X	X					X				X	X	X		
29. Bullying (confirmed)		X	X	X	X		X	X					X				X	X	X		
30. Harassment (confirmed)		X	X	X	X		X	X					X				X	X	X		
31. Violating parking rules/procedures	X	X	X				X	X								X	X	X	X		
	Verbal Warning	Conference with Student	Parent Conference	Parent/Teacher Conference	Reassign Class	Restitution	Withdrawal of Privileges	Exclusion from Extracurricular Activities	Confiscation of Item	Correct Dress Code	Grade Penalty for Cheating	Behavioral Contract	Lunch Detention	Saturday Detention	After School Detention	DAEP Warning Letter	In School Suspension (Partial or Full Day)	Partial Day OSS	Out of School Suspension	DAEP	Expulsion



## Discipline Management Techniques

Level III Secondary (5<sup>th</sup> to 12<sup>th</sup>)

Examples of Offenses	Disciplinary Options																				
1. Committing persistent offenses from Level II			X	X	X	X	X	X	X					X	X	X	X	X	X	X	
2. Engaging in conduct that disrupts the school environment or educational process		X	X	X	X		X	X						X	X	X	X	X	X	X	
3. Using profane, vulgar, obscene or threatening language/graphics, including a hit list (verbal or written) that is not a mandatory removable offense; or making obscene gestures		X	X	X	X		X	X						X				X	X	X	
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees or others		X	X	X	X		X	X						X				X	X	X	
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		X	X	X	X		X	X						X				X	X	X	
6. Physical aggression, physical contact or fighting		X	X	X	X		X	X						X				X	X	X	
7. Using lighters or matches		X	X	X	X	X	X	X	X					X	X	X	X	X	X	X	
8. Using products containing tobacco; using tobacco-less cigarettes or electronic cigarettes		X	X	X	X		X	X	X					X				X	X	X	
9. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, poppers, other noxious chemicals (including pepper-spray or mace-type materials), or shock pens and other similar devices	X	X	X	X	X	X	X	X	X					X		X	X	X	X	X	
10. Violating the guidelines for telecommunication devices, including a cellular phone, other than minor offenses (promote, encourage or participate in taking photographs or videos, uploading to social networking sites, using device to cheat, etc.)		X	X	X	X		X	X	X					X	X	X	X	X	X	X	
11. Possessing drug paraphernalia, aerosol paint or fixative spray		X	X	X	X		X	X	X					X				X	X	X	
12. Possessing ammunition		X	X	X	X		X	X	X					X				X	X	X	
13. Possessing, distributing or creating pornographic or sexually-oriented material or material that promotes violence or other illegal activities, including sexting		X	X	X	X		X	X	X					X				X	X	X	
14. Possessing, distributing or concealing a weapon not included as mandatory removal to a DAEP or expulsion, including knives that are not illegal		X	X	X	X		X	X	X					X				X	X	X	
	Verbal Warning	Conference with Student	Parent Conference	Parent/Teacher Conference	Reassign Class	Restitution	Withdrawal of Privileges	Exclusion from Extracurricular Activities	Confiscation of Item	Correct Dress Code	Grade Penalty for Cheating	Behavioral Contract	Lunch Detention	Saturday Detention	After School Detention	DAEP Warning Letter	In School Suspension (Partial or Full Day)	Partial Day OSS	Out of School Suspension	DAEP	Expulsion

## Discipline Management Techniques

Level III Secondary (5<sup>th</sup> to 12<sup>th</sup>) Continued

Examples of Offenses	Disciplinary Options																				
15. Selling, giving or delivering to another person a non-prescription drug or possessing or using a non-prescription drug other than one's own; or possessing, transmitting, selling, attempting to sell or exhibiting what is represented to be a prohibited substance		X	X	X	X		X	X	X		X				X	X	X	X			
16. Attempting to sell or purchase a prohibited substance through verbal or written communication without being in possession		X	X	X	X		X	X	X		X		X	X	X	X	X	X			
17. Stealing or unauthorized possession of another person's property, theft; committing burglary on campus		X	X	X	X	X	X	X	X		X				X	X	X	X			
18. Exhibiting, delivering, using or selling look-alike weapons		X	X	X	X		X	X	X		X				X	X	X	X			
19. Forging or altering school records, parent notes, forms or other school/home communications	X	X	X	X	X		X	X	X		X		X	X	X	X	X				
20. Assaulting another student or an adult that is not a mandatory removable or expellable offense		X	X	X	X		X	X			X				X	X	X	X			
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		X	X	X	X	X	X	X	X		X				X	X	X	X			
22. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense		X	X	X	X	X	X	X			X				X	X	X	X			
23. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury or lying as a witness during a school investigation		X	X	X	X		X	X			X		X	X	X	X	X				
24. Making sexual comments (verbal, written or gesturing) or engaging in sexual conduct, including stalking		X	X	X	X		X	X			X				X	X	X	X			
25. Mooning; streaking; other forms of nudity; exposing or attempting to expose one's undergarments or those another ("pantsing")		X	X	X	X		X	X			X				X	X	X	X			
	Verbal Warning	Conference with Student	Parent Conference	Parent/Teacher Conference	Reassign Class	Restitution	Withdrawal of Privileges	Exclusion from Extracurricular Activities	Confiscation of Item	Correct Dress Code	Grade Penalty for Cheating	Behavioral Contract	Lunch Detention	Saturday Detention	After School Detention	DAEP Warning Letter	In School Suspension (Partial or Full Day)	Partial Day OSS	Out of School Suspension	DAEP	Expulsion

