

Elementary
Schools



Middle
Schools



High
Schools



Eagle Mountain-Saginaw Independent School District Student Handbook

Table of Contents

PREFACE	1
SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES.....	2
PARENTAL INVOLVEMENT	2
Working Together	2
Parent Involvement Coordinator	3
PARENTAL RIGHTS.....	3
Obtaining Information and Protecting Student Rights	3
“Opting Out” of Surveys and Activities.....	3
Inspecting Surveys	4
Requesting Professional Qualifications of Teachers and Staff	4
Reviewing Instructional Materials	4
Displaying a Student’s Artwork, Photos and Other Original Work.....	4
Accessing Student Records	5
Granting Permission to Video or Audio Record a Student	5
Granting Permission to Receive Parenting and Paternity Awareness Instruction.....	5
Removing a Student Temporarily from the Classroom.....	5
Removing a Student from Human Sexuality Instruction	6
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags	6
Excusing a Student from Reciting a Portion of the Declaration of Independence.....	6
Requesting Limited or No Contact with a Student through Electronic Media	7
Requesting Notices of Certain Student Misconduct.....	7
Prohibiting the Use of Corporal Punishment	7
School Safety Transfers.....	7
Requesting Classroom Assignment for Multiple Birth Siblings	8
Parents of Students with Disabilities with Other School-Aged Children in the Home.....	8
Request for the Use of a Service Animal	8
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services.....	8
Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial	9
Parents of Students who speak a Primary Language Other than English	9
Accommodations for Children of Military Families	10
Student Records.....	10

Directory Information.....	12
Directory Information for School-Sponsored Purposes	12
Release of Student Information to Military Recruiters and Institutions of Higher Education	12
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS ..	13
ABSENCES/ATTENDANCE.....	13
Compulsory Attendance	13
Exemptions to Compulsory Attendance	13
Failure to Comply with Compulsory Attendance.....	14
Attendance for Credit	14
Parent’s Note After an Absence	15
Doctor’s Note after an Absence for Illness	15
Excused / Unexcused Absences	16
Partial Day Absences / Entering or Leaving the Campus during the Day	17
Driver License Attendance Verification.....	18
ACADEMIC PROGRAMS.....	18
AWARDS AND HONORS (HIGH SCHOOL).....	18
Letter Jackets	18
Band.....	18
Choir	18
Drill Team	19
Varsity Athletics.....	19
Varsity Cheerleaders, Spirit Techs and Mascot	19
U.I.L. Literary and Academic Awards	19
Career and Technology Education	19
National Honor Society	19
Texas Scholars.....	20
AWARDS AND HONORS (MIDDLE SCHOOL)	21
Cheerleaders	21
Student Council	21
National Junior Honor Society	22
ADMITTANCE.....	23
ANIMALS.....	23
BULLYING.....	23
CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS	24

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN	25
CLASS RANK / HIGHEST RANKING STUDENT	26
CLASS SCHEDULES	26
COLLEGE AND UNIVERSITY ADMISSIONS.....	26
COLLEGE CREDIT COURSES	27
COMPLAINTS AND CONCERNS	27
CONDUCT.....	27
Applicability of School Rules	27
Assaults	27
Detention	28
Disruptions of School Operations	28
Special Assignment Class (SAC).....	29
Social Events	29
CONTAGIOUS DISEASES / CONDITIONS.....	30
COUNSELING	30
Academic Counseling.....	30
Personal Counseling	30
Psychological Exams, Tests, or Treatment	30
CREDIT BY EXAM—If a Student Has Not Taken the Course	31
DATING VIOLENCE, DISCRIMINATION, HARASSMENT AND RETALIATION.....	32
Dating Violence.....	32
Discrimination	32
Harassment	32
Sexual Harassment and Gender-Based Harassment.....	33
Retaliation	33
Reporting Procedures	33
Investigation of Report.....	33
DISCRIMINATION.....	34
DISTANCE LEARNING.....	34
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS.....	35
School Materials.....	35
Non-School Materials...from students.....	35
Non-School Materials...from others	35
DRESS AND GROOMING	36

DRIVER EDUCATION.....	37
ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES	37
Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones.....	37
Possession and Use of Other Personal Electronic Devices	38
Instructional Use of Personal Telecommunications and Other Electronic Devices.....	38
Acceptable Use of District Technology Resources.....	38
Unacceptable and Inappropriate Use of Technology Resources.....	39
EXEMPTION POLICY	40
END-OF-COURSE (EOC) ASSESSMENTS.....	40
EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS.....	40
Standards of Behavior	41
Social Activities	42
FAILED COURSES.....	42
FEES.....	42
FIELD TRIPS.....	43
FUND-RAISING.....	43
GANG-FREE ZONES	43
GRADE CLASSIFICATION.....	43
GRADING REGULATIONS.....	44
GRADUATION	44
Requirements for a Diploma	44
Graduation Programs.....	45
Early Graduation Procedures.....	50
Certificates of Coursework Completion.....	51
Students with Disabilities.....	51
Graduation Speakers.....	51
Graduation Expenses.....	52
State Scholarships and Grants	52
HARASSMENT	52
HAZING.....	52
HEALTH-RELATED MATTERS.....	52
Food Allergies	52
Physical Activity for Students in Elementary and Middle School.....	53
School Health Advisory Council (SHAC)	53

Other Health-Related Matters	53
<i>Physical Fitness Assessment</i>	53
<i>Vending Machines</i>	53
<i>Tobacco Prohibited</i>	53
<i>Asbestos Management Plan</i>	54
<i>Pest Management Plan</i>	54
HOMELESS STUDENTS	54
HOMEWORK	54
IMMUNIZATION.....	54
LAW ENFORCEMENT AGENCIES.....	55
Citations.....	55
Questioning of Students	55
Students Taken Into Custody	55
Notification of Law Violations.....	56
LIMITED ENGLISH PROFICIENT STUDENTS.....	56
MAKEUP WORK.....	57
Makeup Work Because of Absence	57
DAEP Makeup Work	57
In-School Suspension Makeup Work.....	57
MEDICINE AT SCHOOL	58
Psychotropic Drugs	58
NONDISCRIMINATION STATEMENT	59
NONTRADITIONAL ACADEMIC PROGRAMS.....	59
OFFICE, COUNSELING AND LIBRARY ASSISTANTS.....	59
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE	59
PRAYER	60
PRE-KINDERGARTEN PROGRAM	60
PROGRAMA DE PRE-KINDERGARTEN	60
PROMOTION AND RETENTION	60
RELEASE OF STUDENTS FROM SCHOOL.....	62
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES	62
RETALIATION	63
SAFETY	63
Accident Insurance	63

Drills: Fire, Tornado, and Other Emergencies	63
Emergency Medical Treatment and Information	63
Emergency School-Closing Information.....	64
Identification Cards	64
Physical Restraint	64
SAT, ACT AND OTHER STANDARDIZED TESTS.....	64
SCHOOL FACILITIES.....	64
Use by Students Before and After School.....	64
Conduct Before and After School	65
Use of Hallways during Class Time.....	66
Cafeteria Services.....	66
Library and Media Center	66
Lockers	67
Lost and Found.....	67
Meetings of Non-Curriculum-Related Groups.....	67
SCHOOL ISSUED EQUIPMENT	67
SCHOOL PARTIES.....	67
SEARCHES.....	67
Students’ Desks and Lockers	68
Electronic Devices.....	68
Vehicles on Campus.....	68
Trained Dogs	68
Drug Use and Testing.....	68
SELLING ON CAMPUS	70
SPECIAL PROGRAMS.....	70
STANDARDIZED TESTING	70
SAT/ACT (Scholastic Aptitude Test and American College Test)	70
STAAR (State of Texas Assessments of Academic Readiness).....	70
Grades 3–8.....	70
End-of-Course (EOC) Assessments for Students in Grades 9–12	71
TAKS (Texas Assessment of Knowledge and Skills).....	72
TAKS Phase-Out/EOC Phase-in Plan.....	72
THEA (Texas Higher Education Assessment).....	72
STEROIDS.....	73

STUDENT CLASSROOM ASSIGNMENT.....	73
STUDENTS IN PROTECTIVE CUSTODY OF THE STATE.....	73
STUDENT SPEAKERS.....	73
SUICIDE AWARENESS.....	74
TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS).....	74
TARDINESS.....	74
TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS.....	74
TRANSFERS.....	75
TRANSPORTATION.....	75
School-Sponsored Trips.....	75
Buses and Other School Vehicles.....	75
TUTORIALS.....	78
VANDALISM.....	78
VIDEO CAMERAS.....	78
VISITORS TO THE SCHOOL.....	78
General Visitors.....	78
Visitors Participating in Special Programs for Students.....	78
WEAPONS.....	79
WITHDRAWING FROM SCHOOL.....	79
GLOSSARY.....	80
STUDENT CODE OF CONDUCT.....	1
Purpose.....	1
Contents.....	1
School District Authority and Jurisdiction.....	2
Reporting Crimes.....	2
Revoking Transfers.....	2
Standards for Student Conduct.....	3
General Conduct Violations.....	4
Disregard for Authority.....	4
Mistreatment of Others.....	4
Property Offenses.....	5
Possession of Prohibited Items.....	5
Possession of Telecommunications or Other Electronic Devices.....	5
Illegal, Prescription, and Over-the-Counter Drugs.....	6

Misuse of Technology Resources and the Internet	6
Safety Transgressions.....	7
Miscellaneous Offenses.....	7
Discipline Management Techniques	8
Students with Disabilities.....	8
Techniques.....	8
Notification.....	9
Appeals.....	9
Corporal Punishment.....	9
Removal from the Regular Educational Setting.....	11
Routine Referral	11
Formal Removal.....	11
Returning Student to Classroom.....	11
Out-of-School Suspension.....	12
Misconduct	12
Process.....	12
Disciplinary Alternative Education Program (DAEP) Placement	13
Discretionary Placement: Misconduct That May Result in DAEP Placement	13
Misconduct Identified in State Law	15
Mandatory Placement: Misconduct That Requires DAEP Placement	15
Sexual Assault and Campus Assignments.....	16
Emergencies	16
Process.....	16
Conference.....	16
Placement Order	17
Coursework Notice.....	17
Length of Placement.....	17
Exceeds One Year	17
Exceeds School Year.....	18
Exceeds 60 Days	18
Appeals.....	18
Restrictions during Placement.....	18
Placement Review	18
Additional Misconduct	19

Notice of Criminal Proceedings	19
Withdrawal during Process	19
Newly Enrolled Students.....	20
Emergency Placement Procedure.....	20
Placement and/or Expulsion for Certain Offenses	21
Registered Sex Offenders.....	21
Review Committee.....	21
Newly Enrolled Student	21
Appeal	21
Certain Felonies.....	21
Hearing and Required Findings.....	22
Length of Placement.....	22
Newly Enrolled Students.....	22
Expulsion.....	23
Discretionary Expulsion: Misconduct That May Result in Expulsion.....	23
Any Location.....	23
At School, Within 300 Feet, or at a School Event	23
Within 300 Feet of School.....	24
Property of Another District.....	24
While in DAEP.....	24
Mandatory Expulsion: Misconduct That Requires Expulsion	25
Under Federal Law	25
Under Texas Penal Code.....	25
Under Age Ten	26
Emergency.....	26
Process.....	26
Hearing	27
Board Review of Expulsion	27
Expulsion Order	27
Length of Expulsion	28
Withdrawal during Process	28
Additional Misconduct.....	28
Restrictions during Expulsion	28
Newly Enrolled Students.....	28

Emergency Expulsion Procedures.....	29
DAEP Placement of Expelled Students.....	29
Glossary.....	30
HEALTH SERVICES	37
Screenings.....	37
Communicable Diseases.....	37
Emergencies and Illnesses.....	39
Emergency Transport.....	39
Immunizations.....	40
Medical Conditions.....	42
Medication.....	42
Medications for Field Trips.....	43
Bacterial Meningitis.....	43
APPENDIX	45
Forms.....	45
2012-2013 Notice of Disclosure of Student Directory Information.....	a
Elementary Acknowledgement/Permissions Form.....	b
Use of Student Work in District Publications.....	c
Consent/Opt-Out Form.....	d
Acknowledgment of Electronic Distribution of Student Handbook and Student Code of Conduct.....	e

PREFACE

To Students and Parents:

Welcome to school year 2012–2013! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Eagle Mountain-Saginaw ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the EM-S ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and is posted on the district website at www.emsisd.com under the “Parents” tab.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The District reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students or parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact your school’s principal.

Also, please complete and return to your child’s campus the following required forms provided in the back of this student handbook.

1. **Student and Parent Acknowledgment Form;**
2. **Parent’s Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Learning Form, if you choose to restrict the release of information to these entities; and**
3. **Consent/Opt-Out Form;**
4. **Student Directory Information Form.**

[See **Obtaining Information and Protecting Student Rights** on page 3 and **Directory Information** on page 12 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review on the District’s website at www.emsisd.com under the “Parents” tab.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the EM-S ISD Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child’s education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 30 and **Academic Programs** on page 18.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 62.]

