

Code of Conduct

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Introduction

All students are entitled to benefit from the basic rights recognized and protected by law for persons of their age and maturity attending the public schools of the state. Spring Branch Independent School District (SBISD) schools foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and other school employees. The rules of conduct and discipline contained within this *Student Code of Conduct* (the *Code*) are established to achieve and maintain order in the SBISD schools. Students are governed by this *Code* and those who violate the *Code* or rights of others or who violate SBISD or campus rules shall be subject to the provisions contained within this *Student Code of Conduct*.

A discipline violation includes the planning of, or conspiring to commit an offense and/or commission of an offense. After an investigation, certain offenses may result in the filing of charges by the SBISD Police Department through the Harris County District Attorney's Office, Harris County Juvenile Probation Department or the Harris County Justice of the Peace Court depending on the nature of the misconduct. Principals are required, by law, to report certain activities to the SBISD Police Department. Persons detained by the SBISD Police Department for criminal charges, including juveniles 10-16 years of age, must be fingerprinted and photographed before being released back to a parent or being transported to a juvenile holding facility. The District will consider a claim of self-defense and the disciplinary history of the student concerning any offense that may result in suspension, discipline alternative education program placement, or expulsion.

All ticketable offenses may require transporting the student to the SBISD Police Department.

This *Student Code of Conduct* is the product of collaboration between SBISD and the Harris County Juvenile Board in response to the requirements of *Chapter 37* of the *Texas Education Code* by the 74th Legislature. SBISD and the Harris County Juvenile Board have entered into a Memorandum of Understanding concerning various requirements of *Chapter 37* of the *Texas Education Code*. The Memorandum of Understanding between SBISD and the Harris County Juvenile Board is incorporated by reference into this *Student Code of Conduct*.

Pursuant to the *Texas Education Code* (*TEC*) and applicable rules, the Board of Trustees (the Board) of the Spring Branch Independent School District (the District) adopted the following *Student Code of Conduct* (the *Code*), as required under *TEC Section 37.001* at a meeting held May 18, 2009.

Development of the *Student Code of Conduct*

The District's *Code* was developed through a cooperative effort of the District Improvement Team, District administrators, and the Harris County Juvenile Board as required in *TEC Section 37.001*.

A draft of the *Code* was initially prepared by District administrative personnel and reviewed by the District's legal advisors. The draft was then submitted for review and comment to the District Improvement Team comprised of representatives of parents, teachers, administrators, and community business leaders.

Rights and Responsibilities

The rights and responsibilities of SBISD students, parents, teachers, principals, and district administrators are laid out in the Rights and Responsibilities section in the Appendix. The purpose of this section of the *Plan* is to provide a brief description of the more important rights and responsibilities of students. In general, students should have the maximum freedom allowable under law, commensurate with the school's responsibility for student health, safety, and welfare. Consequently, the school does not relinquish its authority and responsibility. Within each school, the principal has the responsibility for maintaining the orderly educational process. Maintenance of the orderly educational process shall be accomplished in a manner which both respects the rights and recognizes the responsibilities of students.

District Jurisdiction

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. Within the District's jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The District's jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the District or the safety or welfare of students or staff members or causes a substantial and material disruption on campus.

Guidelines for Disciplinary Actions

When imposing discipline, District personnel shall adhere to the following guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property; maintain essential order and discipline; and promote an environment conducive to learning.
- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include but are not limited to the following:
 - * Seriousness of the offense;
 - * Student's age;
 - * Student's disciplinary history;
 - * Intent or lack of intent at the time the student engaged in the conduct;
 - * Self defense;
 - * Potential effect of the misconduct on the school environment;
 - * Any mitigating factors.

Campus Discipline Person

The administrators on each campus have been designated by the Board as the Campus Discipline Person(s) for that campus with the authority to:

- Assess and implement the campus discipline management program in cooperation with teachers and staff;
- Remove a student from campus for compelling nondisciplinary reasons or pending a conference;
- Investigate allegations of student misconduct which includes questioning students, and searching a student or the student's belongings if there is reasonable suspicion that the student has violated a specific rule or law and the school administration reasonably expects that the search could produce evidence of that violation;
- Conduct conferences regarding removal of students to alternative educational placement; to make determination of guilt; and, upon such determination, to determine the duration of removal and the alternative educational placement to which a student should be removed.

The Superintendent or designee has been designated by the Board to conduct hearings concerning expulsion of students and to issue orders of expulsion upon determination of guilt of incorrigible conduct as a result of such hearings.

Levels of Violations in *Student Code of Conduct*

The *Code* classifies student violations according to their significance. There are five levels of increasingly serious violations. Minor offenses are classified as Level I violations. The most serious offenses are classified as Level V. Each level carries a range of consequences that is appropriate for the particular violation. Due to the nature of some offenses they may be listed under more than one level. In these cases, the principal will decide upon the appropriate level and consequence according to the specific circumstances of the violation. Repeated violations in one level may result in disciplinary consequences at the next level.

Procedures for Student Discipline Referrals

Most Level I offenses are considered minor violations of the *Student Code of Conduct* and, therefore, a written report of such offenses is ordinarily not required to be filed with the school principal or other appropriate administrator. However, if the teacher (1) imposes school detentions, (2) removes the student to the principal's office, or (3) has the student enter a behavioral contract, the teacher will file with the school principal or the other appropriate administrator a written report, not to exceed one page, documenting the violation.

A teacher with knowledge that a student has violated the *Student Code of Conduct* at Level II or higher must file a written report with the school principal. The principal or other appropriate administrator will send a copy of the report to the student's parents or guardian as soon as possible but not later than three school days after receipt of the report from the teacher. All consequences will be recorded and kept on file for future reference.

Procedures for Student Removal by Teachers *TEC 37.002, 37.003*

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with the *Student Code of Conduct*.

A teacher may remove from class a student:

- Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn;
- Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class under *Subsection (b)* (listed above), the principal may place the student into another appropriate classroom, into in-school suspension, or into a disciplinary alternative educational program (DAEP) as provided by *Section 37.008*. The principal may not return the student to that teacher's class without the teacher's consent unless the committee established under *Section 37.003* determines that such placement is the best or only alternative available. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

A teacher shall remove from class and send to the principal for placement in a DAEP or for expulsion, as appropriate, a student who engages in conduct described under *Section 37.006* or *37.007*. The student may not be returned to that teacher's class without the teacher's consent unless the committee established under *Section 37.003* determines that such placement is the best or only alternative available.

Each school shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the District regarding re-admission of expelled students. Members shall be appointed as follows:

- The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member;
- The principal shall choose one member from the professional staff of the campus;
- The teacher refusing to re-admit the student may not serve on the committee.

Student Code of Conduct Levels of Behavior

LEVEL I Disruptive Behavior—Minor Infractions

The first category is most important because early corrective action will usually avoid the need to progress to more restrictive categories. Students' first signs of misbehavior usually are not of a severe nature, but are signals for special attention. Communication, cooperation, and encouragement of positive behavior are the key ingredients at this level of remediation.

Level I disruptive offenses may include, but are not limited to:

- Disruption of school activities;
- Giving false information either verbally or in writing to a school staff member;
- Failure to follow the directions of a teacher, principal, bus driver, supervisor or other school staff member;
- Disrespect of a staff member;
- Gambling;
- Tardiness or truancy;
- Littering of school grounds;
- Trespassing;
- Dress code violations [see Dress Code Violation, p. C-13 and Dress Code, p. H-16, Secondary Handbook].

Students guilty of a first Level I offense may receive any of the discipline management techniques appropriate for the situation as determined by a school administrator, including, but not limited to:

- Detention [see Detention, p. C-17];
- Denial of classroom privileges;
- Verbal correction;
- Conference with the student;
- Special duties in classroom;
- Behavioral contracts;
- Parent telephone call, letter, and/or conference [see Parent-Teacher Conferences, p. C-16];
- Individualized behavior modification;
- Warning;
- Removal by teacher to principal's office;
- Referral to SBISD Police Department for appropriate legal action;
- Special education students—refer to IEP; and §504 students—refer to STAT accommodations;
- Peer mediation;
- Assignment to In-school Suspension.

A second Level I offense may result in any of the above consequences or suspension for up to three days and/or an additional assignment to in-school suspension. Repeated Level I offenses may ultimately result in assignment to a DAEP.

Persistent misbehavior of Level I may lead to consequences in Level II.

LEVEL II Serious Disruptive Behavior

In general, Level II offenses are considered more serious in nature and will carry more severe consequences. The discipline techniques at this stage are designed to teach the students positive alternative behaviors or to impress upon the student the negative consequences of negative behavior. After investigating the scope and nature of the offense committed, the campus administrator may implement any one or more of discipline management techniques.

Level II serious disruptive offenses may include, but are not limited to:

- Possession of articles inappropriate for school including electronic devices (i.e. iPods, radios, CD players, etc.), matches, laser pointers, and/or printed material not appropriate for school [see Telecommunication Devices/Electronic Devices, p. C-15];
- Improper use of telecommunication devices, authorized or unauthorized [see Telecommunication Devices/Electronic Devices, p. C-15];
- Cheating [see Cheating, p. C-12];
- Harassment or bullying [see Bullying, p. C-12];
- Gang Behavior [see Gangs, p. C-14].