## Discipline Management Techniques

Level III Secondary (5<sup>th</sup> to 12<sup>th</sup>) Continued

Examples of Offenses	Disciplinary Options																					
26. Hazing or stalking (non-sexual)		X	X	X	X	X	X					X				X	X	X	X	X	X	X
27. Creating a situation that may constitute a potential health or safety hazard or result in possible injury(exposing others to bodily fluids; pulling chair out from someone; taking more than recommended dosage of a medicine, possessing or using items for body piercing and/or tattooing, pointing a laser toward a person’s eyes, etc.)		X	X	X	X	X	X	X				X					X	X	X	X	X	X
28. Engaging in inappropriate behavior on overnight trips not addressed elsewhere		X	X	X	X		X	X				X					X	X	X	X	X	X
29. Gambling		X	X	X	X		X	X	X			X		X	X		X	X	X	X	X	X
30. Hacking (illegal or unauthorized entry or attempted entry in the District’s computer system)		X	X	X	X	X	X	X				X		X	X		X	X	X	X	X	X
31. Interfering with school activities, including trespassing, boycotting and group demonstrations, and falsifying a report; or making a 9-1-1 call that does not constitute a mandatory removable offense		X	X	X	X		X	X				X					X	X	X	X	X	X
32. Participating in an unauthorized organization, secret society or gang; gang-related activity that does not constitute a mandatory removable offense		X	X	X	X		X	X				X					X	X	X	X	X	X
33. Committing extortion, coercion or blackmail			X	X	X	X	X	X				X					X	X	X	X	X	X
34. Tampering with a fire extinguisher, an automated external defibrillator (AED) or the storage cabinet for one of these items			X			X	X	X	X			X					X	X	X	X	X	X
35. Multiple incidents of bullying (confirmed through investigation)			X		X		X	X				X					X	X	X	X	X	X
36. Multiple incidents of harassment (confirmed through investigation)			X		X		X	X				X					X	X	X	X	X	X

## **Notification**

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

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

## **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 or out of school suspension or any campus level discipline, parental complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, appropriate assistant principal, or campus principal. 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 the Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment.

## Removal from the School Bus

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

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

In addition to compliance with Student Code of Conduct, students are expected to comply with the following transportation rules:

- Refrain from making loud or distracting noises
- Comply with lawful directives issued by driver
- Enter and exit transportation in an orderly manner at the designated stop
- Do not obstruct the driver's view
- Remain seated in designated seats facing forward
- Follow the driver's rules for food and beverages
- Keep aisles clear of books, bags, instruments, feet, or other obstructions
- Do not throw objects inside the transportation or out of the windows or doors
- Do not extend any body part, clothing, or other article outside of the transportation
- Do not mark, deface, destruct, or tamper with seats, windows, emergency doors, or other equipment

Students may be suspended from district transportation for any misconduct listed in any category of the SCC. The student will be informed of the reason for suspension or revocation of transportation privileges and will be given an opportunity to respond before the administrator's decision is final. Suspension of transportation privileges does not excuse a student from attending school. It is the responsibility of the parent/guardian and/or student to make alternate transportation arrangements to and from school.

## Removal from the Regular Educational Setting

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

### Routine Referral

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

### Formal Removal

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

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

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

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

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

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

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

### Returning a Student to the Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent. When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Out-of-School Suspension**

### **Misconduct**

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

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.

