DISTRICT HANDBOOK

and

Code of Conduct

2018-2019

Atlanta Independent School District

www.atlisd.net
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Contact Information

Atlanta Independent School District

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Atlanta Alternative Campus
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Student Transportation
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Fax: 903-796-8837
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Atlanta Elementary School
902 ABC Lane
Atlanta, TX 75551
Office: 903-796-7164
Fax: 903-799-1018
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Atlanta High School
705 Rabbit Boulevard
Atlanta, TX 75551
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Atlanta Primary School
505 Rabbit Boulevard
Atlanta, TX 75551
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Atlanta Independent School District

Board of Trustees

Joel Steger President
Randall Thomason Vice-President
Charlotte Stanley Secretary
Peggy Harrison Member
Gus Schuhmann Member
Joe Wall Member
Keri Richardson Member
Fall 2018

Dear Student and Parent/Guardian:

On behalf of our Board of Trustees, administrators, teachers and staff, welcome to the 2018-19 school year.

We firmly believe that a strong home and school partnership, along with consistent communications, will help our students achieve success in a safe and positive school environment.

This handbook has been developed to ensure consistency of expectations and procedures for our school. Required by state law, the handbook outlines the basic rules and expectations for the student behavior and consequences used when the expectations are not met. The information included in this handbook and the code of conduct is based on state law, local Board policies and AISD Administrative Guidelines. The Board of Trustees approves the handbook annually.

Please refer to this handbook whenever you have a question or concern and be aware of specific rules and regulations that apply to your child’s school so that you comply with campus level guidelines and expectations. If you have any questions, please contact your child’s principal.

We thank you for your continued support as we look toward a bright and promising year.

For our children,

Sidney Harrist
Superintendent

"The goal of education is the advancement of knowledge and the dissemination of truth."

John F. Kennedy
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The Atlanta ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

Section I—PARENTAL RIGHTS—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, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Atlanta 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 on the district’s website at www.atlisd.net and is available in hard copy upon request.

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 provisions of board policy and the Student Code of Conduct are to be followed.

Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. 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 and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact the campus principal.

Also, please complete and return to your child’s campus the following forms provided in the forms packet distributed at the beginning of the year or upon the student’s enrollment:

1. Acknowledgment Form OR Acknowledgment of Electronic Distribution of Student Handbook;
3. Parent’s Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education, if you choose to restrict the release of information to these entities; and

[See Objecting to the Release of Directory Information and Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation for more information.] Note that references to policy codes are included so that parents can refer to current board policy. The district’s official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at www.atlisd.net.

If you have difficulty accessing the information in this document because of disability, please contact the AISD Offices located at 106 West Main St., Atlanta, TX, or by phone at (903) 796-4194.
SECTION I: PARENTAL RIGHTS

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation
A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Display a Student’s Original Works and Personal Information
Teachers may display students’ work, which may include personally identifiable student information, 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, original videos or voice recordings, and other original works on the district’s website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14
A child under the age of 14 must have parental permission to receive instruction in the district’s parenting and paternity awareness program; otherwise, the 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.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law
State law 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;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

[See Video Cameras for more information, including a parent’s right to request video and audio equipment be placed in certain special education settings.]

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 if you do not want corporal punishment to be administered to your child. You may choose to revoke this prohibition 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.

Note: If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student’s caregiver or caseworker.
Limiting Electronic Communications with Students by District Employees

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual’s professional responsibilities, as described by district guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page. No text messages can be sent between the hours of 10 p.m. and 7 a.m. However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

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.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. This “directory information” will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. 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 the forms packet.

The district often needs to use student information as found in FL(LOCAL). If you do not object to the use of your child’s information for these limited school-sponsored purposes, the school will not need to ask your permission each time the district wishes to use the information for the school-sponsored purposes listed above.

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.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the district’s website, the district’s/campuses’ newsletters and the local newspaper. For these specific school-sponsored purposes, the district would like to use your child’s name; photograph; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized academic 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.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

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 included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

PARTICIPATION IN THIRD PARTY SURVEYS

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

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 Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

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. Note: This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
• Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

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

REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION

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;

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:

Atlanta ISD has adopted the “Worth the Wait” curriculum.

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.

A child under the age of 14 must have parental permission to receive instruction in the district’s parenting and paternity awareness program; otherwise, the 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.


**Reciting a Portion of the Declaration of Independence in Grades 3–12**

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 U.S. government extends diplomatic immunity.  [See policy EHBK(LEGAL).]

**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 U.S. 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 and policy EC(LEGAL).]

**Religious or Moral Beliefs**

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 state law.

**Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student’s parent consents to this removal. The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Also refer to policies EC and EHBC, and contact your student’s teacher with questions about any tutoring programs provided by the school.]

**RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES**

**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.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child’s teacher.
Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial 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.]

Participation in Federally Required, State-Mandated, and District Assessments

You may request information regarding any state or district policy related to your child’s participation in assessments required by federal law, state law, or the district.

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 school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child’s classroom.

Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to student education records. For purposes of student records, an “eligible” student is one who is age 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at Objecting to the Release of Directory Information, are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

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

Inspection and release of student records is primarily restricted to an eligible student or a student’s 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 reaches the age of 18, is emancipated by a court, or enroll in a postsecondary 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.

FERPA permits the disclosure of personally identifiable information from a student’s education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, 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 to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.

- To individuals or entities granted access in response to a subpoena or court order.

- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

- In connection with financial aid for which a student has applied or which the student has received.

- To accrediting organizations to carry out accrediting functions.

- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.

- To appropriate officials in connection with a health or safety emergency.

- When the district discloses information it has designated as directory information [see Objecting to the Release of Directory Information for opportunities to prohibit this disclosure].

Release of personally identifiable information 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.

A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. 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. Request for these records may be made through the campus principal’s office.
A parent (or eligible student) may inspect the student’s records and request a correction or amendment 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 appropriate records custodian. 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 or on an examination 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). Report Cards/Progress Reports and Conferences]

The district’s policy regarding student records found at policy FL is available from the principal’s or superintendent’s office or on the district’s website at www.atlisd.net.

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.

Teacher and Staff Professional Qualifications

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 whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

Children of Military Families

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

- Immunization requirements.
- 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, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent’s return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency

Parental Role in Certain Classroom and School Assignments

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 policy FDB(LEGAL).]

Safety Transfers/Assignments

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, which includes cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.
• Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
• 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.]
• Request the transfer of your child to OR a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

Service/Assistance Animal Use by Students
A parent of a student who uses a service/assistance animal because of the student’s disability must submit a request in writing to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible, but will do so within ten district business days.

Students in the Conservatorship of the State (Foster Care)
A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district’s established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship of the state and who is moved outside of the district’s or school’s attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district’s or school’s boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

In addition, for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student’s 18th birthday, the district will:
• Assist the student with the completion of any applications for admission or for financial aid;
• Arrange and accompany the student on campus visits;
• Assist in researching and applying for private or institution-sponsored scholarships;
• Identify whether the student is a candidate for appointment to a military academy;
• Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services (DFPS); and
• Coordinate contact between the student and liaison officer for students who were formerly in the conservatorship of the state.

Please contact Deputy Superintendent, who has been designated as the district’s liaison for children in the conservatorship of the state, at 903-796-4194 with any questions.

Students Who Are Homeless
Children who are homeless will be provided flexibility regarding certain district provisions, including:
• Proof of residency requirements;
• Immunization requirements;
• Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
• Credit-by-examination opportunities;
• The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
• Eligibility requirements for participation in extracurricular activities; and
• Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG (LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those student who are having difficulty in the regular classroom, all school districts must consider 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 districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education of Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

If the district decides to evaluate the student, it must complete the student’s initial evaluation and evaluation report no later than 45 school days from the day it receives a parent’s written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent’s consent for the initial evaluation at least 35 by less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 date no longer applies.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.
Contact Person for Special Education Referrals
The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the school principal.

APS, Donna Rice 903-796-8115  AMS, Colby Boyce 903-796-7928
AES, Dena McCord 903-796-7164  AHS, Nancy Rinehart 903-796-4411

Section 504 Referrals
Each school district must have standards and procedures in place for the evaluation and placement of students in the district’s Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, and opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals
The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for Section 504 services is the school principal.

APS, Donna Rice 903-796-8115  AMS, Colby Boyce 903-796-7928
AES, Dena McCord 903-796-7164  AHS, Nancy Rinehart 903-796-4411

[See also Students with Physical or Mental Impairments Protected under Section 504.]

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

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education
The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

Students Who Receive Special Education Services 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. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

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.

Students with Physical or Mental Impairments Protected Under Section 504
A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested,
a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

The designated person to contact regarding a referral for evaluation applicable to Section 504 the campus counselor/student services advisor.

APS, Kristie Alexander  
903.796.8115  
AES, Amy Holland  
903.796.7164  
AMS, Donna Adams  
903.796.7928  
AHS, Lori Cullins  
AHS, Karen Sams  
903.796.4411

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the Student 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. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student’s age or grade level. Should you be unable to find the information on a particular topic, please contact the campus principal.

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 the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student’s attendance affects the award of a student’s final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Age 19 and Older

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

Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 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.

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

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.
Prekindergarten and Kindergarten
Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Exemptions to Compulsory Attendance

All Grade Levels
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 U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student’s arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

As listed in Section I at Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Secondary Grade Levels
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 this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Any absence will be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district’s board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the district.

Failure to Comply with Compulsory Attendance

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

Students with Disabilities
If a student with a disability is experiencing attendance issues, the student’s ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.
**Age 19 and Older**

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

**Between Ages 6 and 19**

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

The truancy prevention facilitator for the district is the Deputy Superintendent. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

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

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

[See policy FEA(LEGAL).]

**Attendance for Credit or Final Grade (Kindergarten–Grade 12)**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 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 or a final grade 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 or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at *Exemptions to Compulsory Attendance* will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- 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 or a final grade.
The student or parent may appeal the committee’s decision to the board by following policy FNG(LOCAL). The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

**Official Attendance-Taking Time (All Grade Levels)**

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day during the second instructional hour as required by state rule. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

**Documentation After an Absence (All Grade Levels)**

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

_PARENT NOTES SHOULD BE TURNED IN TO THE OFFICE UPON RETURN TO SCHOOL OR WITHIN THREE (3) DAYS AFTER THE STUDENT RETURNS TO SCHOOL._ PARENT NOTES WILL BE ACCEPTED FOR ONLY 5 ABSENCES PER SEMESTER.

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

**Doctor’s Note After an Absence for Illness (All Grade Levels)**

Within 3 days of returning 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. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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 in order to determine whether the absence or absences will be excused or unexcused.

_[See policy FEC(LOCAL).]_

**Driver License Attendance Verification (Secondary Grade Levels Only)**

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.

**ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)**

Atlanta ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district’s financial management report, which will include the financial accountability rating assigned to the district by TEA;
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the district’s website at www.atlisd.net. Hard copies of any reports are available upon request to the district’s administration office.
TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA homepage.

**Armed Services Vocational Aptitude Battery Test**

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. The test will be offered during the fall semester of the academic year. Please contact the high school principal for information about this opportunity.

**AWARDS AND HONORS (All Grade Levels)**

### Honor Roll

Each six weeks, and each semester, students making the A Honor Roll or the A-B Honor Roll will be recognized. In order for a student to qualify for the A Honor Roll, he or she must make all A’s and receive Satisfactory in conduct. In order for a student to qualify for the A-B Honor Roll, he or she must make only A’s and B’s and have at least one A. For the high school and middle school only all subject areas are included with the exception of athletics, band, cheerleader, non-credit classes, and college classes taken off AISD campus, except Band II (fine arts credit). An Unsatisfactory in conduct will disqualify a student for honor roll.

**BULLYING (All Grade Levels)**

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

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

Bullying includes cyberbullying. Cyberbullying is defined by Sections 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, and Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

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

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-spread, or ostracism.

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, school 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. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may
anonymously report an alleged incident of bullying by contacting a school administrator, counselor, teachers, or the school resource officer.

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

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

Upon the recommendation of the administration, the board 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 Safety Transfers/Assignments]

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found 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 Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, Retaliation and Hazing, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

Cyber Bullying

Cyber bullying refers to bullying that occurs through digital medium. These cyber bullying activities include “being cruel to others by sending or posting harmful material or engaging in other forms of social aggression using the Internet or other digital technologies.” This definition would include things like hateful threatening or ridiculing comments; hate lists; lists identifying the school’s ugliest or most boring girls; postings stating who is hot and who is not; circulating nude or offensive pictures of other students; and excluding people from buddy lists.

Often cyber bullying takes place outside of school during non-school hours; however, those acts of cyber bullying often carry over to the school day when students are able to share harmful electronic materials. For that reason, offenses of this nature will be dealt with by the campus administration and consequences will be applied according to the Student Code of Conduct.

While there is no specific mention of cyber bullying in the current state law, Texas Education Code Sec. 37.0832 includes the new phrase of “expression through electronic means,” seemingly recognizing one form of bullying.

CAREER AND TECHNICAL EDUCATION PROGRAMS (Secondary Grade Levels Only)

The district offers career and technology programs in Agricultural Science and Technology, Business Education and Marketing Education, Health Sciences, and Video Production. Admission to these programs is based on state prerequisites.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964; as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
CELEBRATIONS (All Grade Levels)

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child’s or grandchild’s classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child’s teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products. [Also see Food Allergies]

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels)

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at the district’s website. 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. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to 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.

Parents, if your child is a victim of sexual abuse or other maltreatment, the school 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 Texas Department of Family and Protective Services, Programs Available in Your County.

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

- Child Welfare Information Gateway Factsheet
- KidsHealth, For Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Texas Attorney General. What We Can Do About Child Abuse Part 1
- Texas Attorney General. What We Can Do About Child Abuse Part 2

Reports of abuse or neglect may be made to: The CPS division of the TDFPS 1-800-252-5400 or on the web at Texas Abuse Hotline Website.

CLASS RANK/HIGHEST-RANKING STUDENT (Secondary Grade Levels Only)

The grade point system used at AHS was approved by the AISD Board of Trustees and is used at Atlanta High School to determine the standing of graduating seniors and for the selection of a valedictorian and salutatorian.

