

New Caney Independent School District



Parent/Student Handbook & Student Code of Conduct 2016-2017

NEW CANEY INDEPENDENT SCHOOL DISTRICT
21580 Loop 494
New Caney, Texas 77357
281-577-8600
www.newcaneyisd.org

It is the policy of the New Caney Independent School District not to discriminate on the basis of race, color, national origin, sex, age, or disability in its general and vocational programs, services and activities, or its employment practices. Lack of English skills will not be a barrier to admission and participation in all educational and vocational programs. For more information about your rights or grievance procedures, contact the Title IX Coordinator, 21580 Loop 494, New Caney, Texas 77357, and/or the Section 504 Coordinator, 21580 Loop 494, New Caney, Texas 77357, 281-577-8600.



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New Caney ISD Vision & Mission

Vision

Preparing our learning community for the REALITY of tomorrow

Mission

Graduate students who are equipped to thrive in the REALITY of their future

Core Values

WE BELIEVE that our students and staff must be:

Responsible Citizens

Effective Communicators

Academically Prepared

Lifelong Learners

Interpersonal Collaborators

Thinking with Innovation

Yes minded!

Goals

- 1) NCISD will increase the achievement of all students and prepare all students for post-secondary education and the workplace through high quality, student-centered programs.
- 2) NCISD will provide a safe and orderly environment that promotes student learning for all students.
- 3) NCISD will engage in proactive planning and visioning to respond to the changing educational needs of the district and to maximize our resources.
- 4) NCISD will increase opportunities for parent/community involvement in all educational processes of our district.

PREFACE

To Students and Parents:

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

The New Caney Independent School District Code of Conduct is designed to provide basic information that you and your child will need during the school year. The handbook is divided into three sections:

Section I- REQUIRED NOTICES AND INFORMATION FOR PARENTS- includes notices that the District must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II- INFORMATION FOR STUDENTS AND PARENTS- organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

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

Section III – STUDENT CODE OF CONDUCT- Both students and parents should become familiar with the New Caney Independent School District Parent/Student Handbook and *Student Code of Conduct* which is a document adopted by the board and intended to promote school safety and an atmosphere for learning.

The *Parent/Student Handbook and Student Code of Conduct* (“the handbook”) is designed to be in harmony with board policy and state and federal law. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy and the handbook, the provisions of board policy that were most recently adopted by the board are to be followed.

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

[See **Notice Regarding Directory Information and Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the District’s policy manual is available for review at the central administration office or online at www.newcaneyisd.org.

NEW CANEY INDEPENDENT SCHOOL DISTRICT

Parent/Student Handbook and Student Code of Conduct Notification Letter

Dear Parent:

The Parent/Student Handbook and Student Code of Conduct for New Caney Independent School District is available at newcaneyisd.org. It is designed to provide for you relevant and important information regarding the education of your child, and to inform you and your child of the type of conduct expected in New Caney ISD. It is important that you and your child review this information together so that you will clearly understand all of the information contained in this handbook and the rules of acceptable conduct and the consequences of violation of established rules. With your support and encouragement I am confident your child will meet all requirements and behavioral expectations of the District.

The Acknowledgement of Receipt of the Parent/Student Handbook and Student Code of Conduct will be available electronically as part of the online enrollment process. It is highly recommended that you review this Handbook with your child(ren). If you have any questions relating to this Handbook, please call or visit with the campus principal.

There is also an explanation of the **Student Responsible Use Guidelines for Technology** in this Handbook (see Table of Contents). Your acknowledgement of this Handbook also serves as acknowledgement of receipt of the Student Responsible Use Guidelines and grants permission for your student to participate in the 1:Vision program.

Thank you for assisting us in making this year a productive and rewarding year for your child.

Kenn Franklin
Superintendent of Schools

Table of Contents

New Caney ISD Vision & Mission.....	ii
PREFACE.....	iii
Parent/Student Handbook and Student Code of Conduct Notification Letter	iv
SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS	1
PURPOSE.....	1
STATEMENT OF NONDISCRIMINATION	1
PARENTAL AND FAMILY ENGAGEMENT.....	2
Working Together	2
Participation in Third-Party Surveys.....	2
Consent to Display a Student’s Original Works and Personal Information.....	3
Teacher and Staff Professional Qualifications	3
Instructional Materials.....	3
Accessing Student Records	3
Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law.....	4
Religious or Moral Beliefs	4
Human Sexuality Instruction.....	4
Tutoring or Test Preparation	4
Reciting the Pledges to the U.S. and Texas Flags.....	5
Reciting a Portion of the Declaration of Independence.....	5
Limiting Electronic Communications with Students by District Employees.....	5
Notices of Certain Student Misconduct to Noncustodial Parent.....	5
Participation in Federally Required, State-Mandated, and District Assessments	5
Safety Transfers/Assignments.....	5
OTHER IMPORTANT INFORMATION FOR PARENTS	6
Students Who Have Learning Difficulties or Who Need Special Education Services	6
Students with Physical or Mental Impairments Protected under Section 504.....	6
Multiple Birth Siblings.....	7
Students Who Receive Special Education Services with Other School-Aged Children in the Home ..	7
Service/Assistance Animal Use by Students.....	7
Resource for Parental Awareness of issues regarding Abuse and Neglect	7
Students Who Speak a Primary Language Other than English	7
Children of Military Families.....	7

Authorized Inspection and use of Student Records.....	7
Notice Regarding Directory Information	10
Volunteer Information and Application	12
SECTION II: INFORMATION FOR STUDENTS AND PARENTS	13
ABSENCES/ATTENDANCE.....	13
Compulsory Attendance.....	13
Exemptions to Compulsory Attendance.....	13
Failure to Comply with Compulsory Attendance.....	14
Attendance for Credit.....	15
Documentation after an Absence (All Grade Levels)	15
Excused Absences	16
Unexcused Absences.....	16
Doctor’s Note after an Absence for Illness	16
Tardiness	16
Official Attendance Time.....	17
College Visits.....	17
Prearranged Absences	17
Field Trip Absences	17
Release of Students from School	17
Early Release/Late Arrival Privileges	18
Work Release Permits	18
Off Campus Athletics.....	18
Leaving School Early Due to Illness.....	18
Make Up Work for Absences.....	18
Driver License Attendance Verification.....	18
ACCOUNTABILITY UNDER STATE AND FEDERAL LAW	19
CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS.....	19
CELEBRATIONS	19
COMPLAINTS AND CONCERNS.....	19
CONDUCT.....	20
Applicability of School Rules	20
Campus Behavior Coordinator	20
Social Events	20
DISTANCE LEARNING	21

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS OR OTHER DOCUMENTS	21
School Materials.....	21
Non-school Materials...from students	21
Non-school Materials...from others.....	21
DRESS CODE.....	23
FOREIGN EXCHANGE STUDENTS.....	24
STUDENT RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY	24
Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones	24
Possession and Use of Other Personal Electronic Devices	25
Instructional Use of Personal Telecommunications and Other Electronic Devices.....	25
Acceptable Use of District Technology Resources.....	25
Unacceptable and Inappropriate Use of Technology Resources.....	25
Mandatory Review	26
Definition of District Technology System	26
Student Email Accounts and Electronic Communication Tools.....	30
Consequences of Agreement Violation.....	31
Disclaimer	31
1:Vision.....	31
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	40
Standards of Behavior	40
DATING VIOLENCE, DISCRIMINATION, HARASSMENT AND RETALIATION	40
Dating Violence.....	40
Discrimination.....	41
Harassment.....	41
Sexual Harassment and Gender-Based Harassment.....	41
Retaliation	41
Reporting Procedures	42
Investigation of Report.....	42
Bullying.....	42
Hazing	43
CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN.....	43
CLASS RANK / HIGHEST RANKING STUDENT.....	44
CLASS SCHEDULES/SCHEDULE CHANGES	45
COLLEGE AND UNIVERSITY ADMISSIONS	45

COLLEGE CREDIT COURSES.....	46
COUNSELING.....	46
Academic Counseling	46
Personal Counseling.....	47
COURSE CREDIT	47
CREDIT BY EXAM—If a Student Has Taken the Course.....	47
CREDIT BY EXAM FOR ADVANCEMENT/ACCELARATOIN.....	47
If a Student Has Not Taken the Course.....	47
Kindergarten Acceleration	48
Students in Grades 1-5	48
Students in Grades 6-12	48
ENGLISH LANGUAGE LEARNERS	48
FEES.....	48
FUND-RAISING.....	49
GANG-FREE ZONES.....	49
GRADE CLASSIFICATION	49
GRADING POLICIES	50
Elementary Grading Guidelines	50
Elementary Dual Language Program Grading Guidelines.....	52
Secondary Grading Guidelines.....	55
GRADUATION.....	58
Requirements for a Diploma	58
Graduation Programs.....	58
Testing Requirements for Graduation	59
Certificates of Coursework Completion.....	59
Students with Disabilities.....	60
Graduation Activities	60
Graduation Speakers	60
Graduation Expenses.....	60
Participating in Graduation Activities.....	61
Scholarships and Grants.....	61
HEALTH-RELATED MATTERS	61
Medications	61
Self-Administration of Prescription Asthma or Anaphylaxis Medicine By Students.....	62

Student Athletes with Emergency Medications	63
Medication from Foreign Countries	63
Physician Orders From Out of State.....	63
Authorized Personnel	63
Field Trip Medication Procedure	63
Herbal/Dietary Supplements	63
Diabetes Care at School	64
Individualized Health Plan	64
Asthma Care.....	65
Food Allergies/Anaphylaxis.....	65
Communicable Diseases	66
Illness and Injury	67
Medical Procedures	67
Student Screenings	67
Head Lice	68
Immunization Requirements	68
Bacterial Meningitis	69
Physician’s Statement for Children with Disabilities.....	70
In Cases of Food Allergy	71
Other Special Dietary Needs	71
Physical Activity Requirements	71
Psychotropic Drugs	71
School Health Advisory Council.....	71
Student Wellness Policy/Wellness Plan.....	71
Physical Fitness Assessment	72
Vending Machines.....	72
OTHER HEALTH-RELATED MATTERS.....	72
Asbestos Management Plan	72
Pest Management Plan	72
Tobacco and E-Cigarettes Prohibited.....	72
HOMELESS STUDENTS.....	72
IDENTIFICATION CARDS	73
LAW ENFORCEMENT AGENCIES	73
Questioning of Students	73

Students Taken into Custody.....	74
Notification of Law Violations	74
LEAVING CAMPUS	74
PHYSICAL RESTRAINT.....	75
PHYSICAL EXAMINATIONS / HEALTH SCREENINGS	75
PLEDGES OF ALLEGIANCE AND MOMENT OF SILENCE	75
PRAYER	76
PROMOTION AND RETENTION	76
REPORT CARDS/PROGRESS REPORTS AND CONFERENCES.....	77
PUBLIC FORUM - STUDENT EXPRESSION	77
SAFETY	77
Accident Insurance.....	78
Drills: Fire, Tornado, and Other Emergencies	78
Emergency Medical Treatment and Information	78
Emergency School-Closing Information.....	78
SCHOOL FACILITIES	79
Use by Students Before and After School.....	79
Conduct Before and After School	79
Use of Hallways during Class Time.....	79
Cafeteria Services.....	79
Library.....	80
Searches.....	80
Electronic Devices.....	80
Searching and Questioning Students.....	80
Trained Dogs	80
Vehicles on Campus.....	81
Drug-Testing	81
Metal Detectors	81
SPECIAL PROGRAMS	81
STANDARDIZED TESTING.....	81
SAT/ACT (Scholastic Aptitude Test and American College Test).....	81
STAAR (State of Texas Assessments of Academic Readiness)	81
End-of-Course (EOC) Assessments for Students in Grades 9–12	82
TSI (Texas Success Initiative) Assessment.....	82

STEROIDS	82
STUDENTS IN THE CONSERVATORSHIP OF THE STATE (Foster Care)	82
SUBSTANCE ABUSE PREVENTION AND INTERVENTION	83
SUICIDE AWARENESS	83
SUMMER SCHOOL	83
TARDINESS	83
TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS	83
TRANSFERS	84
TRANSPORTATION	84
School-Sponsored Trips	84
SMART Tag	84
Conduct Expectations for Bus Riders	84
Removal from the School Bus	87
VANDALISM	88
VIDEO CAMERAS	88
VISITORS TO THE SCHOOL	88
General Visitors	88
Visitors during Lunch	88
Visitors Participating in Special Programs for Students	88
VOTER REGISTRATION	88
WITHDRAWING FROM SCHOOL	89
SECTION III: STUDENT CODE OF CONDUCT	90
PURPOSE	90
PHILOSOPHY	90
SCHOOL DISTRICT AUTHORITY AND JURISDICTION	91
‘Parent’ Defined	91
Reporting Crimes	91
Revoking Transfers	91
Participating in Graduation Activities	92
Abiding by the Law	92
RIGHTS AND RESPONSIBILITIES	92
GENERAL CONDUCT VIOLATIONS	92
Disruptions of School Operations	92
Disruption of Classes	93

Disruption of Lawful Assembly	93
Disregard for Authority	94
Mistreatment of Others.....	94
Property Offenses	94
Possession of Prohibited Items.....	94
Possession of Telecommunications or Other Electronic Devices	95
Illegal, Prescription, and Over-the-Counter Drugs.....	95
Misuse of Technology Resources and the Internet.....	95
Safety Transgressions.....	95
Miscellaneous Offenses.....	96
DISCIPLINE MANAGEMENT PLAN	96
Appeals.....	96
Students with Disabilities.....	97
Corporal Punishment.....	97
REMOVAL FROM THE REGULAR EDUCATIONAL SETTING	97
Routine Referral	97
Formal Removal.....	97
Returning Student to Classroom	98
OUT-OF-SCHOOL SUSPENSION	98
Misconduct.....	98
Process.....	98
OFFENSES AND DISCIPLINARY OPTIONS	98
LEVEL I-III	99
LEVEL IV – DISCRETIONARY DAEP PLACEMENT.....	100
LEVEL V – MANDATORY DAEP PLACEMENT	101
Sexual Assaults and Campus Assignments	103
Emergency Placement.....	103
Process.....	103
Conference	103
Consideration of Mitigating Factors.....	103
Placement Order.....	104
Coursework Notice.....	104
Length of Placement.....	104
Appeals.....	104

Restrictions during Placement.....	105
Placement Review	105
Additional Misconduct.....	105
Notice of Criminal Proceedings	105
Withdrawal during Process	106
Additional Misconduct.....	106
Newly Enrolled Students.....	106
Emergency Placement Procedure.....	106
PLACEMENT AND/OR EXPULSION FOR CERTAIN OFFENSES	106
Certain Felonies	107
Hearing and Required Findings.....	107
Length of Placement.....	107
Newly Enrolled Students.....	108
While in DAEP	108
Informal Hearing and Parent Notification.....	108
LEVEL VI - EXPULSION.....	109
Discretionary Expulsion: Misconduct That May Result in Expulsion.....	109
Mandatory Expulsion: Misconduct That Requires Expulsion.....	110
GLOSSARY	114

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the New Caney Independent School District Code of Conduct/Handbook includes several notices that the District is required to provide to you, as well as other information on topics of particular interest to you as a parent.

PURPOSE

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

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

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

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

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be posted on the district's Web site. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

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

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

STATEMENT OF NONDISCRIMINATION

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

The following New Caney Independent School District staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Scott Castleberry, Executive Director of Student Services; 21580 Loop 494; New Caney, Texas 77357; 281-577-8600.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Delinda Neal, Executive Director of Instruction; 21580 Loop 494; New Caney, Texas 77357; 281-577-8600.

All other concerns regarding discrimination: Gordon Lockett, Deputy Superintendent of Schools; 21580 Loop 494; New Caney, Texas 77357; 281-577-8600 [See policies FB, FFH and GKD.]

Services for the Homeless

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Brande Bass, 21580 Loop 494, New Caney, Texas 77357; 281-577-8600.

PARENTAL AND FAMILY ENGAGEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs offered in the District.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, once your child begins enrolling in courses that earn high school credit.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. For further information, see policies at GKG and contact your student’s principal.
- Participating in campus parent organizations.
- Serving as a parent representative on the District-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact your student’s principal.]
- Serving on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**]
- Attending board meetings to learn more about District operations. [See policies at BE and BED for more information.]

Participation in Third-Party Surveys

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

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

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

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

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

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

- Any survey concerning the private information listed above, regardless of funding.

- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]
- You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]

Consent to Display a Student’s Original Works and Personal Information

Teachers may display students’ work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district’s website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

Teacher and Staff Professional Qualifications

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

Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Accessing Student Records

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

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

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

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings

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

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

Religious or Moral Beliefs

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

Human Sexuality Instruction

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

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

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

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

Tutoring or Test Preparation

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly

scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

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

Reciting the Pledges to the U.S. and Texas Flags

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

Reciting a Portion of the Declaration of Independence

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

Limiting Electronic Communications with Students by District Employees

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

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests. [See policy DH (LOCAL)]

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

Notices of Certain Student Misconduct to Noncustodial Parent

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL)]

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

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

Safety Transfers/Assignments

As a parent, you may

- Request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Executive Director of Student Services for information. [See policy FDE.]
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.

- Request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]
- If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

OTHER IMPORTANT INFORMATION FOR PARENTS

Students Who Have Learning Difficulties or Who Need Special Education Services

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

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

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

Both documents may also be found at: http://framework_esc18.net/display/Webforms/LandingPage.aspx.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Director of Special Education at 20387 FM 1485, New Caney, Texas 77357; 281-577-8670.

Students with Physical or Mental Impairments Protected under Section 504

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

The designated person to contact regarding a referral for evaluation applicable to Section 504 is the Director of Special Education at 281-577-8670. [Also see policy FB.]

Multiple Birth Siblings

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

Students Who Receive Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. [See policy FDB(LOCAL).]

Service/Assistance Animal Use by Students

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

Resource for Parental Awareness of issues regarding Abuse and Neglect

Child Welfare Information Gateway provides access to information and resources to help protect children and strengthen families. <http://www.childwelfare.gov>.

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Children of Military Families

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

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 10 excused absences per year for this purpose.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>

Authorized Inspection and use of Student Records

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

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.

- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

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

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

- When District school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.

- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information.

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate. The campus principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of records.

The address(es) of the principals’ offices are:

New Caney High School; 21650 Loop 494, New Caney, Texas 77357

Porter High School; 22625 Sandy Lane, Porter, Texas 77365

Infinity Early College High School; 22500 Eagle Drive, New Caney, Texas 77357

Keefer Crossing Middle School; 20350 FM 1485, New Caney, Texas 77357

White Oak Middle School; 24161 Briar Berry Lane, Porter, Texas 77365

Woodridge Forest Middle School; 4540 Woodridge Parkway, Porter, Texas 77365

New Caney Middle School; 22784 US Highway 59, Porter, Texas 77365

Bens Branch Elementary; 24160 Briar Berry Lane, Porter, Texas 77365

Kings Manor Elementary; 21111 Royal Crossing Drive, Kingwood, Texas 77339

New Caney Elementary; 20501 FM 1485, New Caney, Texas 77357

Oakley Elementary, 22320 Loop 494, New Caney Texas 77357

Porter Elementary; 22256 Ford Road, Porter, Texas 77365

Robert L Crippen Elementary; 18690 Cumberland Blvd., Porter, Texas 77365

Sorters Mill Elementary; 23300 Sorters Road, Porter, Texas 77365

Tavola Elementary; 18885 Winding Summit Dr., New Caney, Texas 77357

Valley Ranch Elementary; 21700 Valley Ranch Crossing Drive, Porter, Texas 77365

The Learning Center; 20419 FM 1485, New Caney, Texas 77357

A parent (or eligible student) may inspect the student’s records and request a correction or amendment if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. This request shall be in writing and include the following information: full name with title, address, and daytime phone number, description of requested change, fax number, e-mail and supporting documents. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See FINALITY OF GRADES at FNG(LEGAL).