- Becoming a school volunteer.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the school.
- Serving on the School Health Advisory Council (SHAC), assisting the District in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA and on page 53 of this handbook for more information.]
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations.

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Dr. Mary Jones. She may be contacted at 817-232-0880.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

“Opting Out” of Surveys and Activities

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

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

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. All curriculum materials used by the district are available for public inspection. Areas of instruction dealing with human sexuality are addressed in terms of personal health and safety. Parents will be given prior notification when instruction contains information concerning human sexuality. Parents do have the right to remove the student from specific areas of instruction when they feel the instruction is inappropriate for their child.

[Also see **Removing a Student from Human Sexuality Instruction** on page 6 for additional information.]

Displaying a Student's Artwork, Photos and Other Original Work

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the District will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's website, on any campus or classroom website, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. These records include:

Attendance records

Test scores

Grades

Disciplinary records

Counseling records

Psychological records

Applications for admission

Health and immunization information

Other medical records

Teacher and counselor evaluations

Reports of behavioral patterns, and

State assessment instruments that have been administered to your child.

[See **Student Records** on page 10.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

When it is to be used for school safety;

When it relates to classroom instruction or a co-curricular or extracurricular activity; or

When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

- State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:
- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 59 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

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

Requesting Notices of Certain Student Misconduct

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the **Student Code of Conduct**.]

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

School Safety Transfers

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.

[See **Bullying** on page 23, policy FDB, and policy FFI.]

- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your

child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]

- Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDE.]

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]

Parents of Students with Disabilities with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district.

The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

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

Texas Project First, at <http://www.texasprojectfirst.org/>

Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Jana Burns at 817-232-0880.

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un periodo de tiempo razonable, el distrito debe decidir si la evaluación es necesaria.

Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la

Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es: Jana Burns (817-232-0880).

Parents of Students who speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student

qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements: a 30 day grace period is granted to active Military families who are transferring from one district to another and waiting for the transfer of immunization records.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 3 excused absences per year for this purpose.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/> .

Student Records

Parents are encouraged to keep the school office informed of any change of address, telephone number, or place of employment. It is imperative that we maintain up-to-date records on each student in case of injury or sudden illness.

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors,

diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s office is 1200 Old Decatur Road, Fort Worth, Texas 76179.

The addresses of the principals’ offices are located on the district website at www.emsisd.com.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See FINALITY OF GRADES at FNG(LEGAL) and **Report Cards/Progress Reports and Conferences** on page 62.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's website at www.emsisd.com under the "Parents" tab.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook.]

Directory Information for School-Sponsored Purposes

The district often needs to use student information for school-sponsored purposes. The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless

parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/ATTENDANCE

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA]

Students enrolled in pre-kindergarten or kindergarten are required to attend school.

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

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

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

Failure to Comply with Compulsory Attendance

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

[See policy FEA(LEGAL).]

Attendance for Credit

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

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to

determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policy at FEC]

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend upon whether the class is for a full semester or for a full year.

Parent's Note After an Absence

When a student must be absent from school, the student-upon returning to school- must bring a note signed by the parent/guardian that describes the reason for the absence. Failure to bring the required note will result in the absence being counted as truant. Before returning to class following an absence, middle and high school students must acquire an admit slip from the attendance office. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

Excused / Unexcused Absences

Absences are excused for illness, appointments with a health care professional (with a note or receipt from the health care professional), serious illness or death of a member of the student's immediate family, or an emergency that prevents the student from being in school.

A school administrator may excuse an absence for reasons other than those above on an individual basis. In the case of prior knowledge of an absence, a parent should submit a written request to the principal for an excused absence stating the exact dates the student will be absent and the special circumstances.

Examples of unexcused absences include but are not limited to the following:

1. Personal business
2. Shopping
3. Car trouble
4. Non-medical appointments
5. Non-subpoena court appearances
6. Missed bus
7. Illness other than the immediate family
8. Work
9. Detained by train

In addition to the guidelines for determining excused and unexcused absences, the following rules and procedures apply to absences:

1. Make-up work is the responsibility of the student who has an absence. The student must check with the teacher regarding make-up work on the day he/she returns to class. All work must be made up within two days after the student returns to class unless other arrangements are made with the teacher.
2. Zeroes will be given for any assignment or test not made up within the allotted time.
3. Missing class due to a school activity is not an absence nor is it treated as one. Arrangements for missed work should be made in advance of school related trips and activities and is due as designated by the teacher.
4. The maximum grade for make-up work submitted after a student is determined to be truant shall be a 75.
5. The school shall not impose a grade penalty for make-up work after an absence due to suspension unless it is not submitted by the designated due date.
6. Any student who is not in compliance with the attendance law is subject to loss of credit. Students who are out of attendance compliance may receive credit for classes passed by attending make-up sessions. Students should contact the appropriate assistant principal for more information about attendance make-up hours.

A parent may request homework assignments for students who have been absent more than three (3) days by calling the office. If the request is made by 9 a.m., parents can pick up homework that afternoon in the office.

Students who miss school due to a family vacation or trip are counted absent but are not considered truant if the following guidelines are met:

1. Only one such request may be approved per student per year.
2. The absences should not exceed three (3) consecutive school days.
3. The absence should not include any school days in which six/nine weeks tests, semester exams or state assessments are scheduled.
4. The request is made in writing to the principal at least seven (7) days in advance of the absence.
5. All school assignments are made up in advance or by a deadline set by the teacher in each class. Make-up work is the responsibility of the student.
6. Student should have a satisfactory academic, attendance, and discipline record.

Partial Day Absences / Entering or Leaving the Campus during the Day

1. Upon entering or leaving the campus during the school day a student must sign in/out at the attendance office.
2. A student may leave campus only if office staff have spoken with the parent/guardian in person or by phone, or the student brings a written request from the parent to the office which includes:
 - Specific reason for the request.
 - Exact time the student is to leave school.
 - Telephone number for verification.
 - Parent signature (both natural parents have the legal right to pick up their student unless the principal is given a copy of a legal document stating otherwise).

The student will be allowed to leave after the note is verified.

3. A student must present a note from a health care provider in order to receive partial day credit. Partial day absences due to health care visits are considered an absence for exemption purposes.

Forging notes or making telephone calls under false pretenses to verify absences will be considered serious disciplinary offenses.

Truancy will be treated as a major disciplinary offense. The maximum grade for make-up work after a student is determined to be truant is 75. A student is considered truant when he/she meets any one of the following:

- Does not attend school when the parent thinks otherwise.
- Leaves school during the day without permission.
- Misses a class or classes without permission from a teacher or administrator.

- Does not attend school and is not under the direct supervision of a parent or guardian.

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policies at EIF.]

[See **Academic Counseling** on page 30.]

AWARDS AND HONORS (HIGH SCHOOL)

Letter Jackets

The following guidelines will be used in determining the eligibility for student awards:

1. The U.I.L. rules will apply at all times. The maximum amount of the award shall be set by the U.I.L.
2. Regardless of the area in which a student receives an award, he or she shall be allowed to receive only one major award from the high school. The award shall consist of a jacket.
3. A student who participates in one of the extracurricular activities listed below and does not receive a major award for that activity shall receive a symbolic award.
4. The teacher or sponsor directly responsible for an activity shall evaluate student participation and recommend to the principal those students eligible for awards.

Band

JUNIOR MEMBERS of the band will be eligible to receive an award provided they:

1. Have been enrolled in the band two years previous to the junior year.
2. Have satisfactorily met band requirements, such as appearance in formations, concerts, & public appearances.

A student named to the All Region Band shall be eligible for a major award.

Choir

JUNIOR MEMBERS of the choir are eligible to receive an award provided they:

1. Have been enrolled in the choir two years previous to the junior year.
2. Have satisfactorily met choir requirements, such as appearance in formations, concerts, and public appearances.

A student named to the All Region Choir shall be eligible for a major award.

Drill Team

Members of the drill team shall receive a major award when they have completed two years of service. For each successive year, they will receive a symbolic award.

Varsity Athletics

All varsity athletes who meet the criteria listed below shall be eligible to receive a major award (jacket):

1. One year of successful participation in a varsity sport (Circumstances preventing a senior or transfer student from qualifying shall be considered on an individual basis by the athletic director.)
2. Participation in the preceding off-season (where applicable).
3. Determination by the head coach of the varsity sport that the athlete had made a major contribution to the team.

An athlete who letters in a sport and is not eligible for a major award (jacket) shall receive a symbolic award.

An athlete, who is dismissed or quits the sport, in season or off-season, forfeits all rights to any award or honor not yet bestowed.

Varsity Cheerleaders, Spirit Techs and Mascot

Varsity cheerleaders and spirit techs will be eligible to receive a major award for the first year of service. For each successive year, they will receive a symbolic award. The Mascot, who must be a senior or junior, will be eligible for a major award. They must be active participants for the entire year.

U.I.L. Literary and Academic Awards

A student shall be presented an award if he or she advances to and participates in the regional meet of any U.I.L. sponsored event. One Act Play awards shall be limited to cast members and the three technical crew- members reported in the U.I.L. One-Act Play entry form.

Career and Technology Education

An award will be given only in TEA-approved and sponsored events.

1. Agriculture Science and Technology: A student who wins a District or area meet and satisfactorily represents the District in the next highest contest shall be eligible for an award.
2. Other Career and Technology organizations: A student must win at the area level and satisfactorily participate in the state contest.

National Honor Society

Membership in an EM-S ISD chapter of NHS, sanctioned and sponsored by the National Association of Secondary School Principals, is open to junior and senior students whose standards of scholarship, character, leadership, and service are far above those of the average

student. The first opportunity for induction comes after the second semester of the junior year. The final opportunity is after the first semester of the senior year.

Selection of members will be based on the following criteria:

1. Each candidate for membership must be a junior or senior and must have attended the High School for the equivalent of one semester.
2. Students shall have maintained a cumulative grade average of 93 or above for all academic courses undertaken. Grade averages are to be determined by the counseling department using the same procedures used for calculating grade point averages. Any attendance make-up days required to meet the 90% attendance law for credit must be completed prior to the selection process.
3. Candidates must be on the Recommended or DAP graduation plan. Juniors must have completed or be enrolled in their first year of a foreign language. Seniors must have completed or be enrolled in Algebra II and must have completed or be enrolled in their second year of foreign language.
4. NHS candidates and members are expected to adhere to a code of conduct as determined and outlined in the district's Student Code of Conduct and to comply with specific guidelines set forth in the Constitution of the National Honor Society. Assignment to SAC or the alternative discipline center does not constitute exemplary conduct and excludes a student from consideration for NHS membership during that school year. Any student who earns two consecutive N's in the same class or any U's in conduct will not be eligible for consideration for membership in NHS.
5. Candidates must have more S's than N's, no U's and no N's consecutively recurring with one class.
6. Each candidate must complete and timely submit a student information form, which includes a list of school activities and service to the school and/or community.
7. The Faculty Advisory Council will review each candidate's certification for the final selection of members to the chapter.
8. An active member of an NHS chapter who transfers to any EM-S ISD High School will be automatically accepted for membership into the Chapter and will be expected to follow NHS guidelines.
9. Active members are expected to follow additional guidelines set forth in the NHS Constitution.

Texas Scholars

Texas Scholars is a program designed to recognize the achievements of students who complete the rigorous coursework required in the state by the Recommended High School Plan or the Distinguished Achievement Plan. The objectives of the program are:

1. To motivate all students to complete high school on the Recommended High School Plan or the Distinguished Achievement Plan.
2. To encourage all students to challenge themselves in math, science, computer literacy, and languages.

3. To prepares students to enter a technical school, community college, university, or the work force.
4. To give special recognition to seniors who graduate as Texas Scholars.

The new Texas Scholars – High School and Beyond program began with students entering high school during or after 2007-08. To qualify as a Texas Scholar students must:

1. Complete at least the Recommended High School Program
2. Complete at least two courses while in high school eligible for college credit.

AWARDS AND HONORS (MIDDLE SCHOOL)

Cheerleaders

Eight candidates representing the seventh grade and eight candidates representing the eighth grade will be selected. Academic eligibility to try out for cheerleader is based on grades earned during the current school year in the five (5) core classes. The core classes are English/Language Arts, Reading/Literature, Math, Science, and Social Studies.

- The cumulative average in **each** core subject (average of the six weeks grades through the most recent 6-weeks reporting period) shall be 70 or above for each core class.
- The overall average of **all** six weeks grades (through the most recent 6-weeks reporting period) in **all** core classes shall be 75 or above.
- Citizenship eligibility shall be based on all classes taken. To be eligible to try out a student must have more “S’s” than “N’s”. In addition, two or more “U’s” in citizenship will disqualify a student from participating in the selection.
- No student who has more than one term of placement in SAC, suspension, or an alternative education program will be eligible to tryout. Any student who has been expelled from school for any portion of the school year will be unable to tryout.
- The candidates will try out before a panel of judges. The judges’ scores will count 100%. The scores will be tabulated under the supervision of an administrator and new squad members’ names will be posted.
- An application blank and parent approval sheet must be completed and turned in by the announced deadline. No late sign-ups will be accepted.