Students guilty of a first Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by a school administrator, including, but not limited to:

- Conference with campus administrator;
- Behavioral contracts;
- Partial or complete denial of attendance and/or participation in extracurricular activities;
- Probation;
- Before/after school and/or Saturday detention [see Detention, p. C-17];
- Removal from class for up to three days (campus ISS);
- Parent notification;
- Teacher removal from class, documented behavior;
- Special education students—refer to IEP; and §504 students—refer to STAT accommodations;
- Referral to SBISD Police Department for appropriate legal action.

A second Level II offense may result in any of the above consequences or suspension for up to three days and/or an additional assignment to in-school suspension. Repeated or serious Level II offenses may ultimately result in assignment to a DAEP.

LEVEL III Serious or Persistent Misbehavior (Suspension/Campus ISS or DAEP)

After reasonable discipline management techniques have been imposed and the campus administrator determines that the student's presence in the regular classroom is disruptive to other students or persistent misbehavior violates the previously communicated standards of student conduct, the building administrator may remove a student to a disciplinary alternative educational program (DAEP), assign in-school suspension (ISS), or assign home suspension (up to three days).

If a student is suspended, the student's absence shall be considered excused if the student satisfactorily completes the class assignments for the period of suspension within the same number of days of his/her suspension, after the student's return to school.

Behaviors leading to such action may include, but are not limited to:

- Vandalism [see Vandalism, p. C-16];
- Gang activity, including being a member of a Gang [see Gangs, p. C-14];
- Tampering with, changing, or altering records or documents of the District by any method, including, but not limited to, computer access or other electronic means;
- Cheating—denial of credit [see Cheating, p. C-12];
- Directing profanity, vulgar language or obscene gestures toward other student, school personnel, or any other person;
- Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that may disrupt the school program or incite violence;
- Use/possession of tobacco [see Tobacco Possession/Use, p. C-15];
- Fighting;
- Harassment or Bullying [see Bullying, p. C-12];
- Insubordination [see Insubordination, p. C-14];
- Use of force or threat [see Assault, p. C-11];
- Engaging in any form of sexual harassment of another student or staff member [see Sexual Harassment, p. C-14];
- Planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption of the educational program;
- Possession of any weapon not prohibited in Level V, including but not limited to BB/pellet guns, knives, razors, box cutters, chains, fake guns, etc. [see Weapons, p. C-16];
- Possession of ammunition, fireworks, or other dangerous instruments;
- Misdemeanor theft;
- Extortion, coercion, kidnapping, or blackmail;
- Damaging and/or destroying and/or altering school computer hardware and/or software by any method including, but not limited to, the use of computer software viruses or other electronic means;
- Inappropriately using instructional materials including computers, computer systems, and other technology;
- Hazing [see Hazing, p. C-14];
- Possessing drug paraphernalia, as drug paraphernalia is defined by the *Texas Controlled Substance Act (Article 4476-15, Vernon's Texas Civil Statutes)* [see Drug/Alcohol Possession/Use, p. C-13];
- Nonfelony criminal mischief.

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by a school administrator, including, but not limited to:

- Assignment to in-school suspension (ISS); and/or
- Suspension (up to three days); and/or
- Assignment to a DAEP (District or Highpoint); and/or
- Referral to SBISD Police Department for appropriate legal action;
- Special education students—refer to IEP; and §504 students—refer to STAT accommodations.

A student who commits a Level III offense and is suspended or placed in a DAEP is prohibited from attending or participating in school-sponsored or school-related activities.

LEVEL IV Offenses for Which a Student Will Be Placed in a DAEP or May Be Expelled to the Harris County Juvenile Justice Alternative Education Program (JJAEP) Depending on the Student's Discipline History or the Seriousness of the Offense.

A student will be placed in a disciplinary alternative education program (District DAEP or Highpoint or the Harris County Juvenile Justice Alternative Education Program) for any of the following offenses if committed on school property or while attending school-sponsored or school-related activities on or off school property.

Behaviors leading to such action may include, but are not limited to, the following:

- Serious or persistent misbehavior after the student has been placed in a campus ISS and continues to violate the District *Student Code of Conduct*;
- Regardless of where the conduct occurs, engaging in conduct involving a public school that contains the elements of the offense of false alarm or report (under *Section 42.06, Texas Penal Code*), or terroristic threat (*Section 22.07, Texas Penal Code*);
- Assault of an individual under *Section 22.01 (a) (2) (a) (3), Texas Penal Code*;
- On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property, engaging in conduct punishable as a felony other than those felony offenses listed in Level V of the *Student Code of Conduct*;
- On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property, engaging in conduct that contains the elements of the offense of assault under *Section 22.01 (a) (1), Texas Penal Code*;
- On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property, selling, giving, delivering, possessing, using, or being under the influence of marijuana or a controlled substance (as defined by *Chapter 481, Health and Safety Code*, or by *21 U.S.C. Section 801 et. Seq.*), or a dangerous drug (as defined by *Chapter 482, Health and Safety Code*) or an abusable volatile chemical under *Section 485.031-485.034, Health and Safety Code*, if punishable as a misdemeanor;
- On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property, selling, giving, or delivering to another person an alcoholic beverage, (as defined by *Section 1.04, Alcoholic Beverage Code*), committing a serious act or offense while under the influence of alcohol, or possessing, using, or being under the influence of an alcoholic beverage if punishable as a misdemeanor;
- On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property, engages in conduct that contains the elements of the offense of public lewdness (under *Section 21.09, Texas Penal Code*) or indecent exposure (under *Section 21.08, Texas Penal Code*);
- Engaging in conduct occurring off campus and while the student is **not** in attendance at a school-sponsored or school-related activity if:
 - * The student receives deferred prosecution under *Section 53.03, Texas Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*; or
 - * A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Texas Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code*; or
 - * The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense in *Title 5, Penal Code*.
- Regardless of time or location, engaging in conduct on or off school property that contains the elements of the offense of retaliation under *Section 36.06, Texas Penal Code*, against any school employee;
- Engages in conduct that contains the elements of an offense of deadly conduct under *Section 22.05, Penal Code*;
- Engages in conduct that contains elements of the offense of criminal mischief under *Section 28.03, Penal Code*, if the conduct is punishable as a felony;
- Off campus, non-violent felony, if the Superintendent/designee has a reasonable belief the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process;

- A student who is younger than 10 years of age shall be removed from class and placed in a disciplinary alternative education program if the student engages in conduct that would be an expellable offense for students 10 years old or older. A student who is under 10 years of age who possesses a firearm shall be expelled but shall receive education in the DAEP during the term of the expulsion. See the list of expellable offenses in Level V of the *Student Code of Conduct*;

- Robbery;
- *Title 5* Expulsions:

After an opportunity for a hearing, a student may also be expelled from SBISD and placed in the Harris County Juvenile Justice Alternative Education Program if, regardless of when the offense occurred, the location of the offense, or whether the student was enrolled in the District at the time of the offense, a student:

- * has received deferred prosecution under the *Family Code* for conduct defined as a felony offense in *Title 5* of the *Penal Code*;
- * has been found by a court or jury to have engaged in delinquent conduct under the *Family Code* for conduct defined as a felony offense in *Title 5* of the *Penal Code*;
- * is charged with engaging in conduct defined as a felony offense in *Title 5* of the *Penal Code*;
- * has been referred to a juvenile court for allegedly engaging in delinquent conduct under the *Family Code* for conduct defined as a felony offense in *Title 5* of the *Penal Code*;
- * has received probation or deferred adjudication for a felony offense under *Title 5* of the *Penal Code*;
- * has been convicted of a felony offense under *Title 5* of the *Penal Code*; or
- * has been arrested for or charged with a felony offense under *Title 5* of the *Penal Code*.

Before being expelled, the principal must also determine the student's presence in the classroom threatens the safety of the other students or teachers; will be detrimental to the educational process; or is not in the best interests of the District's students. *Title 5* felonies include criminal homicide; murder; capital murder; manslaughter; criminally negligent homicide; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child; sexual assault; aggravated sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; deadly conduct; terroristic threat; aiding suicide; or tampering with a consumer product. The expulsion shall last until:

- * the student graduates from high school;
- * the *Title 5* felony charges that resulted in the expulsion are dismissed or reduced to a misdemeanor offense; or
- * the student completes the term of the placement or is assigned to another program.

A decision under this section is final and may not be appealed; however, the placement shall be reviewed at intervals not to exceed 120 days.

Level IV consequences may include, but are not limited to:

- Assignment to a DAEP (District or Highpoint or Harris County Juvenile Justice Alternative Education Program);
- Special education students will be referred to an ARD Committee and §504 students referred to STAT;
- Referral will be made to SBISD Police Department for appropriate legal action.

A student who commits a Level IV offense and is placed in a DAEP is prohibited from attending or participating in a school-sponsored or school-related activity.

LEVEL V Offenses for Which a Student Shall Be Expelled and Referred to the Harris County Juvenile Justice Alternative Education Program (JJAEP)

A student shall be expelled for any of the following offenses that occur on District school property or while attending a school-sponsored or school-related activity of a school in another district in Texas.