Graduating seniors will be ranked within the graduating class on the basis of their weighted grade point average for the four years in high school in all subject areas except athletics, band, cheerleader, physical education, local credit courses, and college classes taken off AISD campus, except Band II (fine arts credit). The weight given to any transfer course will be equivalent to weight given to the
course most similar which is offered at Atlanta High School. If no equivalent course is offered at AHS, the transfer course will not be counted in student’s GPA.

Class rank and top ten percent for seniors shall be based on a weighted grade point average using semester grades for all courses offered for high school credit. These semester grades shall be converted to grade points according to the District’s weighted grade point scale.

The valedictorian and salutatorian will be the two students with the highest grade point averages. To be eligible, a student must have been enrolled in Atlanta High School for his or her entire junior and senior year. Students must be enrolled and attending class by the last day of the first six weeks of their junior year to be eligible. Any student making a change in class assignment will be given the grade weight of the class in which he or she was enrolled at the end of the semester. In determining the valedictorian and salutatorian refer to Board Policy EIC (Local). At the end of the fifth six weeks grade reporting period the student with the highest average will be named valedictorian and the student with the second highest average will be named salutatorian. In case of a tie for the valedictorian, both students will share the honor, but a standardized test will be given to determine who receives the state scholarship. The standardized test used will be the American College Test (ACT).

For two school years following his or her graduation, a district student who graduates in the top ten 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.

Students and parents should contact the counselor or principal for further information about the application process and deadlines. Beginning with students who entered grade 9 in the 2014–15 school year, a new graduation program is in effect. Therefore, class ranking procedures may be adjusted by the district based on the new graduation plan. As these decisions are made, the district will make the information available to the students affected by these changes.

[For further information, see policy EIC.]

**COLLEGE AND UNIVERSITY ADMISSIONS and FINANCIAL AID (Secondary Grade Levels Only)**

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 distinguished achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); 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 student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

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 during the summer or fall 2019 term, the University will admit the top six percent of the high school’s graduation class who meet the above requirements. Additional applicants will be considered by the University through a holistic 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 school counselor for further information about automatic admissions, the application process, and deadlines.

Upon enrolling in their first course that is eligible for high school credit, the district will provide written notice concerning automatic college admissions, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aide.
COLLEGE CREDIT COURSES (Secondary Grade Levels Only)

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);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Texarkana College, which may be offered on or off campus;
- Enrollment in courses taught at the following institution in the district: Texarkana College.

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

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.

COMMUNICATIONS—AUTOMATED

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child’s school when a phone number previously provided to the district has changed.

Nonemergency

Your child’s school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child’s school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school’s administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school’s mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child’s principal.

COMPLAINTS AND CONCERNS (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district’s policy manual. A copy of this policy and complaint forms may be obtained in the principal’s or superintendent’s office or on the district’s website at www.atlisd.net.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT (All Grade Levels)

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 as well as on district vehicles—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. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

**Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each district campus is the campus principal.

**Public Display of Affection**

Inappropriate touching at school or at school-sponsored events will not be allowed. Such inappropriate touching includes but is not limited to kissing, long embraces, sitting in each other’s laps or fondling. The principal or designee will have discretion to determine whether any touching is inappropriate.

**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.

**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.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

**COUNSELING**

**Academic Counseling**

**Elementary and Middle/Junior High School Grade Levels**

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.
In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

**High School Grade Levels**

High school 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. Each year, high school students 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, as well as information on the importance of postsecondary education.

The school counselor can also provide information about entrance examinations and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

**Personal Counseling (All Grade Levels)**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should make an appointment. As a parent, if you are concerned about your child’s mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

**COURSE CREDIT (Secondary Grade Levels Only)**

A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed.

**CREDIT BY EXAMINATION—If a Student Has Taken the Course/Subject (All Grade Levels)**

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district’s board of trustees 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 opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.”

If the student is granted approval to take and examination for this purpose, 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 examination.

A student must have received a grade of at least 60 in the course failed in order to gain credit by such an examination.

**CREDIT BY EXAMINATION FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course/Subject**

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, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district’s board of trustees, and state law requires the use of certain examinations, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which examination s are scheduled during
the 2016–17 school year will be published in appropriate district publications and on the district’s website. The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

**Kindergarten Acceleration**

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

1. Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent.

**Students in Grades 1–5**

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student’s parent gives written approval of the grade advancement.

**Students in Grades 6–12**

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 50 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP examination, as applicable. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

**DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels)**

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, sex, gender, national origin, disability, age or any other basis prohibited by law. A copy of the district’s policy is available in the principal’s office and in the superintendent’s office or on the district website at www.atlisd.net. [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; 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.

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, intimidating, or humiliating 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.

In addition to dating violence as described above, two other 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, such as comforting a child with a hug or taking the child’s hand. 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 or the harasser’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.

Cyber bullying that involves sexual harassment or gender-based harassment is prohibited. (See Texas Education Code Sec. 37.0832)

**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.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**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, school counselor, principal, or other district employee. The report may be made by the student’s parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]
Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

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 alleged 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 FFH.

**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.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency’s investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

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.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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]

**DISTANCE LEARNING**

**All Grade Levels**

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.

If a student wishes to enroll in a web based course or a distance learning course that is not provided through the Texas Virtual School Network (TxVSN), as described below, 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 may not recognize and apply the course or subject toward graduation requirements or subject mastery.

**Texas Virtual School Network (TXVSN) (Secondary Grade Levels)**

The Texas Virtual School Network (TXVSN) has been established by the state 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.
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] 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.

If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Unless an exception is made by the principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the principal.

**DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (All Grade Levels)**

**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.

The school newspaper and the yearbook are available to students.

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

**Nonschool Materials**

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

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct.

Materials displayed without approval will be removed.

**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 principal for prior review. The principal 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 or GF.]

Prior review will not be required for:
- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum 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 (All Grade Levels)

Students have a responsibility to come to school and school events each day neatly groomed and dressed appropriately. School events, such as Prom, may have a separate dress code. The district’s dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and provide a positive learning environment. The principal or designee has discretion in determining the appropriateness of dress. If the principal or designee determines that the dress or grooming of a student is inappropriate, the student will be sent home or removed to an alternate setting and established disciplinary procedures will be followed:

1. Clothes worn by student must be free of slogans advertising alcoholic beverages or illegal substances, and must not display words, pictures, or symbols that are derogatory, satanic, controversial, racial, offensive, or vulgar.
2. Hats, caps, or other head coverings, athletic sweatbands or rollers, etc. are not acceptable attire and may not be worn. Distracting articles may not be worn in the hair. Note: In some special circumstances, principal may temporarily suspend hat rule.
3. All students must wear shoes. No house shoes or wheeled shoes are acceptable.
4. Bare midriffs, bare backs, thin straps (less than two fingers wide), racer back tanks and excessively low cut clothing, along with clothing made of see-through material are prohibited without proper clothing underneath. The midriff area must be fully covered at all times. All shirts and blouses must be fastened no lower than 4 inches from the top of the collar. No sleeveless shirts for male students unless a t-shirt is worn underneath. Male students’ shirts that exceed wrist length when arms are by the side must be tucked in.
5. Pants are to be worn at the waist level and not sagging.
6. Facial hair including goatees, beards, and mustaches, are permitted. All facial hair must remain well-groomed and neatly trimmed. Appropriateness of facial hair will be left to the discretion of the campus principal.
7. Short shorts, biking, jogging or other types of tight fitting shorts are not appropriate. Tight leggings must be covered by a shirt or skirt at least fingertip length in the front and back. Student attire must be appropriate for school in length and fit. Shorts and skirts cannot be any shorter than your extended fingertips. Any rips, tears or holes above the fingertip limit must not expose bare skin. To determine the proper length, the following methods of measurement will be used:
   o Stand with shoulders horizontal to the floor.
   o Place each arm to your side against your legs; shorts and skirts cannot be any shorter than a student’s extended fingertips.
8. Students may not wear grillz, nose studs, gauges or rings or other body piercing articles other than wearing earrings. Chains are not permitted.
9. No trench coats or western-style dusters will be allowed on campus.
10. No blankets or pillows allowed.
11. No pajama pants or lounging pants may be worn to school.

The principal, or a designee, will be permitted to restrict dress when it presents a danger to the student’s health or safety, causes interference with school activities or is disruptive to the learning process. Extreme or offensive dress styles at school may result in the temporary suspension of a student from school and activities. Directors or sponsors of extracurricular activities, with the approval of the principal, may develop reasonable rules and regulations in regard to the appearance of students at school-sponsored activities.

Articles of clothing considered uniforms are not necessarily subject to each of the dress code regulations. Likewise, special days or events may be designated for suspension of certain normal dress code restrictions.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. These devices may be used at the teachers’ discretion in the classroom.

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, unless prior permission has been obtained.
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 and policy FNF.]

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

Possession and Use of Other Personal Electronic Devices
Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. 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 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not 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 computer technology for instructional purposes. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Technology is an educational tool, just as books, papers, and videos are educational tools. The Atlanta Independent School District has set Board Policy to ensure that these assets are used appropriately and for educational purposes. Below are the guidelines for use of computers, peripherals, local network, and Internet.

Students and their parents should be aware that all activity using district computers are not private and will be monitored by staff. [For additional information, see policies at CQ.]

Student Acceptable Use Policy for Technology
These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

Expectations
- Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a teacher or campus/district administrator.
• All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District’s website.
• Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
• Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with other students.

**Unacceptable conduct includes but is not limited to the following:**
• Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
• Using the network for personal, financial or commercial gain, advertising, or political activities.
• Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
• Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
• Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
• Unauthorized or non-curricular use of online video, music or streaming content.
• Gaining unauthorized access anywhere on the network.
• Invading the privacy of other individuals.
• Using another user’s account, password, or ID card or allowing another user to access your account, password, or ID.
• Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
• Posting anonymous, unlawful, or inappropriate messages or information on a district-owned system.
• Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e.g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
• Falsifying permission and/or authorization of identification documents.
• Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
• Knowingly placing a computer virus on a computer or network.
• Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

**General Acceptable Use Guidelines**
• Students are responsible for the ethical and educational use of technology in the District and when a district owned device is used out of district.
• Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
• All technology policies and restrictions must be followed.
• Access to the District’s computer online services is a privilege and not a right. Each student will be required to sign and adhere to the Acceptable Use Guidelines Agreement.
• When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
• Parents concerned with the District’s computer online services at their child’s school should refer to the EFA (LOCAL): *Instructional Resources: Instructional Material Selection and Adoption* policy and follow the stated procedure.
• Any parent wishing to restrict their children’s access to any District computer online services will need to provide this restriction request in writing to the campus administrator. Parents will assume responsibility for imposing restrictions only on their own children.

**Network Etiquette**
• Be polite
• Use appropriate language
• Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people)
• Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own
• Users should be discrete when forwarding e-mail, and it should only be done on a need-to-know basis
E-Mail
- E-mail may be used for educational or administrative purposes only. (Students may be provided an e-mail account if e-mail is required in the course in which they are enrolled.)
- E-mail transmissions, stored data, transmitted data, or any other use of district-owned technology by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.
- All e-mail and all contents are property of the District.

Consequences
The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here, in the Student Handbook / Student Code of Conduct, and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook / Student Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution, as well as disciplinary action by the District.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of e-mail and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.

Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook / Student Code of Conduct.

Safety
- When using online resources the following safeguards are in place to protect and assure the safety of students. Please be aware that in some instances:
  - Individual or identifiable profiles (which include personally identifiable information of students such as first and last name, campus, home address, email address, etc.) may be used that are open to the public.
  - Public viewing and commenting might occur on district-approved sites.
  - Classroom lessons or projects may require publicly identifiable student information (first and last name, campus, home address, email address, etc.) to be made available on the Internet.
- Use of these resources must be in accordance with the Atlanta ISD’s Policies and Procedures including but not limited to these Acceptable Use Procedures.

Bring Your Own Device
These additional policies apply to personal cell phones, iPods, iPads, computers or any other devices of technology.

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 the instructional day, 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, 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 student/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, authorized personnel may search a student’s personal telecommunications device. [See policy FNF.]
Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

**Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. 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.

**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.

**ENGLISH LANGUAGE LEARNERS (All Grade Levels)**

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, 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 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 exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I 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.

**EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels)**

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.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity’s coach or sponsor.

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 inter-district 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. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety
training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

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

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed up to 17 absences in a school year. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions. Refer to policy FM (local).
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**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 board policy will apply in addition to any consequences specified by the organization’s standards of behavior.

**FEES (All Grade Levels)**

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.
- 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 or has not been awarded a final grade 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).
- Students will not participate in the eighth grade certificate ceremony or high school graduation if all fees are not paid.

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 Superintendent’s office at least two weeks prior to the event. [For further information, see policy FP.]

**FUNDRAISING (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

**GANG-FREE ZONES (All Grade Levels)**

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-LEVEL CLASSIFICATION (Grades 9–12 Only)**

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

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Classification</th>
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<tbody>
<tr>
<td>5</td>
<td>Grade 10 (Sophomore)</td>
</tr>
<tr>
<td>10</td>
<td>Grade 11 (Junior)</td>
</tr>
<tr>
<td>15</td>
<td>Grade 12 (Senior)</td>
</tr>
</tbody>
</table>

**GRADING GUIDELINES (All Grade Levels)**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines 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 guidelines 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.

Teachers will have a minimum of two grades per week. There will be a minimum of three major grades per six weeks. Grades should be updated weekly by Monday mornings at 8:00 A.M.