Student Council

Purpose:

- To develop attitudes of, and practice in good citizenship;
- To promote harmonious relations throughout the entire school;
- To improve student-teacher relationships;
- To improve school morale;
- To provide a forum for student expression;

- To promote the general welfare of the school.

Officers:

The officers of this organization shall be a president, vice-president, secretary, and treasurer. The officers of the Student Council shall be selected from the eighth grade.

Requirements for candidates:

1. Candidates must sign up to run for Student Council Office. The cumulative average in **each** core subject (average of the six weeks grades through the most recent 6-weeks reporting period) shall be 70 or above for each core class. The overall average of **all** six weeks grades (through the most recent 6-weeks reporting period) in **all** core classes shall be 75 or above. In addition, no more than two “N’s” in citizenship are allowed. A “U” in citizenship will disqualify a student from participating in the election.
2. Candidates for officer must be a member in good standing of the Student Council.
3. An application blank and parent approval sheet must be completed and turned in to the sponsor prior to the election. The Student Council sponsors will review the application and approval sheet.
4. No student who has more than one term of placement in SAC, suspension, or an alternative education program will be eligible to tryout. Any student who has been expelled from school for any portion of the school year will be unable to run.
5. During the spring preceding the year of service, the sponsor will supervise those students who desire to run for the office and who meet the qualifications.
6. There shall be two days of campaigning under the direction and supervision of the Student Council, after which the election shall take place. Campaigning is limited to hanging of posters and making a speech before the student body. Voting shall be by secret ballot.
7. The Student Council sponsor(s) and an assistant principal will tabulate the votes and announce the results. The candidates receiving the highest number of votes will be declared the winners.
8. The term of office for each officer shall be one year.

Representatives:

Students desiring to serve as a representative must meet the same academic and citizenship requirements for Student Council Officer and complete the application process.

National Junior Honor Society

Membership in the local Chapter of the National Junior Honor Society, sanctioned and sponsored by the National Association of Secondary School Principals, is open to students whose standards of scholarship, leadership, character, citizenship, and services are far above those of the average student.

Election of members shall be based on the following criteria:

1. Candidates must have attended the school at least one full semester.

2. Candidates for membership shall have maintained an overall average in the core areas of 93 or above (the core subjects averaged together for the current year should be 93 or above. Averages are not rounded up or down.). For calculation purposes only, 3 points will be added to the numeric grade in honors classes.
3. Students who have been in the Special Assignment Class or have been suspended from school for any reason during the year in which they are being considered for membership are not eligible for admission to NJHS.
4. No more than two N's in citizenship are allowed. A "U" in citizenship will disqualify a student from selection.
5. Each candidate must complete a student information sheet that will include a list of school activities and service to the community and/or school. The final selection of members shall be by the approval of the Faculty Advisory Council based on the determination of character, leadership, and service.
6. An active member of the NJHS who transfers from another accredited school will be accepted for membership in this chapter.

ADMITTANCE

A child entering kindergarten must have reached his or her fifth birthday on or before September 1st. A child entering first grade must have reached his or her sixth birthday on or before September 1st. The District has developed procedures for kindergarten acceleration. [See EEJB(LOCAL).]

A birth certificate and proof of all required (and current) immunizations must be presented prior to being enrolled for all children entering school for the first time. All students must be current with immunizations required by the Texas Department of Health. See page 57 for a complete listing of immunization requirements.

ANIMALS

Animals shall not be brought on campus without prior administrative approval.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or –related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **School Safety Transfers** on page 7.]

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s website.

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

[Also see **Dating Violence, Discrimination, Harassment, and Retaliation on page 32, School Safety Transfers on page 7, Hazing on page 52**, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

Eagle Mountain-Saginaw Independent School District offers Career and Technical Education programs in:

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, A/V Technology and Communication
- Business Management and Administration
- Education and Training
- Finance
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections and Security

Manufacturing
Marketing
Science, Technology, Engineering and Mathematics (STEM)
Transportation, Distribution and Logistics

Admission to these programs is based on interest, age, grade level, pre-requisite requirements and available space.

Eagle Mountain-Saginaw Independent School District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see Nondiscrimination Statement on page 59 for additional information regarding the district's efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

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

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

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

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

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

CLASS RANK / HIGHEST RANKING STUDENT

[For further information regarding class rank, highest ranking student and honor graduates, see policy EIC.]

CLASS SCHEDULES

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2013 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor or college access specialist for further information about automatic admissions, the application process, and deadlines.

[See policy EIC (LOCAL) for information specifically related to how the district calculates a student's rank in class].

COLLEGE CREDIT COURSES

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit courses through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with colleges and universities; and
- Certain CTE courses

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student’s grade level and the course, an end-of-course assessment may be required for graduation and, if so, will affect a student’s final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student’s desired degree plan.

COMPLAINTS AND CONCERNS

The Eagle Mountain-Saginaw School District has adopted procedures consistent with the requirements of Federal and State laws that are designed to secure the prompt equitable resolution of problems at the first possible level. Concerns involving a classroom or campus should first be directed to the campus teacher or principal. Further assistance on resolving concerns can be obtained by calling campus or district administrators.

For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district’s policy manual. A copy of this policy may be obtained in the principal’s or superintendent’s office or on the district’s website at www.emsisd.com under the “Parents” tab.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Assaults

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

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.

2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Assaults are serious disciplinary offenses that result in mandatory assignment to the ADC.

Detention

A teacher or administrator may assign any student who has excessive tardies, absences, or other discipline problems to detention. Students will be given prior notice. Students who cannot attend an assigned day of detention should make arrangements with the assigning teacher or administrator to reschedule.

Possible detention schedules might include:

- Morning Detention
- Lunch Detention
- Afternoon Detention
- Saturday Detention

Detentions are held in a designated location. Other sessions may be established for attendance make-up.

The following rules and regulations will be in effect:

1. Students must bring books and materials to work on or read during D-Hall (except lunch).
2. Students must sign in and write legibly to receive credit in D-Hall.
3. Students must not talk, play or sleep.
4. If any of the above are violated, the student will not receive credit for attendance.
5. A student who does not report to D-Hall on the assigned day and has not made prior arrangements with the teacher or an administrator to reschedule the day will be subject to further disciplinary action.
6. Failure to attend D-Hall will be considered a major disciplinary offense when assigned for discipline.

When detention is used, notice shall first be given to the student to inform them of the reason for the detention and permit arrangements for the necessary transportation of the student. The student's parent or guardian, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

Special Assignment Class (SAC)

Assignment to SAC will be made at the discretion of the principal or vice principal. Below is a list of common Special Assignment Class offenses and the suggested number of days in the Special Assignment Class for the first offense. For subsequent violations of school policy, a pre-determined number of days will be added to the Special Assignment Class for the first offense. Deviation from these recommendations will be at the discretion of administrators depending on the circumstances of the offense.

<u>Offense</u>	<u>Suggested Number of Days in SAC</u>
Truancy	3
Vandalism	3
Failure to attend detention hall	3
Disrespect/disobedience	3
Fighting	3-5
Persistent misbehavior	3-5

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. (A physician's note stating the student is free of contagious illness is required to return to school.)

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher or principal to learn more about course offerings, graduation requirements, and early graduation procedures. To plan for the future, each student should work closely with the counselor in order to enroll in the courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor and college access specialist can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities. Course offerings and teaching assignments are planned on the basis of courses selected by students in pre-registration. June 15th for high school will officially end the opportunity for schedule changes. Only schedule changes pertaining to graduation plans and/or computer errors will be addressed during the following school year. No courses will be dropped or added unless approved by the administration through the schedule change process.

Personal Counseling

The school counselors and intervention counselor are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. While school counselors can help students through a crisis and provide support on an as-needed basis, they do not provide long-term therapy. School counselors have been trained to identify possible mental health issues and refer parents and students to outside resources when needed.

[Also see Suicide Awareness on page 74.]

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBA(LLEGAL), FFE(LLEGAL) and FFG(EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policy EHDB(LOCAL).]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2012–2013 school year include:

Dates Scheduled:

1. June 25, 2013
2. June 26, 2013
3. June 27, 2013
4. July 9, 2013
5. July 10, 2013
6. July 11, 2013

A student will earn course credit with a passing score of at least 90 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

A student planning to take an examination for acceleration shall be required to register with the principal or designee at least 30 days prior to the scheduled testing date on which the student wishes to take the test.

The District shall not charge for an examination for acceleration on the published dates or alternate dates. The District may deny a parent's or student's request for an alternate examination or alternate date. [For further information, see policy EHDC(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT AND RETALIATION

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Dating Violence

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 the other 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 relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's website.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or

other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law.

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment and Retaliation** on page 32.]

DISTANCE LEARNING

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 40.] In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment and the requirements related to the incorporation of the EOC score into the student's final course grade and the implications of these assessments on graduation apply to the same extent as they apply to traditional classroom instruction.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student

does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

All school publications are under the supervision of a teacher, sponsor, and the principal.

[See **Directory Information for School-Sponsored Purposes** on page 12.]

Non-School Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated a specific location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

Non-School Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Communications Department for prior review. The Communications Department will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee or other attendees of a school-sponsored meeting intended for adults and held for after school hours.

- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in attendance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the district, all students shall be required to meet the expectations of the dress and grooming code. Dress and apparel that unduly attract the attention of other students often precipitate comments and/or other reactions that are disruptive. Safety, general health, and hygiene are factors that are also considered in the establishment of this dress/grooming and personal standards code.

1. Student's hair shall be neatly cut, clean, and/or combed so as to be kept out of the eyes. Odd colored hair dyes and hairstyles or cuts, which are distracting to others, shall not be permitted.
2. Appropriate footwear must be worn.
3. Shirts of underwear type, see-through clothing, muscle shirts, halters, spandex clothing or any clothing which exposes a bare midriff, back (below the shoulder blades), chest or underwear **MAY NOT BE WORN**. Shoulders, back, chest and midriff must be covered.
4. High school and middle school students shall not wear shorts, "skorts", mini-skirts, or culottes that are shorter than mid-thigh. Elementary students shall wear dresses, jumpers, or skirts which must be mid-thigh length or longer. When appropriate, students' jumpers or dresses must be worn with shirts or blouses underneath. Boxer shorts, wind shorts, hats and pajamas are not allowed. *(revised 8/27/12)*
5. Clothing or possessions which promote/display inappropriate messages shall not be permitted. Apparel should not display risqué prints or symbols, gang graffiti or monikers, lewd, vulgar, obscene or suggestive language/design. Advertisements or symbols that promote or depict drugs, alcohol, tobacco products, violence or Satanism are prohibited on all apparel, jewelry and accessories. No chains, handcuffs or any other accessories that suggest weaponry will be allowed.
6. Any clothing, which is identified by the administration as gang-related or a safety concern, will not be permitted.
7. Pants or shorts must be worn at a natural waistline.
8. **SPECIAL EXCEPTION** – This code is not to be construed so as to apply to those pupils in certain elective subjects such as band, organized sports, or to students in voluntary student organizations which are called upon from time to time to represent their school in public events. Teachers and sponsors of these subjects and organizations will continue to

require those standards of dress and appearance that they deem appropriate and which have served in the past to mark those school representatives with honor and distinction.

9. Students will not be allowed to wear visible body piercing jewelry except earrings. Earrings, if worn, must be worn in the ear. Tongue ornaments will be considered visible.
10. No pupil shall engage in any inappropriate public display of affection.

**ANY CLOTHING, PERSONAL APPEARANCE, OR PERSONAL STANDARD,
WHICH IN THE JUDGEMENT OF ADMINISTRATORS DISRUPTS THE
EDUCATIONAL ENVIRONMENT SHALL NOT BE PERMITTED.**

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension or be required to wear school provided clothing for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

DRIVER EDUCATION

Driver Education is offered as a noncredit course to students living in the Eagle Mountain-Saginaw ISD. To be eligible a student must be 15, pass all classes the previous semester, and meet the attendance law. Sign up is on a first-come, first-serve basis. The classroom phase is offered before and after school beginning after the first semester. The state requires that Driver Education students spend 32 hours in the classroom and have 7 hours of driving and 7 hours of observation in order to receive a Driver Education certificate. The District provides, free of charge, two hours of make-up for classroom instruction missed. The student, at a rate determined by the district, must pay for any hours missed beyond two hours. Because of the state's requirement of 55 minutes in class for an hour's credit, a tardy is counted as a 30-minute absence and must be made up and paid for by the student. Driving is done before school, after school and in the summer. A student who misses a scheduled driving time without notifying the driving instructor in advance must pay for the missed time at the rate determined by the district.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during instructional class time without teacher permission, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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** on page 67 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

During class time, electronic devices should be used for instructional purposes only with permission of the teacher. Use of electronic devices for any other purpose may result in disciplinary action as deemed appropriate by teachers or administrators. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 67 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

User Responsibilities

1. Eagle Mountain-Saginaw ISD is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational/administrative goal or objective.
2. The use of the Eagle Mountain-Saginaw ISD Internet and computer network must be in support of educational goals, research, and class assignments and consistent with the educational objectives of the district.
3. The system may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
4. Student users shall not download or copy any data, including music and video, to removable media or hard drives without prior teacher approval.
5. Participation in Internet chat rooms, instant messaging services, and Internet newsgroups is prohibited for all users.
6. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
7. Individual accounts may be used only by the owner of the account except where specifically authorized by the Eagle Mountain-Saginaw ISD administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher.
8. **Vandalism** is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the District's network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of District policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or

degrade, disrupt, or bypass system security are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

Consequences

The following consequences will apply to all Eagle Mountain-Saginaw ISD Internet users. Violation of EM-S ISD policies and procedures concerning the use of the computer on the networks will result in the same disciplinary actions that would result from similar violations in other areas of Eagle Mountain-Saginaw ISD life. Any or all of the following consequences may be enforced:

1. Loss of computer privileges/Internet access, with length of time to be determined by the campus administration.
2. Any campus-based disciplinary consequence, including suspension as deemed appropriate by the administration.
3. DAEP placement may be considered in flagrant violations or violations that corrupt the educational value of the computers or the Internet. Additionally, expulsion may be considered in instances where students have used Eagle Mountain-Saginaw ISD Internet access to engage in conduct that constitutes felony criminal mischief.
4. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

[For additional information, see policies at CQ.]