Behaviors leading to such action may include, but are not limited to, the following:

- A firearm violation, as defined by federal law. A firearm under **federal law** includes the following:
 - * Any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of an explosive;
 - * The frame or receiver of any such weapon;
 - * Any firearm muffler or firearm weapon;
 - * Any destructive device, such as any explosive, incendiary, or poison gas bomb or grenade.
- Use, exhibition, or possession of the following, under the *Texas Penal Code*:
 - * A firearm 46.01(3);
 - * An illegal knife, such as a knife with a blade over 5½ inches; a hand instrument designed to cut or stab another by being thrown including, but not limited to, a dart, stiletto, poniard, dagger, bowie knife, sword, or spear 46.01(6);
 - * A club 46.01(1);
 - * 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, or a zip gun 46.05. [see Weapons, p. C-16];
 - * Possession of or conspiring to possess any explosive or explosive device.
- Engages in conduct containing the elements of the following under the *Texas Penal Code Title 5*:
 - * Aggravated assault, sexual assault, or aggravated sexual assault 22.02, 22.011, 22.021;
 - * Arson 28.02;
 - * Murder, capital murder, or criminal attempt to commit murder 19.02, 19.03, 15.01;
 - * Aggravated robbery 29.03;
 - * Manslaughter 19.04;
 - * Criminally negligent homicide 19.05;
 - * Indecency with a child 21.11;
 - * Aggravated kidnapping 20.04;
 - * Behavior related to an alcohol or drug offense that could be punishable as a felony TEC 1 37.006(a), (2) or (3);
 - * Retaliation against a school employee, combined with one of the above listed offenses on or off school property or at a school-sponsored or school-related activity TEC 1 37.007(3)(C);
 - * Continuous sexual abuse of young child or children 21.02.
- After being placed in a DAEP for disciplinary reasons, continues to engage in serious or persistent misbehavior that violates the District *Student Code of Conduct*; TEC 1 37.007(3)(b).

Consequences for misbehavior Level V are as follows:

The length of expulsion may be up to one year. Under federal law, any student who brings a firearm as defined in 18 U.S.C. Section 921, regardless of the student's age, must be expelled from the student's regular campus for a period of a least one year, except that the Superintendent may modify the length of the expulsion.

A student who violates the provisions of Level V Student Code of Conduct and is expelled will be referred to the Harris County Juvenile Court [see Expulsion, p. C-19]. The Juvenile Courts may order an expelled student or a student who commits a felony off campus to attend the JJAEP. Referral to SBISD Police Department for appropriate legal action.

- Special education students will be referred to an ARD Committee and §504 students referred to STAT.

Registered Sex Offenders

Students Required to Register as Sex Offenders

Any student who is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure* and who is under any form of court supervision, including probation, community supervision, or parole, shall be removed to the DAEP for at least one semester.

If a student is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure* and is not under any form of court supervision, the District may remove the student to the DAEP for one semester or elect to leave the student in the regular classroom. The District may not leave the student in the regular classroom if the Board's designee determines that the student's presence in the regular classroom:

- threatens the safety of other students or teachers;
- will be detrimental to the educational process; or
- is not in the best interests of the District's students.

A student or the student's parent or guardian may appeal the decision to place the student in the DAEP by requesting a conference among the Board's designee, the student's parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure*. If the Board's designee determines at the conclusion of the conference that the student is required to register as a sex offender under *Chapter 62 of the Code of Criminal Procedure*, the student shall be placed in the DAEP. The decision of the Board's designee is final and may not be appealed.

Review Procedures for Registered Sex Offenders

1. At the end of the first semester of a student's placement in the DAEP, the Board's designee shall convene a committee to review the student's continued placement in the DAEP. The committee must be composed of:
 - a classroom teacher from the campus to which the student would be assigned were the student not placed in the DAEP;
 - the student's parole or probation officer or, in the case of a student who does not have a parole or probation officer, a representative of the local juvenile probation department;
 - an instructor from the DAEP to which the student is assigned;

- a school district designee; and
 - a counselor employed by the school district.
2. The committee by majority vote shall determine and recommend to the Board's designee whether the student should be returned to the regular classroom or remain in the DAEP.
 3. If the committee recommends that the student be returned to the regular classroom, the Board's designee shall return the student to the regular classroom unless the Board's designee determines that the student's presence in the regular classroom:
 - threatens the safety of other students or teachers;
 - will be detrimental to the educational process; or
 - is not in the best interests of the District's students.
 4. If the committee recommends that the student remain in the DAEP, the Board's designee shall continue the student's placement in the DAEP unless the Board's designee determines that the student's presence in the regular classroom:
 - does not threaten the safety of other students or teachers;
 - will not be detrimental to the educational process; and
 - is not contrary to the best interests of the district's students.
 5. If, after receiving the committee's recommendation, the Board's designee determines that the student should remain in the DAEP, the Board's designee shall before the beginning of each school year convene the review committee described above to review the student's placement in the DAEP.
 6. The placement of any student who is a registered sex offender and is also a student with a disability who receives special education services must be made in compliance with the *Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.* The review of the student's placement as described above shall be conducted by the student's Admission, Review, and Dismissal ("ARD") Committee, although the ARD Committee may request that the Board's designee convene a regular review committee to assist the ARD Committee in conducting the review.
 7. If a student who has been placed in a DAEP or a JJAEP as a registered sex offender transfers to the District during the student's mandatory

placement, the Board's designee will convene a review committee as described above to determine the student's appropriate placement.

The committee may recommend:

- that the student be assigned to the DAEP for the remainder of the time unserved in the student's previous district, plus an additional semester, without conducting any additional review of the student's placement between semesters;
- that the student be assigned to the DAEP for the remainder of the time unserved in the student's previous district; or
- that the student be placed in the regular classroom.

The Board's designee shall not allow the student to return to the regular classroom if the designee determines that the student's presence in the regular classroom:

- threatens the safety of other students or teachers;
- will be detrimental to the educational process; or
- is not in the best interests of the District's students.

Discipline for Students with Disabilities

Disciplinary actions regarding special education and *Section 504* eligible students shall be in accordance with the *Plan* subject to the requirements of state and federal law, including, but not limited to, appropriate

manifestation determinations. Information regarding the applicable procedures may be obtained from a campus administrator or the District special education department.

Definitions and Explanations

Student Violations

The following provisions delineate actions or activities that the District considers violations of the norm of student conduct. Students who are guilty of such offenses will be subject to disciplinary action specified in the *Student Code of Conduct*. The behaviors described are representative of the most frequent types of offenses and are **not** to be considered all inclusive.

Other misconduct not specified in this handbook may be dealt with by any appropriate discipline management technique(s) or assignment to the Disciplinary Alternative Education Program, depending upon the nature of the misconduct.

For purposes of the *Code*, a student who is apprehended in the process of committing an act which would constitute an offense under the *Code* if completed shall be considered to have committed the offense, whether or not all elements of the offense had been completed before apprehension. A student who endeavors to commit an act, which is an offense under the *Code*, and is unsuccessful for reasons other than apprehension, e.g., an attempt to enter another student's locker to steal which is

unsuccessful because of inability to accomplish entry, shall be considered to have committed the offense of attempting to commit the act, e.g., attempted theft or robbery. Offenses of attempt may be punishable in the same manner as the offense which was attempted.

Assault (Level IV/V Offense) TEC 37.006, 37.007

Students are prohibited from assaulting anyone on school property, at any school-related event, in a situation which is school-related, or in any way which is detrimental to the educational process. An assault is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to another person;
- Intentionally or knowingly threatening another with imminent bodily harm, or placing another in fear of imminent bodily harm;
- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Bullying (Level II–IV Offense)

Bullying is engaging in written or verbal expression or physical conduct that a school board, or designee, determines (1) has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of either; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Bullying also includes any form of harassment or the making of hit list.

Hit list is defined as a list of people targeted to be harmed using a firearm as defined by *Section 46.01(3), Penal Code*; a knife as defined by *Section 46.01(7), Penal Code*; or any other object to be used with intent to cause bodily harm.

Harassment is defined as threatening to cause harm or intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

The penalty under this section could range from Level II to Level IV. The level will depend upon the specific actions of the student as well as the overall effect on the school.

Cheating (Level II/III Offense)

Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material during a test, copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student. Plagiarism, the use of another's ideas or products as one's own, is also defined as cheating. The penalty for cheating will be a zero for work involved and the student will be subject to appropriate disciplinary action in cheating offenses. All students involved will be subject to disciplinary action.

Substantial Disruption of Classes or School Activities (Level III/IV Offense) TEC 37.123, 37.124

For purposes of the *Code*, "school property" includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-related activities; and "public property" includes any street, highway, alley, public park, or sidewalk not owned by the District.

No student shall be permitted on school property or on public property within 500 feet of school property to disrupt willfully, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts classes or other school activities includes the following actions:

- Emissions, by any means, of noise of an intensity that prevents or hinders instruction;
- Enticement or attempted enticement of students away from classes or other school activities that students desire or are required to attend;
- Prevention or attempted prevention of students from attending classes or other school activities that students desire or are required to attend;
- Admission to an educational activity or area without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language, causing disruption of class activities;
- Threats against District property including but not limited to fire, arson, or bombing.

Conduct by a student or students, either in or out of class, that for any reason—whether because of time, place, or manner of behavior—materially disrupts classwork or school activities or involves substantial disorder or invasion or rights of other students, officials, guests, participants, or employees at school or school-related activities is prohibited.