The district’s policy regarding student records can be found at FL(LEGAL) and (LOCAL), is available from the principal’s or superintendent’s office or on the district’s web site at www.newcaneyisd.org.

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

Notice Regarding Directory Information

The Family Educational Rights and Privacy Act (“FERPA”) governs NCISD’s release of directory information regarding students. “Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. 34C.F.R.§99.3.

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want NCISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within ten school days of your child’s first day of instruction for this school year. NCISD has designated the following information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

Parents may choose to allow the release of their child’s directory information for school-sponsored purposes only (*yearbook, school pictures, graduation related services and products, campus directories, newsletters, school/District website, awards, honors, local newspaper/media, artwork that is not considered and education record, displays, extracurricular programs or events, school/District photos, school/District videos*) or parents may choose to prohibit the release of their child’s directory information for any purpose, including School District publications and positive publicity (*selecting this option means your child will not be included in the school yearbook and will not appear in other District publications for awards or accomplishments*).

Parents of secondary children may also choose to prohibit the release of their child’s directory information to military recruiters and institutions of higher education upon their request. The District is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

Parents may make designations regarding directory information by completing and submitting the form found on the next page or on the District’s website (<http://www.newcaneyisd.org/directoryinformation>) or in the school’s main office. The form should be returned to the campus main office within 10 days of the child’s first day of this school year. **YOU ONLY NEED TO COMPLETE THIS FORM IF YOU DESIRE TO RESTRICT OR LIMIT THE RELEASE OF DIRECTORY INFORMATION.**

**NEW CANEY INDEPENDENT SCHOOL DISTRICT
DIRECTORY INFORMATION RESTRICTION FORM**

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (“FERPA”) governs NCISD’s release of directory information regarding students. “Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. 34 C.F.R. § 99.3.

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want NCISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within ten school days of your child’s first day of instruction for this school year. NCISD has designated the following information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

*****YOU ONLY NEED TO COMPLETE THIS FORM IF YOU DESIRE TO RESTRICT OR LIMIT THE RELEASE OF INFORMATION.**

Please select **one** of the following statements regarding your child’s directory information *if you choose to limit or restrict the release of information:*

NCISD may release my child’s directory information for **school-sponsored/District-sponsored purposes only** (*yearbook, school pictures, graduation related services and products, campus directories, newsletters, school/District website, awards, honors, local newspaper/media, artwork that is not considered an education record, displays, extracurricular programs or events, school/District photos, school/District videos*). *Example: If you select this option, your child will be included in the school yearbook, but his/her information will not be released to vendors who may offer products and services.*

NCISD may **NOT** release my child’s directory information for any purpose, including school/District publications and positive publicity (*yearbook, newsletters, school/District website, awards, honors, local newspaper, artwork displays, extracurricular programs or events, class rosters given to other parents, school/District photos, school/District videos*) without my prior consent. *Example: If you select this option, your child’s name would not appear in the District newsletter if he/she won an award and **he/she will NOT be included in the school yearbook.***

SECONDARY STUDENTS ONLY

Federal law requires school districts to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the District that the parent does not want the student’s information disclosed without the parent’s prior written consent.

Please select this box if you do **NOT** want NCISD to release your secondary student’s name, address, and telephone listing to military recruiters and institutions of higher education upon their request.

Student’s Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Volunteer Information and Application

The New Caney Independent School District values the contributions made by its many volunteers who diligently work to support our outstanding students, teachers, and programs. It is our goal to provide a safe environment for our students and visitors. If you are interested in volunteering on one of our campuses, please complete the volunteer application, available on the District's web site. Individuals who complete this form must watch a district volunteer orientation video prior to becoming an approved volunteer and receiving a volunteer badge.

All volunteers including parents, grandparents or guardians who wish to assist with field trips, field day, carnivals, etc., must be a designated volunteer. Parents, grandparents or guardians who wish to attend field trips, field day, carnivals, student performances, assemblies, or conferences with teachers or administrators are not required to be designated volunteers.

The volunteer application packet can be found at <http://www.newcaneyisd.org/domain/89> or picked up at the New Caney ISD Police Department. The District will obtain the criminal history record of all prospective volunteers who will be working with students and will have access to student information. The background check is strictly confidential and will be processed through the NCISD Police Department. Volunteers should expect a criminal history check at both the state and national level.

When volunteers have passed the criminal history check, principals will be notified of their eligibility to serve as volunteers. Applicants will be notified via email that they have passed the background check and receive a link to watch the volunteer orientation video. After they have successfully completed the video, the volunteer badge will be issued and sent to their requested home campus to be picked up.

Volunteer programs vary from campus to campus. See campus administration for details regarding volunteer opportunities available.

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

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

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

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the Code contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Scott Castleberry, Executive Director of Student Services or Michelle Marable, Director of Student Services at 281-577-8600.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

Age 19 and Older

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

Between Ages 6 and 19

State law requires that a student between the ages of six and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

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

Prekindergarten and Kindergarten

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

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days including one day travel to and one day travel from;
 - To be considered a religious holy day, the day should be one generally recognized by the student’s religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, mission trips, and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.
- Required court appearances including one day travel to and one day travel from;
 - A court appearance is considered to be required if the law or the court mandates an appearance by the student in a criminal, civil or traffic matter. **Important:** Absences to meet with probation officers and

other absences related to court-ordered activities *outside* the courtroom do not qualify as required court appearances.

- Participation in a mentorship to complete requirements for the Distinguished Achievement Program;
- School sponsored activity with a professional NCISD staff member;
- Sounding Taps at a military honors funeral (6th through 12th grade only);
- Appointment with a licensed health care professional if the student was in attendance for part of the school day;
- College visits for the purposes of visiting to determine the student's interest in attending the institution (11th and 12 grade only, maximum 2 days per year);
- Activities related to obtaining the student's United States citizenship;
- Taking part in the student's own United States naturalization oath ceremony including one travel day to and one travel day from;
- Service as an election clerk (maximum 2 days per year);
- Visitation with an active duty parent/guardian who has been continuously deployed for at least four months and is on leave outside of where they regularly reside (maximum 5 days per school year); and
- Is in the conservatorship of the Department of Family and Protective Services and misses school to participate in an activity ordered by the court and cannot be scheduled outside of the school day including one travel day to and one travel day from;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and

Failure to Comply with Compulsory Attendance

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

Age 19 and older

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

Between 6 and 19

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

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

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

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

Attendance for Credit

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

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

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

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

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

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

Documentation after an Absence (All Grade Levels)

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

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

A written excuse must be on full sheets of paper and returned to school within three days following the absence(s). The note must contain the following:

- Date excuse is written
- Full name of student
- Student ID number

- Date(s) absent
- Reason for absence on each date
- Signature of parent/guardian
- Telephone number of parent/guardian

Students should turn in excuse notes at the attendance office before class begins on the day they return to school from an absence. The student's assistant principal may grant an extension of this deadline if there are extenuating circumstances. Time out of class to clarify absences will not be permitted. If students do not bring a note on the day they return, they will have two additional days to complete this required documentation. All notes are retained on file and become evidence in any Attendance Review and/or court hearing. Excessive parent/guardian notes will be reviewed by the Attendance Review Committee.

Excused Absences

A note must be provided for an absence to be excused.

- Personal illness
- Funeral
- Emergency in immediate family
- Illness of the student's child
- Sent home by school nurse
- Authorized school-sponsored activities: A student may receive excused absences for participating in off-campus school related activities. Without the permission of the student's assistant principal, a student will not be permitted to participate in activities that would result in the student being absent from any class more than ten (10) times a school year (Aug.- May).
- Ongoing medical or psychiatric treatment (chemotherapy, radiation, dialysis, etc. with a doctor note indicating specific timeframes and anticipated absences)
- Olympic-caliber competition [with application approved by principal; up to ten (10) days per school year]
- Homeland security and visa appointment (passport/INS/visa/residency; with documentation requiring appearance and proof of attendance)

Unexcused Absences

An absence for any reason other than those listed above under "EXCUSED ABSENCES" shall be classified as unexcused. Absences that are initially classified as unexcused may be changed to excused if the parent/guardian sends or emails a note to the attendance office (stating the reason), within three school days after returning from the absence. The campus administrators may review reasons of extenuating circumstances other than those above and determine that they, also, may be excused.

Doctor's Note after an Absence for Illness

Within three days of returning to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

Tardiness

A student who is tardy to school or to class may be assigned disciplinary action according to the individual campus tardy policy.

Official Attendance Time

The District must submit attendance of its students to the Texas Education Agency(TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00 AM which is during the second instructional hour as required by state rule. Afternoon Pre-Kindergarten official attendance time is 1:30 PM.

College Visits

High school students who meet the following criteria will be allowed to have one (2) excused days of absence for a college visit during their junior and senior years:

1. The student must have passed the required parts of the STAAR/EOC test for the previous year.
2. The student must be on track to graduate on time.
3. The student is classified as a junior or senior based upon credits earned.
4. The student is passing all course work.
5. The student has no truancy or other attendance problems.
6. The student is not in a DAEP placement or assigned to a JJAEP.

Students must submit a written request at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved. If prior approval is granted, verification of the visit must be submitted in order for the absence to be recorded as excused. If the college visit cannot be made on the date specified on the approved written request, a new request form must be submitted for consideration.

Prearranged Absences

If a student (or the student's parent/guardian) notifies the school of an absence that will occur in the future, the principal shall notify the student/parent how the absence will be classified and explain ramifications of absences by completing the Pre-arranged Absences -- Decision and Acknowledgment form.

Field Trip Absences

Students participating in a field trip during school hours will not be counted as absent. Work missed for such activities is eligible for make-up, as are days missed for UIL competitions. Prior approval must be given for all students participating in a field trip. Students who are failing any class or who have poor or unsatisfactory conduct/attendance may not participate in a field trip or UIL activity. It will be the responsibility of the teacher or coach sponsoring the field trip or UIL activity to check all forms and student eligibility prior to the trip. Students who are failing a class do not have permission to miss that class for a field trip or UIL activity during school hours.

Release of Students from School

Every attempt should be made to schedule appointments outside of the school day. There may be times, however, when an appointment must be scheduled during the school day. Before school on those days, the student must bring a note from a parent/guardian, containing:

1. A phone number where the parent or guardian can be reached for verification,
2. Name and phone number of the doctor or dentist.

Students will be given a release permit by the attendance office allowing them to leave class at the designated time. The student may not leave during a class period to get the note. The student should present the official permit to the teacher at the beginning of the period that is designated for his/her appointment. The student keeps this official permit and should return it to the Attendance office signed by a representative of the physician's office. If a student leaves and returns to school during the same school day, the student is not considered absent for the day, only for those classes missed.

Early Release/Late Arrival Privileges

All early release permits must be carried by the student at all times and should be available for review upon request. Permits will be issued to students by their assistant principal. Students who are denied credit (due to attendance) in any class during the first semester will not be eligible for early release or late arrival privileges during the second semester.

Work Release Permits

Off-campus permits for vocational students participating in a Cooperative Education (CO-OP) program will be issued by the Cooperative Education teacher. Vocational Education teachers will provide a list of approved students to the assistant principals. A permission slip must be on file with attendance granting permission for the student to leave campus during the school day.

Off Campus Athletics

Students participating in athletics at an off-campus venue will also be given a permit to authorize their being off campus during the school day. A permission slip must be on file with attendance granting permission for the student to leave campus during the school day.

Leaving School Early Due to Illness

If a student becomes ill while at school, the student should get a permit from his/her classroom teacher to go to the clinic. Under no circumstances are students to leave school without proper authorization. A student leaving school for any reason must sign out in the attendance office. Failure to follow the procedure will warrant disciplinary action for truancy.

Make Up Work for Absences

A student will be given the opportunity to make up work missed during absences and suspensions. It is the responsibility of the student to request and complete any assignments or tests missed because of absence. Students will be permitted one day for make-up work for each day of absence. Teachers may extend this time limit at their discretion. Make-up work is the responsibility of the student. If a student knows he/she is going to be absent for three or more days, a parent or guardian may contact the counselor prior to their absence for assignments. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing the tests/assignments before the class is missed. Students must realize the importance of establishing credibility with their teachers. It is not fair to other students when a student asks for an excused absence because of the student's failure to complete his/her assignment on time.

If a student is absent, he/she has one (1) day for each day absent to turn in the work.

In the case of long-term assignment: Teachers may require long-term assignments i.e. research papers, projects, etc. (that were assigned prior to a student's absence) to be turned in on the day the student returns to school.

Requests for Assignments: On any three or more consecutive days of excused absences due to unforeseen reasons, a student may request assignments by contacting the attendance office. Please allow 24 hours to pick up requests for assignment sheets, textbooks and materials. Teachers may require long-term assignments (that were assigned prior to a student's absence) to be turned in on the day the student returns to school. For additional information see grading policy.

Driver License Attendance Verification

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

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW

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

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

Information about all of these can be found on the district's website. Hard copies of any reports are available upon request to the district's administration office. TEA also maintains additional accountability and accreditation information at <http://www.texaschoolaccountabilitydashboard.org> and <http://www.tea.texas.gov>.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The Career and Technical Education (CTE) Program in New Caney ISD is divided into career pathways or degree plans. These pathways and degree plans can be found within the student course selection guide. CTE courses offer students many opportunities to obtain real-world skills, participate in student organizations, and possibly earn an industry-based licensure or certification. These programs will be offered without regard to race, color, national origin, sex or disability. The District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE Programs.

CELEBRATIONS

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

COMPLAINTS AND CONCERNS

Most student or parent complaints or concerns can be addressed simply by a phone call or a conference with a teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. Following are the steps to resolve all complaints:

Step 1. Contact the Staff Member

The most direct route to resolving a concern is to confer directly with the person involved, (teacher, coach, etc.) More than 95% of concerns are resolved by a conversation between those involved.

Step 2. Contact the Campus Administrator

The principal/designee will be responsible for the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available in campus administration offices.

Step 3. Contact the Student Services Office

The Executive Director of Student Services may be reached at 281-577-8600. **This step should be taken only if steps one and two above have not resolved your concern.**

If you have gone through the previous informal steps of problem-solving and have not met a satisfactory conclusion, you may then move into the formal process by filing the **Level 1 Parent/Student Compliant Form** with the campus principal.

After you have gone through the first formal step of problem-solving and have not met a satisfactory conclusion, you may then move into the next formal process by filing the **Level 2 Parent/Student Appeal Form** with the Deputy Superintendent.

If you have gone through the Level 1 and Level 2 formal steps of problem-solving and have not met a satisfactory conclusion, you may continue in the formal process with the Board of Trustees by filing the **Level 3 Parent/Student Appeal Form** with the Superintendent's office.

All of these forms can be found on the district website or obtained from the Student Services department.

Some complaints and/or concerns require different procedures as listed below. Any campus office or the Student Services office can provide information regarding specific processes for these complaints and concerns. Additional information can also be found in the designated board policy, available in the principal's and Superintendent's office or on the District's web site at www.newcaneyisd.org.

Specialized policies and procedures exist regarding:

- Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FOE (Notice of Procedural Safeguards).
- Granting a parent's/student's request for a transfer to attend a safe public school: policy FDE (LOCAL).
- Loss of credit because of excessive absences: policy FEC.
- Removal of a student by a teacher for disciplinary reasons: policy FOA and the Student Code of Conduct.
- Removal of a student to a disciplinary alternative education program: policy FOC and the Student Code of Conduct.
- Expulsion of a student: policy FOD and the Student Code of Conduct.
- Discrimination on the basis of gender: policy FB.
- Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct.
- Sexual abuse or sexual harassment of a student: policy FFH (LOCAL) and the Student Code of Conduct.
- Instructional materials: policy EFA.
- On-campus distribution of non-school materials to students: policy FNAA.
- Complaints against District peace officers: policy CKE.

CONDUCT

Applicability of School Rules

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

To achieve the best possible learning environment for all students, the **Student Code of Conduct** and other campus rules will apply whenever the interest of the District is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The Principal or their designee at each campus has been designated as the behavior coordinator.

Social Events

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

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

DISTANCE LEARNING

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

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

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

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

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS OR OTHER DOCUMENTS

School Materials

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

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

Non-school Materials...from students

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

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

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

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policies at GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Director of Communications for prior review. The Director of

Communications will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

DRESS CODE

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and prepare students for the workforce in the global economy.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health hazard or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the Principal's judgment is not appropriate for school, and the Principal's determination as to the appropriateness of all dress shall be final. This list is the minimum requirement for dress regulations, and does not address all possible situations. This list is set as a guideline for the campus dress code policies. Please refer to the campus student handbook for any additional requirements.

1. Clothing, jewelry, patches, tattoos, (body art) or designs on clothing must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliations, violence, death or satanic ideology.
2. Hairstyles must be neat, clean, and well groomed. No head coverings, hoods, curlers, sweatbands, caps, or hats shall be worn in the building. Bandanas are prohibited on campus.
3. Hair coloring must be natural and extreme hairstyles such as mohawks, un-natural hair colors, shaved designs or notches are prohibited.
4. Facial hair must be neat, trimmed and well groomed. Designs or notches in eyebrows are prohibited.
5. A. Elementary - The length of any shorts, skirts, or dresses may be no shorter than three inches as measured from the top of the knee. Elementary students will be measured at fingertip length. Any slits in garments are subject to the same limitations. Pants, skirts, and shorts must be properly hemmed and must fit at the waist. Undergarments should not be seen. Pajamas are not allowed.
B. Secondary – The length of any shorts, skirts or dresses may be no shorter than three inches as measured from the top of the knee. Any slits in garments are subject to the same limitations. Pants, skirts and shorts must be properly hemmed and must fit at the waist. Undergarments should not be seen. Pajamas, tights, leggings and yoga pants are not allowed to be worn as pants. Tights and leggings may only be worn with an outer garment meeting the above length requirements and measurement will be taken by the outer most layer.
6. Excessively oversized or excessively tight garments shall not be worn including revealing, sagging or baggy pants.
7. Revealing garments are not permitted. Examples are: Tops that reveal cleavage, stomach, back or chest when standing, sitting, or bending; clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts tied at the midriff. The midriff must not be exposed when a student goes through normal activities of a school day (bending, stretching, reaching, etc.) Sleeveless blouses that cover the shoulder are acceptable.
8. Proper undergarments must be worn and may not be visible.
9. Only appropriate footwear intended for outdoor use shall be worn. Slippers or house shoes are prohibited. Shoes with wheels are also prohibited.
10. Clothing may not have holes or tears above fingertip length.
11. Any form of dress, jewelry or hair that attracts undue attention, disrupts school, or distracts from the learning process is not acceptable.
12. Gang-related apparel is prohibited in school and at all school-related functions.
13. Facial piercing will be limited to the student's ears only. Gauges and spacers are not allowed to be worn. Students may be asked to remove jewelry, earrings, etc. if the principal, assistant principal, or teachers feel they are a distraction or a safety issue.
14. Students assigned to an alternative campus will be subject to the campus' dress code.