EXEMPTION POLICY

Please contact your high school administration at this time.

END-OF-COURSE (EOC) ASSESSMENTS

See **Course Credit** on page 31, **Grading Regulations** on page 44, **Graduation** on page 44, and **Standardized Testing** on page 70.

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

A variety of extracurricular activities are open to students. The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action under the Student Code of Conduct. The District has a mandatory drug testing program for students participating in extracurricular school-sponsored athletics, band, cheerleading, dance, choir, and UIL academic activities.

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uiltexas.org> for additional information.]

The following requirements apply to all extracurricular activities:

In order to be eligible to participate in an extracurricular activity for a six weeks period following the initial six weeks period of a school year, a student must not have a recorded grade average lower than 70 on a scale of 0 to 100 in any course for the preceding six weeks period.

A student whose recorded six weeks grade average in any course is lower than 70 at the end of a six weeks period shall be suspended from participation in any extracurricular activity event.

At the end of any three weeks period in which a student has attained a course grade average for that six weeks of 70 or more in each course taken, any suspension from participation in extracurricular activities shall be removed.

All UIL-sponsored activities are sanctioned as school-related activities and therefore come under the provisions of this section. If approval is not granted, any absences incurred by the student will be considered unexcused.

The district shall not permit students to participate in an extracurricular activity or a public performance that would require, permit, or allow a student to be absent from class in any course more than ten times during the school year.

The principal or principal's designee may approve or disapprove participation in extra-curricular activities for any student who is absent from a class or classes on the day of the activity.

When it is necessary for students to make trips in connection with athletics, band, choir, cheerleaders or other school-related activities, the following regulations will be in effect:

1. All students must go in school-approved transportation, and the presence of an adult is required. Any student who does not travel by school approved transportation will not be considered as part of the group.
2. All students must return by school-approved transportation unless the parents personally arrange in writing with the sponsor for the student's return.
3. Students are under the supervision of the sponsor and are expected to conduct themselves according to school policy.
4. A student who fails to observe these and other rules of good behavior will lose the privilege of making such trips, in addition to other disciplinary action.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Non-curriculum-Related Groups** on page 67.]

Social Activities

Only currently enrolled students or registered approved guests of currently enrolled students are eligible to attend social activities. To purchase tickets and gain access to a social event, a student must present a current student identification card.

To obtain approval for a guest (only 1), a student should fill out the appropriate form and submit the request to an assistant principal for approval. If approved, the student should bring the form to the social activity along with picture identification of the guest to gain admittance. Guests invited to school functions and activities shall conform to the same conduct, behavior, dress and grooming code as all high school students. Guests who do not adhere to this code shall be asked to leave the activity.

NO MIDDLE SCHOOL STUDENTS WILL BE ADMITTED TO HIGH SCHOOL SOCIAL ACTIVITIES.

FAILED COURSES

A student who fails a course should immediately contact the counselor. A student who fails a required course may earn the necessary credit by repeating the course in an accredited summer school or during the school year, through credit by examination (if the semester grade is 60 or above), Internet-based learning or through a correspondence course with prior approval. Courses not required for graduation do not have to be repeated, however the total number of credits required under the student's graduation plan must be completed.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.

- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 75.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

FIELD TRIPS

Field trips are a part of the instructional program. No child is permitted to go on a field trip without written permission from the child's parent or legal guardian.

FUND-RAISING

Funds may not be solicited on campus to purchase a group gift for an individual except with special permission made through the principal's office.

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

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

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

For students entering high school during or after 2007-2008

Freshman	Promotion from 8th grade
Sophomore	5.5 to 11.5 credits
Junior	12 to 18.5 credits
Senior	19 plus credits

GRADING REGULATIONS

Grading regulations for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These regulations establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these regulations establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading regulations also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

State law requires a student’s score on an end-of-course (EOC) assessment to count as 15 percent of the student’s final grade for the course.

Also see **Report Cards/Progress Reports and Conferences** on page 62 for additional information on grading regulations. See **Graduation** below, **Course Credit** on page 31, and **Standardized Testing** on page 70 for additional information regarding EOC assessments.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

1. Complete the required number of credits;
2. Complete any locally required courses in addition to the courses mandated by the state; and
3. Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grade 11 during the 2012-2013 school year must pass the exit-level test to graduate. A student in grade 12 during the 2012-2013 school year who has not passed the exit-level test will have opportunities to retake it.

Also see **Standardized Testing** on page 70 for more information.

Beginning with students who entered grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and replace the exit-level test mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and

for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Also see **Grading Regulations** above and **Standardized Testing** on page 70 for more information.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. Check with your counselor for credit and course requirements. [See policy EIF(LEGAL).]

Effective with ninth graders in the 2011–2012 school year and thereafter, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

All students must meet the following credit and course requirements for graduation under the programs listed:

Recommended Program for Students Entering High School 2007-2008 through 2010-2011

DEPARTMENT	# OF CREDITS	CLASSES
English	4.0	English 1, English 2, English 3, English 4
Math	4.0	Algebra 1, Geometry, Algebra 2, + 1 Other State Approved Math Course (If Math Models, must be taken before Algebra 2)
Science	4.0	Biology, Chemistry, Physics + 1 Other State Approved Science Course (If IPC, must be taken before Chemistry and Physics)
Social Studies	4.0	World Geography, World History, U.S. History, Government, Economics
Health (EM-S ISD Graduation Requirement)	0.5	Health or 1 credit of Health Science
*Physical Education	1.0	P.E., Athletics, Drill Team, Cheerleading, Band
Career and Technical Education or Technology Applications (EM-S ISD Graduation Requirement)	1.0	Any two .5 credit courses or any 1 credit course listed in the course guide under Career and Technical Education or any 1 Credit Technology Applications Course
Speech	0.5	Communication Applications or Professional Communications
Languages Other Than English	2.0	2 Levels of the Same Language
Fine Arts	1.0	Art, Dance, Music, Theatre
Electives	4.0	
	26 Total	

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

Distinguished Achievement Program for Students Entering High School 2007-2008 through 2010-2011

DEPARTMENT	# OF CREDITS	CLASSES
English	4.0	English 1, English 2, English 3, English 4
Math	4.0	Algebra 1, Geometry, Algebra 2, + 1 Other State Approved Math Course for which Algebra 2 is a Prerequisite
Science	4.0	Biology, Chemistry, Physics + 1 Other State Approved Science Course
Social Studies	4.0	World Geography, World History, U.S. History, Government, Economics
Health (EM-S ISD Graduation Requirement)	0.5	Health or 1 credit of Health Science
*Physical Education	1.0	P.E. , Athletics, Drill Team, Cheerleading, Band
Career and Technical Education or Technology Applications (EM-S ISD Graduation Requirement)	1.0	Any two .5 credit courses or any 1 credit course listed in the course guide under Career and Technical Education or any 1 Credit Technology Applications Course
Speech	0.5	Communication Applications or Professional Communications
Languages Other Than English	3.0	3 Levels of the Same Language
Fine Arts	1.0	Art, Dance, Music, Theatre
Electives	3.0	
	26 Total	4 Advanced Measures Required

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

ADVANCED MEASURES

A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
 - (A) A score of three or above on an Advanced Placement (AP) exam;
 - (B) A score of four or above on an International Baccalaureate (IB) exam; or
 - (C) A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Recommended Program for Students Entering High School 2011-2012 and After

DEPARTMENT	# OF CREDITS	CLASSES
English	4.0	English 1, English 2, English 3, English 4
Math	4.0	Algebra 1, Geometry, Algebra 2, + 1 Other State Approved Math Course (If Math Models, must be taken before Algebra 2)
Science	4.0	Biology, Chemistry, Physics + 1 Other State Approved Science Course (If IPC, must be taken before Chemistry and Physics)
Social Studies	4.0	World Geography, World History, U.S. History, Government, Economics
*Physical Education	1.0	P.E., Athletics, Drill Team, Cheerleading, Band
Speech	0.5	Communication Applications or Professional Communications
Languages Other Than English	2.0	2 Levels of the Same Language

Fine Arts	1.0	Art, Dance, Music, Theatre
Electives	5.5	
	26 Total	

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

Distinguished Achievement Program for Students Entering High School 2011-2012 and After

DEPARTMENT	# OF CREDITS	CLASSES
English	4.0	English 1, English 2, English 3, English 4
Math	4.0	Algebra 1, Geometry, Algebra 2, + 1 Other State Approved Math Course for which Algebra 2 is a Prerequisite
Science	4.0	Biology, Chemistry, Physics + 1 Other State Approved Science Course
Social Studies	4.0	World Geography, World History, U.S. History, Government, Economics
Physical Education	1.0	P.E. , Athletics, Drill Team, Cheerleading, Band
Speech	0.5	Communication Applications or Professional Communications
Languages Other Than English	3.0	3 Levels of the Same Language
Fine Arts	1.0	Art, Dance, Music, Theatre
Electives	4.5	
	26 Total	4 Advanced Measures Required

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

ADVANCED MEASURES

A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

4. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.

5. Test data where a student receives:

(D) A score of three or above on an Advanced Placement (AP) exam;

(E) A score of four or above on an International Baccalaureate (IB) exam; or

(F) A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.

6. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Early Graduation Procedures

Students desiring to graduate before completing four full years of high school must follow these procedures and guidelines for early graduation.

1. Students must file an Early Graduation Plan with their high school counselor and have the plan approved by August 15th (beginning of school) of their final year.
2. The Early Graduation Plan form must be signed by the parent giving permission to graduate early.

3. Credit denied due to poor attendance will invalidate the Early Graduation Plan and cause the student to become ineligible for early graduation.
4. Students must have at least 17 credits earned by August 15th prior to their final year.

The State of Texas Early High School Graduation Scholarship Program has been discontinued effective September 1, 2011.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP.

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

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress, and if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **STANDARDIZED TESTING** for additional information.] If a student takes a STAAR Modified or STAAR Alternate EOC assessment, the score on the EOC assessment will not be used as 15 percent of the final course grade, and is not required to be used toward the student's cumulative score for graduation.

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies. A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[For student speakers at other school events, see STUDENT SPEAKERS on page 73.]

[See policy FNA(LOCAL) and the Student Code of Conduct.]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 42.]

State Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the counselor or college access specialist for information about other scholarships and grants available to students.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 32.]

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 23 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives

information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.emsisd.com.

Also see policy FFAF.

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school will engage in at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held 5 meetings. Additional information regarding the district's School Health Advisory Council is available from the district website. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction** on page 6 for additional information.]

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the Assistant Director for Athletics and Coordinator for Health/PE Curriculum, to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines contact the school principal. [See policies at CO and FFA.]

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the **Student Code of Conduct** and policies at FNCD and GKA.]

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the office of the superintendent.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the school principal.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Mary Jones at 817-232-0880.

HOMEWORK

Homework provides the opportunity to extend knowledge and to develop needed skills and study habits. Some long term assignments and projects will require time spent in research and development after school hours. The student is responsible for handing in completed work on time.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health

Services (TDSHS). Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Health Services section of this handbook or the Department of State Health Services website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Bacterial Meningitis- entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

- * Please note that, although the state literature required to be distributed by school districts has not been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

LAW ENFORCEMENT AGENCIES

Citations

Citations can be issued for offenses that include, but are not limited to: possession of tobacco products, fighting, disorderly conduct, disruption of classroom, and failure to attend school or truancy. Possible fines and court fees may incur.

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.

- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or

additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

MAKEUP WORK

Makeup Work Because of Absence

Make-up work is the responsibility of the student who has an absence. The student must check with the teacher regarding make-up work on the day he/she returns to class. All work must be made up within two days after the student returns to class unless other arrangements are made with the teacher. Zeroes will be given for any required make-up work not turned in. [For further information, see policy EIAB(LOCAL).]