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

Disruption of Lawful Assembly (Level IV Offense) TEC 37.123, 37.124

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

- Obstructing or restraining the passage of any person in an exit, entrance, or hallway of any building without the authorization of the principal or the District;
- Seizing control of any building or portion of a building for the purpose of interfering with an administrative, educational, research, or other authorized activity;
- Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the District administration, principal, or the Board;

- Disrupting by force or violence or the threat of force or violence a lawful assembly in process;
- Obstructing or restraining the passage of any person at an exit or entrance to a campus or property; or preventing or attempting to prevent, by force, violence or threat, the entrance or exit of any person to or from property or campus without authorization of the District.

A lawful assembly or school-related activity is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Dress Code Violation (Level I Offense)

The school has a legitimate interest in requiring proper dress and personal grooming for every student. It is essential to the effectiveness of the educational process that any model of dress that tends to disrupt or distract from the proper learning environment of the school be prohibited. The student's personal dress and grooming should not lead school officials to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities, nor create a health or other hazard to the student's safety or the safety of others.

The District shall adopt and distribute specific standards concerning dress and personal grooming in the *Student/Parent Handbook* or supplement of each school which are consistent with general guidelines outlined by the Board.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in extracurricular activities.

Drug/Alcohol Possession/Use (Level III-V Offense) TEC 37.006, 37.007, 37.122

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

- Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Alcohol or any alcoholic beverage;
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation;
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug;
- Correction fluid, white out, etc.

Possession, use, and delivery of any alcohol or drugs are strictly prohibited, regardless of the amount of the drug or substance. School discipline will be applied if any amount of drugs or alcohol is used or possessed at school, at a school-related event, or prior to coming to school or a school-related event.

“**Possess**” means actual care, custody, control, or management of a prohibited substance or drug paraphernalia. A prohibited item found or observed on the student's person or in the student's locker, vehicle, clothing, or belongings will be presumed to be in the student's possession. There may be more than one person in possession of a prohibited item. As an example, a prohibited item found in a vehicle with more than one student will be presumed to be in the possession of all students present when circumstances indicate knowledge of the prohibited items and have or may exercise care, custody, control, or management of the prohibited item.

“**Use**” means smoke, ingest, imbibe, drink, or otherwise absorb. Use may be evidenced by the student's appearance, actions, speech, breath, or aroma.

Students coming on school premises or to a school function after using alcohol or other prohibited drugs are subject to disciplinary action.

“**Under the Influence**” means noticeable impairment of a student's faculties, but is not limited to legal intoxication.

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

The principal is responsible for determining whether a student has been using drugs or alcohol. However, a comprehensive drug screen, administered in a health facility designated by the District and within two hours of apprehension of the alleged use, may be accepted as conclusive evidence for use. Other methods of detection, i.e. breathalyzer, may be used to determine whether a student has or has not used drugs or alcohol.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be in violation of this rule. Prompt written notice of such usage shall be given to the principal by the student's parents. Students may not use or possess medicine—prescription or nonprescription—without complying with procedures established in the *Student/Parent Handbook*.

If a disabled student who is designated only §504 is currently using drugs or alcohol and violates the District policy on the use or possession of drugs and alcohol, the student loses the procedural protections provided by §504 and may be disciplined for the violations. [1991 OCR Policy Memorandum on ADA Amendments to §504 OCR 1991]

Fighting/Self-Defense

Self-defense is seldom an acceptable excuse for fighting and is only considered in rare circumstances. Students should do everything possible to avoid physical contact with other students.

Fraternities, Sororities, Secret Societies, and Gangs (Level II-IV Offense) TEC 37.121

A person commits an offense if the person is as follows: a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang.

A school district board of trustees or an educator shall recommend placing in a disciplinary alternative educational program (DAEP) any student under the District's control who violates this section.

An offense under this section is a Class C misdemeanor.

In this section, a "public school fraternity, sorority, secret society, or gang" means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.

The penalty under this section could range from Level II to Level IV. The level will depend upon the specific actions of the student as well as the overall effect on the school.

Hazing (Level III Offense) TEC 37.151, 37.152

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

Insubordination (Level III/IV Offense)

Insubordination refers to, but is not limited to, any form of failure to cooperate with school personnel, failure to submit to the authority of school personnel, and the providing of false information.

Sexual Harassment (Level III Offense) TEC 37.083

Sexual harassment is defined as any unwanted physical, verbal, or visual sexual advances; requests for sexual favors; and other sexually-oriented conduct, which is offensive or objectionable to the recipient, including, but not limited to: epithets; derogatory or suggestive comments, slurs, or gestures; and offensive posters, cartoons, pictures, or drawings.

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

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gestures, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher; the principal or designee; or the Superintendent, who serves as the District's *Title IX* coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parents in a conference with the principal or designee or with the *Title IX* coordinator. The first conference with the student will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The complaints will be investigated by the SBISD Police Department which ordinarily will be completed within 10 school days. The student or parents will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

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

Telecommunication Devices/Electronic Devices

Students attending Spring Branch Independent School District may possess but shall not activate or use a telecommunication device on school grounds during normal school hours of instruction. In this section, a telecommunication device means any cell phone, paging device, or other electronic device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A student may possess and use a telecommunication device on school grounds before or after school hours or at athletic events or other school-related special events.

A staff member who discovers a student in possession of a telecommunication device in violation of this section of the *Student/Parent Handbook* shall confiscate the telecommunication device. The staff member shall, by the end of the school day, turn the telecommunication device over to a campus administrator.

The campus administrator shall in a timely manner send a written notice to the parent/guardian of the student who has had a telecommunication device confiscated. The notice will advise the parent/guardian of the date and time that the parent/guardian can meet with the campus administrator to retrieve the device and discuss the student's violation of the SBISD rules governing the use of telecommunications devices, a Level II offense. Subsequent violations may result in additional disciplinary consequences. The campus administrator will release the telecommunication device to the parent/guardian. All telecommunication devices not claimed within the thirty (30) calendar day period will become the property of Spring Branch Independent School District.

The District is not responsible for telecommunication or electronic devices brought onto the campus that become lost or stolen.

Tobacco Possession/Use (Level III Offense)

TEC 38.006

No student shall possess or use on school premises or at school-related functions, tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco. An offense under this section is a Class C misdemeanor.

Unauthorized Distribution of Publications (Level III Offense)

TEC 37.123, 37.124

Distribution of written material by students may be restricted pursuant to the following guidelines:

- Distribution may be limited in order to prevent material and substantial interference with the

normal school operations in circumstances where there is evidence that disruption will likely result directly from the distribution.

- Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
- Content of material to be distributed shall conform to the following:
 - * Drug-, sex-, or alcohol-related materials that are inappropriate for the age and maturity of the person likely to receive the material or that endorse actions harmful to the health and safety of students shall not be distributed;
 - * Libelous, scandalous, obscene, or defamatory materials shall be prohibited from distribution and/or viewing on the Internet;
 - * Publications that criticize Board members or school officials or advocate violations of the *Code* or campus rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication;
 - * Hate literature that scrupulously attacks ethnic, religious, racial, or other groups and similar irresponsible publications aimed at creating hostility and violence shall be banned. Only literature that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction.

All school publications and other written material intended for distribution to students on school or District property or at school-sponsored activities shall be submitted for review before distribution according to the guidelines set out above and according to the following procedures:

- Material shall be submitted to the principal or designee for review;
- The principal or designee shall approve or disapprove submitted material within three working days of the time the material is received;
- The student may appeal disapproval to the Superintendent or designee who shall decide the appeal within three working days of its receipt.

Unexcused Tardiness—Secondary Only (Level I Offense)

TEC 25.087

For the purpose of the *Code*, unexcused tardiness is defined as arriving to class without an acceptable excuse or admit after the tardy bell has rung, but before more than fifteen (15) minutes of the class

have expired. Further, for purposes of the *Code*, unexcused arrival at a class after more than fifteen (15) minutes have expired shall be regarded as an unexcused absence. A teacher shall be entitled to impose appropriate sanctions under the teacher's classroom discipline plan, including denial of academic credit for the day's class if a grade was taken for all other members of the class. In addition, the student will be subject to disciplinary action.

Vandalism (Level III Offense) TEC 37.101

Students shall not vandalize nor otherwise damage or deface school property including, but not limited to, grounds, furniture, equipment or vehicles, or the property of others located on school property or used for school purposes or at school-sponsored events. Parents or guardians of students guilty of damaging property will be liable for damages in accordance with the law.

Weapons (Level V Offense) TEC 37.007

No student shall possess, use, exhibit, or transmit on school or District property or in vehicles provided by the school or District or authorized and utilized for school- or District-related purposes or at school-related activities, any firearm, explosive device, illegal knife, or other weapon, unless pursuant to written regulations or written authorization of the District.

Students shall not threaten to possess, use, exhibit, or transmit any such device or weapon. This rule is not intended to apply, in the usual case, to school supplies such as pencils, pens, compasses, and the like, unless used or exhibited in a menacing or threatening manner.

If any student possesses, uses, exhibits, or transmits a prohibited device or weapon off school property, and it reasonably appears that the student intended the device or weapon to be taken to or used for injury on District property, including vehicles or facilities for school-related activities, the student will be considered to be in violation of this policy if the conduct is detrimental to or disruptive of the educational process.

Weapons include, but are not limited to, the following:

- Fireworks of any kind;
- Clubs, night sticks, batons, sticks, or items whose use or intentional use may cause harm to another;
- Razors or other sharp cutting devices;
- Metallic knuckles;
- Chains;
- Illegal knives;
- Firearms;
- Explosive devices, items, or things, including ammunition;
- Any other object either used in a way that threatens or functions to inflict bodily injury on another person.