Daily grades may consist of the following:
- Daily work
- Homework assignments
- Quizzes
- Participation
- Performance assessments

Major grades may consist of the following:
- Formal assessments
- Projects
- Term papers
- Extended assessments
- Performance assessments
**Academic Dishonesty/Cheating**

Students found to have engaged in academic dishonesty will be subject to disciplinary penalties. Broadly defined, academic dishonesty/cheating occurs any time that a student knowingly submits work under his/her own name that was obtained through the efforts of someone else. Common examples would include, but are not limited to, the following:

- Copying from another student’s paper
- Using unauthorized information while taking a test (cheat sheet)
- Paraphrasing someone else’s homework
- Giving information to another student to complete assignments
- Obtaining or giving answers during a test
- Securing a copy of a test to study and/or using the information on a test
- Talking during a test
- Knowingly checking another student’s work incorrectly during routine class procedures
- Copying book jacket summaries for book reports (plagiarism)
- Submitting work completed by someone else (parents, other adults, other students)
- Using information obtained through the Internet or other resources without appropriate documentation

**GRADUATION (Secondary Grade Levels Only)**

**Requirements for a Diploma Beginning with the 2014–15 School Year**

Beginning with students who entered grade 9 in the 2014–15 school year, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

**Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and U.S. History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

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. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[Also see Standardized Testing for more information.]

**Personal Graduation Plans**

A personal graduation plan will be developed for each high school student. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a
public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student’s personal graduation plan will denote an appropriate course sequence based on the student’s choice of endorsement.

Please also review TEA’s Graduation Toolkit.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Certificates of Coursework Completion

Students not meeting state testing requirements but meeting all state and local course requirements may participate in the graduation ceremony if; the student participated in all retest opportunities, attends all summer school sessions, and participates in remediation/acceleration activities during the school year. This may require participation of the student before or after normal school hours or at times of the year outside of normal school operations. Students meeting course requirements will receive a certificate of completion.

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 individualized education program (IEP) and in accordance with state rules.

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).]

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student’s chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

Graduation Speakers

At the graduation ceremony the valedictorian and salutatorian will give a speech and the senior class president, or designee will give the benediction.

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.

[See FNA (LOCAL).]

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.

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students.
**HARASSMENT**

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

**HAZING (All Grade Levels)**

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.

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health of dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires that student to violate the Penal Code.

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 and policies FFI and FNCC.]

**HEALTH-RELATED MATTERS**

**Student Illness (All Grade Levels)**

When your child is ill, please contact the school to let us know he or she won’t be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

**Bacterial Meningitis (All Grade Levels)**

State law requires the district to provide information about 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 common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- **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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing). 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 cause meningitis or another serious illness.

- **How can bacterial meningitis be prevented?**
  Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It’s a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.
  There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- **What should you do if you think you or a friend might have bacterial meningitis?**
  You should seek prompt medical attention.

- **Where can you get more information?**
  Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, Centers for Disease Control and Prevention, and the Department of State Health Services, Department of Health Services.

*Note: DSHS requires at least one meningococcal vaccination on or after the student’s 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and 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.

**Food Allergies (All Grade Levels)**

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.atlisd.net.

[Food Allergy Management Plan FFAF (LOCAL) and Celebration in the District Wellness Policy]
Communicable Diseases and Exclusion Criteria
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.

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

Fever
According to the Texas Department of State Health Services, a fever is defined as 100°F and a student must stay home until he or she is fever free for 24 hours without the use of fever reducing medication, such as acetaminophen or ibuprofen.

Diarrhea
Diarrhea is defined as runny, watery, or bloody stools. A student with diarrhea should stay home until the diarrhea subsides.

Vomiting
A student vomiting two or more times in a 24-hour period should stay home until the vomiting has subsided.

Varicella (Chicken Pox)
A student diagnosed with chicken pox disease is excluded from school for seven days after the onset of rash. All blisters must be dry, or crusted over, AND student must be fever free for 24 hours without the use of fever reducing medication.

Ringworm
A student with ringworm of the scalp will be excluded from school until proof of appropriate treatment from a physician is provided. Suspected ringworm on the body must be covered during school hours.

Conjunctivitis (Pink Eye)
A student suspected of having conjunctivitis, commonly referred to as “pink eye”, must be excluded until the condition clears completely or until effective treatment and approval from a physician, physician assistant, advance practice nurse, or local health authority for student to return to school.

Impetigo
A student with impetigo will be excluded from school if blisters and drainage cannot be contained and maintained in a clear dry bandage.

Tuberculosis
All first time entrants will be required to complete a Tuberculosis Questionnaire.

Affordable Insurance Options for Children
Children’s’ Health Insurance Program (CHIP) is a very affordable full-coverage health insurance for children. Premiums are very minimal for family coverage (excluding adults). CHIP / Medicaid applications and assistance completing the application packet are available through the school nurse’s office. CHIP/Medicaid applications can be obtained from the Atlanta ISD website. Contact your child’s school nurse for more information about CHIP, Medicaid and other insurance coverage options that may be available for your child.

Emergency Contact Information
Atlanta ISD requires all students to have an EMERGENCY CARD on file in the school nurse's office. The cards are required annually and must be signed by the parent / guardian. These cards are needed in the event of a medical emergency at school or a school related event in which the parent / guardian cannot be reached. The cards should be up-to-date with emergency care information (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or teacher needs to know.
**Head Lice (All Grade Levels)**

Head lice are wingless insects that infest the human scalp. Lice are annoying but they are not dangerous and do not spread diseases.

Head lice screening will be done on an individual basis for students reporting or demonstrating symptoms (i.e. lice visible in hair, scratching scalp).

Suspected head lice infestations of will be confirmed by a school nurse. Siblings of students with confirmed head lice infestation will also be screened for head lice, if those students attend school in the district.

Current evidence does not support the efficacy and cost effectiveness of classroom or school wide screening for decreasing the incidence of head lice among school children (Centers for Disease Control, 2007) (American Academy of Pediatrics, 2010)

**Live Lice**

Students identified with **live lice** will be sent home at the end of the school day.

Parent/guardian will be notified by phone and advised of the need to treat their child for head lice. The parent may choose to take his/her child home for appropriate treatment as soon as notified, or wait until the end of the school day.

Re-admittance to school after an identified live lice infestation and parent contact (by phone call and/or written notice):

- The name of the treatment product must be provided by the parent/guardian on the treatment letter
- The student will be required to check in through the school nurse’s office before returning to the classroom the next school attendance day. Parent or alternative adult is expected to accompany student back to school after appropriate treatment has been completed.
- The nurse will re-check the child’s scalp and hair, if live lice are found during re-check the student will be sent home for further treatment. If no live lice are found at the re-check, the student may remain in school.
- Parent will be notified of need to re-treat and show proof of second head lice treatment (7-10 days after initial treatment).
- Student will be re-checked for head lice infestation 7-10 days after 2nd head lice treatment. If no head lice infestation, no further head checks required unless student becomes symptomatic.

Notice will also be provided to parents of elementary school students in the affected classroom.

**Nits (eggs)**

Students identified with **nits only** will have their parent/guardian contacted

If treatment has taken place within the **last seven days**

- The student may stay in school
- The name of the treatment product and date of treatment will be provided by the parent/guardian
- Educational material about nit removal and prevention of lice should be provided to parent/guardian.
- Student will be re-checked 7-10 days for live lice infestation.

If treatment has not occurred in the **last seven days**:

- The student will be sent home at the end of the day for treatment and removal of lice.
- Once treatment has been completed, the student may return to school.
- Student will be re-checked 7-10 days for live lice infestation.

**AISD recognizes the following as valid treatments for head lice**

- FDA approved pediculicides, such as RID, NIX
- Prescription pediculicides

*Mayonnaise, olive oil, and Tea Tree oil treatments ARE NOT recognized treatments for head lice infestation but may be used in conjunction with recognized treatments for head lice.

**Initial Treatment and Second Treatment forms are available in the school health office.**
Physical Activity Requirements

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

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

Junior High/Middle School
In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR 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 junior high and middle school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC) (All Grade Levels)
The School Health Advisory Council (SHAC) is an advisory group comprised of individuals who represent segments of the community. The group acts collectively to provide advice and recommendations on aspects of the school district’s health and wellness program.

Research shows that healthy children do better in school - from attendance and behavior, to academics and overall performance. SHAC is an exciting partnership exists between Atlanta ISD and members of the Atlanta community. This council, made up of parents (at least 50%), community members, students, school health personnel and teaching staff who, as a council, provide advice to the district in ensuring that community values and local health issues are reflected in the district’s health education policies and instruction. Parents and community members are always welcomed and encouraged to join the council.

For more information on the council visit http://www.atlisd.net/departments/health-services/health-shac-atlanta-school-health-advisory-council/

Student Wellness Policy/Wellness Plan (All Grade Levels)
Atlanta ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact the Deputy Superintendent with questions about the content or implementation of the district’s wellness policy and plan.

Other Health-Related Matters

Physical Fitness Assessment (Grades 3–12)
According to Texas State Law, all students in grades 3-12 are required to take the annual fitness assessment called Fitnessgram®.

If you feel your child should not participate in the Fitnessgram® for reasons of health or safety, you may obtain a Physical Fitness Assessment Exemption Form from your child’s school nurse or the district’s Fitnessgram® coordinator. The electronic exemption form can also be obtained at http://www.atlisd.net/departments/health-services/health-fitnessgram/.

The completed Physical Fitness Assessment Exemption Form should be submitted to the district’s Fitnessgram® coordinator before assessments begin in early spring of each school year.

Vending Machines (All Grade Levels)
The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the Deputy Superintendent. [See policies at CO and FFA.]
**Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all 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 (All Grade Levels)**

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 Dave Wilcox, the district’s designated asbestos coordinator, at 903-796-4194.

ERI Consulting, Inc. of Tyler, Texas, completed the three-year re-inspection and periodic surveillance of identified asbestos-containing materials in the facilities of the Atlanta Independent School District in April of 2013. This re-inspection was done in accordance with Section 763.85 of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR, and Section 763. There were no significant changes in the condition of the identified asbestos-containing materials from the initial inspection.

The management plan has also been updated in accordance with the Asbestos Hazard Emergency Response Act.

Copies of the re-inspection report and management plan update are available for inspection at the superintendent's office during business hours.

**Pest Management Plan (All Grade Levels)**

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 U.S. 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 Dave Wilcox, the district’s IPM coordinator, at 903-796-4194.

**LICENSED PEST CONTROL CONTRACTOR:**

Rushing Pest Control Service, Inc.
Telephone Number 903-796-7533

National Pesticide Telecommunications Network- 1-800-858-7358. A consumer information sheet may be obtained from the district IPM coordinator. Pest control applicators are licensed by:

Texas Structural Pest Control Board
P.O. Box 1927, Austin, Texas 78767
512-305-8250

**HOMELESS STUDENTS (All Grade Levels)**

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family. For more information on services for homeless students, contact the district’s homeless education liaison, Assistant Superintendent at 903-796-4194
HOMEWORK (All Grade Levels)
Homework by design should be for reinforcement of concepts previously taught as well as teaching the student responsibility. Homework not turned in will result in a consequence.

IMMUNIZATION (All Grade Levels)
Atlanta ISD Health Services is a Texas Vaccines for Children Provider. These vaccines are provided free of charge for qualifying students. Please contact your child’s school nurse for further information.
Texas State Laws and Atlanta ISD policy require all students to be immunized in accordance with the Minimum State Immunization Requirements.
These requirements can be obtained from the Department of State Health services website, or by contacting your child’s school nurse.
The following are posted on the Atlanta ISD website at www.atlisd.net.
- 2018-2019 Texas Minimum State Vaccine Requirements for Pre-K and Early Childhood
- 2018-2019 Texas Minimum State Vaccine Requirements for Students in Grades K-12

Additional Immunization Requirements for all AISD Students
- All first time entrants into the public school system must provide a record of immunization prior to enrollment.
- If the student has been previously enrolled in a Texas public school, a provisional 30-day enrollment will be granted without proof of immunization.
- It is the responsibility of the parent to provide the school with their child’s complete immunization records at the time of enrollment.
- All immunization dates must include the month, day and year immunization to verify compliance.

Immunization Exemption
Students must present proof of immunization compliance at the time of enrollment according to Texas Administrative Code, Title 25 Health Services, Chapter 97, Subchapter B, Rules 97.61–97.77. Texas Immunization laws may be seen in their entirety at http://www.dshs.state.tx.us/immunize/school/default.shtm.

LAW ENFORCEMENT AGENCIES (All Grade Levels)

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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
• By a law enforcement officer to obtain fingerprints or photographs to establish a student’s identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
• 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 from a juvenile court 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 GRAA(LEGAL).]

LEAVING CAMPUS (All Grade Levels)
Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

• For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student’s return. Documentation regarding the reason for the absence will also be required.
• For students in high school, the same process will be followed. If the student’s parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student’s need to leave campus. A phone call received from the parent may be accepted, for extenuating circumstances, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student’s parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
• If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student’s parent and document the parent’s wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student’s parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

**During Lunch**

All AISD campuses are closed lunch campuses.

**At Any Other Time During the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

**LOST AND FOUND (All Grade Levels)**

A “lost and found” collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

**MAKEUP WORK**

**Makeup Work Because of Absence (All Grade Levels)**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.”

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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 Grades 9–12**

Work will be provided by the student’s home campus Grades 9-12

A high school 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 (ISS) Makeup Work (All Grade Levels)**
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 (All Grade Levels)**

**Atlanta ISD Medication Administration Guidelines**
1. No medication will be given without written permission from the parent / guardian.
2. The following information must be on file in the school health office before ANY medication is given:
   - Name of medication
   - Amount of medication to be administered
   - Time of day or circumstance the medication is to be administered
   - Length of time the medication is to be administered (Example: 1 day, 7 days, all school year, etc.)
3. All medication must be in the original container and be properly labeled.
4. In addition to these legal requirements, AISD also requires a physician’s written request to administer medication to a student.
5. Consents and medical authorizations must be renewed each school year.
7. It is the responsibility of the parent / guardian to notify the school nurse of any medication changes.
8. Students are not allowed to carry or self-administer medication during the school day, except by specific guidelines.