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-School Suspension Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

1. Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
2. In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district's medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district's form.

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

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional

can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, EM-S ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

Title IX Coordinator, for concerns regarding discrimination on the basis of gender:
Steve Williams, Chief Human Resources Officer
817-232-0880

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Jana Burns, Director of Special Programs
817-232-0880

All other concerns regarding discrimination:
Office of the Superintendent
817-232-0880

[See policies FB(LOCAL) and FFH (LOCAL).]

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 44.]

OFFICE, COUNSELING AND LIBRARY ASSISTANTS

Office, counseling and library assistants will be selected based on the following criteria:

1. Overall 80 average in academic courses.
2. Satisfactory citizenship.
3. Recommendation of library, counseling and office personnel.
4. Satisfactory attendance history.

The librarian, lead counselor and the principal will make selections after consideration of the previous criteria.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 6.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent

activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PRE-KINDERGARTEN PROGRAM

The Eagle Mountain-Saginaw ISD offers a pre-kindergarten program for qualifying four-year-olds. A child may enroll in the program if the student is four years old as of September 1 of the current school year and can meet one of the following requirements:

1. Family income level will meet eligibility standards for the National Free and Reduced-Price Lunch Program; or
2. Student does not speak or understand the English language.
3. Children of active duty members of the armed forces, including the child of a member who was hurt or killed on active duty.

Children can be registered for this program at Weldon Hafley Development Center, 616 W. McLeroy Blvd., phone 817-847-1620 or Gililland Elementary School, 701 Waggoman Road, Blue Mound, TX., 76131, phone 817-232-8822.

PROGRAMA DE PRE-KINDERGARTEN

El Eagle Mountain-Saginaw ISD ofrece un programa de pre-kindergarten para alumnos de cuatro años de edad que califican. Un niño puede matricular en el programa si cumple cuatro años de edad para el 1o de Septiembre del año escolar actual y puede cumplir con uno de los siguientes requisitos:

1. El nivel de ingreso de familia cumple con las normas de elegibilidad para el Programa Nacional de Comidas Gratis y Reducidos en Precio: o
2. El estudiante no habla o comprende el Inglés.
3. Es niño de miembro(s) de servicio militar en las fuerzas armadas, incluyendo niño de un miembro que fue lastimado o matado en el servicio militar.

Pueden registrar a los niños para este programa en el Weldon Hafley Development Center, 616 W. McLeroy Blvd., teléfono 817-847-1620 & Gililland Elementary School, 701 Waggoman Road, Blue Mound, TX., 76131, teléfono 817-232-8822.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 9-12, promotion is based on the number of credits received. (Refer to classification credits on page 43.)

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

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

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on an EOC assessment will count for 15 percent of the final grade for the course in which the student is enrolled and will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

[See **Standardized Testing** on page 70.]

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for accommodations or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following

enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the [counselor or principal] and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Grade reports are issued after each six weeks grading period for secondary school students and after every nine weeks grading period for elementary school students. Report cards are computerized; therefore there is one-week delay between the end of the grading period and issuance of report cards. Students receive report cards and are responsible for returning the signed report card to designated teachers.

Interim progress reports are issued at the end of the sixth week of each grading period for all elementary students and after the third week of each grading period for all secondary students; however, an elementary progress report is issued after the third week of each grading period for students with unsatisfactory or borderline performance. Parents are encouraged to schedule a conference with the teacher if a notice is received. Conferences may be scheduled through the office.

Teachers follow the District Administrative Regulations for grading which are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.

If you need to discuss your child's work with a staff member, please contact the school offices to arrange for an appointment. Conferences may be held by phone or on-site with teachers, counselors, assistant principals or the principal. A conference may be scheduled by calling the school offices between 8:20 a.m. and 4:00 p.m.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 32.]

SAFETY

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Accident insurance is available for purchase by the parent and covers students to and from school and while the student is in school. The district, under state law, cannot pay for medical expenses associated with a student's injury.

The school district will not purchase insurance to cover students who participate in UIL activities.

Parents shall accept full responsibility for medical insurance/medical costs for any injury their child may incur at any school sponsored activity.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods,

insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website, www.emsisd.com and social media sites, notify area radio and television stations, and a phone message will be sent using School Messenger, the district's call-out system.

Identification Cards

ID's are mandatory for all middle and high school students and will be made free of charge at the beginning of each school year. Replacement ID's will be made for a fee. At the principal's discretion, students may be required to wear their ID's while on school grounds.

Physical Restraint

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

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

SAT, ACT AND OTHER STANDARDIZED TESTS

See Standardized Testing on page 70.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Students should remain in the area designated by his or her school before school and during lunch. Students must have special permission to be in an off limits area. Areas considered off limits include but are not limited to the following:

1. Parking lots

2. Football field and stadium
3. Gymnasiums/field house
4. Concession stands
5. Fine arts building/areas
6. Any other areas designated by administrators

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Parking Lot and Motor Vehicles

Before a motor vehicle can be brought onto the campus, a student must do the following:

1. Present his/her valid driver's license.
2. Register the vehicle through the office.
3. Buy a NEW parking sticker.
4. Display the sticker on the vehicle as instructed.
5. Student and parents must sign a vehicle use agreement and abide by the regulations.

The student parking lot is the ONLY area where students may park. They may never park around the circle, the faculty lots, gymnasium, and cafeteria areas. Students should not speed, double-park, or park in the fire lane or on the grass.

Bringing a vehicle on campus is a privilege, not a right. If the student cannot abide by the rules and regulations, the vehicle should be left at home. Violation of parking and driving rules may result in, but are not limited to suspension of vehicle privileges. Bringing a suspended vehicle on campus will result in towing.

Parking lot attendants are employed by the school to regulate the parking lot. These employees are to be treated with respect and any request made concerning a vehicle is to be obeyed.

Closed Campus

All EM-S ISD schools operate a closed campus. Students cannot leave during school hours without permission from parents and the office.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways during Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Students who may qualify for the free or reduced lunch and breakfast program should make application in the office. Applications are sent out at the beginning of each year but are also available in the office at any time. Information about a student's participation is confidential.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

The cafeteria is a center of activity before school and during lunch. Students may purchase breakfast, hot lunches, chef salads or a la carte items. Students are allowed to bring a sack lunch and buy additional items if they so desire. Parents/Guardians may bring lunch to only their child during the day.

Parents may choose to have their student deposit money in a lunch account or have their student pay for lunches on a daily basis. Student lunch account deposits can be made in the cafeteria before school or processed online through www.ezschoollpay.com. Lunch charges are not allowed.

Students may eat in the plaza or cafeteria area only. The serving lines should be single file and crowding, pushing, "cutting in", or loud talking will not be permitted. Students who do not return trash and food to the proper place are subject to disciplinary action and will be required to do extra clean-up duty in the cafeteria.

Classes are held simultaneously during the lunch period so students must confine their lunchtime activities to the cafeteria or designated area. Students will not be permitted to leave the campus during the lunch periods without permission from an administrator.

Library and Media Center

The Library Media Center provides students with opportunities and resources for research and recreational reading. Students are expected to conduct themselves in a manner that shows respect for one another and are obligated to abide by the established Library Rules as posted in the library.

Students may work in the library during specific hours posted at the school. A signed library pass must be presented at the circulation desk, unless the student is with a class accompanied by a teacher. Entrance and exit will be through the main door only through the library security system. Students may be required to show any items taken into or from the library and to place backpacks and other large items in cubbies near the door.

The library should be used for reading, study and research only; social activities must be conducted elsewhere. Students using library computers must comply with the acceptable use policy as stated in the Computer Access section in this handbook.

Students who keep items beyond the due date will incur fines. Fines and fees are detailed in the posted Library Rules. Students must assume responsibility for any materials checked out from the library, and those who lose library books must pay for their replacement along with any fines, fees, or other costs.

Lockers

Lockers are available for students upon request. Any student wishing to be issued a locker should see an administrator. Students are not to exchange lockers or share lockers with other students. Only school locks will be used. Non-school locks will be cut off. The use of locks is a great deterrent for lost or stolen items. Students will be held accountable for all damage done to the locker's interior. Searches of lockers may be conducted at any time there is reasonable cause. A student's presence is not required.

Lost and Found

Keeping valuables under lock and key is strongly recommended. Lost or stolen articles should be reported to the office immediately. If you lose an item, please check in the lost and found. Unclaimed items will be donated to charity.

Meetings of Non-Curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

SCHOOL ISSUED EQUIPMENT

Each student is responsible for any equipment issued, such as athletic clothing, locks, calculators, etc. The student is required to pay for damaged or lost equipment.

SCHOOL PARTIES

In cooperation with the Parent-Teacher Association, the elementary schools sponsor three (3) room parties each year. Class parties will be held the last hour of the designated school day. No other room parties shall be held during school hours. No off campus party shall be sponsored by the school for any grade in the elementary school.

SEARCHES

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Drug Use and Testing

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate, or steroids.

2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drug, including caffeine pills, and other over-the-counter stimulants and sedatives.

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL website at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

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

A student determined to be guilty of a drug/alcohol violation will be assigned to the ADC or expelled.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student’s use should not be considered to have violated this rule. A student who violates this provision shall be subject to disciplinary action, which may include suspension or expulsion and referral for prosecution, and may be required to complete an appropriate rehabilitation program.

The District has a mandatory drug testing program for all students in grades 7-12 participating in extracurricular school-sponsored athletics, band, cheerleading, dance, choir, and UIL academic activities. This program includes random testing throughout the school year.

Each student and his or her parent shall be required to give written permission that will be effective as long as the student is enrolled at the EM-S ISD campus designated on the permission form for student drug testing. If a student or parent refuses to sign a form or provides written notice of revocation of the consent to the principal, the student shall not be allowed to participate in the school sponsored extracurricular activities for which such testing is required.

Participation in extracurricular activities is a privilege, not a right, and students must meet specific requirements in order to participate.

The results of any drug test shall be used only to determine eligibility for participation in extracurricular secondary school-sponsored athletics, band, cheerleading, dance, choir, and UIL academic activities. Nothing in the requirements of the drug testing program shall limit or prohibit application of the District’s Student Code of Conduct providing for disciplinary action

involving students using, under the influence or in possession of, or distributing alcohol or illegal drugs on school property or at school related events, on or off school property. Consequences in the Student Code of Conduct shall not be invoked in the event a student tests positive in the student drug testing program.

All results of drug testing shall be confidential and shall be disclosed only to the student, the student's parents, and designated District officials. No drug test results shall be maintained in a student's records. All test results shall be destroyed when the student graduates from high school.

[For further information, see policy FNF(LOCAL).

SELLING ON CAMPUS

Students are prohibited from selling any items on the school campus without approval of the administration.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should call 817-232-0880 for specific contact information.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

Mathematics, annually in grades 3–8

Reading, annually in grades 3–8

Writing, including spelling and grammar, in grades 4 and 7

Science in grades 5 and 8

Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 60 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

The 2011-2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grades 3-8 in spring 2012, parents will be informed of their child's performance once the results of these assessments are received by the district, expected in January 2013.

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments are administered for the following courses:

Algebra I, Geometry, and Algebra II

English I, English II, and English III

Biology, Chemistry, and Physics

World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

Also see **Course Credit** on page 31, **Grading Regulations** on page 44, and **Graduation** on page 44 for additional information.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 11 during the 2012-2013 school year, the student will be assessed with what is termed the “exit level” TAKS in the subject areas of mathematics, English/language arts, social studies, and science, for which satisfactory performance is required for graduation. Any student in grade 12 who has not met the passing standard on the exit-level TAKS will have an opportunity to retake the exam in accordance with timelines established by TEA.

Also see **Graduation** on page 44 for more information.

TAKS Phase-Out/EOC Phase-in Plan

	2011–2012	2012–2013	2013–2014	2014–2015
GR 9	EOC	EOC	EOC	EOC
GR 10	TAKS	EOC	EOC	EOC
GR 11	TAKS	TAKS	EOC	EOC
GR 12	TAKS*	TAKS*	TAKS*	EOC

THEA (Texas Higher Education Assessment)

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL website at <http://www.uilTEXAS.org/health/steroid-information>.

STUDENT CLASSROOM ASSIGNMENT

The Eagle Mountain-Saginaw Independent School District accepts students and assigns them to classes using nondiscriminatory placement procedures in compliance with the Title VI, Civil Rights Act of 1984 and the modified Court Order, Civil Action 5281, Federal District Court, Eastern District of Texas.

The principal of the school will determine student placement based on nondiscriminatory assignment, state law, school board policy, and educational criteria. The educational criteria will include physical and emotional considerations.

As part of the non-discriminatory efforts, it is the practice of this school district to provide equivalence among elementary schools and classrooms in teachers and in the provision of curriculum materials and instructional supplies.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Bobby Jester, Director of Student and Staff Services, who has been designated as the district's liaison for children in the conservatorship of the state, at 817-232-0880 with any questions.