Students in violation of the dress code will be given an opportunity to correct the violation by changing clothes, shoes, etc. If a change cannot be made, the parent will be notified to have someone bring him/her proper attire. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Any student sent home for dress code violations will receive unexcused absences for the classes missed. The dress code rules shall apply through the last day of school and also to summer school sessions. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

FOREIGN EXCHANGE STUDENTS

The intent of a foreign exchange program is to provide visiting students the opportunity to learn about the history of the United States, as well as the working of our government. Students should be encouraged to take an active part in the academic process and experience the social activities of the youth in New Caney ISD. The following guidelines will apply to foreign exchange students:

1. The local representative from the various programs should contact the principal of the high school to secure approval to place the student within the school and must submit all required documentation concerning each exchange student.
2. Sponsoring agencies shall meet the requirements of the council on standards for International Educational Travel.
3. The host family must enroll the exchange student.
4. The exchange student is responsible for providing the month/day/year of all immunizations. Immunization records must be in English.
5. Every foreign exchange student will be classified as underclassmen, no Seniors.
6. All foreign exchange students will enroll in U.S. Government. If the student wants to enroll in US History, then the student will be placed in the fall semester only.
7. Foreign exchange students will not be placed in the class ranking.
8. Every foreign exchange student is encouraged to be fluent in writing and speaking English, but will not be denied if they have limited skills.
9. Any cost for student records required by the foreign exchange program, or country, is the responsibility of the student.
10. Foreign exchange students will receive no free or reduced lunch as part of the exchange program.
11. Coaches and sponsors of extracurricular activities will be responsible for obtaining and checking proper credentials for participation in each activity.
12. If a foreign exchange student is returned to his/her country or is moved to another district, no new foreign exchange student can be sent to replace the student sent home or being moved.
13. NCISD high schools are limited to five (5) foreign exchange students per campus.

STUDENT RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day unless they are being used for approved instructional purposes. A student must have prior approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

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

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

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

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

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

Acceptable Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

New Caney Independent School District makes a variety of communications and information technologies available through computer/Internet access. These technologies, when properly used, promote excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

Mandatory Review

To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the 1:Vision Guidelines and the District's Student Responsible Use Guidelines for Technology (hereinafter referred to as the Responsible Use Guidelines) as part of their review of the *Discipline Management Plan* and *Student Code of Conduct* handbook. Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

Definition of District Technology System

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Chromebooks and tablets
- Chromebook monitoring systems
- Telephones, cellular telephones, and voicemail technologies
- Email accounts
- Servers
- Computer hardware and peripherals
- Software including operating system software and application software
- Digitized information including stored text, data files, email, digital images, and video and audio files
- Internally or externally accessed databases, applications, or tools (Internet or District server based)
- District provided Internet access
- District filtered Wi-Fi and
- New technologies as they become available.

Computer/Network/Internet/Student Wi-Fi Access - Access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

Privilege - Access to the District's computer/network/Internet is a privilege, not a right.

Access to Computer/Network/Internet - Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and Student Wi-Fi has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Student Access - Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and Student Wi-Fi with campus permission.

Students 13 or Younger - For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for education software tools. Parents wishing to deny access to these education tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are Discovery Education, Brain Pop, and World Book. These tools can be accessed through the District's webpage.

Use of Personal Telecommunication Devices - The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District provides a filtered, wireless student network through which students in specific age groups will be able to connect privately owned (personal) telecommunication devices.

Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the New Caney ISD network.

- **High School** – Students are allowed to bring personal telecommunication devices that can access the Internet for educational purposes as determined by the classroom teacher. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner.
- **Middle School** – Students are allowed to bring personal telecommunications devices that can access the Internet for educational purposes as determined by the classroom teacher. Students may not be allowed to use the devices during passing periods or in the cafeteria setting.
- **Elementary** – Students in grades 1-5 are allowed to bring personal telecommunication devices for academic classroom use as determined by the classroom teacher. Each campus will develop procedures for use and management.

Security - A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved *Discipline Management Plan* and *Student Code of Conduct*.

Content/Third-Party Supplied Information - Students and parents of students with access to the District's system should be aware that the use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

Subject to Monitoring - All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is a reason to believe that the Responsible Use Guidelines have been violated.

Student Computer/Network/Internet Responsibilities

All students are required to login and use the student network at all times. Students should not utilize personal hot spots in an attempt to bypass district filters. District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board approved *Disciplinary Management Plan* and *Student Code of Conduct*.

Use of Social Networking/Digital Tools - Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meetings sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

Use of System Resources - Students are asked to purge email or outdated files on a regular basis.

Password Confidentiality - Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

Reporting Security Problem - If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

The following guidelines must be adhered to by students using a personally-owned telecommunications device at school:

- Internet access is filtered by the District on personal telecommunication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, student wireless network provided by the District is required.
- These devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.
- Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher or as stated for specific age groups.
- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, guest speakers or testing) that occur during the school day.
- An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Inappropriate Use - Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and result in revocation of the student's access to the computer/network/Internet.

Violations of Law - Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material
- cyberbullying
- copyrighted material
- plagiarized material
- material protected by trade secret
- sexting or
- blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer - Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Transmitting Confidential Information - Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or others is prohibited.

Commercial Use - Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal, is prohibited.

Marketing by Non-NCISD Organizations - Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief - Any malicious attempt to harm or destroy District equipment, materials or data, or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See the Board-approved *Discipline Management Plan* and *Student Code of Conduct*.]

Intellectual Property - Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

Copyright Violations - Downloading or using copyrighted information without following approved District procedures is prohibited.

Plagiarism - Fraudulently altering or copying documents or files authored by another individual is prohibited.

Impersonation - Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

Cyberbullying - Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Facebook, Twitter, Instagram, Snapchat, Vine, Tango etc.)
- Creating a social networking site or webpage that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Taking photos – often using a cell phone camera – and posting them online, sometimes manipulating them to embarrass the target.

Illegally Accessing or Hacking Violations - Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

File/Data Violations - Deleting, examining, copying or modifying files and/or data belonging to other users without their permission is prohibited.

System Interference/Alteration - Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Email and Communication Tools - Email and other digital tools such as, but not limited to, blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

All students in grades K-12 will be issued email accounts. Students should check email frequently and delete unwanted messages promptly. Internet access to personal email accounts is not allowed.

Students should keep the following points in mind:

Perceived Representation - Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.

Privacy - Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

Inappropriate Language - Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails, blogs, wikis or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks, are prohibited.

Political Lobbying - Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

Forgery - Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

Junk Mail/Chain Letters - Generally students should refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

Student Email Accounts and Electronic Communication Tools

Electronic communication is an important skill for 21st Century students. By providing this tool, the District is equipping students with the skills necessary for success in the business world. Students in grades K-12 are given access to a District student email account. This account is set up with the student's user ID. Students must abide by

the guidelines established at Email and Communication Tools. Student email accounts will be available for use by students in grades K-12 while they are currently enrolled in the District. Parents wishing to deny access to District email must do so in writing to the campus principal. Student email accounts will be provided through a District-approved provider.

Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

Denial, Revocation, or Suspension of Access Privileges With just cause, the system administrator and/or building principal, may deny, revoke or suspend computer/network/Internet access as required, pending an investigation.

Warning

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computer and people, a risk exists that students may access material that may not be of educational value in the school setting.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by the system, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

1:Vision

What is 1:Vision?

- PK-K Classrooms: Tablets/Chromebooks
- 1st and 2nd Classrooms: Tablets and Checkout Chromebook Carts
- 3rd – 5th or any 1:1 Classrooms: Chromebooks
- 6th – 12th Students: Take Home Chromebooks
- BYOT

The 1:Vision Blended Learning Model is a groundbreaking, transformative installation of a flexible learning environment that provides new ways for learners to access, share, and create knowledge. Moving beyond the standard 1:1 laptop model seen in many districts, 1:Vision provides the right device at the right time for NCISD students.

The 1:Vision Blended Learning Model combines the following elements in conjunction with the Bring Your Own Technology (BYOT) culture to engage learners in a way that provides choice:

- Students will receive a Chromebook to unlock new, innovative learning opportunities anytime, anywhere in 1:1 classrooms and on secondary campuses.

- Campus carts of Chromebooks will be available for checkout by teachers as needed based on classroom projects and activities for 1st and 2nd grade students.
- Tablets and Chromebooks will be available in PK-K classrooms.
- Students will continue utilizing the power of their preferred device with the BYOT model.

With the 1:Vision model, students choose the right device or combination of devices to engage in digital learning. Please visit www.newcaneyisd.org for more information.

Web Tools and Applications

To support the NCISD 1:Vision Chromebook program, students will be using a variety of online web applications as a resource to enhance their learning experience. While the education community supports the use of such applications in PK-12 institutions, many of the Terms of Service and/or Privacy Policies of such applications state that, due to Federal Law, any users under the age of 18 must obtain explicit parental permission to use their sites and often require an email address to register on approved sites (students may only use Google Education email addresses). Student email addresses can only receive email from within the District, not from external sites.

All websites and tools have been and will continue to be thoroughly examined by experienced educators. Many of these tools are commonly used in education today, but new tools arise every day. Common web application tools that your child may encounter and use include, but are not limited to:

Networks:	A networking site is a place where teachers and students can communicate, collaborate, and share content. Examples include learning management systems such as Canvas, Google Classroom
Blogs/Google Sites:	A blog is a website where student work can be published online
Google Apps:	An online suite of productivity and digital tools
Podcasts:	A podcast is a digital audio file that is distributed over the Internet for playback
Video Creation Programs:	A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers, and music
Bookmarking:	Bookmarking is a way for Internet users to save, classify, and share websites

These applications are instrumental in the development of the curriculum. All use of Web application tools must be in accordance with the Responsible Use Guidelines of the District and will be COPPA (Children’s Online Privacy and Protection Act) and CIPA (Children’s Internet Protection Act) compliant.

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets, Slides, Drawings, and Forms.
- All work is stored in the cloud, online.

Chrome Apps and Extensions

- Students are allowed to install appropriate Chrome apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some apps will be available to use when the Chromebook is not connected to the wireless internet.

Internet Safety

- There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked with the District content filter while students are working online in school in accordance with CIPA laws. Students are in violation of district policy if they access these sites through proxies or by removing NCISD profiles.
- Parents will want to monitor student’s home Internet access. For more information about Digital Citizenship and Internet safety, visit the 1:Vision website at www.newcaneyisd.org or go to www.netsmartz.org.

No Expectation of Privacy – All students are required to login and use the Student network at all times. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software - Teachers, school administrators, and the technology staff may use monitoring software that allows them to view the screens and activity on student Chromebooks at school.

Files Downloaded onto the Device (Chromebook) - All pictures, material and documents downloaded onto the Chromebooks are the property of New Caney ISD.

Disciplinary Procedures

- Since student devices are an integral part of the curriculum, disciplinary problems will be regarded with the attitude that we will punish the behavior not the device.
- Administrators and teachers will follow procedures outlined in the NCISD Student Handbook/ Code of Conduct when viewing content on a student device.
- Campuses will follow standard disciplinary procedures to address violations of student device use.

GRADES 6-12 1:VISION INFORMATION

Fees - Students are **NOT** required to pay an annual user fee. However, students in grades 6-12 will be required to pay for accidental and deliberate damages to Chromebooks according to the rates outlined below:

1st Occurrence Accidental Damage	\$30.00
1st Occurrence Deliberate/Intentional Damage	Actual cost of repair
2nd and All Additional Occurrences	Actual cost of repair

Theft - If the device is stolen and the student reports the theft (within 48 hours or the next school day) and a police report is filed, and then NCISD will replace the device.

- In the case of theft, vandalism, and other criminal acts on District property, **a police report should be filed by the student or parent by the end of the next school day or within 48 hours of the occurrence with the District Police Department.**
- Incidents happening off campus must be reported to the local police entity by the parent and a **copy of the police report must be brought to the school within 48 hours of the occurrence.** If it occurs on the weekend or during a school break, the report should be filed by the end of the next school day.
- The student will be charged the value of the device if lost or vandalized and not reported, or if deliberately damaged.
- Students/Parents are responsible for reasonable cost of repair for a deliberately damaged device or if damage is interpreted as neglect - *see Table of Estimated Repair/Damage Costs chart.*

Lost or Damaged Device Accessories - A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Table of Estimated Repair/Damage Costs

Example Cost of Repairs*	Example Repair/Replacement Costs** (Amount subject to change)
Replacement of Chromebook	\$225
LCD Screen	\$50
Power Adapter/Cord	\$25
Keyboard and Touchpad	\$25
Chromebook Case	\$30

** More than one (1) occurrence of loss, theft or damage in 30 days will be interpreted as neglect*

** More than two (2) occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect*

*** The costs of any other parts needed for repairs will be based on manufacturer's current price list*

If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.

- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Fees will be imposed in accordance with the Damage Assessment Chart.
- After two (2) incidents of accidental damage, theft or loss the student may lose the privilege of being in the 1:Vision Chromebook program and may not be permitted to take the device home.
- All reports will be investigated and addressed on a case-by-case basis.
- The District may disable the device remotely to protect the device and/or data on the device.
- **Students must clear all records, return the Chromebook, Chromebook Case, Chromebook charger and pay all fees before participating in graduation ceremonies or before any transcripts will be released.**
- Failure to comply at all times with the New Caney Independent School District's 1:Vision Handbook and Student Responsible Use Guidelines may terminate your rights of possession effective immediately and the District may repossess the property.

Damage Assessment Chart

Issue	Action(s) Necessary	Cost
Accidental Damage (1st instance)	A report must be made immediately to administration/technician. The device must be returned to school so that a new or spare device may be issued.	\$30.00
Accidental Damage (2nd and all following instances)	A report must be made immediately to administration/technician. The device must be returned to school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	Actual cost of repairs
Accidental Damage (3rd and all following instances)	A report must be made immediately to administration/technician. The device must be returned to school so that a new or spare device may be issued. However, a spare device may not be issued. The student may need to wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: <ul style="list-style-type: none"> • Limiting participation in the Chromebook program • May not be permitted to take the device home • This may also result in a referral and disciplinary action. 	Actual cost of repairs
Intentional Damage	A report must be made immediately to administration/technician. The device must be returned to school so that a new or spare device may be issued if a spare	Actual cost of repairs

(All occurrences)	device is available. Deliberate damage will be referred to the principal/dean of students. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	
Loss	A report must be made immediately to administration/technician.	Actual cost of repairs
Theft	A report must be made immediately to administration/technician and a police report MUST be filed and returned to administration within 48 hours.	No cost if police report is filed and returned to administration. If NO police report is returned, it is considered a loss and the student is responsible for the replacement cost of the device.
Power Adapter/Cord	A report must be made immediately to administration/technician.	\$25
Chromebook Case	A report must be made immediately to administration/technician.	\$30

Returning Your Chromebook

- Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Responsible Use Guidelines.
- Chromebooks will be returned prior to the end of the school year, on a date to be determined, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of New Caney ISD during the school year, the Chromebook, Chromebook Charger, Chromebook Case and any other peripheral devices or tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at a school in New Caney ISD for any other reason must return their individual Chromebook, Chromebook Charger, Chromebook Case and any other peripheral devices/tools provided on the date of termination of their enrollment.
- If a student fails to return the Chromebook, Chromebook Charger, Chromebook Case and any other peripheral devices or tools provided at the end of the school year or upon termination of enrollment in a New Caney ISD school, that student may be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook Charger, Chromebook Case and any other peripheral devices or tools provided. Failure to return the Chromebook, Chromebook Charger, Chromebook Case and any other peripheral devices or tools provided will result in a theft report being filed with the New Caney ISD Police Department.
- The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Table of Estimated Repair/Damage Costs and must return the Chromebook and accessories to New Caney ISD in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

Secondary Chromebook Care

Students are responsible for the general care of the Chromebook, Chromebook Case and Charger that they have been issued by the school. Family members and friends should not have use of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Technology room for an evaluation of the equipment. Never try

to repair the Chromebook yourself or have someone outside the District work on it, as this could void the warranty and cause you to incur additional charges. Take your Chromebook to the Technology room as soon as possible if repairs are needed.

General Chromebook Care and Rules

- The Chromebook, Chromebook Case and Charger *are school property and all users will follow the policy in the Student Code of Conduct* in the section labeled Student Responsible Use Guidelines for Technology.
- The Chromebook Case that is issued to students must remain on the Chromebook at all times.
- Do not loan devices to other students.
- Do not borrow a device from another student.
- Do NOT share passwords or usernames.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook Cases must remain free of any writing, drawing, stickers, or labels. Spot checks for compliance may be done by administrators or teachers at any time.
- No food or drink is allowed next to your Chromebook.
- Vents must not be covered.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must have a New Caney ISD inventory tag on them at all times and this tag must not be removed or altered in any way. If the inventory tag is removed, disciplinary action may result.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks to school each day. An uncharged Chromebook is a violation of this handbook.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Chromebooks should not be placed in backpacks with heavy books.
- Chromebooks must be set to require a password when waking from sleep mode or restarting to secure student information. This setting must not be changed.

Unauthorized Access and Damaging Another Student's Chromebook

- Access to another person's account, device or computer without their consent or knowledge is considered hacking and is unacceptable and will be handled according to the Student Code of Conduct.
- If a student accidentally or purposefully damages or breaks another student's Chromebook, Chromebook Case and/or charger the student who caused the damage is responsible for all expenses related to repairs or replacement of the Chromebook, Chromebook Case and/or charger.

Screen Care

The Chromebook screens can be damaged if subjected to heavy object, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not grasp screen by wrapping your hand around the screen, your thumbs could shatter the screen.
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaning solvents.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. it may break the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, earbuds, etc.).

Using Your Chromebook at School- Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes.

Chromebooks Left at Home - If a student leaves their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device to verify possession of the assigned Chromebook.

Chromebooks Undergoing Repair- If a Chromebook needs repair, the student will take the Chromebook to the Campus Technology Room. If a loaner Chromebook is available, one will be checked out to them after all fines have been paid. The student will be responsible for any damage or loss to the loaner Chromebook while it is in their possession.

Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebook each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.
- Repeated violations of this policy may result in disciplinary action.

Photo Library/Screensavers/Background Photos- Inappropriate media should not be on the device and may not be used as a screensaver or background photo. The Chromebook should not be used to take photos, of themselves or others, to post online.

Music, Videos, Games, Apps, Extensions, or Programs

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.
- Purchased, legal personal media is allowed on the device. See more about copyright issues at www.respectcopyrights.org
- Teachers and/or campus officials may require students to delete any apps, extensions, games, or programs at any time.
- District installed apps, extensions, games, or programs may not be removed at any time.

Inappropriate Content - Parents should set expectations for appropriate apps, content, music and videos on their student's device. Inappropriate content will not be allowed on devices. Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated Apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are blocked on student Chromebooks. Any violation of this policy will result in disciplinary action.

Sound- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

Deleting Files/Apps- Do not delete any Apps, folders or files that you did not create or that you do not recognize. Deletion of certain files or Apps will interfere with your ability to complete certain coursework and may affect your grades.

Terms of Agreement- Unless earlier terminated by the District, your right to use and possession of the property terminates upon withdrawal from the District.

Appropriation- Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Home Internet Access- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve and access, educational content used in classes with the Chromebook successfully. There are some apps that allow for offline access. Directions for working offline can be found on the [1:Vision webpage](#).