**Asthma Medication**
Texas Education Code Section 38.015 entitles a student with asthma to possess and self-administer prescription asthma medication while on school property or at a school related event. HOWEVER, the bill specifies that certain written statements and authorizations must be provided to the school district by the student’s parent and prescribing physician / healthcare provider before a child carries and self-administers his / her own medication. *Authorization for Self-Administration of Medication forms are available through the school nurse’s office and online at http://www.atlisd.net/wp-content/uploads/2014/03/Med-Self-Admin-Consent-Form-English-Spanish.pdf.*

*Atlanta ISD does not advocate student self-administration of asthma medication but allows such in strict accordance with Texas House Bill 1688.*

**Prescription Anaphylaxis Medication**
Texas Education Code Section 38.015 entitles a student to possess and self-administer prescription anaphylaxis medication at school or on school property. Certain written statements and authorizations must be provided to the school district by the student’s parent and prescribing physician. *Authorization for Self-Administration of Medication forms are available in the school nurse’s office and online at http://www.atlisd.net/wp-content/uploads/2014/03/Med-Self-Admin-Consent-Form-English-Spanish.pdf.*
Life Threatening Allergic Reactions During the School Day

Anaphylactic reactions are severe and life-threatening allergic reactions that require immediate treatment. In accordance with Chapter 38.212 of the Education Code Subchapter E, and local policy, Atlanta ISD will have auto-injectable epinephrine (unassigned/stock epinephrine) at each school campus, including the DAEP campus. Epinephrine is to be administered by a school nurse or a designated employee authorized and trained in the administration of epinephrine, to anyone believed to be having an anaphylactic reaction while on school premises, during the academic day. The school’s emergency stock of unassigned epinephrine does not replace student specific orders, and does not extend to activities off school grounds (including transportation to and from school, field trips, etc.), or outside of the academic school day (sporting events, extracurricular activity, etc.). For children diagnosed with an allergy/health condition that requires the use of injected epinephrine, it is the parent’s responsibility to provide the child’s epinephrine auto-injector and medical orders to the school nurse on, or before, the first day of class. For more information, contact the District’s coordinator of school health services.

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 policy FFAC.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, Atlanta ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups.

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:
Assistant Superintendent
106 W Main St. Atlanta, TX 75551
903.796.4194

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Assistant Superintendent
106 W Main St. Atlanta, TX 75551
903.796.4194

All other concerns regarding discrimination:
Superintendent
106 W Main St., Atlanta, TX 75551
903.796.4194

Parent and Family Engagement (All Grade Levels)

Each parent of an AISD student receives the Title I School-Parent Compact upon enrollment. The compact emphasizes the importance of cooperation between the school environment and the home environment. Parents sign the compact and return to the school for the campus Principal’s signature. Compacts are kept on file at the campus level.
Parents and partners play a vital role in the educational process. It is the policy of Atlanta ISD to keep the lines of communication open between parents, partners and AISD by using:

- Parent conferences
- School events that involve parents and partners
- Websites
- Parent and partner trainings
- Newsletters
- Surveys
- Participation on school advisory committees

Atlanta ISD will make every effort to reach parents and partners by providing an inviting, open atmosphere at each campus where parents and partners feel welcome. Parental involvement is necessary to the success of our program. Parents will be contacted when students are being rewarded for good behavior and commendable effort.

Atlanta ISD will maintain our STARS volunteer program (Supporting Teachers and Reaching Students). This program actively involves parents and partners in school events.

Atlanta ISD along with the parents and partners will reinforce a shared value of learning that will communicate to our students that they are surrounded by positive adults who truly care about their safety and wellbeing.

*Partners include grandparents, foster parents, youth and church leaders, little league coaches, dance instructors, community volunteers and all others who impact the lives of our students.*

**PHYSICAL EXAMINATIONS/HEALTH SCREENINGS**

**Athletics' Participation (Secondary Grade Levels Only)**
A student who wishes to participate in, or continue participation in, the district’s athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

This examination is required for incoming 7th, 9th and 11th graders.

**Spinal Screening Program**
School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

**Vision and Hearing Screening Programs**
The vision and hearing screening programs of Atlanta ISD identify preschoolers and school-age children who may have vision and hearing problems. AISD screening programs will follow legal mandates, Texas Health and Safety Code, Chapter 36, and comply with DSHS required guidelines and rules, Vision and Hearing Screenings State Guidelines.

**PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (All Grade Levels)**
Each school day, students will recite the Pledge of Allegiance to the U.S. 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 Reciting the Pledges to the U.S. and Texas Flags]

State law requires that one minute of silence 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. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.
**PRAYER (All Grade Levels)**

Each student has a right to pray individually, voluntarily, and silently or to 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.

**PROMOTION AND RETENTION**

Specific campus promotion and retention information is found in each of the respective campus handbooks.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administration. 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 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.

**REPORT CARDS/PROGRESS REPORTS AND CONFERENCES (All Grade Levels)**

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

After the third week of a six-week grading period, parents will be given a written progress report if their child’s performance is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and 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. [See policy EIA (LOCAL).]

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.

**RETAILATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation]

**SAFETY (All Grade Levels)**

Student safety on campus, at school-related events, and on district vehicles 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 is expected to:

- 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, campus behavior coordinator, 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**
Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

**Insurance for Career and Technical Education (CTE) Programs**
If the board purchases accident, liability, or automobile insurance coverage for students involved in the district’s CTE programs, the district will notify the affected students and parents.

**Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies**
From time to time, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to 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.

**Life Threatening Allergic Reactions**
Anaphylactic reactions are severe and life threatening allergic reactions that require immediate treatment. In accordance with TEC, Chapter 38, subchapter E and local policy, Atlanta ISD will have auto-injectable epinephrine (unassigned/stack epinephrine) available at each school campus, including the DAEP campus. Epinephrine is to be administered by the school nurse, or by an authorized employee (trained in the administration of epinephrine) to anyone believed to be having an anaphylactic reaction on school premises during the academic school day.

The school’s emergency stock of unassigned epinephrine **does not** replace student specific orders, and **does not** extend to activities off school grounds (including transportation to and from school, field trips, etc.), or outside of the academic school day (sporting events, extra-curricular activities, etc.)

For children diagnosed with an allergy or health condition that requires the use of injected epinephrine, it is the parent’s responsibility to provide the child’s epinephrine auto-injector and medical order to the school nurse on, or before, the first day of class.

The Stock Epinephrine Policy/Protocol can be access on the district’s website under Health Services.

For more information, contact the district’s school health services coordinator.

**Emergency School-Closing Information**
When the superintendent decides that weather or civil emergencies requires that schools be closed, both local and Texarkana/Shreveport radio and television stations will be notified. Listening to such stations should give you accurate information. If conditions indicate that school might be closed, tune in to any of these stations for information. School will always be in session unless specifically stated otherwise. We will use the automated all call system to let parents know of an emergency school closing.
**SCHOOL FACILITIES**

**Use by Students Before and After School (All Grade Levels)**
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.

The following areas are open to students before school, beginning at 7:30 a.m.

- Cafeteria/Gym

Unless the teacher or sponsor overseeing an 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, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

**Conduct Before and After School (All Grade Levels)**
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 (All Grade Levels)**
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 (All Grade Levels)**
The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student’s participation is confidential; however, disclosure of a student’s eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district’s child nutrition programs. A student’s name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children’s health insurance program (CHIP) unless the student’s parent notifies the district that a student’s information should not be disclosed. A parent’s decision will not affect the child’s eligibility for free and reduced price meals or free milk. See the school office to apply for free or reduced price meal services.

According to federal child nutrition program guidelines, students qualifying for reduced price meals can expect to pay $.30 for breakfast and $.40 for lunch. In accordance with Atlanta I.S.D. Food Service policy students are allowed to charge up to 10 days for meals to their lunch account without being in danger of being denied a meal. However, once the 10 day limit for meals only has been reached, the student may be served an alternate meal until the charges have been paid. May 4, 2017 will be the last day for student charges. If a student does not have money available after that date, they will be served an alternative meal.

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).]

According to USDA guidelines sharing food is prohibited. This includes students sharing food with each other and parents providing food for anyone other than their own children.
Library (All Grade Levels)
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.

**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 (All Grade Levels)
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 suspicion 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.

Telecommunications and Other Electronic Devices (All Grade Levels)
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) and Electronic Devices and Technology Resources]

Vehicles on Campus (Secondary Grade Levels Only)
A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student’s parent will be contacted. If a search is also refused by the student’s parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

Trained Dogs (All Grade Levels)
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.

Metal Detectors (All Grade Levels)
[For further information, see policy FNF(LOCAL).]

Drug Testing (Secondary Grade Levels Only)
[For further information, see policy FNF(LOCAL)]
SEXUAL HARASSMENT
[See Dating Violence, Discrimination, Harassment, and Retaliation]

SPECIAL PROGRAMS (All Grade Levels)
The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the school counselor.

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 school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student’s performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment
Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment 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 assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

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 are required to take the state assessment, called 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 grade 5 and 8 is required by law, in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student’s individual education plan (IEP). Successful performance on reading, math, science and social studies in grade 8 is required by Board Policy in order for the student to be promoted to grade 9.
STAAR Alternate 2, is available for eligible students receiving special education services who meet certain state-established criteria, as determined by the student’s ARD committee.

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

*High School Courses—End-of-Course (EOC) Assessments*

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

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. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

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

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student’s personal graduation plan (PNP).

*Cheating on State Assessments*

Cheating during the administration of a state assessment requires action by the campus or district testing coordinator. If the district determines that a student has been involved in cheating on a state assessment, the district is required to invalidate the student’s test and complete the following steps:

- Invalidate the student’s test by marking the score code “O” for “Other” on the student answer document for the corresponding test;
- Submit a separate online incident report form IF the district determines that an irregularity occurred because adult testing personnel caused, contributed to, or did not detect the cheating due to inadequate monitoring; and
- Complete the Locally Determined Disciplinary Action (LDAA) form to report any action taken against students.

The action Atlanta ISD has determined to take in the event of confirmed student cheating for those students who willfully and knowingly entered into cheating on a state assessment is the requirement for that student to attend summer school and pass an equivalent assessment at the end of that period in order to determine promotion.

*STEROIDS (Secondary Grade Levels Only)*

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 Web site at [http://www.uiltexas.org/health/steroid-information](http://www.uiltexas.org/health/steroid-information).
STUDENTS IN FOSTER CARE (All Grade Levels)
In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the district.

A student who is placed in foster care and who is moved outside of the district’s attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact the Assistant Superintendent, who has been designated as the district’s liaison for children in the conservatorship of the state, at 903-796-4194 with any questions.

STUDENT SPEAKERS (All Grade Levels)
The district provides students the opportunity to introduce the following school events: home varsity football games. Students are eligible to introduce these events if they:

1. Are in grade 12 and hold one of the following positions of honor based on neutral criteria:
   a. Student council officers, and
   b. Members in good standing of the National Honor Society.
2. Volunteer,
3. Have not received an out-of-school suspension or been expelled from school at any time during the school year,
4. Have not been in a disciplinary placement on more than one occasion during the school year, and
5. Are not in a disciplinary placement or suspended from any extracurricular activity at the time of the speaking event.

For purposes of this policy, “disciplinary placement” shall mean in school suspension (ISS), disciplinary alternative education program (DAEP), juvenile justice alternative education program (JJAEP), out-of-school suspension, and/or expulsion. Eligible students who wish to volunteer shall submit their names to the campus principal during the first full week of instruction each school year (the “submission period”). Students are not eligible to volunteer if they are in a disciplinary placement during any part of the first full week of instruction of the school year.

Following the submission period, all of the names of the students who are eligible and volunteer to speak shall be randomly drawn and the names shall be set forth in a list (the “student speaker list”) in the order drawn.

[See FNA (LOCAL).]

SUBSTANCE ABUSE PREVENTION AND INTERVENTION (All Grade Levels)
If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (TDSHS) maintains information regarding children’s mental health and substance abuse intervention services on its website: http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

SUICIDE AWARENESS AND MENTAL HEALTH SUPPORT (All Grade Levels)
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 http://www.texassuicideprevention.org or contact the school counselor for more information related to suicide prevention services available in your area.

SUMMER SCHOOL - (All Grade Levels)
Students who qualify may attend summer school in order to make up work that has been failed during the regular term.
**TARDIES (All Grade Levels)**
A student who is tardy to class by more than 5 minutes will receive a tardy notice. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

**TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (All Grade Levels)**
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.

**TRANSPORTATION (All Grade Levels)**

**Eligibility for Regular Student Transportation**
Bus transportation will be provided to all students. This service is provided at no cost.

**Route Design**
Bus routes are created to enhance student safety while maximizing vehicle efficiency. Bus stops are created to allow students to wait off the main roadway for the bus if at all possible. Stops are also created to minimize students walking in highly traveled roadways for long distances. Stops are spread apart to decrease the number of stops each bus will make on its route and to minimize the riding time for the students.
Students will be assigned to bus stops closest to their location. Parents or guardians are responsible for providing safe delivery to and from the bus stop.

**Bus Ridership Capacities**
School buses are rated by manufacturers to have capacities based on three riders per seat. Atlanta ISD considers bus capacity to generally be three elementary or intermediate students per seat, and two junior high or high school students per seat.

**Parent Responsibility for Enrollment**
Parents or guardians must request transportation for their student(s) by completing an *Atlanta ISD Request for Permission to Ride School Bus Form*. This form is available at campuses and at the Transportation Department. These forms must be completed and turned in to Transportation for the student to have transportation services. Students will be provided transportation without the form for no more than 15 school days.
Parents and guardians are responsible for keeping home and other address information current. Address changes must be provided in writing to the bus driver, the Transportation Department, or the student’s campus.

**Child Care Facilities or Grandparents Residence**
A parent or guardian may designate a child-care facility or the resident of a grandparent as the regular location for transportation for his or her child. The designated facility or residence must be at an existing stop on an existing route. Transportation to a child-care facility or grandparent’s house will be provided even if the student is not an eligible rider based on his or her regular residence.

**Temporary Changes in Bus Stops & Designated Locations**
Parents or guardians may request that their student be picked up or delivered to another location, including a different bus stop on their present route, on a temporary basis. For a temporary change in location:
* Students must have a written note from their parents. The note must state:
Boarding School Buses after School
Students should board school buses at their campus loading zone. Any student leaving their campus to board at another campus without approval by an administrator will be in violation of bus rules, and will be written up on a bus referral form.