### **Process**

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

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

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

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

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

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

## **Disciplinary Alternative Education Program (DAEP) Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

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

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

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

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

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

#### **Misconduct Identified in State Law**

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

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

The campus behavior coordinator **may**, but is not required to, place a student in a DAEP for



off- campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement-Level IV**

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence.”)
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  - The student receives deferred prosecution (see glossary),
  - A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  - The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

## **Sexual Assault and Campus Assignments**

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

## **Process**

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

## **Conference**

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

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

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

## **Consideration of Mitigating Factors**

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

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

## **Placement Order**

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

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

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

### **Coursework Notice**

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

### **Length of Placement**

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

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

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

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

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

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

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

### **Exceeds School Year**

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

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

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

## Appeals

The board has designated the principal, and Campus Behavior Coordinator the authority to assign a DAEP placement, suspension, and all campus level discipline. A student will not be afforded a Level II hearing with the Assistant Superintendent of Administration on disciplinary consequences except for removals to DAEP extending beyond 60 days or at the end of the next grading period whichever is earlier, as provided for in other portions of this Code. The principal shall notify the student of the reason for the consequence and grant the student an opportunity to give his or her version of the incident. The student will have an opportunity to appeal the decision of the administrator making the recommendation to the principal or designee. **The decision of the principal is final and may not be appealed.**

### **Removal to DAEP extending beyond 60 days or the end of the next grading period whichever is earlier:**

1. If the term of the placement, as recommended by the campus administrator, extends beyond 60 days or the end of the next grading period, whichever is earlier, the student's parent or guardian is entitled to a Level II appeal hearing to have the decision reviewed. The student's parent or guardian is entitled to notice and an opportunity to participate in a proceeding before the Assistant Superintendent of Administration. The campus administrator shall inform the student's parent or guardian in writing of the right to appeal and shall describe the procedures for scheduling an appeal with that office. The parent or guardian may waive the right to an appeal.
2. Procedures for an appeal to the Assistant Superintendent of Administration are:
  - a. The parent shall contact the office of the Assistant Superintendent of Administration at (936) 435-6331 to schedule an appeal hearing within three (3) business days following the campus decision to remove the student to a DAEP.
  - b. Notice of the hearing (date/time/location) will be provided to the parent.
  - c. Generally, the hearing shall be with the assistant superintendent.
  - d. The hearing is intended to be an informal process and traditional courtroom rules of evidence do not apply. In addition, while either side may present witnesses as part of that side's affirmative presentation, the parties are not allowed to question the other side's witnesses.
  - e. Following the presentation by the campus administration and the student or student's representative, the hearing officer and panel will make a determination to uphold, amend, or rescind the campus recommendation. The decision will be communicated to the student's parent.
  - f. The decision of the hearing officer is final and may not be appealed.

## **Restrictions During Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

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

## Disciplinary Alternative Education Program (DAEP) Placement

The district shall provide transportation to students in a DAEP. This transportation privilege may be revoked if the student does not follow the transportation rules, refuses to cooperate with the driver or other District personnel involved in providing transportation or violates any provision of the SCC during transport.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### **Placement Review**

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

### **Additional Misconduct**

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

### **Notice of Criminal Proceedings**

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

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

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

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

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an

## Disciplinary Alternative Education Program (DAEP) Placement

appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

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

### **Withdrawal During Process**

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

### **Newly Enrolled Students**

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

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

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

### **Emergency Placement Procedure**

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

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

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

### **Registered Sex Offenders**

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

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

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

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

### **Review Committee**

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

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

### **Newly Enrolled Student**

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

### **Appeal**

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

### **Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in DAEP if the board or campus behavior

## Placement and/or Expulsion for Certain Offenses

coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

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

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

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

### **Hearing and Required Findings**

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

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

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

### **Length of Placement**

The student is subject to the placement until:

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

### **Newly Enrolled Students**

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



## Expulsion

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

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

### Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See DAEP Placement)

#### Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Breach of computer security. (See glossary)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

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

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

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as

## Expulsion

authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See glossary for “under the influence.”)

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary.)

### **Within 300 Feet of School**

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

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See glossary.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Carrying on or about the student’s person a handgun, a location-restricted knife, or a club, as these terms are defined by state law. (See glossary.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See glossary.)
- Possession of a firearm, as defined by federal law. (See glossary.)

### **Property of Another District**

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

### **While in DAEP**

A student **may** be expelled for engaging in documented serious misbehavior that violates the district’s Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

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

## Expulsion

- d. Personal hazing under Section 37.152; or
- e. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

### **Mandatory Expulsion: Misconduct That Requires Expulsion-Level V**

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

#### **Under Federal Law**

Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See glossary.)

*Note:* Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

#### **Under the Texas Penal Code**

- Carrying on or about the student's person the following, as defined by the Texas Penal Code:
  - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See glossary.) Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
  - A location-restricted knife, as defined by state law. (See glossary.)
  - A club, as defined in state law. (See glossary.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or children.

## Expulsion

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

### **Under Age Ten**

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

### **Process**

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

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

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

### **Hearing**

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

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

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

The board of trustees delegates to the Deputy Superintendent authority to conduct hearings and expel students.