STUDENT SPEAKERS

If a student meets the eligibility criteria and wishes to introduce a school event, the student should submit his or her name in accordance with policy FNA(LOCAL). The selection of students who may speak or events at which students may speak will be governed by any district regulation that may concern such selection of speakers or events.

Students are eligible to use the limited public forum if they:

1. Are selected as determined on the basis of viewpoint-neutral criteria;
2. Are not in a disciplinary placement at the time of the event; and
3. Where appropriate, are members or elected officers of the student group that is conducting, participating in, or sponsoring the event.

4. The subject of the student speech must be related to the purpose of the event at which the student is to speak and the purpose of the student's participation at the event.
5. A student's comments must remain related to the purpose or topic and the student may not engage in obscene, vulgar, offensively lewd or indecent speech.

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject. [See policy FNA(LOCAL).]

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following websites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

www.texassuicideprevention.org

<http://www.dshs.state.tx.us/mhservices-search/>

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

See **Standardized Testing** on page 70.

TARDINESS

Because tardiness disrupts the classroom and negatively affects the learning environment, students should arrive punctually to each of their classes. Students are allowed an adequate passing period to travel from one class to the next. Unexcused tardies (lacking written excuse from faculty member or administrators) are subject to disciplinary consequences.

Examples of unexcused tardies include, but are not limited to the following:

1. Car trouble
2. Missed bus
3. Personal business
4. Non-medical appointments
5. Non-subpoena court appearances
6. Weather
7. Illness other than immediate family
8. Oversleeping

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the

teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS

The principal is authorized to transfer a student from one classroom to another.

[See School Safety Transfers on page 7, Bullying, on page 23, and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services, on page 8, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Students living within the two mile radius can apply for transportation by following the Alternative Guidelines for inside 2 Mile & Voluntary Transfer Bus Service found on www.emsisd.com. All applications will be reviewed after the 4th week of school is complete.

A parent may also designate a state certified child-care facility or grandparent's residence within the school boundary zone of their school. The designated facility or residence must be on an approved stop or an approved route.

For information on bus routes and stops, you may contact GoldStar Transit at 817-306-0684 or Sharon Mayhew at smayhew@ridegst.com. The bus driver has the same authority over the student as a classroom teacher. He/she shall report violations to the school principal.

All eligible students will be permitted to ride the bus provided they conduct themselves properly and have a Bus Registration Form on file. Students may be forbidden to ride the bus because of misconduct. For the well-being and safety of students, GoldStar Transit requests that male and female students are separated while riding the bus.

Bus safety is of primary concern to the school district. The district has attempted to balance the loads in buses by assigning students to a certain bus. It is very important that a student ride their assigned bus. Permission to ride a different bus or to get off the bus with another student must be obtained prior to the end of the school day. An administrator must approve a note written by the parent.

Students should report to the designated bus loading area as soon as the bell rings in order to avoid missing the bus.

The policies that govern riding the school bus are listed below. In an effort to make bus riding safer, the enforcement of these rules will be very rigid. The student's conduct and behavior on the school bus is extremely important for bus safety.

- **First Offense** – driver will make a written referral to the principal and contact the parent. The principal will determine if other consequences are warranted.
- **Second Offense** – the student may be suspended from riding the bus for 3 days and other alternative discipline may be used at the discretion of the principal.
- **Third offense** – the student may be suspended from riding the bus for 5 days and other alternative discipline may be used at the discretion of the principal.
- **Fourth offense** – the student may be suspended from riding the bus for the remainder of the semester and other alternative discipline may be used at the discretion of the principal. If the offense occurs during the last six weeks of a semester, it may be extended to the end of the following semester.

The principal has the authority to skip steps for serious violation, or repeat them if necessary.

Bus Rules and Regulations

1. Be on time at designated school bus stops – 5 minutes prior to pick-up time.
2. Stay off the road at all times while waiting for the bus. All school and bus rules are to be observed at and around bus stops.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. Be careful in approaching bus stops.
5. Bus riders shall not move toward the bus at the school-loading zone until the busses have been brought to a complete stop.
6. Keep hands and head inside the bus at all times after entering and until leaving the bus.
7. Assist in keeping the bus clean and sanitary at all times.
8. Loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., must be paid for by the offender.
10. Bus riders should never tamper with the bus or any of its equipment.
11. Articles left on the bus will be taken to the school office.
12. Keep books, packages, coats and all other objects out of the aisles.
13. Help look after the safety and comfort of small children.
14. Do not throw anything out of the bus window.
15. Stay seated while the bus is in motion. Students are not permitted to sit in aisle of bus.

16. "Horseplay" is not permitted around or on the school bus.
17. Bus riders are expected to be courteous to fellow pupils, the driver and patrol officers or drivers assistants.
18. The students must be quiet when approaching a railroad-crossing stop.
19. In case of a road emergency, students are to remain in the bus.
20. Cross the road, when necessary after getting off the bus, but only after looking to be sure that no traffic is approaching from either direction. Do not cross behind the bus.
21. Be alert to the danger signal from the driver.
22. The driver will not discharge riders at other places than the regular bus stop unless by proper authorization from a school official.
23. Students shall respect the wishes of a competent chaperone appointed by the school
24. The bus driver has the authority to "take up" a student's identification card.
25. Food and/or canned or bottled drinks are not allowed on the bus.
26. Students are not allowed to transport sharp, pointed, breakable, or other dangerous objects on the bus.
27. Students are not permitted to bring animals on the bus except guide dogs and assistance animals from recognized programs.
28. All school rules are in effect on the bus.
29. Students may not ride any other bus than the one assigned to them unless authorized by the principal.
30. No fire-starting objects or materials will be tolerated.
31. The driver will assign all students seats.
32. Only "2 mile eligible" students will be allowed rider ship. (Certain routes have hazardous areas that are exceptions.) Students living within the two mile radius can apply for transportation by following the *Alternative Guidelines for inside 2 Mile & Voluntary Transfer Bus Service* by contacting Sharon Mayhew at 817-306-0684.
33. Any student that is not bus-eligible will not be permitted to ride a bus unless authorized by the principal or GoldStar Transit.
34. Serious or habitual infractions of these rules and regulations will result in suspending the student from riding the bus until such time as behavior is acceptable.
35. The above rules and regulations would apply to any trip under school sponsorship.
36. Any student that has been injured and placed in a cast that requires crutched needs to contact GoldStar Transit immediately. Other means of transportation will be arranged due to safety issues.
37. Picture taking is not allowed.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

TUTORIALS

Tutorial service is available to all students. Any student whose grade in a subject is below 70 should attend tutorials.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and for years to come- littering, defacing, or damaging school property is not tolerated. Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students may be subject to criminal penalties for damages as well as disciplinary consequences in accordance with the Student Code of Conduct. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost textbooks. Each student is responsible for any equipment issued, such as athletic clothing, locks, calculators, etc. The student is required to pay for damaged or lost equipment.

VIDEO CAMERAS

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visitors Participating in Special Programs for Students

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

WEAPONS

A student shall not go onto the school premises with a firearm, explosive weapon, or illegal knife, unless pursuant to written regulation or written authorization of the district. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus or of a school bus by exhibiting, using or threatening to exhibit or use the firearm, explosive weapon, or illegal knife.

Students are prohibited from bringing to school or a school-related activity any weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in menacing or threatening manner.

Weapons include, but are not limited to: A firearm, illegal knife, pocketknife, explosive weapon, machine gun, short-barrel firearm, imitation firearms including pellet, BB and pop guns, switchblade knife, metallic knuckles, ammunition, chemical dispensing device, zip gun, club, fireworks, razor, chain, or any other object used in a way that threatens to inflict bodily injury on another person. Use or possession of weapons on school premises or at school functions is an expellable offense and subject to federal, state, and local criminal penalties.

The possession or use of articles not generally considered weapons might be prohibited when, in the principal's or designee's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. Parents are asked to call the counseling office for an appointment to withdraw. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally to the principal. All school issued materials (textbook, athletic clothes/equipment, etc.) should be returned, and any financial obligations cleared (book fines, etc.) at the time of withdrawal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated Assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

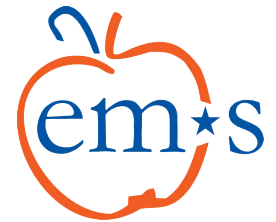
TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grade 11 and is required for graduation for these students. A student in grade 12 who has not yet met the passing standard on this assessment will have opportunities to retake the assessment.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by

qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.



STUDENT CODE OF CONDUCT

2012-2013

Table of Contents

STUDENT CODE OF CONDUCT	1
Purpose	1
Contents	1
School District Authority and Jurisdiction	2
Reporting Crimes	2
Revoking Transfers	2
Standards for Student Conduct	3
General Conduct Violations	4
Disregard for Authority	4
Mistreatment of Others	4
Property Offenses	5
Possession of Prohibited Items	5
Possession of Telecommunications or Other Electronic Devices	5
Illegal, Prescription, and Over-the-Counter Drugs	6
Misuse of Technology Resources and the Internet	6
Safety Transgressions	7
Miscellaneous Offenses	7
Discipline Management Techniques	8
Students with Disabilities	8
Techniques	8
Notification	9
Appeals	9
Corporal Punishment	9
Removal from the Regular Educational Setting	11
Routine Referral	11
Formal Removal	11
Returning Student to Classroom	11
Out-of-School Suspension	12
Misconduct	12
Process	12
Disciplinary Alternative Education Program (DAEP) Placement	13
Discretionary Placement: Misconduct That May Result in DAEP Placement	13

Table of Contents

Misconduct Identified in State Law	15
Mandatory Placement: Misconduct That Requires DAEP Placement	15
Sexual Assault and Campus Assignments.....	16
Emergencies	16
Process.....	16
Conference.....	16
Placement Order	17
Coursework Notice.....	17
Length of Placement.....	17
Exceeds One Year	17
Exceeds School Year.....	18
Exceeds 60 Days	18
Appeals.....	18
Restrictions during Placement.....	18
Placement Review	18
Additional Misconduct	19
Notice of Criminal Proceedings	19
Withdrawal during Process	19
Newly Enrolled Students.....	20
Emergency Placement Procedure.....	20
Placement and/or Expulsion for Certain Serious Offenses	21
Registered Sex Offenders.....	21
Review Committee	21
Newly Enrolled Student	21
Appeal	21
Certain Felonies.....	21
Hearing and Required Findings.....	22
Length of Placement.....	22
Newly Enrolled Students.....	22
Expulsion.....	23
Discretionary Expulsion: Misconduct That May Result in Expulsion.....	23
Any Location.....	23
At School, Within 300 Feet, or at a School Event	23
Within 300 Feet of School.....	24

Table of Contents

Property of Another District	24
While in DAEP	24
Mandatory Expulsion: Misconduct That Requires Expulsion	25
Under Federal Law	25
Under Texas Penal Code	25
Under Age Ten	26
Emergency	26
Process	26
Hearing	27
Board Review of Expulsion	27
Expulsion Order	27
Length of Expulsion	28
Withdrawal during Process	28
Additional Misconduct	28
Restrictions during Expulsion	28
Newly Enrolled Students	28
Emergency Expulsion Procedures	29
DAEP Placement of Expelled Students	29
Glossary	30

STUDENT CODE OF CONDUCT

Purpose

The Student Code of Conduct 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 EM-S ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

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 posted on the district’s Web site. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

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.

Contents

This Code is organized into the following sections:

1. School District Authority and Jurisdiction	page 2
2. Standards for Student Conduct	page 3
3. General Conduct Violations	page 4
4. Discipline Management Techniques	page 8
5. Removal from the Regular Educational Setting	page 11
6. Out-of-School Suspension	page 12
7. DAEP Placement	page 13
8. Placement and/or Expulsion for Certain Serious Offenses	page 21
9. Expulsion	page 24
10. Glossary	page 32

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. 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 or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. 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

School administrators 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.

Revoking Transfers

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others 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 of 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 and 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 on school buses.
- 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, harassment, or making hit lists. (See glossary for all three terms.)
- 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, or volunteer.
- Engage in conduct that constitutes dating violence including the intentional use of physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship. (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.

General Conduct Violations

- Record the voice or image of another without the prior consent of the individuals 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, lockers, furniture, and other equipment—with graffiti or by other means. 13
- 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;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products;
- 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.)

Possession of Telecommunications or Other Electronic Devices

Students shall not:

General Conduct Violations

- Use a telecommunications device, including a cellular telephone, or other electronic devices in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion.)
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia.”)
- Possess 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.
- 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, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyber bullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment. Students are expected to report any receipt of offensive messages immediately. Those students reporting those messages immediately will have safe harbor and will not receive a disciplinary consequence.

General Conduct Violations

- Use e-mail or Web sites 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.

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.
- Violate safety rules.
- 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.
- 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.
- Violate extracurricular standards of behavior.
- Engage in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or District employee.
- Any other acts which interfere with the orderly educational process in the classroom and/or the school.
- 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. 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, 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 is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, 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.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions as permitted by District policy (District policy EIA states that grades will not be reduced except for late work or academic dishonesty.)
- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.