GRADES PK-5 1:VISION INFORMATION

Fees- Students in grades PK-5 are NOT required to pay an annual user fee. However, students in grades PK-5 may be required to pay for deliberate damages to Chromebooks or tablets (actual cost of repair).

Returning Your Device

- Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Responsible Use Guidelines.
- Devices will be returned prior to the end of the school year, on a date to be determined, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of New Caney ISD during the school year, the device and any other peripheral equipment or tools provided will be returned at that time.
- Students who withdraw, are expelled, or terminate enrollment at a school in New Caney ISD for any other reason must return their individual device and any other peripheral equipment/tools provided on the date of termination of their enrollment.
- If a student fails to return the device and any other peripheral equipment or tools provided at the end of the school year or upon termination of enrollment in a New Caney ISD school, that student may be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the device and any other peripheral equipment or tools provided. Failure to return the device and any other peripheral equipment or tools provided will result in a theft report being filed with the New Caney ISD Police Department.

Elementary Chromebook Care

Students are responsible for the general care of the Chromebook that they have been issued by the school. Friends should not have use of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the teacher for an evaluation of the equipment. Never try to repair the Chromebook yourself, as this could void the warranty and cause you to incur charges. Take your Chromebook to the teacher as soon as possible if needed for repairs.

General Chromebook Care and Rules

- The Chromebook is *school property and all users will follow the policy in the Student Code of Conduct* in the section labeled Student Responsible Use Guidelines for Technology.
- **The elementary Chromebooks and tablets are only to be used at school and should never be taken home.**
- Students are assigned a Chromebook for their exclusive use and are not to share their Chromebook with other students.
- Students are not to loan Chromebooks to other students.
- Students are not to borrow a device from another student.
- Do NOT share passwords or usernames.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that permanently damage the device. Anything added to the Chromebook must be approved by a teacher or school officials.
- Spot checks for compliance may be done by administrators or teachers at any time.
- No food or drink is allowed next to your Chromebook.
- Vents must not be covered.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must have a New Caney ISD inventory tag on them at all times and this tag must not be removed or altered in any way. If the inventory tag is removed, disciplinary action may result.
- Chromebooks must never be left in any unsupervised area.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Chromebooks should not be placed in backpacks with heavy books.

- Chromebooks must be set to require a password when waking from sleep mode or restarting, to secure student information. This setting must not be changed.

Unauthorized Access and Damaging Another Student’s Chromebook

- Access to another person’s account, device or computer without their consent or knowledge is considered hacking and is unacceptable and will be handled according to the Student Code of Conduct.
- If a student accidentally or purposefully damages or breaks another student’s Chromebook the student who caused the damage is responsible for all expenses related to repairs or replacement of the Chromebook.

Screen Care

The Chromebook screens can be damaged if subjected to heavy object, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not grasp screen by wrapping your hand around the screen, your thumbs could shatter the screen.
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaning solvents.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. it may break the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, earbuds, etc.).

Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes.

Photo Library/Screensavers/Background Photos/Google Apps for Education Account- Inappropriate media should not be on the device. All screensavers or background photos must be approved by teachers or campus officials. Student Profile pictures must remain the default image. Student may not add any photo/image/avatar to their Google account. The Chromebook should not be used to take photos, of themselves or others, to post online.

Music, Videos, Games, Apps, Extensions, or Programs

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District’s Internet Service Provider’s terms of service and could lead to limitation or suspension of the District’s Internet service.
- Purchased, legal personal media is allowed on the device. See more about copyright issues at www.respectcopyrights.org
- Students are not to install any apps, extensions, games, or programs without teacher approval.
- Teachers and/or campus officials may require students to delete any apps, extensions, games, or programs at any time.
- District installed apps, extensions, games, or programs may not be removed at any time.

Inappropriate Content- Inappropriate content will not be allowed on devices. Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated Apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are blocked on student Chromebooks. Any violation of this policy will result in disciplinary action.

Sound- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

Deleting Files/Apps- Do not delete any Apps, folders or files that you did not create or that you do not recognize. Deletion of certain files or Apps will interfere with your ability to complete certain coursework and may affect your grades.

Terms of Agreement- Unless earlier terminated by the District, your right to use and possession of the property terminates upon withdrawal from the District.

Appropriation- Your failure to timely return the property and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals> a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of the TEA at curriculum@tea.texas.gov or (512) 463-9581.

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

- A student who receives, at the end of a grading period, a grade below 70 in any academic class—other than a class identified as Pre-AP, honors, advanced placement, or dual credit by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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

DATING VIOLENCE, DISCRIMINATION, HARASSMENT AND RETALIATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, religion, color, national origin, gender, sex, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. A copy of the District’s policy is available in the principal’s office and in the Superintendent’s office or on the District’s web site at www.newcaneyisd.org.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also

occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

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

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

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

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

Reporting Procedures

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

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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

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

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

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

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

Bullying

"Bullying" means engaging in written or verbal expression, expression through electronic means or physical conduct that occurs on school property, at a school-sponsored or school-related-activity, or in a vehicle operated by the district that:

- 1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; 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.

Conduct described in the definition of "bullying" is considered bullying if the conduct:

- 1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- 2) interferes with a student's education or substantially disrupts the operation of a school.

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

Reporting Procedures

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. Reports may also be made through the link provided on the District’s and campuses’ websites.

The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

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

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district’s website.

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

Hazing

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

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

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

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

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

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

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

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

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- <http://kidshealth.org/en/parents/child-abuse.html>
- <http://taasa.org/resources-2/>
- <https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-1>
- <https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-2>

Reports may be made to:

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

CLASS RANK / HIGHEST RANKING STUDENT

For the purpose of determining honors to be conferred in the spring graduation ceremonies, the District shall calculate weighted grade point averages to determine each student's class ranking at the end of the third nine-week grading period of the senior year.

Although the District shall rank with the spring graduating class any student who graduates during the school year or in the subsequent summer, only students who are enrolled and graduating at the time of the spring graduation ceremonies shall be eligible for honor awards at those ceremonies.

For the purpose of determining eligibility for automatic admission under state law, the District shall calculate a class ranking for a student who enrolls at a campus after the beginning of the senior year; however, honors recognition for such a student shall be limited in accordance with this policy.

Each eligible student whose weighted grade point average falls in the top five percent of the graduating class shall be designated as a magna cum laude graduate. Each eligible student whose weighted grade point average falls in the next ten percent shall be designated as a cum laude graduate.

To be eligible for recognition as an honor graduate, a student:

1. Shall have completed the Recommended High School Program or the Advanced/Distinguished Achievement Program; and
2. Shall have been continuously enrolled in the same District high school for the entire senior year.

The eligible students with the highest and second highest weighted grade point averages shall be recognized as valedictorian and salutatorian, respectively.

To be eligible for recognition as valedictorian or salutatorian, a student:

1. Shall have completed the Recommended High School Program or the Advanced/Distinguished Achievement Program;
2. Shall have been continuously enrolled in the District for grades 10–12; and
3. Shall have been continuously enrolled in the same high school for the three semesters immediately prior to the spring graduation ceremony.

In the event of a tie among eligible students for highest and second highest weighted grade point averages when the averages have been calculated to four places behind the decimal point, the District shall recognize as valedictorian the student who has completed the greater(est) number of advanced-level courses.

If the tie cannot be broken by comparing the number of advanced-level courses, the District shall recognize co-valedictorians. The student with the next highest weighted grade point average shall be recognized as salutatorian.

Class rank shall be based solely on academic courses so that all students may be compared on the same basis. The honors of valedictorian, salutatorian, magna cum laude and cum laude graduates shall be based on academic excellence and the grade point average for all courses as follows:

- English (except English through Film);
- Mathematics;
- Science;
- Social Studies (except psychology, sociology and U.S. History through Film); and
- Languages other than English.

With the exception of dual credit courses in eligible subjects, courses taken only for local credit shall not be included in the calculation.

Both dual credit courses taken in the spring semester and pass/fail grades shall not be included in the calculation.

CLASS SCHEDULES/SCHEDULE CHANGES

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

Because the registration process for the next school year begins early in the year, ample time is allowed for parents/guardians and a student to review the student's schedule after it is selected. Students are encouraged to register for the subjects they need and want before the schedule is finalized at the end of the school year. The course description guide should help determine what to expect in advance. Students and parents should read the course description guide very carefully and discuss it with teachers and/or counselors before making a course selection.

Once student schedules are finalized by the deadline in the spring, students are permitted to make changes only when the changes fall within the established guidelines listed below:

1. A change due to credit regained.
2. A change due to a failure in the prerequisite for the course a student had requested.
3. A change due to an unresolved scheduling conflict.
4. A change related to health problems. A written statement from the student's physician is required.
5. A change made to correct a scheduling error made by the school staff.
6. Incorrect placement or teacher initiated request for level change.
7. School need; closing, adding, or balancing classes.

Exceptions to the schedule change policy for reasons other than those listed must be initiated within the first 10 days of the semester. After this time, the only schedule change that will be allowed is a change from advanced to a level class. The student will take his/her previous grade to the new course, but will not receive the extra points for ranking in an advanced course. Exception to these procedures requires the approval of the building principal. Refer to the Course Catalog for guidelines.

COLLEGE AND UNIVERSITY ADMISSIONS

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

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

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

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2017 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

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

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

COLLEGE CREDIT COURSES

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

- Certain courses taught at the high school campus, which may include courses termed dual credit or Advanced Placement (AP);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and partnership with Lone Star College;
- Enrollment in certain courses taught at New Caney, Porter or Infinity High School; and
- Certain CTE courses.

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

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

COUNSELING

Academic Counseling

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

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

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselors may also make available information about community resources to address these concerns. A student who wishes to meet with their counselor should go to the counselor's office and complete a counselor's request form. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's/guardian's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

COURSE CREDIT

Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for the course. In courses where a student fails the first semester and passes the second semester and the average of the two is a passing grade, the student will earn credit for the course. When a student passes the first semester of a course and fails the second semester the student will not receive full credit for the course. A student may not be given credit for a class if the student has attended fewer than the required number of days.

Students enrolling in school after the first nine days of either semester will be in danger of receiving no credit status for that semester if they have not previously been enrolled in an accredited school for that academic year. In such cases where a student subsequently received a passing average grade for the semester, an appeal may be submitted for awarding credit. See **CREDIT APPEALS FOR EXCESSIVE ABSENCES** found in this handbook.

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

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

CREDIT BY EXAM FOR ADVANCEMENT/ACCELARATOIN

If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement, or to accelerate to the next grade level. The exams offered by the district are approved by the district's board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2016–17 school year will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an exam, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

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

Kindergarten Acceleration

Kindergarten acceleration allows a child who is five years old on or before September 1st to be assigned initially to Grade 1 rather than Kindergarten provided that the parent of the incoming Kindergarten student completes an application through the New Caney ISD Advanced Academics office by the last day of instruction of the previous school year. Testing will be conducted during the summer to determine eligibility for acceleration.

Students in Grades 1-5

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of Language Arts, Mathematics, Science, and Social Studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

Students in Grades 6-12

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 60 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

ENGLISH LANGUAGE LEARNERS

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether a student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. 4 The student's parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

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

If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC

FEES

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

- Costs for materials for a class project that the student will keep
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Security deposits

- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN). Any required fee or deposit may be waived if the student and parent are unable to pay.

Application for such a waiver may be made to the Principal. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. A parent group application for permission must be made to the campus principal at least 10 days before the event. Student group and class applications must be submitted to the campus principal by the third Friday of the semester in which the fundraiser will occur. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

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

GRADE CLASSIFICATION

A student's class standing is determined by the number of credits required by the state for graduation and the particular courses needed for preparation for the State of Texas Assessment of Academic Readiness (STAAR).

Students are classified at the beginning of the school year by credits they have earned.

Changes in grade-level classification may be made at the end of summer school and at the end of the fall and spring semesters.

Beginning with the incoming freshman of 2011-2012, the number of credits required for graduation is as follows (30 credits):

9th Grade Requirements	10th Grade Classification Requirements	11th Grade Classification Requirements	12th Grade Classification Requirements
Promoted or placed in 9 th	7 state credits	14 state credits	21 state credits

GRADING POLICIES

Elementary Grading Guidelines

Content Graded

Grades should represent student performance on TEKS (Texas Essential Knowledge and Skills) objectives in each subject area at the student's grade level.

Minimum Number of Grades

There are a minimum number of grades required to accurately reflect student achievement during a grading period for subjects and grade levels.

- Students in 1st - 5th grade will receive a minimum of two grades per week in each of the following subjects: Language Arts, Reading, and Math and a minimum of one grade each week in each of the following subjects: Science and Social Studies. If teachers choose to utilize spelling as a grade, that grade can be used as a third grade (in addition to the minimum of two grades required for Language Arts.)
- Grades will be entered into the online grade book by Tuesday of each week.

Homework Policy

- Homework is work assigned to be completed at home and will not be graded.
- No new concepts should be included in homework assignments. Homework is an extension of the learning process and supports a home/school connection. It should be purposeful, related to classroom experiences, and be age and grade appropriate. The purpose and directions for the assignment need to be clearly communicated and should be preceded by instruction that adequately prepares the child to complete the task independently and successfully.
- Homework is not to be assigned on weekends or before holidays with the exception of previously scheduled special reports and/or projects.

Homework may be assigned daily with total time that includes all subjects not to exceed:

PK/Kindergarten	10 minutes + 15 minutes of reading
1 st grade	10 minutes + 15 minutes of reading
2 nd grade	10 minutes + 15 minutes of reading
3 rd grade	20 minutes + 20 minutes of independent reading
4 th grade	30 minutes + 20 minutes of independent reading
5 th grade	30 minutes + 20 minutes of independent reading

Assessment Guidelines

All teaching staff will administer and score tests according to the district assessment calendar guidelines. Only documented modifications are permitted.

Mock STAAR testing should be used for diagnostic purposes only and no grade should be recorded in the grade book for Mock STAAR assessments.

Curriculum Based Assessments (CBAs) are intended to guide instruction. They are confidential and should not be viewed by students prior to the test. No grades will be given on CBAs.

Reteach/Retest Policy

- If more than 50% of the class fails an assignment, the grade will not be recorded. The concept will be retaught and reassessed.
- A student who fails a test may request a retest and may be given additional homework to complete and/or required to attend a tutorial session in order to qualify for a retest. There is a five day time limit on the process (from posted test grade to retest). The two grades will be averaged together for a new test grade not to exceed 70%.

Core and Non-Core Subjects

Core subjects are ELAR (English Language Arts, and Reading), Math, Science, and Social Studies.

All non-core subjects should be graded as E, S, N, or U including Art, Physical Education, Music and conduct. Conduct grades will be given by the homeroom teacher.

Kindergarten and First Grade students will also receive an E, S, N, or U for Science and Social Studies nine week grades as these subjects are usually taught using cooperative groups, subject integration strategies, and classroom participation.

Grading Scale

Academics

90 – 100 indicates outstanding achievement or “A” work

80 – 89 indicates good achievement or “B” work

75 – 79 indicates average achievement or “C” work

70 – 74 indicates poor achievement or “D” work

Below 70 indicates non-mastery

E – indicates Excellent work

S – indicates Satisfactory work

N – indicates Needs improvement on work

U – indicates Unsatisfactory, or failing work

Conduct

Excellent - indicates the student has an excellent attitude, is cooperative, and promotes school rules and regulations.

Satisfactory - indicates the student has a satisfactory attitude, is cooperative, and generally conforms to school rules and regulations.

Needs Improvement - indicates the student is uncooperative, and his/her attitude needs improvement. The student may disrupt class and/or show little respect for school rules and regulations.

Unacceptable - indicates the student will not take steps for correcting unacceptable behavior. He/she disrupts class and shows very little or no respect for school rules and regulations.

Grade Reporting

All students will receive a progress report and a report card according to the district schedule. It is best practice to contact parents if there is a drastic change between the progress report and the report card.

Elementary Awards Ceremony Guidelines

Pre-K	End-of year ceremony in the classroom <ul style="list-style-type: none">• Certificate of completion• Perfect attendance
Kindergarten	First semester <ul style="list-style-type: none">• Perfect attendance first semester Second semester <ul style="list-style-type: none">• Perfect attendance second semester• Perfect attendance for the year• Kindergarten completion certificate
First Grade - Fifth Grade	First semester <ul style="list-style-type: none">• Perfect attendance first semester• A honor roll - for first semester

	<ul style="list-style-type: none"> • A/B honor roll -for first semester <p>Second semester</p> <ul style="list-style-type: none"> • Perfect attendance second semester • Perfect attendance for the year • A honor roll - for second semester • A/B honor roll –for second semester • A honor roll - all year • A/B honor roll - all year
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- A/B honor roll means the student has earned at least one A.
- Conduct is not a factor in academic awards.
- Special activities may be used to reward certain areas, such as safety patrol, clubs, conduct, no tardies or early pickups, clubs, etc.
- Multiple year attendance awards will not be given.
- Principal’s award may include: Peacebuilders, number of books read, clubs, exceptional conduct.
- Cap and gown ceremonies will not be part of elementary awards ceremonies or activities.

Grading Percentages/Weights

A grade may not count more than 2 times for any one assignment. Each assignment will be weighted equally in all subjects.

Elementary Dual Language Program Grading Guidelines

Content Graded

Dual Language (DL) students will receive grades that represent their performance on TEKS (Texas Essential Knowledge and Skills) objectives in each subject area in both English and Spanish.

Dual Language Grading Guidelines

Because DL students are learning content and language at the same time, teachers use linguistically differentiated assessment or accommodations to measure the acquisition of academic knowledge and skills in students’ second language. The differentiated assessment is based on students’ second language proficiency level. Some examples of differentiated assessment and accommodations are reduced wording in a reading passage, fewer questions or answer choices, extra time, and the use of a bilingual dictionary. Translation is not an accepted differentiated assessment option. Because conceptual understanding is primarily assessed in both languages, English and Spanish grades should NOT vary greatly as teachers are measuring the same knowledge or skill, and not second language development.

Second Language Development Table (SLDT)

Each nine weeks, DL students will receive an addendum to their report card describing the student’s current second language proficiency level, and specific comments about their language development progress in that grading period. In the SLDT, the student’s second language proficiency level is reported in the areas of listening, speaking, reading, and writing. The second language proficiency levels will include Pre-emergent, Emergent, Developing, and Independent. The SLDT will be part of the student’s permanent folder.

Minimum Number of Grades

There are a minimum number of grades required to accurately reflect student achievement in English and Spanish during a grading period for subjects and grade levels.

- Students in 1st - 5th grade will receive a minimum of two grades per week in each of the following subjects: Language Arts, Reading and Math. Both grades may be in English, in Spanish, or one in English and one in Spanish. However, by the progress report reporting period, and for the end of the nine-week reporting period, the total grades collected in English should be the same as the grades collected in Spanish. If teachers

choose to utilize spelling as a grade, that grade can be used as a third grade (in addition to the minimum of two grades required.)

- Students in 1st – 5th grade will receive a minimum of one grade per week in Science and Social Studies. This grade may be in English or in Spanish. However, by the progress report reporting period, and for the end of the nine-week reporting period, the total grades collected in English should be the same as the grades collected in Spanish.
- Grades should be entered into the online grade book by Tuesday of each week.