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

Disciplinary Consequences

Parent-Teacher Conferences TEC 21.404, 37.002

Each teacher is assigned one class period per day to be used for parent conferences as well as planning and preparing for classwork. Parents are encouraged to call the school for an appointment relative to any phase of the student's progress.

A teacher or other school employee shall conduct a conference with a student's parent(s) when a student is removed to a DAEP or when a teacher recommends removal from the class. When such conference is required, a teacher or other school employee may also conduct a second conference as a follow-up within the same school year.

The teacher or school employee convening a required conference shall attempt to conduct the

conference by personal attendance, but if this method is impractical, the conference may be conducted by telephone. If attempts to conduct a required conference by either of these methods are unsuccessful, the conference may be conducted by correspondence directed to the parent at the parent's current address, as reflected on the school's records. Teachers or other school employees involved shall document their efforts to schedule and conduct required parental conferences.

Teachers or other school employees may request a conference with a student's parent(s) whenever there has been a minor offense or whenever the teacher or employee perceives the need for parental cooperation in enforcing the *Code*.

Detention (Level I/II Offense)

For minor infractions of the *Code* (Level I or II) or other policies and regulations, students may be assigned detention before or after school hours or on a Saturday. Before assigning students to detention, the teacher or principal shall inform the student of the conduct that allegedly constitutes the violation and the student shall be given an opportunity to explain his/her version of the incident.

The student's parents or guardian, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

In-School Suspension (ISS)

ISS is a disciplinary consequence in which a student is suspended from classes yet remains on campus. The student will be assigned to a specified supervised classroom for the school day and will be separated from all students not assigned to ISS. Though isolated from the regular school setting, students assigned to ISS are expected to study and complete assignments (including quizzes, tests, and projects) during their time in ISS. Students assigned to ISS are not eligible to attend or participate in any school activities until the day following the last day of the assignment.

Out-of-School Suspension

The principal or other appropriate administrator may suspend (from school) a student who engages in conduct identified in the *Student Code of Conduct* as conduct for which a student may be suspended. An out-of-school suspension may not exceed three school days. Students assigned to out-of-school suspension are not eligible to attend or participate in any school activities until the day following the last day of the assignment. Out-of-school suspensions may not be appealed.

Disciplinary Alternative Educational Programs (DAEP) *TEC 37.008*

Each school district shall provide a DAEP that:

- Is provided in a setting other than a student's regular classroom;
- Is located on or off a regular school campus;
- Provides for the students who are assigned to the DAEP to be separated from students who are not assigned to the program;
- Focuses on English language arts, mathematics, science, history, and self discipline;

- Provides for students' educational and behavioral needs;
- Provides supervision and counseling; employs only teachers who meet all certification requirements established under *TEC Chapter 21, Subchapter B*; and
- Provides not less than the minimum amount of instructional time per day required by *TEC 25.082(a)*.

A DAEP placement may provide for a student's transfer to:

- A different campus (District DAEP, Highpoint);
- A school-community guidance center;
- A community-based alternative school.

An off-campus DAEP is not subject to a requirement imposed by this title, other than limitations on liability or a reporting requirement.

Each school district shall cooperate with government agencies and community organizations that provide services in the district to students placed in a DAEP.

A student removed to a DAEP is counted in computing the average daily attendance of students in the district for the student's time in actual attendance in the program.

A school district shall allocate to a DAEP the same expenditure per student attending the DAEP, including federal, state, and local funds that would be allowed to the student's school if the student were attending the student's regularly assigned education program, including a special education program.

A school district may not place a student, other than a student suspended as provided under *TEC 37.005* or expelled as provided under *TEC 37.007*, in an unsupervised setting as a result of conduct for which a student may be placed in a DAEP.

If a student placed in a DAEP enrolls in another school district before the expiration of the period of placement, the board of trustees of the district requiring the placement shall provide to the district in which the student enrolls, at the same time other records of the student are provided, a copy of the placement order. The district in which the student enrolls may continue the DAEP placement under the terms of the order.

A program of educational and support services may be provided to a student and the student's parents when the offense involves drugs or alcohol as specified under *Section 37.006* or *37.007*. Students assigned to DAEP are not eligible to attend or participate in any school activities until the day following the last day of the assignment.

Disciplinary Alternative Educational Program (DAEP) Placement

A student who has committed a Level III, IV, or V offense as defined in the *Student Code of Conduct* shall be considered to have engaged in serious or persistent misbehavior that threatens to impair the educational efficiency of the school and shall be placed in in-school suspension, DAEP, or expelled. Similarly, a student who commits two or more violations of Level I or II offenses in the *Code* may be found to have engaged in persistent or serious misbehavior that threatens to impair the educational efficiency of the school and may be sent to District DAEP.

If the principal or designee decides to remove a student to a DAEP for a period of time that extends beyond 30 days or the end of the next grading period, whichever is earlier, the student's parent/guardian must be provided an opportunity to conference with the principal or designee within three school days after notice of removal. The parent/guardian may appeal the principal/designee's decision to the Executive Director of Administration. The decision of the Executive Director of Administration is final and may not be appealed. Students are placed in in-school suspension pending resolution of the appeal.

Students in grades 6-11 and nongraduating seniors that have not completed their assignment when the school year ends will be required to finish their assignment in the District DAEP summer program. Graduating seniors that have not completed their assignment when the school year ends will not be allowed to participate in their school's graduation ceremony.

Any student who has been placed in a DAEP from another school district in Texas or another state will have that placement continued upon enrollment in SBISD until the placement period has been completed.

If a student placed in a DAEP attempts to enroll in another district before the DAEP period is concluded, the DAEP placement order is to be sent to the

receiving district at the time other records are provided. The receiving district may continue the DAEP placement for the remainder of the term.

Any student assigned to the DAEP for a period of 90 school days or longer shall be administered an assessment instrument designed to assess at least a student's basic skills in reading and mathematics. The instrument shall be administered initially on placement of the student in the DAEP, and again on the date of the student's departure from the DAEP, or as near that date as possible.

Emergency Placement or Expulsion

TEC 37.019

This subchapter does not prevent the principal or the principal's designee from ordering the immediate placement of a student in the DAEP if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

This subchapter does not prevent the principal or the principal's designee from ordering the immediate expulsion of a student if the principal or the principal's designee reasonably believes that action is necessary to protect persons or property from imminent harm.

At the time of an emergency placement or expulsion, the student shall be given oral notice of the reason for the action. Within a reasonable time after the emergency placement or expulsion, the student shall be accorded the appropriate due process as required under *TEC 37.009*. If the student subject to the emergency placement or expulsion is a student with disabilities who receives special education services, the term of the student's emergency placement or expulsion is subject to the requirements of *20 U.S.C. Section 1415(e)(3)* and *34 CFR 300.513*.

A principal or designee is not liable in civil damages for an emergency placement under this section.

Expulsion (Level V Offense)**TEC 37.007**

A student who has violated Level V of the *Code* may be removed immediately from school premises and expelled without resort to a DAEP if the Superintendent or designee determines the student is guilty of a Level V offense or presents a clear, present, and continuing danger of physical harm to the teacher or other individuals.

If the Superintendent or designee determines that a student, after being placed in the District's DAEP, continues to be guilty of unacceptable conduct to the extent that keeping the student in the program or the school would seriously impair the ability of the program or the school to provide effective education to other students and that no further reasonable efforts to provide for the continuing education of the student can be made, the student may be expelled and sent to Highpoint or JJAEP. Students who have been expelled from school are not eligible to attend or participate in any school activities until the day following the last day of the assignment.

Any student who has been expelled from another school district in Texas or another state will have that expulsion continued upon enrollment in SBISD until the expulsion period has been completed.

If a student withdraws from the District before the expulsion order is entered, the principal or Board, as appropriate, may complete the proceedings and enter the order. If the student later seeks to re-enroll that year or in a subsequent year, the District may enforce the expulsion order except for any period of expulsion that has been served by the student upon enrollment in another district that honored the expulsion order.

Scholastic Penalties**TEC 25.087**

A student removed by school officials from regular classes pursuant to this *Plan* for any reason other than expulsion will receive an excused absence and will be expected to complete any coursework assigned within a time designated by the teacher. No academic penalty will be assessed based solely on the disciplinary infraction.

Pending an appeal of an expulsion to the Board, students will be allowed to remain current on all coursework. However, if the appeal is denied, the

student will not receive credit for that work. Students who are expelled will not receive credit for work missed during expulsion.

Pending an appeal to the Commissioner of Education on placement to a DAEP, the student may be removed to a DAEP and will be allowed to remain current on all coursework.

**Temporary Removals
for Other Reasons****TEC 37.009**

A student may be removed from regular classes or District premises for nondisciplinary reasons when the principal determines there is a compelling reason for doing so. Reasons which may be considered compelling include but are not limited to the following:

- Being highly agitated;
- Suffering from any other condition that temporarily threatens the student's welfare, the welfare of others, or the efficient operation of the school.

Any student who is removed from school for a reason shown above and is in a condition that threatens his/her own welfare or the welfare of others shall be released to the parents, the parents' representative, or proper authority including, but not limited to, law enforcement officers and medical personnel.

A student who is removed from regular classes or school premises pending any hearing required by law shall be removed for as short a time as is reasonable under the circumstances.