If a student misses the bus at their campus, the student should notify an administrator immediately. The administrator has the option of loading the student on another route bus to ride to the next campus to board their appropriate bus, or having the bus return to the campus for boarding. Students who miss the bus without a legitimate reason will be subject to disciplinary action.

Pick Up and Departure
Bus drivers attempt to arrive at every bus stop on time. However, many factors affect this, including weather, traffic, and the number of students riding on the bus on a particular day. Students are expected to arrive at the bus stop 5 minutes prior to the scheduled arrival time. Buses will load students and depart the stop as quickly as possible. Regular buses do not wait for late students under most circumstances. Students need to be standing at the bus stop when the bus arrives, both for in-town routes and rural routes. Otherwise, the driver may assume there are no riders and continue on the route without stopping.

Buses depart from school promptly in the afternoon. Students are expected to proceed immediately to the buses after school. Bus drivers are instructed not to stop or open the door for late students due to the safety concern having students too close to moving bus wheels.

Conduct
See the Student Code of Conduct for provisions regarding transportation to the disciplinary alternative education program (DAEP).

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Conduct at all Times
- Watch for and obey driver instructions and signals.
- Be courteous of fellow students, the bus driver and assistants.
- Older students should look after younger students.
- Do not deface or damage the bus, van, or any equipment.

Conduct at Bus Stops
- Be on the correct side of the road when the bus arrives.
- Stand back from the edge of the road because, when possible, the bus will pull off the side of the roadway.
- Wait until the bus has stopped, and the door is open completely, before proceeding to board the bus.

Conduct on the Bus
- Be seated as soon as possible and remain seated until your stop.
- Students with assigned seats must occupy those seats.
- Food, drinks, candy or gum may not be consumed on the bus without the permission of the driver.
- Water is permissible on the bus if the container is not open and subject to spillage.
- Remain quiet on the bus; talk should be limited to normal conversation.
- Students will not open bus windows without the permission of the driver.
- Students will assist in keeping the bus safe, clean, and sanitary.
- Students will not mar or damage the bus in any way. Bus riders should never tamper with the bus or any of its equipment.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
• Use of tobacco is not permitted
• Observe all usual classroom rules.
• Fighting, profanity, loud noises, and other aggressive behaviors will not be tolerated.
• Never use the rear door to enter or exit the bus except in an emergency.
• Keep books, packages, coats and all other objects out of the aisles.
• Fasten seat belts, if available.

Students who refuse to obey promptly the direction of the driver or the aide, or who refuse to obey regulations of the school while on the school vehicles, may forfeit their ride on the school vehicle for a specific period of time. The school bus drivers have the authority and responsibility to remove students causing safety hazards from school buses while in transit.

Conduct Loading and Unloading
• Remain seated until the bus comes to a complete stop
• Watch your step.
• Step on and off quickly, quietly, without crowding, pushing or shoving.
• When crossing the roadway, cross at least ten feet in front of the bus.
• When you are not crossing the road, move at least 15 feet away from the bus before stopping.
• Watch the traffic at all times (remember the traffic does not always stop).

Prohibited Items
Students may not transport:
• Projects, band instruments and other objects too large for the student to hold safely or store under the seat;
• Live animals, insect or dangerous objects of any nature; and,
• Glass containers.

School Sponsored / Extra-Curricular Trips
Students who participate in school sponsored trips are required to use transportation provided by the school to and from the event. The principal 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.

1. All the above guidelines will apply to all trips under school sponsorship.
2. All school vehicle riders shall respect the instructions of a chaperone appointed by the school. At least one chaperone will be on each school vehicles.
3. The care and operation of the school vehicle is the sole responsibility of the driver.
4. A trip report will be prepared by each driver and submitted to the Transportation Director.
5. Post- trip clean-up of the school vehicle is the responsibility of the driver.

Bus Student Discipline Procedures
Bus transportation is a privilege not a requirement. The purpose of student bus transportation is to transport students to and from school safely. Those students riding the bus to and from school are considered under the jurisdiction of the school authorities from the time they board the bus in the morning until they are discharged from the bus in the afternoon. The same type of conduct is expected of the students while riding the bus as would be expected of them while in the classroom.

The bus driver is charged with the responsibility of maintaining order and proper conduct on the school bus. The driver must take the necessary steps to maintain the order on the bus just as the classroom teacher would maintain the discipline in the classroom. The drive has the authority to assign seats, and to install any other riding procedure, in order to maintain proper conduct of the students on the bus.

If the driver is not able, by reasonable means, to persuade the problem passenger or passengers to follow prescribed rules of conduct, the following steps should be followed:

1. The drive will initiate the 3-part Bus Conduct Report Form, showing the Bus Route No., date and student name. The type of offense committed will be checked, along with any comments that the driver feels are necessary to explain the infraction. A sample of the Conduct Report is provided.
2. The driver will deliver the report to and discuss the incident with the principal or assistant principal of the student involved.
3. The principal or assistant principal will discuss the reported infraction with the student involved. If the incident is of such a nature that further investigation is considered necessary (consultation with the driver, parents, other students, etc.) such action will be taken.

4. When the principal or assistant principal has completed his investigation, the 3-part Conduct Report will be completed by him. The principal will advise the parents of the action by telephone, if possible, and confirm it by delivering or mailing the parents a copy of the Bus Conduct Report. The principal or assistant principal will retain one copy of the report for his file, and a copy will be sent to the Bus Office for the driver.

5. Note: The above procedure will be followed even though the penalty is only a formal warning, so that all parties concerned will be aware of the incident and action.

6. When the infraction is of such a nature that riding privileges are lost for more than five days, the student involved will not be allowed to resume riding the bus until after a conference of the principal, and the parents.

7. No student will be put off the bus between home and school, or between school and home. If a situation arises that is beyond the control of the driver, the driver may need to park the bus and call or send word to school authorities.

8. Except in extreme circumstances, the students will be transported home before the suspension begins. If the suspension begins at school, the principal or assistant principal will be responsible for notifying the parent and/or seeing that the student arrives home safely.

9. When damage to the bus or its furnishings is involved in the infraction, restitution for the damage will be a part of the penalty assessed.

10. In extreme cases the driver may suspend a student temporarily until the above procedures can be followed.

In areas of discipline not specifically covered by this handbook, such as possession of firearms, dangerous weapons, consumption or possession of alcohol, possession or use of illegal drugs, and etc., the District policy as published in individual handbooks shall apply. School District Policies that apply to discipline in school shall apply to school owned and operated vehicles. Violation of these policies may lead to permanent suspension from school vehicles.

Transportation Disciplinary Guidelines

The following disciplinary guidelines have been established to deal with student behavior that disrupts the mission of the transportation department to transport students to and from school safely.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Verbal warning and/or written notice Possible suspension from bus Possible restitution and/or clean up</th>
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<tbody>
<tr>
<td>Step 2</td>
<td>Verbal warning and/or written notice Possible suspension from bus Possible restitution and/or clean up</td>
</tr>
<tr>
<td>Step 3</td>
<td>Minimum 3 day suspension from bus See Disciplinary guideline grid Possible restitution and/or clean up</td>
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<tr>
<td>Step 4</td>
<td>Minimum 5 day suspension from bus See Disciplinary guideline grid Possible restitution and/or clean up</td>
</tr>
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<td>Step 5</td>
<td>Minimum 10 day suspension from bus See Disciplinary guideline grid Possible restitution and/or clean up</td>
</tr>
<tr>
<td>Step 6</td>
<td>Expulsion from bus (one year) See Disciplinary guideline grid Possible restitution and/or clean up</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>GENERAL INFRACTIONS</th>
<th>MAJOR INFRACTIONS</th>
</tr>
</thead>
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<tr>
<td>Failure to remain in seat</td>
<td>Failure to follow bus rules</td>
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<tr>
<td>Failure to follow drivers direction</td>
<td>Disrespect towards driver</td>
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<tr>
<td>Hitting another student</td>
<td>Fighting</td>
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<tr>
<td>Pushing</td>
<td>Writing on bus seats/walls</td>
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<tr>
<td>Tripping</td>
<td>Lighting matches</td>
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<td>Arms/body outside window</td>
<td>Vandalism</td>
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<tr>
<td>Loud Talking</td>
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<tr>
<td>Bothering others</td>
<td>Possession/use of tobacco</td>
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<td>Spitting</td>
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<td>Throwing items</td>
<td>Violation of Safety Procedures</td>
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<td>Unacceptable language</td>
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<td>Rude/Dismissive Behavior</td>
<td>Profanity Directed at Driver</td>
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<tr>
<td>Obscene Gesture</td>
<td>Sexual Misconduct</td>
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<tr>
<td>Horseplay</td>
<td>Use/Exit Emergency Door without Authorization</td>
</tr>
</tbody>
</table>

BEGIN STEP 1

BEGIN STEP 3

SEVERE INFRACTIONS
Severity of action or persistent misbehavior may result in steps 3 - 5 without prior steps being taken. Campus administrators will determine disciplinary decisions.

In the areas of discipline not specifically covered by these disciplinary guidelines, such as possession of firearms, dangerous weapons, consumption or possession of alcohol and possession of illegal drugs, the district policy as published in the individual handbooks shall apply to the school buses.

Parents can be of great assistance in providing safe and effective transportation for their children if they will:

1. Contact the principal or assistant principal of the school where their children attend concerning any kind of bus discipline problem. Parents shall not visit with drivers at the bus stop or on the school bus for the purpose of discussing student discipline. Threats by parents to bus drivers or other school officials may lead to criminal trespass or other appropriate legal charges in a court of law.
2. Cooperate in every way with the school administration and the bus driver.
3. Accept joint responsibility with the school administration and the bus driver for maintaining proper conduct of children while they are entering, riding and leaving the school bus.

**VANDALISM (All Grade Levels)**

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 will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the **Student Code of Conduct**.

**VIDEO CAMERAS (All Grade Levels)**

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**.

Upon written request of a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal or CASS County Shared Services, who has been designated by the district to coordinate the implementation of and compliance with this law, for further information or to request the installation and operation of this equipment.

**VISITORS TO THE SCHOOL (All Grade Levels)**

**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 main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

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. Even if the visit is approved prior to the visitor’s arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.
Unauthorized Persons
In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refused to leave peaceably on request and:

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

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

Business, Civic, and Youth Groups
The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

VOLUNTEERS (All Grade Levels)
We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus principal for more information and to complete an application.

VOTER REGISTRATION (Secondary Grade Levels Only)
A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

WITHDRAWING FROM SCHOOL (All Grade Levels)
A student under age 18 may be withdrawn from school only by a parent. 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.

A student who is age 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-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**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 or a final grade 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 are required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is the Every Student Succeeds Act passed by the federal government in December 2015.

**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.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student’s eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**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.

**PGP** stands for Personal Graduation Plan, which is required for high school students and for any student in middle school 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.

**PSAT** is the preparatory and readiness assessment for the SAT.

**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, along with providing assistance with other student and employee wellness issues.

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.

STAAR A is an accommodated version of the STAAR that is available for certain students who receive special education services or students who have been identified as dyslexic.

STAAR Alternate 2 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 Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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 STAAR EOC assessments 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 a classroom, campus, or district vehicle. 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.

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.

TSI assessment is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

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.
ATLANTA INDEPENDENT SCHOOL DISTRICT

2018-2019

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 Atlanta 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 website at www.atlisd.net. 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. Because the district’s Board of Trustees adopts the Student Code of Conduct, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.
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:

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

Participating in Graduation Activities

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

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

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

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

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

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 or vehicles owned or operated by the district
• 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)
• Threateen 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 (See glossary)
• Engage in inappropriate or indecent exposure of private body parts
• Participate in hazing. (See glossary)
• Cause an individual to act through the use of or threat of force (coercion)
• Commit extortion or blackmail (obtaining money or an object of value from an unwilling person)
• Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer
• Record the voice or image of another without the prior consent of the 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 and Expulsion)
• Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means
• Steal from students, staff, or the school
• Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code (For felony robbery, aggravated robbery, and theft see DAEP Placement and Expulsion)

Possession of Prohibited Items
Students shall not possess or use:
• Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
• A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person
• A “look-alike” weapon
• 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 and simulated tobacco products
• E-cigarettes and vaporizing devices
• Matches or a lighter
• A laser pointer for other than an approved use
• 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:
• Use a telecommunications device, including a cellular telephone, or other electronic device 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 “sex-ting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment
- Use e-mail or websites 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
- 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
- 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 of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

**Discipline Management Techniques**
Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements.
Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

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

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 for cheating, plagiarism, and as otherwise permitted by policy
- 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
- 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
- Restriction or revocation of district transportation privileges.
- Withdrawal or restriction of bus or vehicles owned or operated by the district privileges
- School-assessed and school-administered probation
- Corporal punishment, unless the student’s parent or guardian has provided a signed statement prohibiting its use
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code of Conduct
- Placement in a DAEP, as specified in the DAEP section of this Code of Conduct
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code of Conduct
- Expulsion, as specified in the expulsion section of this Code of Conduct
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district
- 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 a 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.atlisd.net. Consequences shall not be deferred pending the outcome of a grievance.
Removal from the School Bus or Vehicles Owned or Operated by the District
A driver may refer a student to the principal’s office to maintain effective discipline on the vehicle. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student’s bus or vehicle owned or operated by the district riding privileges.

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 of Conduct to maintain effective discipline in the classroom. A teacher may also initiate a formal removal from class if:
- 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
- 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:

Self-defense (see glossary)
- Intent or lack of intent at the time the student engaged in the conduct
- 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.
The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

Disciplinary Alternative Education Program (DAEP) Placement
The DAEP shall be provided in a setting other than the student’s regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student. For purposes of DAEP, elementary classification shall be grades K-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:

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

Discretionary Placement: Misconduct That May Result in DAEP Placement
A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

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

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang (See glossary)
- Involvement in criminal street gang activity (See glossary)
- Any criminal mischief, including a felony
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student may be placed in a DAEP if the superintendent or the superintendent’s designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses 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
- 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 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 abuse volatile chemicals
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure
  - Engages in expellable conduct and is between six and nine years of age
  - Commits a federal firearms violation and is younger than six years of age
  - Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code)
  - Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

The student receives deferred prosecution (see glossary)

- A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
• The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct

**Sexual Assault and Campus Assignments**

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

**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**

The campus administrator shall make removals to a DAEP.