Discipline Management Techniques

- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Restitution
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Restoration
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Police citation may be issued by the appropriate authorities.
- Other strategies and consequences as determined by school officials.

Notification

The principal or appropriate administrator shall notify a student's parent by phone or in writing of any violation that may result in detention outside of regular school hours, out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.emsisd.com

Consequences shall not be deferred pending the outcome of a grievance.

Corporal Punishment

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

Discipline Management Techniques

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal, assistant principal, or a teacher.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

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 principal's office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. 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.

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 will be followed. Otherwise, within three school days of the formal removal, the 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 appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The administrator shall give the student 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 principal may place the student in:

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

Returning Student to 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, DAEP offense, or expellable offense.

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

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

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 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 appropriate administrator, but shall not exceed three school days.

Any student suspended will not be allowed to participate in school-sponsored or school-related extracurricular and non-curricular activities.

Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

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

Disciplinary Alternative Education Program (DAEP) Placement

Disciplinary Alternative Education Program (DAEP) Placement

The Board has delegated to the Superintendent or Superintendent's designee the authority to remove a student to a Disciplinary Alternative Education Program, DAEP.

The DAEP shall be provided in a setting other than the student's regular classroom. The DAEP program is offered at the District's Alternative Discipline Campus (ADC). An elementary school student may not be placed in a DAEP with a student who is not an elementary school student. At the ADC, elementary and secondary students are separated programmatically.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

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 district shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student **may** be placed in a DAEP for the following conduct violations:

1. fighting
2. hazing
3. cheating or copying the work of another
4. throwing objects that can cause bodily injury or property damage
5. failing to comply with directives given by school personnel
6. leaving school grounds or school-sponsored events without permission
7. disobeying rules for conduct on school buses
8. directing profanity, vulgar language, or obscene gestures toward other students or a District employee
9. stealing from students, staff, or the school
10. defacing or damaging school property including textbooks, lockers, furniture, and other equipment
11. possessing razors, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person
12. possessing or selling "look-alike" weapons

Disciplinary Alternative Education Program (DAEP) Placement

13. possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
14. possessing air guns or BB guns
15. possessing a stun gun
16. possessing ammunition
17. possessing mace or pepper spray
18. engaging in inappropriate verbal, physical, or sexual contact directed toward another student or District employee
19. Inappropriate or indecent exposure of a student's private body parts
20. sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
21. making false accusations or hoaxes regarding school safety
22. engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property, using e-mail or websites at school to encourage illegal behavior, or threatening school safety
23. engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or a District employee
24. refusing to accept discipline management techniques assigned by a teacher or principal
25. possessing published or electronic material that is designed to promote or encourage illegal behavior or could threaten school safety
26. possessing or using matches or a lighter
27. possessing, smoking or using tobacco products
28. possessing or selling look-alike drugs or items attempted to be passes off as drugs or contraband
29. possessing or selling seeds or pieces of marijuana in less than a usable amount
30. possessing, using, giving, or selling paraphernalia related to any prohibited substance
31. abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school related event
32. Violating the District's policy on taking prescription drugs and over-the-counter drugs at school
33. repeatedly violating other communicated campus or classroom standards of behavior
34. discharging a fire extinguisher
35. possessing or using a laser pointer for other than an approved use
36. violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent
37. possessing material that is pornographic

Disciplinary Alternative Education Program (DAEP) Placement

- 38. violating dress and grooming standards as communicated in the student handbook
- 39. bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence.

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:

- Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
- 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.)
- Criminal mischief, not punishable as a felony.

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 involving injury to a person 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 appropriate administrator **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

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. (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

Disciplinary Alternative Education Program (DAEP) Placement

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:
 - a. The student receives deferred prosecution (see glossary),
 - b. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
 - c. 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.

Emergencies

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

Process

Removals to a DAEP shall be made by the Superintendent or Superintendent's designee.

Conference

When a student is removed from class for a DAEP offense, the 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.

Disciplinary Alternative Education Program (DAEP) Placement

At the conference, the 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.

Placement Order

After the conference, if the student is placed in the DAEP, the appropriate administrator 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 coursework 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 Superintendent or Superintendent's designee.

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.

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:

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

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.

Disciplinary Alternative Education Program (DAEP) Placement

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 principal 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.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed to the campus administration in accordance with policy FOC(LEGAL). All other appeals regarding a placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.emsisd.com

Disciplinary consequences shall not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

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.

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 principal and DAEP administrator 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.

Disciplinary Alternative Education Program (DAEP) Placement

Additional Misconduct

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

Notice of Criminal Proceedings

The office of the prosecuting attorney shall notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see 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 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 district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a

Disciplinary Alternative Education Program (DAEP) Placement

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 occurs, 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 JJAEP placement.

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

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

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

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee 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 either DAEP or JJAEP if the board or its designee makes

Placement and/or Expulsion for Certain Offenses

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 district shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Any Location

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
 - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
 - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
 - Breach of computer security.
- 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. (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.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

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;
- 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

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

Under Texas Penal Code

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

Emergency

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

Process

If a student is believed to have committed an expellable offense, the principal 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 principal may place the student in:

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

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

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 district's witnesses.

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 notice shall be in writing and shall advise of the nature of the evidence to be used against the student. The decision shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated promptly to the student and parent.

If the Board's designee conducts the hearing, a tape recording or transcript of the proceeding shall be made for the Board's review on appeal, in the event the matter is appealed to the Board.

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.

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 will 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.

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

Expulsion Order

After the due process hearing, 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 Superintendent or designee 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 or other appropriate administrator 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 reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

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

Additional Misconduct

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

Restrictions during Expulsion

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

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.

Expulsion

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, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion occurs, 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.

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Texas Penal Code 29.03(a) 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 handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is:

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:
 1. Knowing that it is within the limits of an incorporated city or town,
 2. Knowing that it is insured against damage or destruction,
 3. Knowing that it is subject to a mortgage or other security interest,
 4. Knowing that it is located on property belonging to another,
 5. Knowing that it has located within it property belonging to another, or
 6. 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.
2. 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
3. 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.

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior:

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; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

Chemical dispensing device is a device designed, made, or adapted for the purpose 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 an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

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 the use of any electronic communication device to engage in bullying or intimidation.

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 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.

Explosive weapon is 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 silencer means any device designed, made, or adapted to muffle the report of a firearm.

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.

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 student, 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.

Hazing is an intentional 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 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.

Knuckles 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.

Machine gun 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 other school property used by the student, including but not limited to a locker or desk.

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 excepted 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;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - f. Public lewdness under Section 21.07, Penal Code;
 - g. Indecent exposure under Section 21.08; Penal Code
 - h. Criminal mischief under Section 28.03, Penal Code;
 - i. Personal hazing under Section 37.152; or
 - j. Harassment under Section 42.07 (a)(1), Penal code, of a student of 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.

Sexting is taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content.

Short-barrel firearm is 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.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

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

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, 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 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 offenses are those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See 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 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.

Health Services

HEALTH SERVICES

Basic first aid and health care that may include diabetes maintenance and other specialized healthcare procedures are available at available at our schools. **It is the parent/guardian's duty to arrange care for sick children promptly.** A student who needs to see the School Nurse must have a pass from his/her teacher, sign the register, and will be seen by an administrator, secretary, clinic aide when the School Nurse is not available. An up-to-date health record, which includes immunizations, screening results, and other pertinent medical data, is maintained on each student. Each parent should keep the school and the registered nurse informed yearly about any special medical information that would be important should the student have a medical emergency that needs attention. To keep information updated, a Student Health Information Form should be completed by the parent/guardian each year. All current Health Services forms may be found on the District webpage under "Health Services".

It is the parent/guardian's responsibility to provide current telephone numbers where they or alternate adults can be reached.

There are automated external defibrillators (AED's) located on each campus and in each secondary athletic department.

(Each registered nurse in health services is responsible for two campuses and supervises the unlicensed assistive personnel (UAP) or clinic aide for those campuses.)

Screenings

During the year, school Health Services screens all new students and students in Pre-K, K, 1st, 3rd, 5th & 7th grades for hearing and vision. Students in other grades can be screened at the parent/guardian's request. Spinal screening for scoliosis is conducted in the 5th and 8th grades. Students are screened for scoliosis individually, while fully clothed. All 1st, 3rd, 5th and 7th grade students are screened for Acanthosis Nigricans (AN) by observing the back of the neck for a light brown-black, velvety marking, which may indicate a hyperinsulin condition or precursor to Type 2 diabetes.

IF YOU DO NOT WISH FOR YOUR STUDENT TO BE SCREENED FOR SCOLOSIS AT SCHOOL, PLEASE SEND A NOTE TO THE SCHOOL BEFORE NOVEMBER 1ST.

Communicable Diseases

A student who has symptoms of an infectious or contagious disease (including vomiting, temperature of 100 degrees or greater, or rash of undetermined origin) shall be temporarily removed from school until the danger of transmitting the infection/disease has passed.

The student should be free of fever for 24 hours (without medication) before returning to class. Students with rash will be readmitted with a written statement from the physician indicating treatment; freedom from communicable disease; or condition no longer exists.

The following table lists the most common communicable diseases, indicates the incubation period, and states the requirements set by the Texas Department of State Health Services for re-admission to school:

Name of Disease and Incubation Period	Requirements for Readmission to School
Chicken Pox: 2-3 weeks, commonly 13-17 days	Exclude until all blisters are crusted and dry and child is free of fever.
Diphtheria: 2-5 days, maybe longer	Exclude case and/or close contacts until released by physician.
Infectious Hepatitis: 15-50 days, commonly 25-30 days	Exclude until one week after onset of illness
Impetigo: 4-10 days	Exclude unless under treatment by a physician
Lice: Eggs hatch in 7-10 days	Exclude until student receives medicated treatment for live lice and ALL visible lice have been removed from the infested person. Nits (eggs) should be removed DAILY. Research indicates that total removal of nits is essential, including removal from bedding, clothing and the home.
Measles, Rubeola: 7-18 days, commonly 8-12 days	Exclude until released by physician or Health Department (proof of disease is required for vaccination exemption)
Measles, Rubella: 14-23 days, commonly 16-18 days	Exclude until released by physician or Health Department
Meningitis: 2-10 days, commonly 3-4 days	Exclude until statement from physician that the person is non-infectious
Mononucleosis: 30-50 days	Exclude until release by physician
Mumps: 12-25 days, commonly 16-18 days	Exclude until release by physician
Pink Eye: 1-3 days (Bacterial) 12 hours – 12 days (Viral)	Exclude until recovered, or physician's statement that the person is non-infectious and is under treatment
Ringworm (Body):	May attend school provided the person is

4-10 days	under treatment of a physician and the lesions are covered.
Ringworm (Scalp): 10-21 days	Exclude unless under treatment of a physician
Scabies: 2-6 weeks	Exclude until under treatment and no open lesions are observed
Streptococcal Infections: (Strep Throat, Scarlet Fever, Scarletina) 1-3 days	Exclude until released by a physician, or until 24 hours after antibiotic treatment is begun and child is free from fever
Tuberculosis: 2-12 weeks	Exclude until released by the physician or Health Department
Typhoid Fever: Range 1-3 weeks, Average 2 weeks	Exclude case, carrier, and/or household until released by physician
Whooping Cough (Pertussis): 6-21 days, commonly 7-10 days	Exclude until released by physician and completion of 5 days of antibiotic therapy

Emergencies and Illnesses

In the event of injury or illness of a pupil, the school official shall attempt to notify the legal guardian or other designated responsible party. If the school office is unable to contact a responsible party, the principal and/or school nurse shall assume responsibility for obtaining appropriate emergency care. It is the parent/guardian's responsibility to provide telephone numbers where they or alternate adults can be reached.

Emergency Transport

The following classifications will be used in dealing with serious injury or illness requiring further medical care:

- Urgent:** requiring prompt medical intervention. Parent will be notified and will transport the student for appropriate medical care. Basic first aid will be given on campus. Condition is serious, but not life-threatening.
- Emergency:** existence of life-threatening situation requiring immediate medical assistance, transportation or advanced life-support measures. Basic first aid will be given on campus and the 911 system will be activated, and parents will be notified.

Classification shall be determined by the school nurse, principal, person trained in first aid or as designated in the campus crisis management procedures. Since the most important step in managing true life-threatening emergencies is to transport the person to a facility where they can be treated as quickly as possible, time will not be spent repeatedly attempting to notify the physician or guardian. FIRST, 911 will be activated. SECOND, the parent/guardian will be

notified. If deemed necessary by the paramedics, school nurse, principal or designee, the child shall be transported immediately without prior notification of the parent/guardian. The school office will continue to search for the parents or persons listed as the emergency contacts while the child is being transported. Our basic concern is the securing of immediate life-saving care for the student.

If a hospital preference is given, the child shall be transported there, if possible. If no hospital preference is given, the child shall be transported to Harris Methodist Hospital or Cook Children's Medical Center. The school district assumes no financial responsibility for transportation or medical treatment of the child.