Before removing a student from school premises for any of the foregoing reasons, the student shall be informed of the reason for the removal and have an opportunity to state any objections to such action.

The District shall make reasonable efforts to notify the parents prior to removing a student from school premises. If the parents cannot be notified prior to removal, the parents shall be notified of the removal and the reason as soon as possible. Students who have been temporarily removed from regular classes or District premises are not eligible to attend or participate in any school activities until the day following the last day of the assignment.

Appeals and Hearings

Appeals of Placement to the DAEP

The decision of the principal in proceedings for removal of a student to a DAEP may be appealed to the Superintendent or designee, whose decision is final. A student, parents, guardian, or representative desiring to appeal a decision of the principal to the Superintendent or designee shall give written notice of the appeal to such officials within three school days after the decision of the principal is communicated to the parents, guardian, or representative. Failure to give timely notice of appeal in a reasonable time shall constitute a waiver of the student's right to appeal.

During the pendency of an appeal of a placement in the DAEP, the student may not be denied the privileges of the home campus unless the home campus principal determines that the student's continued presence there presents a continuing danger of physical harm to the student or other individuals. In the event of such a determination, the student shall be suspended for a maximum of three days.

All decisions on appeal shall be made on the basis of the evidence received at the appellate hearing.

Decisions on appeal shall be announced as soon as possible after the conclusion of the appellate hearing and shall be communicated in writing to the student's parents, guardian, or representative.

During the pendency of such a further appeal in a removal to a DAEP, the student may be removed to a DAEP.

Appeals of Expulsions

The decision of the Superintendent or designee in proceedings for expulsion of a student may be appealed to the Board.

The parents, guardian, or representative of a student desiring to appeal to the Board the decision of the Superintendent or designee in an expulsion proceeding shall give written notice of appeal to the Superintendent within three school days after the date the decision which is under appeal is communicated to parents, guardian, or representative. Failure to give timely notice of appeal or to prosecute such appeal in a reasonable time shall constitute a waiver of the student's right to appeal.

Any notice of appeal shall contain the student's name, the date of issuance of the decision under appeal, the name of the official whose decision is under appeal, the aspects of the decision which the student wishes to appeal, and the grounds for such appeal. Promptly following receipt of timely notice of appeal, the Superintendent or designee, as the case may be, shall notify the student's parents, guardian, or

representative, usually in writing, of the date, time, and place at which the appeal will be heard.

During the pendency of an appeal in an expulsion proceeding, a student will be denied the privileges of the home campus unless the Superintendent or designee determines otherwise. However, the student will not be charged with unexcused absences during the pendency of the appeal and will be allowed to remain current on all coursework, provided, however, in the case of expulsion, that if the appeal is denied, credit will not be given for any coursework performed during pendency of the appeal unless the decision on appeal provides that such credit shall be given.

Appellate hearings shall be limited to the matters and issues set forth in the student's notice of appeal and shall generally be conducted on the basis of the testimony given and evidence introduced during the initial hearing, unless the District official or appellate body determines that it is in the interest of the educational process to permit introduction of new or additional matters during the appeal. The student shall be entitled to representation in any appeal by an adult of the student's or parent's choice. Appellate hearings before the Board will be heard before a quorum of the Board members.

All decisions on appeal shall be made on the basis of the evidence received at the appellate hearing.

Decisions on appeal shall be announced as soon as possible after the conclusion of the appellate hearing and shall be communicated in writing to the student's parents, guardian, or representative. Decisions on appeals from expulsion hearings shall be in writing. The decision of a majority of the Board members hearing an appeal shall constitute the decision of the Board in an appeal.

A decision of the Board on appeal shall become final unless the student is entitled to timely appeal under applicable federal or state law.

A student who appeals a decision of the Board shall give the Board notice of such appeal by delivering a copy of the document by which such appeal is perfected to the Superintendent. During the pendency of such a further appeal in an expulsion proceeding, the student shall be expelled pending further appeals and no educational services shall be provided.

Conference/Hearing/Review

TEC 37.009

Not later than the third class day after the day on which a student is removed from class under *Section 37.002(b) or (d)*, the school principal shall schedule a conference among the principal or the principal's designee, parents or guardian of the student, the teacher removing the student from class, and the student. The student may not be returned to the

regular classroom pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall order the placement of the student as provided by *Section 37.002* for a period consistent with the *Student Code of Conduct*.

If a student's placement in a DAEP is to extend beyond the end of the semester, a student's parents or guardian are entitled to notice of and an opportunity to participate in a proceeding before the Board's designee, as provided by District Board policy. Any decision of the Board's designee under this subsection is final and may not be appealed.

Before it may place a student in a DAEP for a period that extends beyond the end of the school year, the Board's designee must determine that:

- The student's presence in the regular classroom program presents a danger of physical harm to the student or to another individual;
- The student has engaged in serious or persistent misbehavior that violates the District's *Student Code of Conduct*.

The Board's designee (principal) shall set a term for a student's placement in a DAEP under *Section 37.002* or *37.006*.

A student placed in a DAEP under *Section 37.002* or *37.006* shall be provided a review of the student's status by the Board's designee at intervals not to exceed 120 days. At the review, the student or the student's parents or guardian must be given the

opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher who removed the student without that teacher's consent. The teacher may not be coerced to consent.

Before a student may be expelled under *Section 37.007*, the Board or the Board's designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal Constitution and which the student's parents or guardian is invited, in writing, to attend. At the hearing, the student must be represented by the student's parents or guardian or another adult who can provide guidance to the student and who is not an employee of the District. If the decision to expel a student is made by the Board's designee, the decision may be appealed to the Board. The decision of the Board may be appealed by *trial de novo* to a district court of the county in which the school district's central administrative office is located.

The Board or the Board's designee shall deliver to the student and the student's parents or guardian a copy of the order placing the student in a DAEP under *Section 37.002* or *37.006* or expelling the student under *Section 37.007*.

After the District notifies the parents or guardian that the student has been expelled, the parents or guardian shall provide adequate supervision of the student during the period of expulsion.

Miscellaneous Provisions

Audio-Visual Taping and Videosurveillance

TEC 26.009 allows school personnel to utilize video/audio taping to record activities related to instruction, curricular or extracurricular activities, or safety purposes. Video/audio tapes that are created and maintained by anyone at the District other than the SBISD Police Department or a SBISD Police Department employee will not be used for any other purpose other than those listed above without signed parental consent (or consent of the student if the student is age 18 or older).

Video surveillance equipment that monitors District common areas and buses is maintained by the SBISD Police Department. All videosurveillance recordings are created by the SBISD Police Department for the purpose of law enforcement and safety, and are maintained by the SBISD Police Department. Videosurveillance recordings created

and maintained by the SBISD Police Department may also be used by District officials to view certain recorded events and to determine appropriate action to take in response to such events.

SBISD Police Department

The mission of the SBISD Police Department is to maintain social order at all SBISD facilities and properties within carefully prescribed policy and ethical, statutory, and constitutional restrictions. The District police officers are licensed state peace officers who are vested with all the powers, privileges, and immunities of peace officers while the officers are performing their duties as defined by Board policies. The SBISD Police Department operates 24 hours a day, seven days a week. They are located at 9009 Ruland and can be reached by telephone by calling 713-984-9805.

Interrogations and Searches

School officials may search a student or a student's property when there are reasonable grounds for suspecting that the search will discover evidence that the student has violated or is violating either the law or the *Code*. Vehicles are also subject to search.

Areas such as lockers, which are owned and jointly controlled by the District, may also be searched. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by District policy or that would lead school officials to a reasonable belief that it would cause a substantial disruption on school property or at a school-sponsored function.

The nature of any search should be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. Except in extraordinary circumstances, an adult witness should be present.

Searches may be conducted on any campus by the Drug Dog Detection Team or by SBISD Police Department's Explosive Detection Team. The search pattern may include, but not be limited to, classrooms, lockers, vehicles, gyms, and locker rooms.

Questioning of Students

For questioning of a student in school by governmental officials (other than an SBISD employee), the following guidelines shall apply:

- Before the principal permits the questioning of a student by a governmental official, the official must state the necessity of questioning the student while in school. The questioning official's name and title shall be obtained and recorded by the principal;
- The principal shall make reasonable efforts to contact the student's parents when permitted by the governmental official.

Arrested Students

If a District student at school is subject to arrest or apprehension by a law enforcement officer other than an SBISD Police Department officer, the principal shall request the following information:

- Name, badge number, or official identification of the official;
- Statement of probable cause to take the student into custody;
- Case number.

The principal shall immediately use his or her best efforts to notify the parents and the Superintendent or designee.

Physical Restraint

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

- Protect a person, including the person using physical restraint, from physical injury;
- Obtain possession of a weapon or other dangerous object;
- Protect property from serious damage;
- Remove from a specific location, including from a classroom or other school property, a student refusing a lawful command of a school employee;
- Restrain an irrational student;
- Follow specific procedures outlined in a behavior management plan for an identified disabled student.