**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.

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 a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

**Length of Placement**

The duration of a student’s placement in a DAEP shall be determined by the campus administrator.

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.

**Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that:

- The student is a threat to the safety of other students or to district employees
- 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.

**Exceeds School Year**

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement. For placement in a DAEP to extend beyond the end of the school year, the campus administrator must determine that:

- The student’s presence in the regular classroom or campus presents a danger of physical harm to the student or others
- 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 administrator 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.atlisd.net.
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.
The district shall provide transportation to students in a DAEP.
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 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.

Additional Misconduct
If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the 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:
• 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
• 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 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:

- Threatens the safety of other students or teachers
- Will be detrimental to the educational process
- 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 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
- 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:

- The date on which the student’s conduct occurred
- The location at which the conduct occurred
- Whether the conduct occurred while the student was enrolled in the district
- 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:

- Threatens the safety of other students or teachers
- Will be detrimental to the educational process
- 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:

- The student graduates from high school
- The charges are dismissed or reduced to a misdemeanor offense
- 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:

Self-defense (see glossary)

- Intent or lack of intent at the time the student engaged in the conduct
- 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:
  1. Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer
  2. 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:
  1. Aggravated assault
  2. Sexual assault
  3. Aggravated sexual assault
  4. Murder
  5. Capital murder
  6. Criminal attempt to commit murder or capital murder
  7. Aggravated robbery
8. Breach of computer security
9. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school

At School, Within 300 Feet, or at a School Event
A student may be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See glossary for “under the influence”)
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer
- Engaging in deadly conduct (See glossary)

Within 300 Feet of School
A student may be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:
- Aggravated assault, sexual assault, or aggravated sexual assault
- Arson (See glossary)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery
- Continuous sexual abuse of a young child or children
- Felony drug- or alcohol-related offense
- 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
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:
- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
- Conduct that constitutes the offense of:
  1. Public lewdness under Section 21.07, Penal Code;
  2. Indecent exposure under Section 21.08, Penal Code;
  3. Criminal mischief under Section 28.03, Penal Code;
  4. Personal hazing under Section 37.152; or
  5. 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 an explosive, incendiary or poison gas bomb, or grenade

Under the 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

**Hearing**

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

• 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
• An opportunity to testify and to present evidence and witnesses in the student’s defense
• 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 Board of Trustees delegates to the Superintendent or Deputy Superintendent authority to conduct hearings and expel students.

**Board Review of Expulsion**

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

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.

**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 campus administrator 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:

- The student is a threat to the safety of other students or to district employees
- 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 of Conduct in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

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

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

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

- The out-of-state district provides the district with a copy of the expulsion order
- 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:

- The student is a threat to the safety of other students or district employees
- 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:
- Causes serious bodily injury to another
- Uses or exhibits a deadly weapon
- 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:
  - 65 years of age or older
  - 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:
- A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
  - Any vegetation, fence, or structure on open-space land; or
  - Any building, habitation, or vehicle:
  - Knowing that it is within the limits of an incorporated city or town
  - Knowing that it is insured against damage or destruction
  - Knowing that it is subject to a mortgage or other security interest
  - Knowing that it is located on property belonging to another
  - Knowing that it has located within it property belonging to another
  - 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
  - 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
  - A crime that involves intentionally starting a fire or causing an explosion and in so doing:
    - Recklessly damages or destroys a building belonging to another
    - Recklessly causes another person to suffer bodily injury or death

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

**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:
- 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
- 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:
- 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
- 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.

**Cyber-bullying** 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.

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

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:

- Cause action by an official or volunteer agency organized to deal with emergencies
- Place a person in fear of imminent serious bodily injury
- 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:

- Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL)
- 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:
- Deliberate violent behavior that poses a direct threat to the health or safety of others
- Extortion, meaning the gaining of money or other property by force or threat
- Conduct that constitutes coercion, as defined by Section 1.07, Penal Code
- Conduct that constitutes the offense of:
  - Public lewdness under Section 21.07, Penal Code
  - Indecent exposure under Section 21.08; Penal Code
  - Criminal mischief under Section 28.03, Penal Code
  - Personal haz ing under Section 37.152
  - Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

Serious or persistent misbehavior includes but is not limited to:
- Behavior that is grounds for permissible expulsion or mandatory DAEP placement
- Behavior identified by the district as grounds for discretionary DAEP placement
- Actions or demonstrations that substantially disrupt or materially interfere with school activities
- Refusal to attempt or complete school work as assigned
- Insubordination
- Profanity, vulgar language, or obscene gestures
- Leaving school grounds without permission
- Falsification of records, passes, or other school-related documents
- Refusal to accept discipline assigned by the teacher or principal

Short-barrel firearm is 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:
- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies
- Place any person in fear of imminent serious bodily injury
- 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
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service
- Place the public or a substantial group of the public in fear of serious bodily injury
- 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.
Step 1 - Verbal warning and/or Written Notice  
Review of offense  
Conference with Principal/Counselor  
Possible Detention Assignment; “D-Hall”  
Possible Saturday School Assignment  
Change of clothing or alter clothing for Dress Code Violation

Step 2 - Verbal warning and/or Written Notice  
Review of offense  
Parent Conference  
Possible Detention Assignment; “D-Hall”  
Possible Saturday School Assignment  
Loss of Technology Privileges  
Corporal Punishment  
Lunch Detention  
After School Detention  
ISS Placement  
Community Service  
Possible corporal punishment with parental notification

Step 3 - Minimum of After School Detention, or Saturday School or In-School Suspension(ISS) - Number of days assigned is dependent upon violation(s)  
Possible corporal punishment with parental notification

Step 4 - Emergency removal (Up to 3 days pending investigation)

Step 5 - Out of School Suspension (Up to 3 days pending investigation)

Step 6 - Disciplinary Alternative Education Program (Out of School Suspension/DAEP)

Step 7 - Expulsion - A student may be expelled to a Disciplinary Alternative Education Program (DAEP), or in severe cases, expelled without placement in an educational setting

SEVERITY OF ACTION, OR PERSISTENT MISBEHAVIOR MAY RESULT IN STEPS 3, 4, 5, 6 or 7 WITHOUT PRIOR STEPS BEING TAKEN. ANY PROHIBITED ITEMS WILL BE CONFISCATED BY CAMPUS ADMINISTRATORS. ADMINISTRATORS MAY SUSPEND A STUDENT UP TO 3 DAYS PENDING INVESTIGATION AND PRIOR TO ISS OR DAEP PLACEMENT.

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.

DISCIPLINARY DECISIONS WILL BE DETERMINED BY CAMPUS ADMINISTRATORS, OR DESIGNEE, AND ANY VIOLATION OF STUDENT CODE OF CONDUCT NOT ADDRESSED IN THESE GUIDELINES WILL BE DISCIPLINED ACCORDING TO ADMINISTRATIVE DISCRETION.
### STUDENTS UNDER THE AGE OF 10

The Education Code requires that any student under 10 years of age who commits an expellable offense be placed in a DAEP. He or she cannot be expelled from the district.

- A student under age 6 cannot be removed from class and placed in a DAEP unless the student commits a federal firearms violation.
- Students between ages 6 and 9 who commit an expellable offense must be placed in a DAEP.
- Elementary students cannot be placed in a DAEP with students not in elementary school.

### SUPERINTENDENT DISCIPLINARY GUIDELINES

**(DISCIPLINARY DECISIONS AND DURATIONS, INCLUDING EXPULSION, SUSPENSION, AND/OR PLACEMENT IN DAEP WILL BE MADE BY SUPERINTENDENT CAMPUS ADMINISTRATORS)**

#### OFFENSES AND CONSEQUENCES LISTED BY GRADE LEVELS

**PEIMS Codes 01-41**

These categories must be reported on PEIMS when removed from regular educational setting for one day or more.

| PEIMS 01 | Disruptive behavior - TEC 37.002(b)  
**Discretionary Placement based on severity or number of offenses** | 1st offense or minor incident | Step 1 | Step 1 | Step 3  
1 day | Step 3  
1 day |
|---|---|---|---|---|
| PEIMS 04 | Possessed or used marijuana or other controlled substance – TEC 37.006(a)(2)(C) and 37.007(b) for under the influence  
**Mandatory removal to DAEP** | 1st offense | Step 6  
30 days | Step 6  
30 days | Step 6  
45 days | Step 6  
45 days |
| | Possessed to sell or distribute marijuana or other controlled substance – TEC 37.006(a)(2)(C) and 37.007(b) for under the influence  
**Mandatory removal to DAEP** | 1st offense | Step 6  
60 days | Step 6  
60 days | Step 6  
120 days | Step 6  
120 days |
| | | 2nd offense | Step 6  
60 days | Step 6  
85 days | Step 6  
85 days | |
| | | 3 or more offenses or severe incident | Step 6  
85 days | Step 7  
85 days | Step 7  
120 days | Step 7  
120 days |
| | | 2nd or more offenses or severe incident | Step 6  
85 days | Step 7  
85 days | Step 7  
180 days | Step 7  
180 days |

A violation of the DAEP Guidelines regarding “criminal trespass” at any campus or at any school sponsored activity will result in an additional 20 day placement at the DAEP campus.

**Offense**

- Grades PK-2
- Grades 3-5
- Grades 6-8
- Grades 9-12
- Disciplinary Alternative Education Placement (DAEP)

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<table>
<thead>
<tr>
<th>Action Codes</th>
<th>Categories</th>
<th>Offense</th>
<th>Grades PK-2</th>
<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Disciplinary Alternative Education Placement (DAEP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEIMS 05</td>
<td>Possessed, used, or was under the influence of an alcoholic beverage - TEC 37.006(a)(2)(D and 37.007(b)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Grades PK-5: Possible early release at 20 days. Grades 6-12: Possible early release at 30 days based upon successful days while in DAEP. Successful days are based upon DAEP policy/tracking form.</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; offense</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
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<td>Possessed, sold, or distributed an alcoholic beverage - TEC 37.006(a)(2)(D and 37.007(b)</td>
<td>3 or more offenses or severe incident</td>
<td>Step 6 60 days</td>
<td>Step 6 60 days</td>
<td>Step 7 85 days</td>
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<td>PEIMS 06</td>
<td>Possessed, sold, or distributed abusable volatile chemicals - TEC 37.006(a)(2)(E)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
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<td>Public lewdness or indecent exposure - TEC 37.006(a)(2)(F)</td>
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<td>Step 6 85 days</td>
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<tr>
<td>3 or more offenses or severe incident</td>
<td>Step 6 85 days</td>
<td>Step 6 85 days</td>
<td>Step 7 Expulsion - 180 days</td>
<td>Step 7 Expulsion - 180 days</td>
<td></td>
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</tr>
<tr>
<td>(Mandatory removal to DAEP)</td>
<td>PEIMS 07</td>
<td>Public lewdness or indecent exposure - TEC 37.006(a)(2)(F)</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td></td>
</tr>
<tr>
<td>Action Codes</td>
<td>Categories</td>
<td>Offense</td>
<td>Grades PK-2</td>
<td>Grades 3-5</td>
<td>Grades 6-8</td>
<td>Grades 9-12</td>
<td>Disciplinary Alternative Education Placement (DAEP)</td>
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<tr>
<td>PEIMS 08</td>
<td>Retaliation against school employee-TEC 37.006(b) and 37.007(d)</td>
<td>1st offense</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Step 6 120 days</td>
<td>Step 6 120 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td>(Mandatory removal to DAEP)</td>
<td>2 or more offenses or severe incident</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Step 7 Expulsion-165 days and 15 days in DAEP</td>
<td>Step 7 Expulsion-165 days and 15 days in DAEP</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 09</td>
<td>Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5, Penal Code-TEC 37.006(c)</td>
<td>1st offense</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Step 6 85 days</td>
<td>Step 6 85 days</td>
<td>Until offense is resolved</td>
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<tr>
<td></td>
<td>(Mandatory removal to DAEP)</td>
<td>2nd offense</td>
<td>Step 6 85 days</td>
<td>Step 6 85 days</td>
<td>Step 6 120 days</td>
<td>Step 6 120 days</td>
<td>Until offense is resolved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 6 120 days</td>
<td>Step 6 120 days</td>
<td>Step 6 180 days</td>
<td>Step 6 180 days</td>
<td>Until offense is resolved</td>
</tr>
<tr>
<td>PEIMS 10</td>
<td>Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5, Penal Code-TEC 37.006(d) (Discretionary Placement based on severity or number of offenses)</td>
<td>1st offense</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Until offense is resolved</td>
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<td></td>
<td></td>
<td>2nd offense</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Step 6 85 days</td>
<td>Step 6 85 days</td>
<td>Until offense is resolved</td>
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<td></td>
<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Step 6 120 days</td>
<td>Step 6 120 days</td>
<td>Until offense is resolved</td>
</tr>
<tr>
<td>PEIMS 11</td>
<td>Used, exhibited, or possessed a firearm-TEC 37.007(a)(1)(A) and/or 37.007(e) brings a firearm to school (Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severe incident</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 12</td>
<td>Used, exhibited, or possessed an illegal knife-TEC 37.007(a)(1)(B) (Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
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<td>Repeat offense or severe incident</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td>Action Codes</td>
<td>Categories</td>
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<td>Grades PK-2</td>
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<td>PEIMS 13</td>
<td>Used, exhibited, or possessed an illegal club-TEC 37.007(a)(1)(C) (Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severe incident</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 14</td>
<td>Used, exhibited, or possessed a prohibited weapon under Penal Code Section 45.05-TEC 37.007(a)(1)(D) (Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severe incident</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 16</td>
<td>Arson-TEC 37.007(a)(2)(B) (Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severe incident</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 17</td>
<td>Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC 37.007(a)(2)(C) (Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td>Repeat offense or severe incident</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 18</td>
<td>Indecency with a child- TEC 37.007(a)(2)(D) (Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severe incident</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 19</td>
<td>Aggravated kidnapping TEC 37.007(a)(2)(E) (Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severe incident</td>
<td>Step 7</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>Step 7 180 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<tr>
<td>Action Codes</td>
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<tr>
<td>PEIMS 20</td>
<td>Serious or persistent misconduct violating the student code of conduct while placed in alternative education program TEC 37.007(c) (Discretionary Placement based on severity or number of offenses)</td>
<td>1st offense</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal based on point system</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 or more offenses or severe incident</td>
<td>Step 7 20 days</td>
<td>Step 7 20 days</td>
<td>Step 7 20 days</td>
<td>Step 7 20 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 21</td>
<td>Violation of student code of conduct not included under TEC 37.006, 37.007, or 37.002(b) (Discretionary Placement based on severity or number of offenses)</td>
<td>1st offense</td>
<td>Step 3 1 day</td>
<td>Step 3 1 day</td>
<td>Step 3 5 days ISS</td>
<td>Step 3 5 days ISS</td>
<td>Disciplinary action will be determined by DAEP Coordinator and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 or more offenses or severe incident</td>
<td>Step 6</td>
<td>Discretionary Placement based on severity</td>
<td>Discretionary Placement based on severity</td>
<td>Discretionary Placement based on severity</td>
<td>Disciplinary action will be determined by DAEP Coordinator and Campus Principal</td>
</tr>
<tr>
<td>PEIMS 22</td>
<td>Criminal mischief TEC 37.007(f) $49.99 and Under - Damage Restitution Required</td>
<td>1st offense</td>
<td>Step 3 1 day</td>
<td>Step 3 1 day</td>
<td>Step 3 5 days ISS</td>
<td>Step 3 5 days ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd offense (Citation to City Court)</td>
<td>Step 6 3 days</td>
<td>Step 6 3 days</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td>Criminal mischief TEC 37.007(f) $50.00 and Over Damage Restitution Required</td>
<td>1st offense (Restitution required)</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td></td>
<td></td>
<td>2nd offense (Criminal Charges Filed)</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td>Emergency Placement to DAEP or expulsion TEC 37.019 (Discretionary Placement based on severity or number of offenses)</td>
<td>3 or more offenses (Criminal charges filed)</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
</tbody>
</table>