Immunizations

Enrollment and/or admission to school is not allowed until records are produced showing 1) that a student has been immunized in accordance with the rules of the Texas Department of State Health Services; 2) the student has an exemption from immunization requirements on file with the school in accordance with the rules of the Texas Department of State Health Services; or 3) that the child is entitled to provisional enrollment.

Provisional enrollment allows a student to enroll in school under the following situations:

1. Transfer students from one Texas public/private school to another
2. Homeless students
3. Military families
4. Students in progress with their immunizations, who have received at least one dose of each specified age appropriate vaccine as required by Texas Department of State Health Services and is on schedule to receive subsequent doses as rapidly as medically feasible. Student must not be overdue for next doses in series to be considered provisional. Provisional enrollment allows a student to be admitted to school on a temporary basis for up to 30 days. During the 30 day period, the parent/guardian is responsible for ensuring that the student receives the necessary immunization(s) as fast as is medically feasible and/or provide a complete and current immunization record to the school. If, at the end of the 30 day period, the student has not met the needed provisions the school shall exclude the student from attendance until the immunization record is complete and current.

The following immunizations are required for admission to or continued attendance in school:

Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT/Td/Tdap)

18 months-4 years: 4 doses 1 dose on or after the 4th birthday needed by 5 years old

5-6 years: 5 doses minimum unless 4th dose is on or after the 4th birthday

7 years +: 3 or more doses with at least one dose on or after the 4th birthday; booster dose of Tdap/Td vaccine is required every 5 years after the dose obtained on or after the 4th birthday.

***7th Grade Entry for 2010-2011 School Year: Must have 1 booster of Tdap/Td within the last 5 years or as soon as the 5 year interval has passed. This requirement will be phased in by grades through School Year 2014-15 by adding a grade each**

year. For example: 2010-2011 will be 7th through 8th grade, School year 2011-12 will be 7th through 9th grade and so on until grades 7th through 12th are phased in.

****9th Grade Entry:** 1 booster dose of Tdap/Td within last 6 years

Polio – Oral or Injected (OPV, IPV)

18 months-4 years: 3 doses minimum; 1 dose on or after 4th birthday; needed by 5 years old

5-17 years: 4 doses minimum unless 3rd dose given on or after 4th birthday

(Not required for age 18 and over)

Measles (Rubeola), Mumps and Rubella (German Measles) or also known as MMR

18 months-4 years: 1 dose on or after the 1st birthday

***Kindergarten and 1st Grade Entry for 2010-11 School Year:** Must have 2 doses of MMR with the 1st dose received on or after the 1st birthday. This requirement will be phased by grades through School year 2021-22 by adding a grade each year. For example 2010-11 will be K through 1st and 2011-12 will be K through 2nd and so on until all grades are phased in.

2nd-12th Grades: 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine with 1st dose on or after the 1st birthday

Hemophilus Influenza (Hib CV) type b conjugate vaccine

15 months-4 years: minimum of 2 HIB with booster after 12 months or 1 HIB on or after 15 months

5 years +: not required after age 5

Hepatitis A

12 months-4 years: 2 doses after 1st birthday

***Kindergarten and 1st Grade Entry for 2010-2011 School Year:** Must have 2 doses of Hepatitis A with the 1st dose received on or after the 1st birthday. This requirement will be phased by grades through School year 2021-22 by adding a grade each year. For example: 2010-11 will be K through 1st and 2011-12 will be K through 2nd and so on until all grades are phased in.

Hepatitis B

3 doses are required for Pre-K through 12th grade

Varicella (Chickenpox)

***Kindergarten and 1st Grade Entry for 2010-11 School Year:** Must have 2 doses of Varicella received on or after the 1st birthday

***7th and 8th Grade Entry for 2010-11 School Year:** Must have 2 doses of Varicella received on or after the 1st birthday

This requirement will be phased by grades through School year 2015-16 by adding grades each year. For example: 2010-11 will be K through 1st and 7th through 8th grades, 2011-12 will be K through 2nd and 7th through 9th grades and so on until all grades are phased in

2nd-6th Grade: 1 dose received on or after the 1st birthday

13 years +: 1 dose unless the 1st dose was received at age 13 or older, then 2 doses are required.

Previous illness may be documented with a written verification of having had chickenpox.

Meningococcal (MCV)

***7th and 8th Grade Entry for 2010-11 School Year: Must have one dose of Meningococcal vaccine. This requirement will be phased by grade through School year 2014-15 by adding a grade each year. For example: 2010-11 will be 7th through 8th grades and 2011-12 will be 7th through 9th grade and so on until all grades 7th through 12th are phased in.**

Pneumococcal (PCV, Prevnar, PCV7)

12 months-4 years: 1 dose after 1st birthday

Medical Conditions

Physician's instructions should be specific and on record annually for students with serious or other medical conditions. Parents/guardians need to consult with the Registered Nurse about any student needing a specialized nursing procedure (i.e.: nebulizer treatments, glucose monitoring, etc.) Written instructions from student's physician and parent/guardians are needed yearly.

Every student with asthma or seizures should have an "Action Plan" or "Individual Healthcare Plan" filled out by the student's doctor in consultation with the student's parent/guardian on file and updated annually.

For students who have diabetes and will seek care for the diabetes at school, HB 984 requires that the student's parents/guardians and doctor submit a diabetes management and treatment plan. The principal, school nurse and student's parents/guardians will develop an individualized health plan (IHP). School districts are also required to provide trained, unlicensed diabetes care assistants (UDCAs) to assist students with diabetes at school, in the event a school nurse is not available.

Medication

No medication may be given to a student without written parent permission.

All medications should be given outside of school hours if at all possible. If it is necessary for the student to have medication in order to remain in school, the appropriate request form should be completed and returned to Health Services. Original forms may be obtained from the school or the District website, under "Health Services". **Medication, prescription or non-prescription, will not be given without written permission.** Medication sent to school in any unlabeled container or plastic type bag will not be given.

All medication will be kept locked in the Health Services office. Maintenance of adequate amounts of continuing medication is the responsibility of the parent or legal guardian.

Prescription Medication: Requires that both the parent/guardian sign the request for administration of medication form. The prescription label can be considered the physician's signature and must be current for the school year. Prescription medication, including inhalers or

epipens, must be in the original container, properly labeled including the student's name and instructions.

Non-prescription Medication: Must be in the original container or package with contents and correct dosage listed. Only FDA approved non-prescription medications can be given. Medication will not be given after the 7th day without physician's signature on the request form or a physician's order on file.

A hand written request shall be accepted for one day only. It must include the date, child's name, name of medication, time, amount of dose, and parent/guardian's signature. An official medication request form will be sent home with the student or may be picked up in the clinic, and must be returned in order for continued administration of the medication.

Students may NOT carry or self-administer medications at school unless determined to be a medical necessity by the physician and a written statement, from the physician, is on file in the Health Services office. Students who need to carry an inhaler or anaphylaxis medication will also need to sign the “**contract to carry**” portion of the health care plan with the registered nurse on campus.

It is the parent/guardian's responsibility to take outdated/unused medication home. Written permission is required for a student to carry non-prescription medication home. After notification, outdated/unused medication will be destroyed if not picked up. Parents are strongly encouraged to pick up all medication.

Medications for Field Trips

Students may NOT carry or self-administer medications on field trips. Teachers/staff members will be responsible for carrying and administering medications (except if letter of medical necessity, signed by physician, is on file in the Health Services office).

Bacterial Meningitis

What is meningitis?

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

What are the symptoms?

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

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

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

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis.

Seek prompt medical attention.

For more information

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources of information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: ww.dshs.state.tx.us.

APPENDIX

Forms

NOTE: These forms may have already been provided to you by your school as single handouts. If you have already completed these forms, you do not need to complete them again.

Student Name _____

Eagle Mountain-Saginaw ISD

2012-2013 Notice of Disclosure of Student Directory Information

Each year, Eagle Mountain-Saginaw ISD must notify parents and students concerning disclosure of student directory information under the Family Educational Rights and Privacy Act (FERPA). FERPA, which gives parents the right to privacy of student record information, is a federal law which applies to public schools and state or local education agencies that receive federal educational funds. Parents must make a decision and inform the District as to whether they consent or do not consent to the release of directory information.

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Eagle Mountain-Saginaw ISD to disclose directory information from your child's education records without your prior written consent; you must notify the District in writing by the end of the first 10 days of instruction.

Eagle Mountain-Saginaw ISD has designated the following as directory information:

- A student's name, address, telephone number, and date and place of birth**
- The student's photograph**
- The student's moving image (whether on videotape, DVD, or other electronic imaging systems) related to school-sponsored events and performances**
- The student's participation in officially recognized activities and sports**
- The weight and height of members of athletic teams**
- The student's dates of attendance, grade level, honors and awards received in school and most recent school the student attended previously**
- The student's e-mail address**

A parent or eligible student may restrict the release of **all** directory information regarding a student; however, this restriction applies to **all** of the information designated by the District as "directory information." Please note this restriction also applies to use of the student's directory information in the school yearbook, school newspaper, and other school publications. If a parent fails to return the form or fails to restrict the release of his/her student's directory information, the District will consider all directory information to be public and available for release under FERPA.

CHECK THE BOXES THAT APPLY AND RETURN TO THE PRINCIPAL:

_____ No, I do not consent to the release of my student's directory information to anyone without my prior written consent, including military recruiters or institutions of higher education (if you check this box, your child will not be listed in the yearbook).

_____ Yes, I consent to the release of my student's directory information only for district publications and positive publicity (yearbook, newsletters, district website, awards, honors, PTA, booster clubs, local newspaper, etc.).

_____ Yes, I consent to the release of my student's directory information, as designated by the District under FERPA. (If you check this box, your student's directory information will be released to vendors or others who may be soliciting products and services.)

HIGH SCHOOL STUDENTS ONLY– Please also check below if you do not want your student's information released to military recruiters and higher education institutions: To be in compliance with the Elementary and Secondary Act of 1965 (20 U.S. C. Section 6301 et seq), in addition to release of student information required under FERPA, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone number of secondary students enrolled in the District, unless the parent has advised the District that the parent does not want the student's information disclosed without the parent's prior written consent.

_____ Yes, I consent to the release of my student's directory information, as designated by the District under FERPA, except that information will not be released to military recruiters or institutions of higher education without my prior written consent.

Signature of Parent or Eligible Student

Date

**Eagle Mountain Saginaw Independent School District
Elementary Acknowledgement/Permissions Form**

Please provide your signature regarding the following issues:

To the Parent of:

Teacher:

• **Discipline Management Plan** - I have been made aware that the student handbook is available on-line or in printed format. I understand that the student handbook includes the Discipline Management Plan and Student Code of Conduct. I understand and consent to the responsibilities outlined.

Signature of Parent/Guardian and Date: _____

• **Field Trip Permission** - The child named above has my permission to go on all field trips and/or short excursions that the teacher may deem necessary for concrete experiences at any time during the school year. You will be notified of each trip. These trips will be well planned and all precautions will be taken to prevent any accidents. However, I understand that neither the above named elementary school or Eagle Mountain-Saginaw ISD can assume responsibility for any accident involving my child on the excursion.

Signature of Parent/Guardian and Date: _____

• **Permission to Participate in PTA Fundraising Activities** -

Please check one of the following:

_____ The child named above has my permission to participate in PTA fundraising activities. Door-to-door solicitation is discouraged. You will be notified of any fundraising activities and may withdraw permission at any time.

_____ The child named above may not participate in fundraising activities.

Signature of Parent/Guardian and Date: _____

• **Attendance** - I understand that my child is required to be in attendance at least 90% of the time in order to receive credit.

Signature of Parent/Guardian and Date: _____

Use of Student Work in District Publications

Occasionally, the EM-S ISD wishes to display or publish student artwork or special projects on the district's website and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to use my child's artwork or special project on the district's website and in district publications.

Parent signature: _____

Date: _____

Consent/Opt-Out Form

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) for your child's participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as "protected information survey" that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please sign this request and return it to your student's school. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I, parent of _____ (student's name), wish to review all survey instruments before they are given to my student.

Parent signature: _____

Date: _____

Acknowledgment of Electronic Distribution of Student Handbook and Student Code of Conduct

My child and I have been informed the EM-S ISD Student Handbook and the Student Code of Conduct for 2012–2013 is located and can be reviewed on the District’s website at <http://www.emsisd.com>.

I choose to:

- Accept responsibility for accessing the Student Handbook and Student Code of Conduct via the District’s website at <http://www.emsisd.com> located under the “Parent” tab.
- Receive a paper copy of the Student Handbook and the Student Code of Conduct.

My child and I are aware the EM-S ISD Student Handbook and the Student Code of Conduct for 2012–2013 can be located on the District website. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the code, I will direct those questions to the campus principal.

Failure to complete this form does not excuse the student or parent from presumed awareness of the items contained herein.

Printed name of student: _____

Student signature: _____

Parent signature: _____

Date: _____

Please sign and date this page and return it to your child’s school