Appendix

Rights and Responsibilities

Rights and Responsibilities of Students

Educational Atmosphere

- Students have the **right** to a well-balanced, appropriate educational program at all levels in elementary, middle, and senior high schools.
- Students have the **responsibility** to strive for academic growth by participating to the utmost of their abilities including being prepared for each class with appropriate materials and assignments.
- Students have the **right** to study under qualified instructors in an atmosphere free from bias, prejudice, and disruption.
- Students have the **responsibility** to contribute to the development of a positive climate, maintaining such an atmosphere by exhibiting respect toward others, conducting themselves in a responsible manner, being properly attired and groomed, and refraining from violations of the *Code and Plan*.
- Students have the **right** to appropriate counseling for educational problems.
- Students have the **responsibility** to seek counseling for educational problems.

Reporting of Progress

- Students have the **right** to receive an academic grade that reflects their academic achievement.
- Students have the **responsibility** to maintain reasonable standards of academic performance commensurate with their abilities.
- Students have the **right** to be notified of unsatisfactory progress midway through each grading period while sufficient time remains to take corrective action.
- Students have the **responsibility** to make every effort to improve their performance upon receipt of the notification of unsatisfactory progress.
- Students have the **right** to receive conduct grades consistent with their behavior.
- Students have the **responsibility** to conduct themselves in each class in ways that contribute to the learning environment, including obeying all classroom and school rules.

Attendance

- Students have the **right** to information on policies and rules that define excused absences, unexcused absences, and tardiness to school or class.
- Students have the **responsibility** to take advantage of their educational opportunities by attending all classes daily and on time.
- Students have the **right** to appeal a decision pertaining to an absence and shall not be penalized in any way for excused absences.
- Students have the **responsibility** to provide school officials with an adequate explanation with appropriate documentation indicating the reason for an absence.
- Students have the **right** to make up classwork within a specified length of time in case of all absences except truancy.
- Students have the **responsibility** to request the makeup assignments from their teachers upon their return to school and to complete this work within a specified length of time.

Information and Privacy of Records

- Students have the **right** to be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parents/guardian or eligible student (over eighteen years of age). (*Texas Open Records Law and Federal Privacy Act of 1974*)
- Students, with such parental consent as may be required, have the **responsibility** to complete and deliver a release of information to third parties, including **release of student directory information**.
- Students have the **right** to inspect, review, and challenge the information contained in those records directly relating to the student.
- Students have the **responsibility** for providing the school any information that may be useful in appropriate educational or emergency decisions including current address/telephone information.

First Amendment Rights

- Students have the **right** to beliefs of their own established religion.
- Students have the **responsibility** to respect the religious beliefs of others.
- Students have the **right** to express themselves and their points of view.
- Students have the **responsibility** to exercise their freedom of expression in a manner respecting the rights of others—including the right of others to disagree—avoiding interference with the orderly process of education in their school or the District and understanding that they are accountable and subject to discipline for expressions which are obscene, libelous or slanderous, or otherwise inconsistent with the norms of conduct set forth in the *Code*.
- Students have the **right** to assemble peacefully under the direction of a faculty advisor on school grounds or in school buildings in a manner which does not disrupt or interfere with the educational process or restrict the passage of persons on the school premises.
- Students have the **responsibility** to plan for, to seek approval of, and to conduct those activities which are consistent with the educational objectives of the school.
- Students have the **right** to seek membership in clubs, groups, and activities which have authorized sponsors and whose purpose conforms to those of the school.
- Students have the **responsibility** to demonstrate appropriate conduct during the school day and at school activities.

Student Government

- Students have the **right**, under the direction of a faculty advisor, to form and operate a student government within their respective schools.
- Student government officers and representatives have the **responsibility** to be alert to the needs of the school and the concerns of the student body and to work toward responding to those needs and concerns to the best of their abilities.
- Students have the **right** to seek office in student government or any organization under the rules and procedures of that organization, regardless of race, ethnic origin, disabling condition, sex, color, creed, or political beliefs.
- Students have the **responsibility** to conduct election campaigns in a positive, mature manner with all due respect for opponents and with due regard to their general responsibilities concerning exercise of First Amendment rights.

Search and Seizure

- Students have the **right** to privacy of their person and their personal possessions unless the principal or other school official has reasonable grounds for suspecting that the student is concealing material dangerous to the student body or prohibited by law or the policies and administrative procedures of the District.
- Students have the **responsibility** not to carry or conceal any such material that is prohibited by law, Board policies, or which would distract from the educational process. Students are responsible for the content of their lockers. Lockers remain the property of the school. Students should not expect lockers to be private, as they are subject to search at any time if reasonable grounds exist for suspecting that they contain any prohibited substance or property belonging to another. Lockers are to be kept locked. Students who permit others to use or share their lockers should bear in mind that they remain responsible for the contents of their lockers.

Discipline

- Students have the **right**—with regard to disciplinary matters—to reasonable, fair, and patient treatment which does not violate their legal rights.
- Students have the **responsibility** to behave in a manner which does not disrupt or interfere with the educational process and to become familiar with the policies and procedures outlined in the *Student/Parent Handbook*, including established appeal procedures.
- Students have the **right** to be informed of any charges against them and to be afforded the opportunity to explain their actions prior to any decision imposing discipline.
- Students have the **responsibility** to be honest in responding to the charges against them and to cooperate with staff in investigation of disciplinary cases, including volunteering information when the student has knowledge relating to a serious offense.

Citizenship

- Students have the **right** to enjoy the basic rights of citizenship which are recognized and protected by the laws of this country and state for persons of their age and maturity, as well as the right to the respect of classmates, teachers, and other school personnel.
- Students have the **responsibility** to respect the rights and property of classmates, teachers, other school personnel, and the District.

- Students should have the **right** of access to textbooks, library books, technology, and materials to support the curriculum.
- Students have the **responsibility** for the care and return of textbooks, library books, technology, and materials and may be charged for replacement or damage of these books and/or materials.

Rights and Responsibilities of Parents

A cooperative relationship among parents, teachers, and principals is an essential ingredient in the success in any school. Parents have certain rights and responsibilities based on the common good as well as on legal precedent. Throughout the *Plan*, “parents” include a single parent, legal guardian, or person having lawful guardianship, or person having lawful control of the student.

Texas Education Code Chapter 26 spells out the rights of parents and are included below. The TEC is maintained on the web by Texas Legislature ONLINE at www.capitol.state.tx.us/.

- Purpose *Section 26.001*;
- Definition *Section 26.002*;
- Rights concerning academic programs *Section 26.003 (see page one, schedule changes)*;
- Access to students’ records *Section 26.004*;
- Access to state assessments *Section 26.005*;
- Access to teaching materials *Section 26.006*;
- Access to Board meetings *Section 26.007*;
- Right to all information concerning student *Section 26.008*;
- Consent required for certain activities *Section 26.009*;
- Exemption from instruction *Section 26.010* (temporarily from class or other school activity that conflicts with religious or moral belief);
- Complaints *Section 26.011* (grievance procedure);
- Expect a safe learning environment for the student;
- Expect respect for themselves and the student;
- Expect qualified teachers implementing organized instruction;
- Receive notification of student progress at regular intervals;
- Receive notification of each serious or recurring discipline problem;
- Receive notification of student’s learning problem;
- Receive assistance in helping their student achieve his/her optimal potential;

- Expect a comprehensive, challenging, well-balanced, flexible curriculum, which includes the Texas Essential Knowledge and Skills;
- Expect fair and consistent discipline of the student;
- Right to request a transfer if your student becomes a victim of a violent criminal offense while in or on the grounds of the school your student attends. [see **FDD Legal & Local**]

Parents/guardian have the responsibility to:

- Establish and maintain in the home a positive attitude toward education with appropriate expectations of student achievement;
- Make every effort to provide for the physical needs of the student;
- Ensure compliance with school attendance requirements and promptly report and explain absences and tardiness of which they have knowledge;
- Encourage and lead the student to develop proper study habits at home and provide an area in the home conducive to the student’s reading and studying;
- Communicate regularly with the school concerning the student’s conduct and progress, bringing to the attention of school authorities any learning problem or condition of which they have knowledge which could relate to their student’s education;
- Schedule and participate in a parent-teacher conference to discuss the student’s school progress and welfare as needed, but certainly when the student receives a failing grade in any academic subject or an unsatisfactory conduct grade;
- Discuss report cards and school assignments with the student;
- Ensure the student’s attendance at school tutorials as required or as need arises;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Keep themselves informed of school policies and academic requirements of school programs;

- Teach their student to pay attention and obey rules;
- Be legally liable for property damage caused by (a) the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parents to exercise that responsibility, or (b) the willful or malicious conduct of their student;
- Participate in school-related organizations and activities including the parent training workshops for home reinforcement of study skills and specific curriculum objectives;
- Ensure that the student is attired in accordance with District and campus dress code at school and school-sponsored activities;
- Follow the procedures outlined in the *Student/Parent Handbook* for authorizing the dispensing of prescription and/or non-prescription drugs to students at school;
- Complete and deliver a release of information form if they do not wish to authorize the release of personal information to third parties, including release of student directory information;
- Report to the school office and follow all check-in procedures before proceeding to any other area of the school;
- Cooperate with principal(s), teachers, and staff;
- Become familiar with the *Code* and school rules set forth in the *Student/Parent Handbook*, as confirmed by their submission at the beginning of each school year by signing a statement that they have reviewed and understand the *Student/Parent Handbook*, and have become familiar with classroom discipline plans communicated by the student's teachers.

Rights and Responsibilities of Teachers

The classroom teacher is the key figure in organizing, facilitating, and expediting the process of learning. The teacher makes instructional decisions which should increase the probability of student learning. This role carries with it certain rights and responsibilities in order to provide effective instruction. Throughout the *Plan*, "teacher" includes all certified instructional personnel and support staff.