Homework Policy

- DL students will receive homework in English and Spanish.
- Homework is work assigned to be completed at home and will not be graded.
- No new concepts should be included in homework assignments. Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and supports a home/school connection. It should be purposeful, related to classroom experiences, and be age and grade appropriate.
- The purpose and directions for the assignment need to be clearly communicated in English and Spanish, and should be preceded by instruction that adequately prepares the child to complete the task independently and successfully.
- Homework is not to be assigned on weekends or before holidays with the exception of previously scheduled special reports and/or projects.

Homework may be assigned daily with total time including all subjects in English and Spanish not to exceed:

PK/Kindergarten	10 minutes + 15 minutes of reading
1 st grade	10 minutes + 15 minutes of reading
2 nd grade	10 minutes + 15 minutes of reading
3 rd grade	20 minutes + 20 minutes of independent reading
4 th grade	30 minutes + 20 minutes of independent reading
5 th grade	30 minutes + 20 minutes of independent reading

Assessment Guidelines

All DL teaching staff will administer and score tests according to the district assessment calendar guidelines. Only documented modifications are permitted.

Mock STAAR testing should be used for diagnostic purposes only and no grade should be recorded in the grade book for Mock STAAR assessments. Although Mock STAAR is available in English and Spanish, DL students will take the test in their stronger language as determined by students' academic and linguistic performance data.

Curriculum Based Assessments (CBAs) are intended to guide instruction. Additionally, CBAs can be used to guide language academic development in students' second language. They are confidential and should not be viewed by students prior to the test. No grades will be given on CBAs.

CBAs are available in English and Spanish. Because CBAs in the content areas (math and science), and in 2nd grade reading are direct translation, DL students will only take the test in their stronger language as determined by students' academic and linguistic data.

Beginning in 3rd grade, Reading CBAs in English and Spanish are not direct translation, and will be administered to DL students in grades 3-5. Students will take first the CBAs in their second (developing) language, and then in their stronger language.

Reteach/Retest Policy

- If more than 50% of the class fails an assignment in any language, the grade will not be recorded. The concept will be retaught and reevaluated.
- If a student fails a test, he may request a retest in the same language. He may be given additional homework to complete and/or required to attend a tutorial session in order to qualify for a retest. There is a five day

time limit on the process (from posted test grade to retest). The two grades will be averaged together for a new test grade not to exceed 70%.

Core and Non-Core Subjects

Core subjects are ELAR (English, Language Arts, and Reading), SLAR (Spanish, Language Arts, and Reading), Math, Science, and Social Studies.

All non-core subjects should be graded as E, S, N, or U including Art, PE, Music, and conduct. The conduct grade will be given by the homeroom teacher.

E, S, N, & U will also be used for Science and Social Studies nine week grades in K – 1st Grade, as these subjects are usually taught using cooperative groups, subject integration strategies, and classroom participation.

Grading Scale

Academics

- 90 – 100 indicates outstanding achievement or “A” work
- 80 – 89 indicates good achievement or “B” work
- 75 – 79 indicates average achievement or “C” work
- 70 – 74 indicates poor achievement or “D” work
- Below 70 indicates non-mastery

- E - indicates outstanding achievement or Excellent work
- S - indicates good achievement or Satisfactory work
- N - indicates below average achievement or Needs improvement on work
- U - indicates poor achievement, Unsatisfactory, or failing work

Conduct

- E - indicates the student has an exceptional attitude, is cooperative, and promotes school rules and regulations
- S - indicates the student has a generally appropriate attitude, is cooperative, and generally conforms to school rules and regulations
- N - indicates the student is uncooperative, and his/her attitude is poor. He/she disrupts class and shows little respect for school rules and regulations
- U - indicates the student will not take steps for correcting unacceptable behavior. He/she disrupts class and shows very little or no respect for school rules and regulations

Grade Reporting

All students will receive a progress report and a report card according to the district schedule. On both reports, grades in each content area will be reported in English and Spanish. It is best practice to contact your child’s teacher if there is a drastic change between the progress report and the report card.

Honor Roll

The following New Caney ISD Elementary School Awards Ceremony Guidelines apply to DL students. However, honor roll decisions will be based on the DL students’ highest grade between the English and the Spanish grades in a core subject.

New Caney ISD Elementary School Awards Ceremony Guidelines

Pre-K	End-of year ceremony in the classroom <ul style="list-style-type: none">● Certificate of completion● Perfect attendance
Kindergarten	First semester <ul style="list-style-type: none">● Perfect attendance first semester

	Second semester <ul style="list-style-type: none"> ● Perfect attendance second semester ● Perfect attendance for the year ● Kindergarten completion certificate
First Grade - Fifth Grade	First semester Perfect attendance first semester A honor roll - for first semester A/B honor roll -for first semester Second semester <ul style="list-style-type: none"> ● Perfect attendance second semester ● Perfect attendance for the year ● A honor roll - for second semester ● A/B honor roll –for second semester ● A honor roll - all year ● A/B honor roll - all year

- A honor roll means the student has earned an A in all core subjects
- A/B honor roll means the student has earned at least one A
- Conduct is not a factor in academic awards
- Special activities may be used to reward certain areas, such as safety patrol, clubs, conduct, no tardies or early pickups, clubs, etc.
- Multiple year attendance awards will not be given.
- Principal’s award may include: Peacebuilders, number of books read, clubs, exceptional conduct.
- Cap and gown ceremonies will not be part of elementary awards ceremonies or activities.

Grading Percentages/Weights

A grade may not count more than 2 times for any one assignment.

Secondary Grading Guidelines

Grades should represent the level of mastery of an instructional objective. The subject level instructional objectives for grades 6-12 on all campuses are aligned with the Texas Essential Knowledge and Skills (TEKS) and the NCISD curriculum framework. The objectives address the skills required for successful performance in the next grade or in a sequence of courses. Class assignments, tests, projects, presentations, homework, and other activities are designed to allow a student’s performance to indicate the level of mastery of the designated objective.

Course Syllabus

All secondary teachers will provide a course syllabus for students during the first two weeks of the course. The syllabus is designed to give students and parents/guardians an overview of the course’s major themes and approximate dates of major course projects, exams, or papers. The following elements will be included:

- Teacher name
- Course name
- Conference period
- School phone number
- Outline or scope and sequence of major course units, themes or project
- Approximate timeline including due dates of long-term projects
- Grading criteria
- Late work policy
- Homework procedures

Reporting Grades

Grading Scale – Letter Grade/Numerical Grade Progress

A	90 - 100
B	80 – 89
C	75 – 79
D	70 – 74
F	Below 70
I	Incomplete

Progress Reports

Grades will be communicated to parents at the end of each interim period progress report (3rd and 6th weeks of each grading period). Documentation of parent notification will be maintained when a student falls below 70. If a student receives a grade of less than 70 in any class or subject on a progress report, parents are encouraged to contact the appropriate teacher.

Report Cards

Report cards are sent home at the end of each nine (9) week grading period. Parents or guardians who have a question about their student's grade should contact the teacher by telephone or email. A parent conference may be arranged, if necessary. Parents are encouraged to monitor their student's grades using the online Family Access available on the district website.

Incomplete Grades

Incomplete grades for a grading period must be changed to a numerical grade within ten (10) days after the end of the grading period. (Extenuating circumstances may be reviewed by the principal.) Work not made up within this time frame will receive a zero (0) and will be averaged with the other grades earned to determine the student's final grade. If a student is absent for a final exam, a zero (0) will be recorded in the grading program as a place marker. If the absence is an NCISD excused absence, he/she will be given an appropriate amount of time to take the exam and replace the zero (0). If the student does not take the exam in the allotted time, the zero (0) will remain.

Computation of Grades

In accordance with state law, NCISD does not require students to receive a minimum grade on progress reports or report cards. Teachers will follow the district grading procedures to calculate student grades.

Daily Grade Average –40%

Daily grades will make up no more than 40% of the overall average. A minimum of nine (9) daily grades will be taken in each grading period. Daily grades include assignments other than major grades. Within a nine (9) week grading period, teachers will be expected to record at least three (3) daily grades by the end of each Interim Progress Report (IPR) to include at least one daily grade per week

Class Work - Class work is any instructional activity defined/planned by the teacher to be completed during a class period to facilitate the learning process.

Quizzes - Quizzes are short assessments designed to evaluate the student's level of understanding.

Homework - Homework is an effective tool in developing responsibility, study habits, and skills.

Daily work may include homework assignments that will be calculated within the 40% daily grade average.

Late Work - Late work for a class will be accepted at the next class period after the due date for a maximum grade of 70. Late work will not be accepted after the end of the grading period.

Major Grade Average - 60%

A minimum of three (3) major tests, projects, group assessments/presentations and term papers will make up 60% of the overall average. Within a nine (9) week grading period, teachers will be expected to record at least one (1) major grade by the end of each Interim Progress Report (IPR).

No major grade assignments will be given to students during the last two class meeting dates of the grading period.

6th Grade - Accelerated Reading grades should count no more than one (1) test grade per grading period.

Major Tests

Major tests include chapter, unit, concept, and curriculum based assessments (CBAs).

Mock tests will not be calculated as a major test grade. Mock STAAR tests should be used for diagnostic purposes.

Group Assessments/Presentations

This type of assessment often requires analyzing a task, developing a plan of action, selecting, gathering, and presenting relevant information.

Term Papers/Projects

These major grades are lengthy class work or homework assignments that may take several weeks for a student or group of students to complete. A rubric must be provided to the student prior to beginning the paper/project. Term papers or projects assigned over a lengthy period are due on or before the due date. Students who are absent on the due date for a scheduled school-related absence must meet the deadline. Any exception for a long term assignment to be late must be approved by the principal or principal's designee after meeting with the classroom teacher.

Retest

Reteach and retesting should occur for major tests when a class has 50% or more of the students make less than 70. Any student who makes below 70 on a major test may take a retest by meeting the following requirements:

1. The retest must be taken within two (2) weeks from the date that the original test is returned to the student and must be completed within the grading period.
2. The student must participate in tutoring provided by the teacher or complete corrections to the original test in order to be eligible for a retest.
3. The retest given to students will be an alternate assessment.

A maximum of one (1) retest will be offered for a major test. The maximum grade earned on a retest will be 70 and will replace the original test grade.

Final Exams

Final exams shall be given in high school at the end of each semester. The final exam will count 10% of the student's final semester grade. See campus administration for requirements for exemption. Middle school students will not take final exams.

Special Education, Section 504, ESL/ELL, and Bilingual/LEP

Students may require different types of instruction and testing according to their learning situation. A student with special needs who is receiving instruction in a regular education class may follow the regular curriculum with adaptations in instructional strategies.

Advanced Placement (AP), Pre-Advanced Placement (Pre-AP) and Honors

A student must pass each grading period to remain in the class. A student who fails one grading period may remain in the class on probation with parent approval but must earn a passing grade the next grading period.

Dual Credit

Dual credit courses follow the guidelines of Lone Star College. In order for a dual credit course to count as an Advanced Measure on the Distinguished Achievement Plan, the student must make a B or better in the course. The student may be dropped from the course if a student makes a D or below.

Cheating/Plagiarism

Cheating shall be defined as giving or receiving information on a test or submitting duplicate work for outside assignments. Using technology (e.g. computer, internet, cell phone, PDA, or calculator) to cheat or copy the work of another is prohibited. The academic penalty for a student found guilty of cheating is a grade of zero (0) for the test or assignment. Plagiarism consists of using another person's ideas or writing as one's own. Plagiarism is a form of cheating and the academic penalty shall be a zero (0) on the assignment. Students caught cheating will be referred to their respective assistant principal for disciplinary action.

GRADUATION

Requirements for a Diploma

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

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

Beginning with students who entered grade 9 in the 2014–2015 school year, EOC assessments are administered for the following courses: English I, English II, Algebra I, Biology and United States History. Students must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. A student who has not achieved sufficient scores on the EOC assessments will have opportunities to retake the tests.

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

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

Graduation Programs

The district offers the graduation programs listed below.

Students entering grade 9 prior to 2014-2015 have enrolled in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Students entering grade 9 in 2014-2015 and thereafter will enroll in the Foundation High School Program. Students will complete a minimum of at least one endorsement.

Effective with ninth graders in the 2011–2012 school year and thereafter, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's graduation program. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

All students must meet the credit and course requirements for graduation as outlined in the current High School Course Selection Guide.

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

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

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

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

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

Testing Requirements for Graduation

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

Certificates of Coursework Completion

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

Students with Disabilities

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

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

[See policy FMH(LEGAL).]

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

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Alternate 2 is the alternative assessment currently allowed by the state. [See **Standardized Testing** for additional information.]

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

Graduation Activities

Students who have satisfactorily completed all requirements for graduation shall be allowed to participate in commencement activities and ceremonies. Eligible senior students of any school year are encouraged to participate in the ceremony. For those who choose to participate, each is required to wear a cap and gown as approved by the senior class and the principal. The purchase of the cap and gown is the student's responsibility. Students must comply with the dress and grooming guidelines set forth at the senior graduation assembly. Graduates, including early graduates, may attend one prom and one project graduation activity as a senior.

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments and have not been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

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

Graduation Expenses

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

Participating in Graduation Activities

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

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

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

The valedictorian and salutatorian may also have speaking roles at graduation. A student may not be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

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

HEALTH-RELATED MATTERS

Medications

All prescription and non-prescription medication to be given during the school day must be accompanied by a completed Medication Administration Request Form and/or written request signed and dated by the parent/guardian and turned in to the school nurse. Physician orders for medication are valid only for the current school year.

1. Prescription or non-prescription medications that need to be taken at school for 10 consecutive school days or less:
 - a. All prescription medications must be in their original pharmacy container and labeled by the pharmacist. The label must include:
 - 1) Student's name
 - 2) Name of prescribing health care provider.
 - 3) Name of medication
 - 4) Amount of medication to be given and frequency of administration
 - 5) Date prescription filled

Changes in the administration of prescription medications, to include time and dose, must be in writing from the physician. A request to discontinue medication must be in writing from the parent/guardian and/or physician.

- b. All non-prescription medications must be supplied by the parent/guardian and in their original container. The written request for administration of these must contain the following information:
 - 1) Student's name
 - 2) Name of medication
 - 3) Amount of medication to be given
 - 4) When medication is to be given
 - 5) Reason medication is to be given
 - 6) Date
 - 7) Signature of parent/guardian
 - c. All non-prescription medications administered more than 4 times in a month or the non-prescription medication dosage exceeds the recommended dose on the container, must be accompanied by a written request signed and dated by a prescribing health care provider and the parent or legal guardian.

Changes in the administration of non-prescription medications must be in writing from the parent/guardian and/or physician.

2. Prescription or non-prescription medications that need to be taken at school for more than 10 consecutive school days:
All prescription and non-prescription medications to be administered at school for longer than 10 days must be accompanied by a written request signed and dated by a prescribing health care provider and the parent or guardian.
3. Medications are considered to be any pills, liquids, inhalers, sprays, eye drops, ear drops, cough drops or topically applied creams or ointments that are expected to relieve symptoms. No injections may be given except those needed in emergency situations or those necessary for the student to remain in school (i.e. insulin, epinephrine), as ordered by a prescribing health care provider. Expired medication will not be given.
4. Medication administration should be scheduled for non-school hours if possible. Should it be necessary to accommodate proper time intervals between doses and full participation in the school program, requests can be made to the school nurse. These should be scheduled during class breaks and lunch.
5. Permission to administer “missed doses at home” must be in writing. Fax and e-mail are permissible; however, original written request must follow within 48 hrs.
6. All medications will be stored and dispensed in the school clinic. All medication should be delivered to and picked up from the clinic by the parent/guardian or authorized adult.
7. No more than a 30 day supply of medication shall be maintained in the school clinic
8. Physician’s orders are required each school year for long term prescribed medications, including “as needed” medications. In addition the school nurse may request physician signature for any medication requiring additional monitoring.
9. Medications stored in the school clinic must be picked up by the parent/guardian on or before the last day of school. Any unused medication left in the clinic at the end of the school year will be destroyed.
10. For student safety, students who are allowed to self-administer/carry their prescription medication must make every effort to ensure medication packaging with pharmacy label remains with medication at all times. A student who administers his/her medication during the school day should report to the school nurse for a proper assessment to ensure symptoms have been relieved and no further assistance is needed.
11. In accordance with Board of Nurse Examiners Rule, 22 Texas Administrative Code §217.11, the school nurse has the responsibility and authority to refuse to administer medications that, in his or her judgment, are not in the best interest of the student.

Self-Administration of Prescription Asthma or Anaphylaxis Medicine By Students

“Self-administration of prescription asthma or anaphylaxis medicine” means a student's discretionary use of prescription asthma or anaphylaxis medicine. A student with asthma or anaphylaxis is entitled to possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

1. Meet all requirements listed under *Guidelines that apply to all medication*,
2. The prescription medicine has been prescribed for that student as indicated by the prescription label on the medicine,
3. Demonstrates to the student’s physician and the school nurse the skill level necessary to self –administer the prescription medication, including the use of any device required to administer same,
4. Done in compliance with the prescription or written instructions from the prescribing physician and,
5. Provide a written statement, signed by the student’s physician that states:
 - a) That the student has asthma or anaphylaxis and is capable of self-administering the medicine;
 - b) The name and purpose of the medicine;
 - c) The prescribed dosage for the medicine;

- d) The times at which or circumstances under which the medicine may be administered; and
- e) The period for which the medicine is prescribed.

The physician's statement must be kept on file in the school nurse's office, or, if there is no school nurse, in the office of the principal of the school the student attends.

Student Athletes with Emergency Medications

Prescription medications kept on campus in the school clinic or in the trainer's office must adhere to New Caney ISD (NCISD) Health Services Medication Policy. Student athletes with prescription emergency medications, to include asthma inhalers, Epi-pens and/or diabetic medications may be allowed to possess and self-administer with authorization provided by the parent and physician. Please see Food Allergies/Anaphylaxis, Asthma Care and Diabetes Care for further information. In order to ensure your student's safety and well-being, a secondary set may be deemed necessary to maintain in both the school clinic and/or the trainer's office.

Medication from Foreign Countries

Medications from outside of the country will not be accepted or administered by the school nurse or principal's designee(s).

Physician Orders From Out of State

Students moving from out of state that have prescription ordered medication to be given at school will have a 30 day grace period to establish a new medical home within the state which they reside. Prescription medication must adhere to NCISD Health Services Medication Policy.

Authorized Personnel

Texas law allows principals to authorize other school employees to administer medication as long as they are in compliance with Section 22.052, Education Code. If the school nurse is not available for such purpose on any occasion, the alternate designee(s) may administer medication to the student. Employees authorized by this policy to administer medication to students shall include superintendents, principals, classroom teachers, educational assistants, secretaries, or any classified personnel employed by the district. The principal of each campus should identify in writing the designated personnel for his/her building. The school nurse will train non-medical personnel and maintain check off sheets verifying competency.

Field Trip Medication Procedure

Daily and emergency medications will be sent on all field trips and off-campus activities, unless otherwise notified by the parent/guardian. The authorized school employee on the trip may administer the medication from the original container as specified on the consent form/physician orders. A photocopy of the written parental request/physician's orders will be provided along with the medication and/or a photocopy of the emergency action plan and the emergency medication. It is recommended that preparation of the medication and documentation take place on the last working day before the scheduled field trip.

Herbal/Dietary Supplements

New Caney ISD will not administer home remedies, herbal supplements, vitamins, and other non-traditional forms of medicine at school. This decision not to administer unregulated substances is based, among other reasons, on the following rationale:

1. All medication administered in the school setting must be approved by the Food and Drug Administration (FDA). The 1999 Dietary Supplement and Health Education Act created a "supplement" category of pharmaceuticals that includes vitamins, minerals and herbs, which do not require proof of efficacy or safety and do not provide standards for purity and equivalence to similar products from other manufacturers. The FDA has not evaluated these products.