**RECORD AS AN ADDITIONAL OFFENSE CODE:**

WHEN A PRINCIPAL OR DESIGNEE REASONABLY BELIEVES THE BEHAVIOR IS SO UNRULY, DISRUPTIVE, OR ABUSIVE THAT IT SERIOUSLY INTERFERES WITH THE STUDENT’S CLASSMATE’S ABILITY TO LEARN, OR WITH THE OPERATION OF A SCHOOL OR SCHOOL SPONSORED ACTIVITY, THE STUDENT MAY BE REMOVED, PENDING A CONFERENCE AND/OR HEARING. (STEP 4 OR STEP 5)
<table>
<thead>
<tr>
<th>Action Codes</th>
<th>Categories</th>
<th>Offense</th>
<th>Grades PK-2</th>
<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Disciplinary Alternative Education Placement (DAEP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEIMS 26</td>
<td>Terroristic threat TEC 37.006 (a)(1) or 37.007(b)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; offense</td>
<td>Step 6 15 days</td>
<td>Step 6 15 days</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td></td>
<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 85 days</td>
<td>Step 6 85 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>PEIMS 27</td>
<td>Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer TEC 37.007(b)(2)(C)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 120 days</td>
<td>Step 6 120 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2 or more offenses or severe incident</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 28</td>
<td>Assault under Penal Code Section 22.01(a)(1) against someone other than a school district employee or volunteer TEC 37.007(b)(2)(B)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2nd offense</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 85 days</td>
<td>Step 6 85 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
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<td>3 or more offenses or severe incident</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Step 6 120 days</td>
<td>Step 6 120 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>PEIMS 29</td>
<td>Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer TEC 37.007(d)</td>
<td>Any offense</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severity of action</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 30</td>
<td>Aggravated assault under Penal Code Section 22.02 against someone other than a school district employee or volunteer TEC 37.007(a)(2)(A)</td>
<td>Any offense</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severity of action</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<tr>
<td>PEIMS 31</td>
<td>Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer TEC 37.007(d) <em>(Mandatory Expulsion)</em></td>
<td>Any offense</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; <em>Under 10 years of age to DAEP</em></td>
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<td></td>
<td></td>
<td>Repeat offense or severity of action</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; <em>Under 10 years of age to DAEP</em></td>
</tr>
<tr>
<td>PEIMS 32</td>
<td>Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer TEC 37.007(a)(2)(A) <em>(Mandatory Expulsion)</em></td>
<td>Any offense</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; <em>Under 10 years of age to DAEP</em></td>
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<td></td>
<td></td>
<td>Repeat offense or severity of action</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; <em>Under 10 years of age to DAEP</em></td>
</tr>
<tr>
<td>PEIMS 33</td>
<td>Possessed, purchased, used or accepted a cigarette or tobacco product as defined in the Health and Safety Code, Section 3.01, chapter 161.252 <em>(Mandatory Expulsion)</em></td>
<td>1st offense</td>
<td>Step 3 2 days</td>
<td>Step 3 2 days</td>
<td>Step 3 5 days</td>
<td>Step 3 5 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2nd offense</td>
<td>Step 3 5 days</td>
<td>Step 3 5 days</td>
<td>Step 3 10 days</td>
<td>Step 3 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>PEIMS 34</td>
<td>School-related gang violence <em>(Discretionary Placement based on severity or number of offenses)</em></td>
<td>1st offense</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2 or more offenses or severe incident</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 85 days</td>
<td>Step 6 85 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>PEIMS 35</td>
<td>False alarm/false report-TEC 37.006(a)(1) and 37.007 (b) <em>(Mandatory removal to DAEP)</em></td>
<td>1st offense</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 30 days</td>
<td>Step 6 30 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd offense</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Step 6 85 days</td>
<td>Step 6 85 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 6 30 days</td>
<td>Step 7 30 days</td>
<td>Step 7 180 days expulsion</td>
<td>Step 7 180 days expulsion</td>
<td>One year expulsion; <em>Under 10 years of age to DAEP</em></td>
</tr>
<tr>
<td>Action Codes</td>
<td>Categories</td>
<td>Offense</td>
<td>Grades PK-2</td>
<td>Grades 3-5</td>
<td>Grades 6-8</td>
<td>Grades 9-12</td>
<td>Disciplinary Alternative Education Placement (DAEP)</td>
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<tr>
<td>PEIMS 36</td>
<td>Felony controlled substance violation TEC 37.007(a)(3)&lt;br&gt;(Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td>Repeat offense or severe incident</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 37</td>
<td>Felony alcohol violation TEC 37.007(a)(3)&lt;br&gt;(Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td></td>
<td></td>
<td>Repeat offense or severe incident</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 41</td>
<td>Fighting/Mutual Combat Excludes all offenses under Penal Code 22.01</td>
<td>1st Offense</td>
<td>Step 3&lt;br&gt;3 days</td>
<td>Step 3&lt;br&gt;3 days</td>
<td>Step 3&lt;br&gt;5-10 days</td>
<td>Step 6&lt;br&gt;10 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense</td>
<td>Step 3&lt;br&gt;5 days</td>
<td>Step 3&lt;br&gt;5 days</td>
<td>Step 6&lt;br&gt;20 days</td>
<td>Step 6&lt;br&gt;20 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
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<td>3rd or more Offense or Injury</td>
<td>Step 6&lt;br&gt;10 days</td>
<td>Step 6&lt;br&gt;10 days</td>
<td>Step 6&lt;br&gt;45 days</td>
<td>Step 6&lt;br&gt;45 days</td>
<td>One year expulsion; Under 10 years of age to DAEP</td>
</tr>
<tr>
<td>PEIMS 46</td>
<td>Aggravated robbery TEC 37.007(a)(2)(F)&lt;br&gt;(Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>One year expulsion; under 10 years of age to DAEP</td>
<td></td>
</tr>
<tr>
<td>PEIMS 47</td>
<td>Manslaughter TEC 37.007(a) (2)(G)&lt;br&gt;(Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>One year expulsion; under 10 years of age to DAEP</td>
<td></td>
</tr>
<tr>
<td>PEIMS 48</td>
<td>Criminally negligent homicide TEC 37.007(a) (2)(H)&lt;br&gt;(Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>One year expulsion; under 10 years of age to DAEP</td>
<td></td>
</tr>
<tr>
<td>PEIMS 49</td>
<td>Engages in deadly conduct TEC 37.007(a)(2)(F)&lt;br&gt;(Mandatory Expulsion)</td>
<td>Any offense</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>Step 7&lt;br&gt;180 days expulsion</td>
<td>One year expulsion; under 10 years of age to DAEP</td>
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</tbody>
</table>
### Table: Action Codes 101-401

<table>
<thead>
<tr>
<th>Action Codes</th>
<th>Categories</th>
<th>Offense</th>
<th>Grades PK-2</th>
<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Disciplinary Alternative Education Placement (DAEP)</th>
</tr>
</thead>
</table>
| 101 (PEIMS 021) | Violation of District Vehicle Rules  
(May include removal of riding privileges in addition to AISD disciplinary procedures) | 1st Offense | Step 1 | Step 1 | Step 1 | Step 1 | Disciplinary action will be determined by DAEP Principal and Campus Principal |
| 102 (PEIMS 021) | Dress Code Violations | 1st Offense | Step 1 | Step 1 | Step 1 | Step 1 | Disciplinary action will be determined by DAEP Principal and Campus Principal |
| 103(a) (PEIMS 021) | Minor Insubordination: Disrespect, ignoring requests, inappropriate classroom behavior | 1st Offense | Step 1 | Step 1 | Step 1 | Step 1 | Disciplinary action will be determined by DAEP Principal and Campus Principal |
| 103(b) (PEIMS 021) | Major Insubordination: Profanity, arguing, flagrant disrespect | 1st Offense | Step 3 | 2 days | Step 3 | 2 days | Disciplinary action will be determined by DAEP Principal and Campus Principal |
| 104 (PEIMS 021) | Cheating, copying, plagiarizing  
(Will result in grade reductions) | 1st Offense | Step 2 | Step 2 | Step 2 | Step 2 | Disciplinary action will be determined by DAEP Principal and Campus Principal |
| 105 (PEIMS 021) | Skipping school or leaving school grounds and school sponsored events without permission. | 1st Offense | Step 1 | Step 1 | Step 3 | 3 days ISS | Disciplinary action will be determined by DAEP Principal and Campus Principal |

Refer to District Vehicles Owned or Operated by the District Discipline Guidelines for Elementary and Secondary Students