Teachers have the right to:

- Teach in an environment conducive to effective instruction;
- Expect instructional resources to support the curriculum;
- Select methods to teach those elements of the curriculum area they are assigned in ways that effectively meet the intellectual, emotional, and social needs of the students;
- Expect support from the principal in maintaining positive learning environment and in helping students achieve the instructional goals of the classroom;
- Be notified by parents of any concerns or conditions that may affect the learning of the student;
- Expect the respect of parents and students;
- Expect students' cooperation, attentiveness in class, and completion of assigned academic work;
- Be notified by parents of any concerns or complaints that they may have concerning classroom conditions, rules, or instructions;

- Receive fair and unbiased evaluations by certified appraisers;
- Direct student activities in order to maintain an environment conducive to effective instruction;
- Develop, implement, and maintain an effective classroom management plan;
- Be assured of all legal rights recognized by state and federal statutes.

Teachers have the responsibility to:

- Prepare and implement daily lesson plans with objectives appropriate to an effective instructional program for all students;
- Exhibit an attitude of respect, free from bias or prejudice, for all students and parents;
- Teach the curriculum required by the District and the State to meet or exceed the standards of performance required by the District;
- Refine and update content and materials for the assigned subject area/grade;
- Keep abreast of current research in the learning process and characteristics of learners;
- Be prepared daily to perform instructional duties effectively demonstrating appropriate preparation, assignments, and resource materials;
- Develop and implement a consistent and effective classroom discipline plan in compliance with District procedures, policies, and the *Plan*, and to inform principals, students, and parents of the content of that classroom plan. The

discipline management plan for the classroom should be built on the following principles:

- * The dignity of the student should be preserved in the process;
 - * A positive classroom climate which promotes academic/personal growth is based on mutual respect and trust;
 - * Misbehavior should be addressed immediately, consistently, and fairly;
 - * Private correction is preferable to public correction;
 - * Responses to misbehavior should be immediate, but should not unduly disrupt instruction;
 - * Disciplinary methods should promote a consistent, positive learning climate, including rules, consequences, and procedures for positive reinforcement;
 - * Each teacher will develop a range of alternatives, including contact with the parents, that he/she will use when responding to misbehavior (see *SBISD Discipline Referral Sheet*).
- Contact parents regarding any learning or discipline problems concerning the student and encourage parent communication with the school, including participation in parent-teacher conferences;
 - Notify parents of the student's progress and any significant changes in achievement and/or behavior;
 - Keep the principal informed of any recurring or serious discipline problems in the classroom or on the campus;
 - Assist in implementation of the plan on the campus, including initiating appropriate disciplinary procedures with students who are on campus and appear to be violating the *Code* or campus rules;
 - Maintain confidentiality and professionalism when dealing with student records and sensitive communications concerning the welfare of the student;
 - Serve as an appropriate role model for students in accordance with the standards of the teaching profession;
 - Develop procedures to provide positive reinforcement for appropriate student behavior;
 - Encourage good work habits and student self-discipline that will lead to the accomplishment of personal goals;
 - Relate to and respect students;
 - Contribute to appropriate and consistent discipline of students by being punctual and having regular attendance.

Rights and Responsibilities of the Principal

The competent performance of the principal is essential in creating an environment where teachers can instruct effectively and students can learn. Throughout the *Plan*, "principal" includes all administrative personnel assigned to a campus. The principal has the following rights and responsibilities.

The principal has the right to:

- Expect student, parent, and staff commitment to effective instruction for all students and to an educational environment conducive to the pursuit of that goal;
- Establish campus rules and procedures in order to create an environment conducive to effective instruction and learning;
- Require teachers to develop and implement effective classroom discipline management systems which are consistent with the District/campus plan including actions to handle minor disciplinary infractions and parental contact and involvement;
- Expect parental involvement and support of school efforts to maintain a safe, effective learning environment;

The principal has the responsibility to:

- Expect assistance from the District Administration when dealing with problems at the campus level;
- Expect students to participate to the best of their abilities in the instructional program and contribute to a positive educational environment.
- Respond to discipline problems referred to the principal by teachers;
- Promote effective instruction and discipline of all students including appropriate assistance to students in learning mature self-discipline and positive suggestions for improvement of student behavior;
- Ensure that each teacher has a classroom management plan that is proactive and provides fair and impartial treatment of all students;
- Serve as an appropriate role model for the students on the campus in accordance with standards of the profession;
- Provide effective instructional leadership;

- Administer and provide leadership for discipline management and for the evaluation of the *Plan* and *Code*;
- Encourage parent communication with the school, including participation in parent-teacher conferences to discuss student progress, or lack thereof, and student conduct or misconduct;
- Endeavor to protect the rights of students, teachers, and parents;
- Establish policies and procedures that provide positive reinforcement to students whose behavior is appropriate;
- Develop and maintain a plan to provide for the safety and welfare of students, teachers, and staff;
- Develop policies and procedures to ensure that parents are notified of their student's progress and any significant changes in his/her achievement and/or behavior;
- Work diligently to establish and maintain a positive school climate which provides frequent, realistic opportunities for students, staff, and parents to participate in the identification and resolution of school-related concerns;
- Promote a cooperative working relationship among students, parents, and staff;
- Adhere to the procedures set forth in the *Plan*, *Code*, and campus/District policies;
- Work diligently to ensure an effective instructional program for all students;
- Develop and implement a campus system for discipline record-keeping and reporting procedures in compliance with the *Plan*, *Code*, and District policy.

Responsibilities of the District Administration

Throughout the *Plan* and *Code*, "District Administration" includes all administrative personnel and support staff whose duties include responsibility for District-wide programs.

The District Administration has the responsibility to:

- Provide comprehensive, challenging, flexible curriculum and activities directed toward meeting the needs of all students and providing the resources necessary to implement those plans;
- Implement Board policies, rules, and regulations which facilitate the establishment and maintenance of an atmosphere conducive to effective, efficient quality instruction;
- Establish and maintain a positive organizational climate at the District level which provides frequent realistic opportunities for personnel, students, and parents to participate in the identification and resolution of District-related concerns;
- Provide training in effective, efficient instructional principles and strategies for principals and teachers.

The Board has the responsibility to:

- Provide the necessary high quality leadership personnel, equipment, and materials to assure effective instruction and optimal educational opportunities for every student;
- Enact policies, rules, and regulations which will facilitate the establishment and maintenance of an atmosphere conducive to effective and efficient quality instruction;
- Monitor and verify that the Administration is effectively implementing and administering Board policy, rules, and regulations;
- Establish and maintain a positive educational climate that promotes effective and efficient quality instruction;
- Be accountable to the patrons of the District for its actions.

Academic Calendar 2009-2010

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8	6	7	8	9	10	11	12
5	6	7	8	9	10	11	9	10	11	12	13	14	15	13	14	15	16	17	18	19
12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22	23	24	25	26
19	20	21	22	23	24	25	23	24	25	26	27	28	29	27	28	29	30			
26	27	28	29	30	31	1	30	31												
							10 - 12 New Teacher Orientation 13 & 21 Teacher Workdays 14, 17 - 20 Teacher Staff Development 24 Begin Grading Cycle							7 Holiday - Student / Staff						
October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
12 Holiday - Student / Staff [Bad Weather Day if needed] 22 - 23 Elementary Early Dismissal - Parent-Teacher Conferences							25 - 27 Holiday - Student / Staff [25 - Bad Weather Day if needed]							16 - 18 Secondary Early Dismissal 18 Elementary Early Dismissal 18 End Grading Cycle 21 - 31 Holiday - Student / Staff						
January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	31	1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
1 Holiday - Student / Staff 4 Teacher Staff Development - Student Holiday 5 Begin Grading Cycle 18 Teacher Staff Development (Flex Day) - Student Holiday							15 Holiday - Student / Staff [Bad Weather Day if needed]							15 - 19 Holiday - Student / Staff						
April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8			1	2	3	4	5
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
25	26	27	28	29	30	1	30	31						27	28	29	30			
2 Holiday - Student / Staff							27 Seniors End Grading Cycle 28 Secondary Early Dismissal 29 Graduation 31 Holiday - Student / Staff							1 - 2 Secondary Early Dismissal 2 Elementary Early Dismissal 3 End Grading Cycle; Teacher Workday - Student Holiday [Bad Weather Day if needed] 4 Teacher Workday if needed						



Grading Periods

First Semester - 80 student days; 87 teacher days
 Second Semester - 98 student days; 101 teacher days

6 Weeks	9 Weeks
Aug. 24 - Sept. 30: 27 days	Aug. 24 - Oct. 21: 41 days
Oct. 1 - Nov. 6: 26 days	Oct. 22 - Dec. 18: 39 days
Nov. 9 - Dec. 18: 27 days	Jan. 5 - Mar. 12: 47 days
Jan. 5 - Feb. 19: 32 days	Mar. 22 - June 2: 51 days
Feb. 22 - Apr. 16: 34 days	
Apr. 19 - June 2: 32 days	

Symbol Key

[Begin Grading Cycle		New Teacher Orientation
]	End Grading Cycle		Teacher Workday - Student Holiday
○	Early Dismissal		Teacher Staff Development - Student Holiday
	Bad Weather Day		Holiday - Student / Staff