- a. The “Texas Standards of Professional Nursing Practice” require the nurse to know the rationale for and the effects of medications to correctly administer the same.
 - b. The purity and consistency of herbal preparations cannot be verified from batch to batch or manufacturer to manufacturer.
 - c. Dosage guidelines do not exist for the administration of herbal supplements to school age children.
2. Exception - Authorized employees may administer herbal or dietary supplements provided by the parents only if the following criteria are met:
- a. MD prescription, and
 - b. Required by the student’s individualized education program or section 504 plan for a student with disabilities

Administration of such medications would be considered an administrative task. If the aforementioned criteria are met, the school principal will be responsible for assigning this task accordingly.

Diabetes Care at School

It is important that parents of students with diabetes communicate fully with the school nurse about the student’s needs. If possible, plan to meet with the nurse prior to the beginning of the school year or before the first day of attendance for students who start later in the school year. A student’s parent/guardian is required to provide all necessary supplies for the student with diabetes.

[Diabetes Medical Management Plan \(DMMP\)](#)

The parent or guardian of a student who will seek care for diabetes while at school or while participating in a school activity, and the physician responsible for the student’s diabetes treatment, shall develop a Diabetes Medical Management Plan (DMMP). The parent or guardian must submit the DMMP to the school, and the school must review the plan:

1. Before or at the beginning of the school year;
2. On enrollment of the student, if the student enrolls after the beginning of the school year; or
3. As soon as practicable following a diagnosis of diabetes for the student.

Individualized Health Plan

Upon receiving the student’s DMMP, the school principal, or designee, and the school nurse, if a school nurse is assigned to the school, shall develop an Individualized Health Plan (IHP) for the student. The IHP shall be developed in collaboration with the student’s parent or guardian and, to the extent practicable, the physician responsible for the student’s diabetes treatment and one or more of the student’s teachers. If a school nurse is assigned to a campus and the nurse is available, the nurse shall perform the tasks necessary to assist a student with diabetes in accordance with the student’s IHP.

Independent Monitoring and Treatment

In accordance with the student’s IHP, the school shall permit the student to attend to the management and care of the student’s diabetes, which may include:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system the student uses;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on the student’s person at any time any supplies or equipment necessary to monitor and care for the student’s diabetes; and
5. Otherwise attending to the management and care of the student’s diabetes in the classroom, in any area of the school or school grounds, or at any school-related activity.

Required Care

House Bill No. 984 (Care of the Student with Diabetes) enacted in 2005, specifies that each school train one (1) Unlicensed Diabetes Care Assistant (UDCA), if a full-time nurse is assigned to the school. The UDCA’s will provide diabetes management and care services, if the nurse is unavailable. Such services include, but are not limited to, the

administration of insulin, or in an emergency, the administration of glucagon. The school nurse shall coordinate the training of school employees acting as the UDCA's. Training must be provided before the beginning of the school year or as soon as practicable following:

1. The enrollment of a student with diabetes at a campus that previously had no students with diabetes; or
2. A diagnosis of diabetes for a student at a campus that previously had no students with diabetes.

Authorization for Administration of Diabetes Management and Care Services by Unlicensed Diabetes Care Assistant Form

If the student's parent/guardian chooses not to allow a UDCA to provide diabetes care in the absence of the school nurse, the parent/guardian will then be responsible for administration of the diabetes care.

Information to Staff Members

The school nurse shall provide to the staff member(s) who is responsible for providing transportation for a student with diabetes or supervising a student with diabetes during an off-campus activity a one-page information sheet that (see Quick Reference Emergency Plan):

1. Identifies the student who has diabetes;
2. Identifies potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies; and
3. Provide the telephone number of a contact person in case of an emergency involving the student with diabetes.

Quick Reference Emergency Plan

Asthma Care

Students diagnosed with asthma should be under the care of a health care provider, and most will be managed with a prescription medication. Many students will have identified triggers and may need environmental modifications at school in order to avoid them. Some of these students will require an Individual Healthcare Plan (IHP). The school nurse will need to coordinate with the student's family and health care team about the management of the child's asthma at school. If your student will require asthma medication to be kept on hand at school throughout the school year, physician's orders/medication authorization form must be submitted to the school nurse. Please see the medication policy for more information regarding possession/self-administration of asthma medication.

Food Allergies/Anaphylaxis

Anaphylaxis is a sudden, life threatening, severe allergic reaction. The most dangerous symptoms include breathing difficulties, a drop in blood pressure or shock.

While New Caney ISD cannot guarantee an allergy-free environment at school, the district is committed to doing everything possible to ensure the safety of every child who has allergies.

New Caney ISD has developed guidelines to manage students with these life threatening allergies so that they may safely participate in the educational process. Students who are at risk for developing anaphylaxis are entitled to carry and self-administer their anaphylaxis medications (epinephrine auto-injectors) while at school or a school event (see medication policy for Self-Administration guidelines).

If your child has food allergies of any kind, please notify the school nurse prior to or upon registration of your child. School district policy requires the Child Nutrition Department to maintain a Physician's Statement form for each student diagnosed with food allergies in order to provide the necessary modifications. In addition, your physician should provide a Food Allergy or Anaphylaxis Action Plan (if allergen is non-food related) to be kept on file in the school clinic. Both of these forms must be renewed annually. If you have any questions, please contact the school nurse.

Communicable Diseases

The school administrator shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are met as set forth by The Texas Department of State Health Services. The conditions and readmission criteria are as follows:

1. Amebiasis--exclude until treatment is initiated;
2. Campylobacteriosis--exclude until after diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
3. Chickenpox--exclude until the lesions become dry or if lesions are not vesicular, until 24 hours have passed with no new lesions occurring;
4. Common Cold--exclude until fever free for 24 hours without the use of fever suppressing medications;
5. Conjunctivitis, bacterial and/or viral--exclude until permission and/or permit is issued by a physician or local health authority or until symptom free;
6. Fever--exclude until fever free for 24 hours without use of fever suppressing medications;
7. Fifth disease (erythema infectiosum)--exclude until fever free for 24 hours without the use of fever suppressing medications;
8. Gastroenteritis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications;
9. Giardiasis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications;
10. Hepatitis A--exclude until one week after onset of illness;
11. Infections (wounds, skin, and soft tissue)--exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised;
12. Infectious Mononucleosis--exclude until physician decides or fever free for 24 hours without the use of fever suppressing medications;
13. Influenza--exclude until fever free for 24 hours without the use of fever suppressing medications;
14. Measles (rubeola)--exclude until four days after rash onset or in the case of an outbreak, unimmunized children should also be excluded until at least two weeks after the onset of the last rash;
15. Meningitis, bacterial--exclude until written permission and/or permit is issued by a physician or local health authority;
16. Meningitis, viral--exclude until fever free for 24 hours without the use of fever suppressing medications;
17. Mumps--exclude until five days after the onset of swelling;
18. Pertussis (whooping cough)--exclude until completion of five days of antibiotic therapy;
19. Ringworm--none, if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun;
20. Rubella (German measles)--exclude until seven days after rash onset or in the case of an outbreak, unimmunized children should be excluded until at least three weeks after the onset of the last rash;
21. Salmonellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
22. Scabies--exclude until treatment has begun;
23. Shigellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
24. Streptococcal sore throat and scarlet fever--exclude until 24 hours from time antibiotic treatment was begun and fever free for 24 hours without the use of fever suppressing medications; and
25. Tuberculosis, pulmonary--exclude until antibiotic treatment has begun and a physician's certificate or health permit obtained.

*Rash of undetermined origin will be considered potentially contagious. Students will be excluded until rash subsides or until permitted by a physician to resume school attendance.

Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:

1. submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting;
2. submitting a permit for readmission issued by a local health authority; or
3. meeting readmission criteria as established by the commissioner.

Illness and Injury

Students who are ill or injured at school must be seen by the nurse. Teachers may choose to handle minor injuries in the classroom. The nurse or principal will notify the parent if the student needs to be sent home and/or if medical attention is necessary. *Students are not permitted to call their parents for release.*

It will be at the nurse's discretion whether or not to return the student to class or to exclude the student from school. School exclusions include, but are not limited to, the following:

1. A temperature of 100°F or greater
2. Skin rash of undetermined origin
3. Draining wound that cannot be adequately covered to prevent spread of possible infection.
4. Lice infestation
5. Vomiting/diarrhea
6. Injury requiring medical attention

At the beginning of each school year, a Health Inventory Form will be sent home with students. This form will provide the following information:

- Medical history and medication information
- Consent to conduct hearing, vision and spinal screenings as required by the Texas Department of State Health Services
- Authorization for school officials to obtain emergency medical treatment as provided by law.

Parents are responsible for completing and signing this form and returning it to the school nurse as soon as possible. It is imperative that the school have the most current information on file. Parents must contact the school nurse if any of the information should change throughout the school year.

When under the care of a physician due to injury, a letter from the physician is required upon the student's return to school specifying return to school date and any limitation of activity or restrictions. Once released from the physician's care, a letter from the physician is required which indicates the student is allowed to return to normal activity.

To maintain health and wellness, students who feel poorly are asked to remain at home the entire school day. For the student, this allows for rest and faster recuperation. For the staff and students, this prevents the spread of the illness.

Medical Procedures

Requests for medical procedures, i.e., glucose testing, suctioning, g-tube feedings, must be signed by the parent and physician. They must be received by the school nurse prior to the initiation of the procedure.

Student Screenings

Texas Law requires the following Health Screenings for students in the following grades: Vision and Hearing: Grades Pre-K4, K, 1,3,5,7 as well as new students entering the district. Scoliosis: Grades 5 and 8, as well as new students entering the district. Parents, students, and staff may request a screening at any time. Students who fail the screening will receive a referral notice for further evaluation. A parent/guardian can present proof of vision, hearing, and scoliosis evaluations from private sources, in lieu of this screening.

Head Lice

As per the American Academy of Pediatrics and The National Association of School Nurses, massive screening is not recommended and will not be performed. However, students with live head lice and/or nits will be excluded from school and re-admitted to school based on the following criteria:

1. Parent or guardian accompanies the student to school **the next school day** for a head re-check by the school nurse or other designated staff member,
2. Student has been treated with an FDA-approved medicated shampoo/lotion treatment, and
3. No presences of live lice or nits remain.

Your child will accrue unexcused absences for each day they are absent with head lice and have not been brought to the school nurse for a re-check. The School Nurse is encouraged to conduct a 7 day follow up in order to confirm re-infestation has not occurred.

Immunization Requirements

The Texas State Department of Health requires that all children entering Texas elementary or secondary schools of higher education must have been immunized against communicable diseases: diphtheria/tetanus/attenuated pertussis (DTaP/Tdap), poliomyelitis, measles, mumps, rubella, Haemophilus Influenzae, Pneumococcus, meningitis, varicella, hepatitis A, and hepatitis B.

Immunization Enrollment Policy

1. At time of registration, state law requires that a student present evidence of current immunization or of being in active pursuit of adequate immunization.
2. Evidence must be one or all of the following:
 - a. A validated shot record (signed by or for a doctor/clinic)
 - b. Documented school records

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

When a student's provisional enrollment has expired, the child may not attend school. The campus will:

1. Send written notice home to the parent/guardian
2. Conduct due process supporting the withdrawal
3. Withdraw the student due to not being fully immunized
4. Re-enroll the student when proper immunization documentation (physician's signed statement, a properly validated health clinic record, or an official school health record) is provided
5. Students whose absences exceed 3 days of suspension will be referred to the attendance specialist. (See also Compulsory Attendance)

Review of Immunization Status

The school nurse will review the immunization status of each student to ensure his/her compliance with Texas Department of State Health Services Immunization requirements. If it is determined that a student is delinquent, a

30 day notice will be sent home. If after the 30 days the student remains non-compliant with his/her immunizations, the student will be excluded from school, with the possibility of being withdrawn. Students whose absences exceed 3 days of suspension will be referred to the attendance specialist. (See also Compulsory Attendance)

Immunization Exemptions

A. Medical

To claim an exclusion for medical reasons, the child or student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

B. Reasons of Conscience and/or Religion

To claim exclusion for reasons of conscience, including a religious belief, a signed affidavit obtained from the Texas Department of State Health Services must be presented by the child's parent or legal guardian, stating that the child's parent or legal guardian declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. The child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

For more information, please visit <http://www.dshs.state.tx.us/immunize/school/default.shtm>.

Bacterial Meningitis

State law specifically requires the District to provide the following information:

- What is meningitis?
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).
The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
- How can bacterial meningitis be prevented?
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective

(85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?
You should seek prompt medical attention.
- Where can you get more information?
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov> and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

* Please note that the TDSHS requires at least one meningococcal vaccination for a student ages 11 to 12 or for a student enrolling in grades 7 through 12, and state guidelines recommend this vaccination be administered between ages 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus

Physician’s Statement for Children with Disabilities

USDA regulations require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician.

The physician’s statement must identify:

- The child’s disability;
- An explanation of why the disability restricts the child’s diet;
- The major life activity affected by the disability;
- The food or foods to be omitted from the child’s diet and the food or choice of foods that must be substituted.

Serving meals to students with documented disabilities involves two steps. **Prior** to making any diet substitutions or diet changes for any student with a disability, school officials **must** ensure that the following two steps are completed:

1. The parent/guardian must obtain a statement from the student’s physician and provide it to school officials. The statement must state the following:
 - a. the student’s disability;
 - b. an explanation of why the disability restricts the student’s diet;
 - c. the major life activity affected by the disability; and
 - d. the food or foods to be omitted from the student’s diet and the food or choice of foods that must be substituted.
2. Evaluate the physician’s statement to see if it includes the required information above and meets Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Many schools refer to this simply as “504.” If the student’s physician statement does include the required information and the disability is included in these Acts, the school is not required, but encouraged to develop an Individualized Education Program (IEP) for the student or include the physician’s statement in the student’s existing IEP.

When nutrition services are required under a student’s IEP or based on the student’s disability, school officials **must** include school food service staff early on and throughout the process of making decisions regarding special meals or modifications to meals. It is important that all recommendations for accommodations or changes to existing diet orders be documented in writing to protect the school and minimize misunderstandings. Schools **must** maintain copies of these diets and documentation on file.

School food service staff **must not** accept a physician's statement for a student with a disability and provide special meals without it first going through the two steps above.

In Cases of Food Allergy

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA. **The SNP department may, but is not required to, make food substitutions for them.**

Other Special Dietary Needs

The SNP department may make food substitutions, at their discretion, for individual students who do not have a disability but who are medically certified as having a special medical or dietary need.

Such determinations are only made on a case-by-case basis. This provision covers those students who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems. For students with special dietary needs, schools must:

- Provide substitutions on a case-by-case basis;
- Maintain the required medical statement in their files;
- Provide the meal or substitution at no additional cost to the child; and
- Document substitutions made to meals.

Physical Activity Requirements

In accordance with policies at EHAB, EHAC, and FFA, the District will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. Students in middle or junior high school will engage in at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

The District offers physical education classes and a variety of classes that may be substituted for a physical education class to students in middle school to meet District physical education requirements for these grades. For additional information on the District's requirements and programs regarding elementary and middle school student physical activity requirements, please see the campus principal.

Psychotropic Drugs

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy FFAC.]

School Health Advisory Council

The District's School Health Advisory Council meets at least four times each school year. The duties of the council range from recommending curriculum, to developing strategies for integrating curriculum into a coordinated school health program. Additional information regarding the District's School Health Advisory Council is available from Christina Nunez; 21850 Loop 494, New Caney, Texas 77357; 281-577-8600 [See also policies at BDF and EHAA.]

Student Wellness Policy/Wellness Plan

New Caney ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact the Health Services Coordinator with questions about the content or implementation of the district's wellness policy and plan.

Physical Fitness Assessment

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

Vending Machines

The District has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see Debbie Needham, Director of Child Nutrition; 20383 FM 1485 West, New Caney, Texas 77357; 281-577-8690 [See policies at CO and FFA.]

OTHER HEALTH-RELATED MATTERS

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendent's office. If you have any questions, please contact Jim Grant, Executive Director of Operations, New Caney Independent School District, 21580 Loop 494, New Caney, Texas 77357; 281-577-8650.

Pest Management Plan

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Jim Grant, Executive Director of Operations, New Caney Independent School District, 21580 Loop 494, New Caney, Texas 77357; 281-577-8650.

Tobacco and E-Cigarettes Prohibited

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

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities.

HOMELESS STUDENTS

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district. Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

Liaison for Homeless Children and Youths, who coordinates services for homeless students: Brande Bass, New Caney Independent School District, 21580 Loop 494, New Caney, Texas 77357; 281-577-8600.

IDENTIFICATION CARDS

All secondary students in grades 6 - 12 must wear a student ID, visible, on school approved lanyards, at all times while at school. Admittance into school activities requires a student to present their student ID. All students are issued one free identification card. Lost identification cards are the responsibility of the student to replace and may be charged a replacement fee by the campus.

LAW ENFORCEMENT AGENCIES

The New Caney ISD Police Department’s primary goal is the safety and security of the students, staff, and properties of the District. Police officers commissioned by the District have the powers, privileges and immunities of peace officers and enforce all laws including federal and state laws within the guidelines set forth by the board.

Responsibilities of the New Caney ISD Police Force are:

1. Enforce chapter 37 of the Texas Education Code.
2. Prevent and investigate violations of law that occur on District property, school zones, or at District functions on or off campus.
3. Participate in serving search warrants and arrest warrants in connection with District related investigations.
4. Take juveniles into custody as provided by the Family Code.
5. Arrest and apprehend suspects consistent with state and federal laws and constitutional standards governing arrest, including arrests without warrants for felonies and breach of the peace that occur in the officer’s presence, within the jurisdiction of the District.
6. Patrol areas surrounding District building and grounds.
7. Engage in activities and programs designed to prevent and deter crimes.
8. Assist in providing traffic and parking control at District events.
9. Enforce violations of law concerning school buses.
10. Coordinate and cooperate with all law enforcement agencies.
11. Investigate violations of law requested by District officials.
12. Participate in judicial hearings.
13. Patrol campuses and grounds.
14. Respond to crisis situations occurring on campuses.
15. Assist school personnel with after hour functions.
16. Stop and identify trespassers on campuses or school property.
17. Write citations for Class C Misdemeanors.
18. Escort and help school personnel in potentially violent situations.
19. Network with other area law enforcement in reference to gangs, substance abuse, and any other programs or information that may help our students reach their educational goals.

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

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

- The administration ordinarily will be present unless the interviewer raises what the administration considers to be a valid objection.
- The administration will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

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

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

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

Notification of Law Violations

The District is required by state law to notify:

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

For further information, see policy FL(LEGAL), GRAA(LEGAL) and GRA(LEGAL).

LEAVING CAMPUS

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

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

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult

must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Elementary and middle school students will not be released unless accompanied by a parent or adult authorized by the parent.

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

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

PHYSICAL RESTRAINT

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

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

Physical restraint will be applied in accordance with the Texas Behavioral Support Initiative (TBSI).

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program. This examination is required to be submitted annually to the district.