Does Not Apply
<table>
<thead>
<tr>
<th>Action Codes</th>
<th>Categories</th>
<th>Offense</th>
<th>Grades PK-2</th>
<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Disciplinary Alternative Education Placement (DAEP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>106 (PEIMS 021)</td>
<td>Tardy</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>See tardy policy in APS handbook</td>
<td>See tardy policy in AES Handbook</td>
<td>See tardy policy in AMS Handbook</td>
<td>See tardy policy in AHS Handbook</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; and 3&lt;sup&gt;rd&lt;/sup&gt; Offense</td>
<td>See tardy policy in APS handbook</td>
<td>See tardy policy in AES Handbook</td>
<td>See tardy policy in AMS Handbook</td>
<td>See tardy policy in AHS Handbook</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 or more offenses or severe incident</td>
<td>See tardy policy in APS handbook</td>
<td>See tardy policy in AES Handbook</td>
<td>See tardy policy in AMS Handbook</td>
<td>See tardy policy in AHS Handbook</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>107 (PEIMS 021)</td>
<td>Cutting or leaving class</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 1</td>
<td>Step 1</td>
<td>Step 3 1 day ISS</td>
<td>Step 3 1 day ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 3 3 days ISS</td>
<td>Step 3 3 days ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
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<td></td>
<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 6 10 days DAEP</td>
<td>Step 6 10 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>109</td>
<td>Truancy</td>
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<td>A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year. If a student ages 12–19 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.</td>
<td></td>
</tr>
<tr>
<td>110 (PEIMS 021)</td>
<td>Violation of Technology and / or Computer “Acceptable Use Policy” as established by the AISD Code of Conduct</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2nd Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 3</td>
<td>Loss of computer for 2 weeks, take to library, only check out with teacher note for class time. Computer must go back to library each day</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
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<td>3 or more offenses or severe incident</td>
<td>Step 3</td>
<td>Step 3</td>
<td>Step 3</td>
<td>Loss of computer for the semester, take to library, only check out with teacher note for class time. Computer must go back to library each day</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>Action Codes</td>
<td>Categories</td>
<td>Offense</td>
<td>Grades PK-2</td>
<td>Grades 3-5</td>
<td>Grades 6-8</td>
<td>Grades 9-12</td>
<td>Disciplinary Alternative Education Placement (DAEP)</td>
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<tr>
<td>111 (PEIMS 021)</td>
<td>Violation of Vehicle Use on Campus Atlanta High School</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Warning, Loss of Driving/Parking Privileges</td>
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<td></td>
<td></td>
<td>2 Offense</td>
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<td>3 or more offenses or severe incident</td>
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<td>201 (PEIMS 021)</td>
<td>Possession laser lights, matches, lighters, or any other prohibited item(s) Item will be confiscated; Unclaimed items will be destroyed after 30 days</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>3 or more offenses or severe incident</td>
<td>Step 3</td>
<td>Step 3</td>
<td>Step 3</td>
<td>Step 3</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>202 (PEIMS 021)</td>
<td>Gambling</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>3 or more offenses or severe incident</td>
<td>Step 3</td>
<td>3 days</td>
<td>Step 3</td>
<td>3 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>203 (PEIMS 021)</td>
<td>Theft/Minor Offenses ($49.99 or less) *Occurring at any AISD school sponsored event or activity:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>1 day</td>
<td>Step 3</td>
<td>3 days ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 3</td>
<td>2 days ISS</td>
<td>Step 3</td>
<td>5 days ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>3 or more offenses or severe incident</td>
<td>Step 6</td>
<td>10 days ISS</td>
<td>Step 6</td>
<td>10 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>204 (PEIMS 021)</td>
<td>Theft/Major Offenses ($50.00 or more) *Occurring at any AISD school sponsored event or activity:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 3</td>
<td>5 days ISS</td>
<td>Step 3</td>
<td>10 days ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 3</td>
<td>10 days ISS</td>
<td>Step 6</td>
<td>20 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td></td>
<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 6</td>
<td>10 days DAEP</td>
<td>Step 6</td>
<td>85 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>205 (PEIMS 021)</td>
<td>Extortion, coercion, or blackmail: Obtaining money, objects, or favors from unwilling person(s)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 3</td>
<td>1 day ISS</td>
<td>Step 3</td>
<td>10 days ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 3</td>
<td>3 days ISS</td>
<td>Step 6</td>
<td>45 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
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<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 6</td>
<td>10 days DAEP</td>
<td>Step 6</td>
<td>85 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
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<td>Action Codes</td>
<td>Categories</td>
<td>Offense</td>
<td>Grades PK-2</td>
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<tr>
<td>300</td>
<td>Student to employees or patrons, verbal abuse, profanity, vulgar or inappropriate language or behavior, obscene gestures</td>
<td>1st Offense</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Step 6 10 days DAEP</td>
<td>Step 6 10 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td></td>
<td></td>
<td>2nd Offense</td>
<td>Step 3 5 days</td>
<td>Step 3 5 days</td>
<td>Step 6 20 days DAEP</td>
<td>Step 6 20 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>3rd Offense</td>
<td>Step 6 10 days DAEP</td>
<td>Step 6 10 days DAEP</td>
<td>Step 6 45 days DAEP</td>
<td>Step 6 45 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>301a</td>
<td>Student to student verbal abuse, profanity, vulgar or inappropriate language or behavior, obscene gestures</td>
<td>1st Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td></td>
<td></td>
<td>2-3 Offenses</td>
<td>Step 3 1 day</td>
<td>Step 3 1 day</td>
<td>Step 3 5 days ISS</td>
<td>Step 3 5 days ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
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<td>4 or more offenses or severe incident</td>
<td>Step 3 3 days ISS</td>
<td>Step 3 3 days ISS</td>
<td>Step 6 10 days DAEP</td>
<td>Step 6 10 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>301b</td>
<td>Indirect Profanity</td>
<td>1st Offense</td>
<td>Step 1</td>
<td>Step 1</td>
<td>Step 2 Step 3 1 day</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td></td>
<td></td>
<td>2nd Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 3 1 day</td>
<td>Step 3 3 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td></td>
<td></td>
<td>3rd Offense</td>
<td>Step 2 3 days</td>
<td>Step 2 3 days</td>
<td>Step 3 3 days</td>
<td>Step 3 5 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>302</td>
<td>Hazing/Bullying</td>
<td>1st Offense</td>
<td>Step 2 3 days</td>
<td>Step 3 3 days</td>
<td>Step 3 5 days ISS</td>
<td>Step 3 5 days ISS</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td></td>
<td>Conducting or directing any demeaning action forced upon an unwilling person</td>
<td>2nd Offense</td>
<td>Step 2 5 days</td>
<td>Step 3 5 days</td>
<td>Step 6 10 days DAEP</td>
<td>Step 6 10 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>3 or more offenses or severe incident</td>
<td>Step 2 10 days</td>
<td>Step 3 10 days</td>
<td>Step 6 20 days DAEP</td>
<td>Step 6 20 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
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<td>302a</td>
<td>Making Hit List</td>
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<td>Step 2 3 days</td>
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<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>2nd Offense</td>
<td>Step 2 5 days</td>
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<td>Step 6 20 days DAEP</td>
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<td>3 or more offenses or severe incident</td>
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<td>Step 6 45 days DAEP</td>
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<td>302b</td>
<td>Cyberbullying</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
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<td>Step 6 20 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>303</td>
<td>Horseplay: Intentional physical actions between willing participants; Throwing objects</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2 1 day</td>
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<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>304</td>
<td>Pushing/Shoving/Hitting</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 1</td>
<td>Step 1</td>
<td>Step 2 3 days</td>
<td>Step 2 3 days</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
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<td>Step 2 1 day</td>
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<td>Step 6 10 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>305</td>
<td>Simple Assault against someone other than a school district employee or volunteer</td>
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<td>Step 2 3 days ISS</td>
<td>Step 3 3 days ISS</td>
<td>Step 6 10 days DAEP</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 2 5 days ISS</td>
<td>Step 2 5 days ISS</td>
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<tr>
<td>306</td>
<td>Simple Assault against school district employee or volunteer</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 3 5 days ISS</td>
<td>Step 3 5 days ISS</td>
<td>Step 6 20 days DAEP</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 3 10 days ISS</td>
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<td>Step 6 20 days DAEP</td>
<td>Step 6 20 days DAEP</td>
<td>Step 6 85 day DAEP</td>
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<td>307 (PEIMS 021)</td>
<td>Retaliation against another student</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Step 6 20 days DAEP</td>
<td>Step 6 20 days DAEP</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
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<td>308 (PEIMS 021)</td>
<td>Discharging a fire extinguisher</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Step 3 5 days</td>
<td>Step 3 5 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td>Student/parents liable for monetary restitution</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 3 5 days</td>
<td>Step 3 5 days</td>
<td>Step 6 10 days DAEP</td>
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<td>Step 6 20 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>310 (PEIMS 021)</td>
<td>Participation in, or representation of self as a member of any secret society, fraternity, sorority, or gang</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2 1 day</td>
<td>Step 2 1 day</td>
<td>Step 6 20 days DAEP</td>
<td>Step 6 20 days DAEP</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
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<td>3 or more offenses or severe incident</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 85 days DAEP</td>
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<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>311 (PEIMS 022)</td>
<td>Defacing or damaging school property with graffiti or by any other means</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2 1 day</td>
<td>Step 2 1 day</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>Student/parents liable for monetary damages</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 3 3 days</td>
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<td>Step 6 10 days</td>
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<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>312 (PEIMS 021)</td>
<td>Possession of a “Pocket Knife”</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2 1 day</td>
<td>Step 2 1 day</td>
<td>Step 2 1 day</td>
<td>Step 2 1 day</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>Knife will be confiscated.</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Step 3 5 days</td>
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<td>Step 3 3 days</td>
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<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
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<td>313 (PEIMS 021)</td>
<td>Displaying a “Pocket Knife”</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2 1 day</td>
<td>Step 2 1 day</td>
<td>Step 3 5 days</td>
<td>Step 3 5 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>Knife will be confiscated.</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Step 6 10 days</td>
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<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>314 (PEIMS 021)</td>
<td>Possessing a razor, box cutter, chain, or any other object that may be used in a way that threatens or inflicts bodily harm</td>
<td>1st Offense</td>
<td>Step 3</td>
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<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>2nd Offense</td>
<td>Step 6</td>
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<td>315 (PEIMS 021)</td>
<td>Public Display of Affection (PDA)</td>
<td>1st Offense</td>
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<td>2nd Offense</td>
<td>Step 2</td>
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<td>315 (a) (PEIMS 021)</td>
<td>Sexual Misconduct</td>
<td>1st Offense</td>
<td>Step 3</td>
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<td>2nd Offense</td>
<td>Step 3</td>
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<td>316 (PEIMS 021)</td>
<td>Sexual Harassment/Verbal</td>
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<td>2nd Offense</td>
<td>Step 3</td>
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<td>317 (PEIMS 021)</td>
<td>Sexual Harassment/Physical</td>
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| 318 (a)     | “Substance Abuse”: Possession or use of:  
(a) unauthorized medication or supplement | 1<sup>st</sup> Offense | Step 2 | Step 2 | Step 2 | Step 2 | Disciplinary action will be determined by DAEP Principal and Campus Principal |
|             |            | 2<sup>nd</sup> Offense | Step 3 3 days | Step 3 3 days | Step 6 10 days DAEP | Step 6 10 days DAEP | |
|             |            | 3 or more offenses or severe incident | Step 6 10 days | Step 6 10 days | Step 6 45 days DAEP | Step 6 45 days DAEP | |
| 318 (b)     | “Substance Abuse”: Possession or use of:  
(b) illegal medication or supplement | 1<sup>st</sup> Offense | Step 3 1 day | Step 3 1 day | Step 6 20 days | Step 6 20 days | Disciplinary action will be determined by DAEP Principal and Campus Principal |
|             |            | 2<sup>nd</sup> Offense | Step 3 3 days | Step 3 3 days | Step 6 45 days | Step 6 45 days | |
|             |            | 3 or more offenses or severe incident | Step 6 10 days | Step 6 10 days | Step 6 85 days | Step 6 85 days | |
| 318 (c)     | “Substance Abuse”: Possession or use of:  
(c) felony possession of controlled substance | 1<sup>st</sup> Offense | Step 6 45 days | Step 6 45 days | Step 6 120 days | Step 6 120 days | Disciplinary action will be determined by DAEP Principal and Campus Principal |
|             |            | 2<sup>nd</sup> Offense | Step 6 85 days DAEP | Step 6 85 days DAEP | Step 7 180 days expulsion | Step 7 180 days expulsion | |
| 319 (a)     | (PEIMS 02) “Substance Abuse”: Possession to sell or distribute:  
(a) unauthorized medication or supplement (including any “simulated controlled substance”) | 1<sup>st</sup> Offense | Step 6 10 days | Step 6 10 days | Step 6 45 days | Step 6 45 days | Disciplinary action will be determined by DAEP Principal and Campus Principal |
|             |            | 2 or more offenses or severe incident | Step 6 45 days | Step 6 45 days | Step 6 85 days DAEP | Step 6 85 days DAEP | |
| 319 (b)     | “Substance Abuse”: Possession to sell or distribute:  
(b) illegal medication or supplement (including any “simulated controlled substance”) | 1<sup>st</sup> Offense | Step 6 45 days | Step 6 45 days | Step 6 85 days DAEP | Step 6 85 days DAEP | |
|             |            | 2 or more offenses or severe incident | Step 6 90 days | Step 6 90 days | Step 6 120 days | Step 6 120 days | |

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<th>Action Codes</th>
<th>Categories</th>
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<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Disciplinary Alternative Education Placement (DAEP)</th>
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<tr>
<td>319 (c)</td>
<td>“Substance Abuse”: Possession to sell or distribute: (c) felony possession of controlled substance: 120 days minimum (including any “simulated controlled substance”)</td>
<td>1st Offense</td>
<td>Step 6 120 days</td>
<td>Step 6 120 days</td>
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<td>Step 6 120 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>Step 7 180 days expulsion</td>
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<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>320 (PEIMS 021)</td>
<td>“Simulated” Alcoholic Substance: Possessed to use, sell or distribute any substance purported to be alcoholic</td>
<td>1st Offense</td>
<td>Step 3 10 days</td>
<td>Step 3 10 days</td>
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<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>2nd Offense</td>
<td>Step 6 15 days</td>
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<td>Step 6 45 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>321 (PEIMS 021)</td>
<td>“Simulated” Tobacco Product*: Possessed to use, sell or distribute any substance purported to be tobacco products</td>
<td>1st Offense</td>
<td>Step 3 1 day</td>
<td>Step 3 1 day</td>
<td>Step 3 5 days</td>
<td>Step 3 5 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2nd Offense</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Step 3 10 days</td>
<td>Step 3 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>3 or more offenses or severe incident</td>
<td>Step 3 5 days</td>
<td>Step 3 5 days</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>321 (A)</td>
<td>Possessed to use, sell or distribute e-cigarettes and vaporizing products</td>
<td>Same as 321</td>
<td>Same as 321</td>
<td>Same as 321</td>
<td>Same as 321</td>
<td>Same as 321</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>322 (PEIMS 021)</td>
<td>Possessing or selling a “simulated” weapon</td>
<td>1st Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 3 10 days</td>
<td>Step 3 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2nd Offense</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>3 or more offenses or severe incident</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>323 (PEIMS 021)</td>
<td>Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device</td>
<td>1st Offense</td>
<td>Step 3 1 day</td>
<td>Step 3 1 day</td>
<td>Step 3 10 days</td>
<td>Step 3 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td></td>
<td>2nd Offense</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>3 or more offenses or severe incident</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 45 days</td>
<td>Step 6 45 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>Action Codes</td>
<td>Categories</td>
<td>Offense</td>
<td>Grades PK-2</td>
<td>Grades 3-5</td>
<td>Grades 6-8</td>
<td>Grades 9-12</td>
<td>Disciplinary Alternative Education Placement (DAEP)</td>
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<tr>
<td>324 (PEIMS 021)</td>
<td>Falsifying records, passes, or other school-related documents</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2 1 day</td>
<td>Step 2 1 day</td>
<td>Step 3 3 days</td>
<td>Step 3 3 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 2 3 days</td>
<td>Step 2 3 days</td>
<td>Step 3 5 days</td>
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<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<tr>
<td>401 (PEIMS 021)</td>
<td>Persistent “On-Campus” Misbehavior Four or more incidents</td>
<td>Multiple Serious Incidents</td>
<td>Step 6 10 days</td>
<td>Step 6 10 days</td>
<td>Step 6 20 days</td>
<td>Step 6 20 days</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
</tr>
<tr>
<td>402 (PEIMS 021)</td>
<td>The use of laptops, cellular telephones, iPods, or any other electronic item(s) without teacher permission. *Item will be confiscated; Unclaimed items will be destroyed after 30 days Cell phones taken up for inappropriate use: *1st offense-Confiscate, parent pick up *2nd offense-Confiscate, $15 fine, parent pick up *3rd offense- Confiscate, $15 fine, parent pick up</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Step 2</td>
<td>Disciplinary action will be determined by DAEP Principal and Campus Principal</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Step 2</td>
<td>Step 2</td>
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</tbody>
</table>

Approval by AISD Board of Trustees (06/26/2018)