### **Board Review of Expulsion**

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

## Expulsion

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

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

### **Expulsion Order**

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

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

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

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

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

### **Length of Expulsion**

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

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

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

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

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

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

### **Withdrawal During Process**

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

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

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

### **Additional Misconduct**

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

### **Restrictions During Expulsion**

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

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

### **Newly Enrolled Students**

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

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

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

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

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

## Expulsion

### **Emergency Expulsion Procedures**

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

### **DAEP Placement of Expelled Students**

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

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**Abuse** is improper or excessive use.

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

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

**Armor-piercing ammunition** is defined by Texas Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined in part by Texas Penal Code 28.02 as:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - i. Knowing that it is within the limits of an incorporated city or town,
    - ii. Knowing that it is insured against damage or destruction,
    - iii. Knowing that it is subject to a mortgage or other security interest,
    - iv. Knowing that it is located on property belonging to another,
    - v. Knowing that it has located within it property belonging to another, or
    - vi. 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.
1. 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
2. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damages or destroys a building belonging to another, or
  - b. Recklessly causes another person to suffer bodily injury or death.

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

**Breach of Computer Security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages,



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or deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

**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:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. 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;
2. 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
3. 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.

**Chemical dispensing device** is defined by Texas Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is defined by Texas Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, mace, and tomahawk are in the same category.

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

**Cyberbullying** is 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.

**Dating violence** occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating

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relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

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

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

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

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

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

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

**Explosive weapon** is defined by Texas Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

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

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

**Firearm** is defined by federal law (18 U.S.C. § 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm weapon; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

**Firearm silencer** is defined by Texas Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

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

**Handgun** is defined by Texas Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment** is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code.

**Hazing** is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Improvised explosive device** is defined by Texas Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Texas Penal Code 21.08 as an offense that occurs when a person exposes his or her anus or any part of his or her genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Texas Civil Practices and Remedies Code 98B.001 and Texas Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Location-restricted knife** is defined by Texas Penal Code 46.01 as a knife with a blade over five and one-half inches.

**Knuckles** as defined by Texas Penal Code 46.01 are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

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**Machine gun** as defined by Texas Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

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

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

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

**Prohibited weapon** under Texas Penal Code 46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
  - a. An explosive weapon;
  - b. A machine gun;
  - c. A short-barrel firearm;
2. Knuckles;
3. Armor-piercing ammunition;
4. A chemical dispensing device;
5. A zip gun;
6. A tire deflation device;
7. An improvised explosive device; or
8. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

**Public Lewdness** is defined by Texas Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are accepted from this definition. **Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

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

**Serious misbehavior** means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;

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3. Conduct that constitutes coercion, as defined by Section 1.07, Texas Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07, Texas Penal Code;
  - b. Indecent exposure under Section 21.08; Texas Penal Code;
  - c. Criminal mischief under Section 28.03, Texas Penal Code;
  - d. Personal hazing under Section 37.152, Education Code; or
  - e. Harassment under Section 42.07(a)(1), Texas Penal Code, of a student or district employee.

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is defined by Texas Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** is defined by Texas Penal Code 22.07 as a threat of violence to any person or property with intent to:

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

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

**Title 5 felonies** are those crimes listed in Title 5 of the Texas Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05, Texas Penal Code;
- Kidnapping under Section 20.03, Texas Penal Code;

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- Trafficking of persons under Section 20A.02, Texas Penal Code;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06, Texas Penal Code;
- Assault under Section 22.01, Texas Penal Code;
- Aggravated assault under Section 22.02, Texas Penal Code;
- Sexual assault under Section 22.011, Texas Penal Code;
- Aggravated sexual assault under Section 22.021, Texas Penal Code;
- Unlawful restraint under Section 20.02, Texas Penal Code;
- Continuous sexual abuse of a young child or children under Section 21.02, Texas Penal Code;
- Bestiality under Section 21.09, Texas Penal Code;
- Improper relationship between educator and student under Section 21.12, Texas Penal Code;
- Voyeurism under Section 21.17, Texas Penal Code;
- Indecency with a child under Section 21.11, Texas Penal Code;
- Invasive visual recording under Section 21.15, Texas Penal Code;
- Disclosure or promotion of intimate visual material under Section 21.16, Texas Penal Code;
- Sexual coercion under Section 21.18, Texas Penal Code;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04, Texas Penal Code;
- Abandoning or endangering a child under Section 22.041, Texas Penal Code;
- Deadly conduct under Section 22.05, Texas Penal Code;
- Terroristic threat under Section 22.07, Texas Penal Code;
- Aiding a person to commit suicide under Section 22.08, Texas Penal Code; and
- Tampering with a consumer product under Section 22.09, Texas Penal Code. [See

FOC(EXHIBIT).]

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

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

**Zip gun** is defined by Texas Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.