PLEDGES OF ALLEGIANCE AND MOMENT OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A moment of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 1-8, promotion is based on an overall average of 70 on a scale of 100 based on course level, grade level standards (essential knowledge and skills) for all subject areas, a grade of 70 or above in language arts and mathematics and a grade of 70 or above in either science or social studies.

In grade levels 9-12 promotion is based on course credits. Refer to the High School Course Guide for more details.

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

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

If a student in grade 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 8 assessment. The student will instead take the corresponding EOC assessment.

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

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

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

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

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement.

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

Please also review TEA's Graduation Toolkit, available at:

<http://tea.texas.gov/communications/brochures.aspx>.

REPORT CARDS/PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every 9 weeks.

In grades Pre-K through 5, at the end of the fourth week, parents will receive a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. In Grades 6 through 12, progress reports will be distributed 3 weeks and 6 weeks into each grading period.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days. The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

PUBLIC FORUM - STUDENT EXPRESSION

The District hereby creates a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion. FNA (LOCAL)

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

There may be a need to evacuate the building due to emergency conditions. In each room of the school, an evacuation route map should be posted near the exit door. The map details the appropriate route to use for evacuating the building. The routes for evacuation are designed to avoid overcrowding. Alternate routes should be anticipated and reviewed to avoid possible confusion during an evacuation.

Students are to remain with the teacher who facilitates the evacuation. In leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus that is closest to the exit point. All doors and windows should be closed upon evacuation. Students are to take nothing except their valuables. Students are urged to consider the seriousness of drills. Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty and staff, therefore, ask each student's absolute cooperation in abiding by the rules set forth in this section of the handbook.

No person should reenter the building until the all-clear signal is given.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

Information on closings will reach the building principal through the Superintendent's office. Only the Superintendent or his designee is authorized to close schools, delay opening or accelerate the end of the school day. Media will also be notified by the Superintendent's office for public dissemination of school closings. Listed below are several radio/TV stations and newspaper where information may be received to determine if school will be held in the event of inclement weather or disasters:

TV

KPRC-TV Channel 2
KTRK-TV Channel 13

KHOU-TV Channel 11
KRIV-TV Channel 26
Univision Channel 45

Telemundo Channel 47
KIAH-TV Channel 39

Radio

KTRH 740 AM
KSBJ 89.3 FM

KPRC 950 AM
KSTAR Country 99.7 FM

Newspaper

Houston Chronicle www.chron.com

East Montgomery County Observer www.youremcnews.com

Social Media

Facebook: facebook.com/newcaneyisd

Twitter: [@newcaneyisd](https://twitter.com/newcaneyisd)

SCHOOL FACILITIES

Use by Students Before and After School

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

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

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

Use of Hallways during Class Time

When/if the conditions arise that require a student to be out of a classroom (e.g., going to the office, restroom, etc.), a vest/pass will be issued by a staff member, and the student must have the vest/pass on in the hallway. It is the student's responsibility to have a vest/pass. Students without a vest/pass will be subject to disciplinary action. Students should sign in and out when arriving and/or leaving an office.

Cafeteria Services

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

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to 3 days or up to \$7.50 whichever occurs first, and the district will present the parent with a schedule of repayment for any outstanding account balance. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL). A list of these groups is available in the principal's office.

Searches

Searches of a student and/or property of the student may be conducted based on a reasonable suspicion of the presence of an item violating board policy, the Student Code of Conduct, or criminal laws, and that the search could reasonably be expected to produce evidence of that violation. Principals or their designee may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. However, consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntarily given. Vehicles on school property are subject to search under the same standard.

Electronic Devices

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

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

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

Searching and Questioning Students

Lockers are property of the school and remain under school jurisdiction when assigned to an individual student. The school reserves the right to inspect all lockers at any time. A student has full responsibility for security of his or her locker. Searches of lockers may be conducted at any time there is reasonable suspicion to do so whether or not the student is present. Searches of student's outer clothing and pockets may be conducted if reasonable suspicion exists.

Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Campus administrators or designees may conduct random noninvasive searches of students and/or their belongings. Searches may include the use of metal detectors to include hand held metal detecting devices.

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

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

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

Trained Dogs

The District shall use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF (LEGAL), and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used to search students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

Vehicles on Campus

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

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

Drug-Testing

The New Caney Independent School District has implemented a mandatory drug testing policy for all of its middle school and high school athletes. Each athlete will receive a copy of the drug testing policy that contains specific information about the purpose and scope of the program from the head coach of his/her sport at the beginning of the season. [For further information, see policy FNF(LOCAL).]

Metal Detectors

District personnel, as determined by school administrators and law enforcement, may use metal detectors; including hand held metal detectors, at random locations and times.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English language learners, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

STANDARDIZED TESTING

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

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

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

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7

- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level.

STAAR A, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee.

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

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

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

Beginning with ninth grade students in the 2013–2014 school year, end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- United States History

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

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

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

STEROIDS

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

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

STUDENTS IN THE CONSERVATORSHIP OF THE STATE (Foster Care)

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the district.

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district’s established

testing windows, and the district will grant proportionate credit by semester (partial credit) when a student only passes one semester of a two-semester course.

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

Please contact Jana Lawrence, who has been designated as the district's liaison for children in the conservatorship of the state, at 281-577-8600 with any questions.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

SUICIDE AWARENESS

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

www.texassuicideprevention.org

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

SUMMER SCHOOL

The counseling office will have information on the availability of summer school.

TARDINESS

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

TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Slightly Damaged

\$2.00

Slightly torn page(s)
Slightly damaged cover or spine
Slightly marked/dog-eared pages
Slightly marked edges

Badly Damaged

Half the cost of book

Badly torn pages (5)
Torn out page
Badly damaged spine/cover
Badly marked/doge-eared pages

Unusable

Full cost of book

Water/fire damage
Missing pages
Obscenities in ink
Missing or unreadable

TRANSFERS

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

Inter-district and intra-district transfers will be considered by application each spring. Applications are available on the district's web site.

TRANSPORTATION

School-Sponsored Trips

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

SMART Tag

NCISD has the responsibility to transport over 8,000 students on school buses each day to and from school. Ensuring the accountability for and the safety and security of the students riding on those buses is our highest priority. NCISD utilizes a system called **SMART tag**, which places a tablet computer on each bus that is equipped with an RFID (Radio Frequency Identification Device) reader, mobile connectivity and GPS. Students will place their SMART ID cards on the sensor of the computer tablet when loading and unloading their bus. This ensures all riders are accounted for. No information is stored on the Student ID tag.

All students will receive a plastic SMART ID card. SMART ID's will be required each time your child enters and exits the bus. Please help us enforce this requirement so that your child may take advantage of the privilege to ride the bus. **Failure to use the supplied ID will ultimately result in disciplinary action.**

Students who lose or damage their SMART ID's must purchase a new tag through the Transportation Department (21026 Loop 494) in the amount of \$5.00. *Other than New Caney High School and Porter High School, passes will not be available for purchase at the campus level.* Parents may purchase more than one tag for their student at a time. Bus drivers may take monies for replacement smart tag ID's, but are not required to.

Conduct Expectations for Bus Riders

The New Caney Independent School District is committed to operating the safest transportation system possible through good bus maintenance, continuous driver training, and appropriate student behavior. This third component, appropriate student behavior requires the help and cooperation of the students and you, the parent/guardian.

Students and parents/guardians are expected to be familiar with the *Conduct for Bus Riders* that lists both the expectations and the consequences of inappropriate behavior on a school bus. This information is listed on our website at, www.newcaneyisd.org. The privilege of riding a school bus is offered to all qualifying students contingent upon the students following the *Conduct Expectations for Bus Riders*. The Assistant Director of Transportation Services is responsible for the administration of discipline. The resolution of student misconduct problems in the bus environment reverts to the Assistant Director of Transportation Services. Parents/guardians may appeal the Assistant Director of Transportation Services' decision to the Director of Transportation Services and/or the Executive Director of Operations if they feel that a procedure has been erroneously applied. The disciplinary action assigned to a student will remain in effect pending the outcome of any grievance and/or appeal, as appropriate, and in accordance with policy FNG (LOCAL). Classroom conduct is the accepted behavior on a school bus. Classroom conduct, as used here, is interpreted to mean: following the driver's directions, remaining properly seated, keeping your hands and personal items to yourself, and talking with other students in immediate vicinity only. Students need to remember that since all grade levels may be riding the bus, conversational content should be structured accordingly.

The buses may be carrying all grade levels simultaneously. In these situations, drivers will separate the students by grades or schools, usually with the younger students sitting towards the front of the bus. The driver may assign students to seats outside this parameter in response to a parent or student request, to separate students, or to move a student closer to the driver.

Parents wishing to discuss their student's behavior on the bus should contact the driver through the Transportation

Department; 281-577-8680. Please have some basic information ready, such as the route number, time and day(s) of concern along with a time to call back. The intent of these contacts is to help the parent/guardian and drivers understand what is happening and to work on a mutually agreeable plan of action that will correct the behavior.

Anytime a write-up is processed by the transportation department, a copy will be sent home with the child. If the write up warrants a suspension, a copy will be mailed home to the address on file with the school district. We will make every effort to contact the parent via telephone. For this reason, **your address and phone number should always remain up to date with NCISD.** The parent/guardian is asked to sign the Misconduct Report and return it to the driver. Parent/guardian signature does not necessarily indicate concurrence with the action, but merely acknowledges receipt and understanding of the report.

If the misconduct report involves the suspension of the student from the bus, the transportation office, through the Assistant Director of Transportation Services, will make a sincere effort to notify the student's parent/guardian verbally prior to the initiation of a suspension. The student's school will also be advised of the consequence and the beginning and ending date of the loss of bus privilege.

If the misconduct report is for major infractions of misconduct, the transportation office will contact the student's parent/guardian informing them of an immediate suspension of bus privileges. Suspension from the bus, by definition, means all buses. A conference with the student, parent/guardian, transportation staff and the bus driver may be required before the student can return to the bus. If the student's conduct is severe enough the student will forfeit all bus riding privileges for an indefinite length of time. If a student's privileges have been forfeited contact the transportation department for information concerning reinstatement of bus riding privileges.

We continue to strive to offer all qualifying students a safe and courteous transportation system. The continuing use of the transportation system by the students will depend on their behavior. In addition to following the standard student code of conduct, the students are expected to respect the following guidelines.

Students will:

1. Cooperate with and obey the school bus driver. This includes responding to a reasonable request promptly and giving your proper name and student ID number.
2. Remain properly seated at all times. Students may be assigned to a particular seat or area.
3. Use appropriate language. No profanity, derogatory, or unacceptable language.
4. Act in a safe and courteous manner at all times, including the bus stop.
5. Be at the designated stop five (5) minutes before the scheduled bus arrival time in the morning and be on time to board the bus in the afternoon. Do not run after the bus if it has started to move.
6. Ride regularly assigned buses. Transfers are not permitted at any grade level.
7. Cross the roadway in front of the school bus and only with a signal from the driver.
8. Request permission from the driver before bringing heavy, sharp, bulky, and/or other articles which may be hazardous in the event of an accident or emergency stop. Such items may be transported in the cargo compartment if it is safe to do so; please check with the driver before bringing the item(s) to the bus. Items that will not be transported include but are not limited to: all forms of animal life (except ADA service animals), firearms, weapons, breakable containers, flammables, aerosol containers, sharp items, cologne/perfume and all articles which could adversely affect the safety of the bus and passengers.
9. Keep small items (if allowed at school) in a bag or container.
10. Keep aisles, rear decks, and emergency exits clear at all times. This includes feet, legs, backpacks, and other articles.
11. Ask for the bus driver's permission before opening windows. Keep all body parts inside the bus at all times.
12. Be responsible for any damage. (Students will be required to reimburse New Caney ISD for any damage done). Bus damage is billed at actual cost for repairs billed at the time of the repair. The student's bus riding privileges will be suspended until damages have been paid.
13. Help keep the bus clean. Eating and drinking on the bus is prohibited.
14. Leave all controls, emergency doors, and equipment alone. Stay out of the driver's seat.
15. Follow the driver's instructions and evacuate the bus in an orderly manner, in an emergency.
16. Scan their Smart Tag ID when boarding or departing a bus.

Infractions

Level I	Level II	Level III	Level IV
Failure to sit in assigned seat	Persistent Level I offenses	Persistent Level 2 offenses	Persistent Level 3 offenses
Eating or drinking (except water)	Aiding or accessory to misconduct on bus	Causing physical harm to self	Sexual harassment
Improper boarding, not going directly to assigned seat	Inappropriate use of cell phone	Destruction of district property (Bus suspension until restitution is made)	Inappropriate physical contact
Failure to load or unload at assigned stop	Disrespect to driver	Disruption of transportation	Indecent exposure
Failure to move safely away from bus after unloading	Spitting inside or outside of the bus, or at others	Fighting or physical assault	Possession of weapon
Failure to properly identify self or possession of another student's Smart Tag ID	Spraying any non-hazardous material (i.e. perfume, hairspray, cologne, etc.)	Stealing, theft	Possession of hazardous materials
Failure to follow safety procedures at railroad crossings	Spraying or squirting water inside or outside of the bus, or at others	Making a false report	Threat or assault on a driver or bus aide
Failure to properly scan Smart Tag ID or failure to have Smart Tag ID (3 consecutive days)	Tampering with any bus equipment (i.e. emergency exits, windows, fire extinguisher, etc.)	Possession or use of tobacco, lighter, e-cigarettes, alcohol or drugs	Malicious behavior with intent to cause harm
Shooting rubber bands in the bus, out of the bus, or at others	Throwing items inside or outside of the bus, or at others	Obscene gestures, profanity	
Possession of toys or animals			

Consequences				
Pre-K and Kindergarten				
	Level I	Level II	Level III	Level IV
First Offense	Parent contact	Parent contact/warning	Parent contact, up to 2 days bus suspension	Administrative parent contact
Second Offense	Warning	Up to 3 day bus suspension	Up to 4 days bus suspension	Up to 10 day bus suspension
Third Offense	Up to 3 day bus suspension	Up to 5 day bus suspension	Up to 8 days bus suspension	Up to permanent suspension of bus riding privileges
Fourth Offense	Up to 3 day bus suspension	Up to 10 day bus suspension	Up to permanent suspension of bus riding privileges	Up to permanent suspension of bus riding privileges
1st through 12th grade				
First Offense	Parent contact/warning	Up to 3 day bus suspension	Up to 3 day bus suspension	Administrative parent contact
Second Offense	Up to 3 day bus suspension	Up to 5 day bus suspension	Up to 5 day bus suspension	Up to one semester bus suspension
Third Offense	Up to 5 day bus suspension	Up to 10 day bus suspension	Up to 10 day bus suspension	Up to permanent suspension from bus
Fourth Offense	Up to 10 day bus suspension	Up to one semester removal of bus riding privileges	Up to permanent bus suspension	Up to permanent suspension from bus

The District makes school bus transportation available to all students living two or more miles from school or who live on routes that are considered hazardous for pedestrian traffic. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling your student's campus, NCISD Transportation at 281-577-8680, or the New Caney ISD web site at www.newcaneyisd.org.

Removal from the School Bus

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

District policy requires a responsible person (parent/guardian or designee) be present at the bus stop to receive their Pre-Kindergarten or Kindergarten child. Should no one be present at the bus stop, the child will be returned to his/her campus, where it will be the parent's responsibility to pick them up. After a student has been returned to campus three times, bus riding privileges will be suspended on the take home service. The student may continue to ride the bus to school only. Should you need to add additional authorized persons to receive your child at the bus stop, you may do so by calling the Transportation Department at 281-577-8680.

VANDALISM

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

VIDEO CAMERAS

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

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

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

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office and must comply with all applicable district policies and procedures. Failure to provide a valid US government issued identification may preclude access to the campus.

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

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

Visitors during Lunch

Parents and legal guardians are welcome to visit during student lunches. For the safety of those within the school all visitors must first report to the main office in order to provide identification and secure a visitor's pass. Students' visitors/guests are subject to all school rules and regulations. Parents and legal guardians are NOT allowed to provide food for ANY student other than their own. Students may not provide food for other students.

Visitors Participating in Special Programs for Students

On various days throughout the year, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

VOTER REGISTRATION

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain withdrawal procedures from the registrar's office.

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

SECTION III: STUDENT CODE OF CONDUCT

PURPOSE

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

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

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

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

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be posted on the district's Web site. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

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

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

PHILOSOPHY

New Caney ISD has a firm commitment to the philosophy that all children can learn. All students are expected to develop essential academic and/or life skills in order to live and work successfully in a changing, free enterprise society. Students who are enrolled in New Caney ISD are taught a core curriculum of English Language Arts, mathematics, science, social studies, fine arts, health, physical education, and technological literacy. New Caney ISD will ensure that all students and staff have an orderly, clean, and safe environment which is conducive to teaching and learning; that students, parents, staff, and patrons will have high expectations for attaining mastery of academic and critical thinking skills; that multiple assessment data will be used to improve individual programs; and that instructional goals, objectives, and collaborative planning are designed to improve student performance and self-esteem. These objectives may be met only when there is a school climate free from disruptions that interfere with the learning process. The purpose of this code is to provide information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectations. However, when violations of the Code of Conduct do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or maintain a positive learning environment. Student discipline shall be administered fairly and equitably, and based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

1. The seriousness of the offense
2. The student's age
3. The student's disciplinary history for the current school year
4. The student's attitude
5. The potential effect of the misconduct on the school environment
6. Self-defense
7. The student's intent or lack of intent
8. A student's disability that substantially impairs the student's capacity to appreciate the wrongfulness of the conduct.

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

SCHOOL DISTRICT AUTHORITY AND JURISDICTION

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The District maintains a current list of the persons serving as a campus behavior coordinator in the student handbook or on the District's website at www.newcaneyisd.org

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

The District has disciplinary authority over a student:

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

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

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

'Parent' Defined

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

Reporting Crimes

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

Revoking Transfers

The district has the right to revoke the intradistrict transfer of a student who fails to maintain an acceptable level of attendance or compliance with the Student Code of Conduct/Student Handbook. The reasons a transfer may be revoked include, but are not limited to: truancy, discipline issues, excessive tardies, late/early pickups, unexcused absences, falsification of enrollment or application information, and removal from a program for which the transfer was approved. A nonresident student who is granted an interdistrict transfer shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the interdistrict transfer agreement may result in a transfer request not being approved the following year in accordance with Policy FDA (LOCAL).

Participating in Graduation Activities

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

The valedictorian and salutatorian may also have speaking roles at graduation. A student may not be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Abiding by the Law

Every student is expected to abide by federal laws and the laws of the State of Texas. Violation of certain federal and state laws shall constitute a violation of the Code of Conduct and appropriate discretionary or mandatory disciplinary measures will be imposed.

RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will 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 District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student's responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attend all classes daily and on time.
2. Demonstrate courtesy even when others do not.
3. Behave in a responsible manner, always exercising self-discipline.
4. Be prepared for each class with appropriate materials and assignments.
5. Meet District and campus standards of grooming and dress.
6. Respect the rights and privileges of other students and of teachers and other District staff.
7. Respect the property of others, including District property and facilities.
8. Pay required fees and fines, unless they are waived.
9. Refrain from violations of the Student Code of Conduct.
10. Obey all campus and classroom rules, including safety rules.
11. Exhibit responsible conduct at a school, on school buses, and at all school functions on or off campus.
12. Cooperate with and assist the school staff in maintaining safety, order and discipline.

GENERAL CONDUCT VIOLATIONS

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

Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a District building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.

- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to District property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disruption of classes or other school activities while on District property or on public property that is within 300 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in District vehicles.

Disruption of Classes

For purposes of this rule, “*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.

No student shall be permitted, on school property or on public property within 300 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

- Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.
- Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
- Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
- Entrance into a classroom 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.
- Making threats (such as bomb threats).

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

Disruption of Lawful Assembly

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

- Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.
- Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
- Preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.
- Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
- Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the school.

Disruption Going to and from School

On the way to and from school students shall not loiter, litter, trespass, or abuse property or create nuisance conditions for residents of the community. At no time does the District assume responsibility for the acts of students going to and from school. The District, however, reserves the right to take disciplinary action in those instances in which a connection exists between the conduct of the student and the right of the school District to maintain order

and discipline. Examples of these instances include, but are not limited to, disciplinary infractions at bus stops, on school buses and other forms of school District transportation.

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

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

Property Offenses

Students shall not:

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

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocket knife or any other small knife;
- Mace or pepper spray;

- Pornographic material;
- Tobacco products, including electronic cigarettes;
- Matches or a lighter;
- A laser pointer for other than approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists (For weapons and firearms see DAEP Placement and Expulsion).

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cellular phone, or other electronic device in violation of District and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

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

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the District, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable District technology resources, including but not limited to computers and related equipment, District data, the data of others, or other networks connected to the District’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten District students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or websites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.

- Engage in oral or written exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Repeatedly violate other communicated campus or classroom standards of conduct.
- The District may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

DISCIPLINE MANAGEMENT PLAN

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

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

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

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

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or on the District's website. Consequences shall not be deferred pending the outcome of a grievance.

Students with Disabilities

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

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

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

Corporal Punishment

Corporal punishment is permitted as a corrective action to certain rule infractions in order to preserve an effective and orderly educational environment. Factors of student size and age, and the physical, mental and emotional condition of the student shall be considered before the administration of any corporal punishment.

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

1. The student will be informed of the reason(s) for corporal punishment.
2. Corporal punishment shall be administered only by the principal or designee.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or designee.
4. The administration of corporal punishment shall be performed in the presence of one other professional employee of the District, and in a designated place out of view of other students.

If the parent does not want their child to receive corporal punishment, they must indicate this in writing to their child's principal or designee. The parent may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

A record shall be maintained on each administration of corporal punishment [See Policy FO(LOCAL)].

REMOVAL FROM THE REGULAR EDUCATIONAL SETTING

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

Routine Referral

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher may also initiate a formal removal from class if:

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

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator shall schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

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

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

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

Returning Student to Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

OUT-OF-SCHOOL SUSPENSION

Misconduct

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

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

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

Process

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

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

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

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities. The decision to suspend a student is appealable to the campus principal. The decision of the campus principal is final.

OFFENSES AND DISCIPLINARY OPTIONS

The following is a guideline for disciplinary responses by teachers, assistant principals, and principals. While they attempt to address a wide range of disciplinary offenses and consequences, they are not to be viewed as an all-inclusive list. If an incident is not listed, it will be left to the discretion of the acting administrator to determine a level for the offense and the disciplinary options that may be assessed.

LEVEL I-III

Level I Infractions	Level II Infractions	Level III Infractions	
<ul style="list-style-type: none"> • Disrespect • Eating or drinking outside of designated areas • Failure to follow classroom rules • Failure to participate in classroom activities • Loud or unnecessary noise • Neglecting to bring required materials or assigned work to class • Running or making excessive noise • Sleeping in class 	<ul style="list-style-type: none"> • Persistent Level I offenses • Discharging a fire extinguisher • Disturbance in school • Dress code violation • Engaging in acts of familiarity • Excessive tardiness • Failure to serve detention • Horseplay • Identification card violation • Insubordination • Possession of indelible markers, paint markers • Possession of lighters or matches • Posting or distributing unauthorized publications • Selling or soliciting for sale unauthorized merchandise • Throwing objects • Out of location • Unauthorized use of vehicle, speeding or parking lot violation • Use of electronic device during restricted times 	<ul style="list-style-type: none"> • Persistent Level II offenses • Altering school records • Bullying • Cheating or plagiarism • Destruction/defacement of school property • Disorderly conduct • Failure to abide by rules of dispensing medication • Fighting • Gambling • Harassment • Hazing • Inciting conflict • Insubordination/noncompliance • Interfering with school activities • Leaving school grounds • Mooning • Pantsing • Perjury during a school investigation • Physical contact with intent to harm • Disturbance on school property, including parking lot 	<ul style="list-style-type: none"> • Possession of a communication device in a secured testing area • Possession of items that depict: drugs, alcohol, tobacco, sex, vulgar language, gang affiliations, violence, death, or satanic ideology • Possession of stolen property • Possession or use of fireworks, stink bomb, smoke bomb or other noxious chemical • Taunting other students • Theft • Truancy • Unwanted physical contact • Using profane language, obscene gestures • Verbal abuse • Violation of the student use agreement for technology including bypassing of district filtering software
Level I Consequences	Level II Consequences	Level III Consequences	
<ul style="list-style-type: none"> • Parental contact • Verbal reprimand • Time-out in the classroom • Removal of privilege(s) • Change of seat assignment • Loss of recess or free time (lunch detention) • Work assignment • Teacher-held detention • Special assignment or duties • Behavioral contracts • Referral to counselor • Confiscation of prohibited nuisance item 	<ul style="list-style-type: none"> • Parent contact • Detention • Temporary removal from class • Parent conference • Behavior contract • In-school suspension • Exclusion from extracurricular activities • Confiscation of prohibited device or object • Work assignment • Loss of privileges • Loss of parking privileges (if applicable) • Restitution • Suspension • Referral to law enforcement 	<ul style="list-style-type: none"> • Parent contact • After school detention • Saturday detention • In-school suspension • Exclusion from extracurricular activities • Grade penalty for cheating or plagiarism • Loss of selected student privileges • Loss of parking privileges • Restitution for damages • Suspension • Loss of technology access privileges • Referral to law enforcement • Loss of bus-riding privilege • Removal to The Learning Center/DAEP 	

LEVEL IV – DISCRETIONARY DAEP PLACEMENT

Level IV offenses are acts of misconduct for which removal to a DAEP **may** occur.

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

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

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

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

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

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

A student may be removed from class and placed in a DAEP for the following infractions. A principal or other appropriate administrator **may, but is not required to, place a student** in a DAEP for off-campus conduct for which DAEP placement is required by state law if the principal or other appropriate administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

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

1. Engages in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

In accordance with Education Code 37.0081, after an opportunity for a hearing before the Board or its designee, **a student may be placed** in a DAEP if:

- a. The student receives deferred prosecution for conduct defined as a felony offense in Title 5 of the Texas Penal Code; or
- b. The student has been found by a court to have engaged in delinquent conduct or conduct defined as a felony offense in Title 5 of the Texas Penal Code.

The Board or the Board's designee must determine that the student's presence in the regular classroom:

- a. Threatens the safety of other students or teachers; or
- b. Will be detrimental to the educational process.

A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

- a. The date on which the student's conduct occurred;
 - b. The location at which the conduct occurred;
 - c. Whether the conduct occurred while the student was enrolled in the District; or
 - d. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.
2. Any repeated offense of Level III, or a new violation while being disciplined for Level III offense.

3. Assault that is not mandatory removal to an alternative education program or an expellable offense, including assault (no bodily injury) with threat of imminent bodily harm and assault by offensive or provocative physical contact.
4. Behavior that is illegal that does not constitute an expellable offense.
5. Breach of computer security.
6. Burglary of a district facility.
7. Engaging in inappropriate sexual conduct.
8. Hacking (illegal or unauthorized entry or attempted entry into computer systems or files)
9. Improper sexual advances.
10. Involvement in criminal street gang activity, including participating as a member or pledge, soliciting another person to become a pledge or member of a gang. (See glossary.)
11. Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society. (See glossary.)
12. Making a false claim or report against another student
13. Making a hit list.
14. Possessing a device, object, pocket knife, gun ammunition, or substance that could cause bodily harm to individuals, including an air gun or BB gun in any school setting. [See policy FNCG (LEGAL).]
15. Possessing any object resembling or represented as a weapon.
16. Possession or distribution of pornography/pornographic materials.
17. Possession, use or distribution of any substance represented to be drug or alcohol.
18. Possession of a personal protection device (pepper spray, stun gun).
19. Possession of drug paraphernalia including any synthetic substance that may be used or represented as a drug.
20. Recording the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.
21. Robbery or extortion.
22. Sexting.
23. Sexual harassment.
24. Threats, oral or written, to do bodily harm to another, to the property of another, or any depiction of violence or a violent act.
25. Use or possession of tobacco products including electronic cigarettes and vapor pens on school property or school sponsored event.
26. Using profane, obscene, indecent, immoral or offensive language and/or gestures directed toward school personnel.
27. Vandalism, graffiti, or any criminal mischief, such as wrapping the school.

Disciplinary Options: Any one or any combination of consequences may be used:

1. Any discipline technique outlined in Level III;
2. Suspension;
3. Referral to law enforcement;
4. Removal to The Learning Center/DAEP;

LEVEL V – MANDATORY DAEP PLACEMENT

A student **must** be placed in a DAEP if the student: The student engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

A student **shall be placed in a Disciplinary Alternative Education Program (DAEP)** for any of the following offenses, if the student commits these offenses on school property or within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony.
2. Commits an assault under Penal Code 22.01(a) (1). (See glossary)
3. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled

substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the expulsion section of this Student Code of Conduct.) (See glossary for definition of “under the influence”)

4. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the expulsion section in this Student Code of Conduct.)
5. Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
6. Behaves in a manner that contains the elements of the offense of public lewdness.
7. Behaves in a manner that contains the elements of the offense of indecent exposure.
8. Engages in expellable conduct, if the student is between six and nine years of age.
9. Engages in conduct that contains the elements of the offense of retaliation against any school employee on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the expulsion section of this Student Code of Conduct.)
10. Possession and/or concealment of a weapon not included as an expellable offense.
11. Commits a federal firearms violation and is younger than six years of age.
12. Possession of components of explosives under Texas Penal Code 46.09. (See FOD (Legal))
13. Engages in conduct punishable as a felony listed under Title 5 (See glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - a. The student receives deferred prosecution. (See glossary)
 - b. A court or jury finds that the student has engaged in delinquent conduct. (See glossary)
 - c. The Superintendent or designee has a reasonable belief that the student engaged in the conduct. (See glossary)

DAEP Placement

Removal to a DAEP will be made by the campus behavior coordinator. The duration of a student’s placement in a DAEP will be determined on a case-by-case basis. DAEP placements as a result of an expulsion may not exceed 180 days. The maximum periods of DAEP placements are as follows:

Elementary DAEP Placement (Grades K-5)

Mandatory Placements	Discretionary Placements
1 st Offense – Up to 30 days	1 st Offense – Up to 15 days
2 nd Offense – Up to 45 days	2 nd Offense – Up to 20 days
3 rd Offense – Up to 60 days	3 rd Offense – Up to 30 days

Exception: a period of one calendar year if the student brings to school a firearm as defined by federal law.

Secondary DAEP Placement (Grades 6-12)

Mandatory Placements	Discretionary Placements
1 st Offense – Up to 45 days	1 st Offense – Up to 30 days
2 nd Offense - Up to 60 days	2 nd Offense – Up to 45 days
3 rd Offense – Up to 90 days	3 rd Offense – Up to 60 days

The duration of DAEP placements (within the designated range) are at the discretion of the sending and receiving administrators and are based on the following factors:

1. The school calendar
2. Previous disciplinary record of the student
3. Behavior while enrolled at the DAEP

DAEP placement will be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, and statutory requirements.

A student placed in a DAEP will **not** be provided transportation to and from school by the District unless he or she is a student with a disability who has transportation designated as a related service in the student’s IEP.

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

Students expelled to the JJAEP from the DAEP will return to the DAEP to complete the original DAEP placement before returning to the home campus unless otherwise specified in the JJAEP placement order.

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

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

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

Sexual Assaults and Campus Assignments

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

Emergency Placement

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

Process

Removals to a DAEP shall be made by the campus principal or designee.

Conference

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

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

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

Consideration of Mitigating Factors

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

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

Placement Order

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

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

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

Coursework Notice

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

Length of Placement

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

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

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

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

Exceeds One Year

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

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

Exceeds School Year

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

For placement in a DAEP to extend beyond the end of the school year, the Executive Director of Student Services must determine that:

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

Exceeds 60 Days

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed to the Superintendent's designee, the Executive Director of Student Services. Student or parent appeals regarding the process used for the placement

decision, such as issues related to the administrator's handling of the conference or proper notice being provided, should be addressed in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal's office, the central administration office, or at www.newcaneyisd.org. Disciplinary consequences shall not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board's designee.

Restrictions during Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony per Board policy.

Placement Review

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

Additional Misconduct

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

Notice of Criminal Proceedings

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

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

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

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

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

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

Withdrawal during Process

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

Additional Misconduct

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

Newly Enrolled Students

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

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

Emergency Placement Procedure

When an emergency placement occurs, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

PLACEMENT AND/OR EXPULSION FOR CERTAIN OFFENSES

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

Registered Sex Offenders

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

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

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

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

Review Committee

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

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

Newly Enrolled Student

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

Appeal

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

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student **may** be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

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

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

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

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

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

Newly Enrolled Students

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

While in DAEP

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

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 5. Public lewdness under Section 21.07, Penal Code;
 6. Indecent exposure under Section 21.08; Penal Code;
 7. Criminal mischief under Section 28.03, Penal Code;
 8. Personal hazing under Section 37.152; or
 9. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee

Transition from DAEP and JJAEP

Students completing DAEP placements will participate in a transition process designed to help them adjust successfully to the less structured environment of the home campus. Upon the student's return, designated and appropriate staff members will guide his/her transition, monitor their adjustment, and document their progress toward a successful re-entry into the home campus environment. The assignment will be temporary and will be discontinued when the student has demonstrated that it is no longer required. If determined appropriate by the campus administrator and it is found to be in the best interest of the student's success, a student expelled to the JJAEP from their home campus will transition back into the DAEP before completing the final transition back to the home campus. The interim DAEP placement will be included in the original expulsion order.

Informal Hearing and Parent Notification

Not later than three class days after the day a student is removed to a disciplinary alternative education program, the principal or campus disciplinary administrator shall conduct a conference at which:

1. The student is advised either orally or in writing of the conduct for which he/she is being removed and the basis for the removal
2. The student is given the opportunity to explain his or her version of the incident and respond to the reasons for the removal
3. The student may be accompanied by the parent, guardian, or legal counsel.

Until a conference can be held as a result of a formal teacher removal or administrator removal, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program.

A student's parent shall be notified by telephone or other appropriate means as soon as reasonably possible of a removal to a disciplinary alternative education program. Parents of students who have been removed shall be advised that it is their responsibility to provide adequate supervision for the student during the period of removal.

At the conference, the principal or appropriate administrator will inform the student, orally or in writing, of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.

If the period of placement is inconsistent with the guidelines set forth in this Code of Conduct, the order must give notice of the inconsistency. A period of removal may not exceed one year unless, after a review, the District determines that the student is a threat to the safety of other students or to NCISD employees.

LEVEL VI - EXPULSION

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

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

Discretionary Expulsion: Misconduct That May Result in Expulsion

Any Location

A student **may** be expelled for:

1. Engaging in the following, no matter where it takes place:
 - Conduct that contains the elements of assault under Section 22.01(a)(1), Penal Code, in retaliation against a school employee or volunteer.
 - Criminal mischief, if punishable as a felony.
2. Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
 - Breach of computer security.
 - Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, within 300 Feet, or at a School Event

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

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

Within 300 Feet of School

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

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

Property of another District

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

While in DAEP

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

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Section 21.07, Penal Code;
 - b. Indecent exposure under Section 21.08, Penal Code;
 - c. Criminal mischief under Section 28.03, Penal Code;
 - d. Personal hazing under Section 37.152; or
 - e. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

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

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

Under the Texas Penal Code

Carrying on or about the student’s person the following, as defined by the Texas Penal Code:

- A hand- gun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See glossary.) *Note:* A student may not be expelled solely on the basis of the student’s use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports

educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]

- An illegal knife, as defined by state law. (See glossary.)
- A club, as defined by state law (see glossary.) Possessing, manufacturing, transporting, repairing or selling a prohibited weapon, as defined by state law. (See glossary.)

Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See glossary.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Aggravated robbery.
- Manslaughter.
- Criminally negligent homicide.
- Continuous sexual abuse of a young child or children.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.

Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

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

Emergency

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

Expulsion and Expulsion Appeal Process

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

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

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

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

Until a hearing can be held, the principal may place the student in:

1. Another appropriate classroom.
2. In-school suspension.
3. Out-of-school suspension.
4. A DAEP.

Hearing

A student facing expulsion will be given appropriate due process. The student is entitled to:

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

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

The Board of Trustees delegates to the Deputy Superintendent or his/her designee authority to conduct hearings and expel students.

Board Review of Expulsion

A student expelled after the due process hearing may request that the Board review the expulsion decision. The student or parent must submit a written request to the Superintendent within seven days after receipt of the written decision. The Superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the Board will review the decision. Consequences will not be deferred pending the outcome of the hearing.

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

The Board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board will make and communicate its decision orally at the conclusion of the presentation.

Expulsion Order

After the due process hearing, if the student is expelled, the Board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the Superintendent or designee will deliver to the juvenile court a copy of the order expelling the student and the information required by Section 52.04 of the Family Code.

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

Length of Expulsion

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is as follows:

Maximum length of time

- | | |
|------------------|----------|
| 1. Mandatory | 180 Days |
| 2. Discretionary | 90 days |

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

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

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

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

Withdrawal during Process

When a student has violated the District's Student Code of Conduct in a way that requires or permits expulsion from the District and the student withdraws from the District before the expulsion hearing takes place, the District may

conduct the hearing after sending written notice to the parent and student. If the student then reenrolls in the District during the same or subsequent school year, the District may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another District. If the principal, another appropriate administrator, or the Board fails to issue an expulsion order after the student withdraws, the next District in which the student enrolls may complete the proceedings.

Additional Misconduct

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

Restrictions during Expulsion

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

No District academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program or another District-approved program.

Newly Enrolled Students

The District shall decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the District.

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

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

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

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

Emergency Expulsion Procedures

In an emergency, the principal or the campus behavior coordinator may order the immediate expulsion of a student for any reason for which expulsion may be made on a non-emergency basis. When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law.

DAEP Placement of Expelled Students

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

GLOSSARY

The following words and terms, when used in this code, shall have the stated meaning unless the context clearly indicates otherwise:

Abuse: improper or excessive use.

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

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

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

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

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

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

Armor-piercing ammunition: handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson:

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

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

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and

whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

Bullying: According to District Policy FFI (LOCAL)

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

- 1) has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
- 2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct described in the definition of “bullying” is considered bullying if the conduct:

- 1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- 2) interferes with a student’s education or substantially disrupts the operation of a school.

Chemical dispensing device: a device, other than a small chemical dispenser sold commercially for personal protection, designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Class disruption: Any behavior, which violates the rules of a particular classroom and interferes with a teacher’s opportunity to present or other student’s opportunity to concentrate on the presentation or assignment.

Club: an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, mace, and tomahawk.

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

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

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

Dating violence: when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

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

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

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

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

Disciplinary Alternative Education Program (DAEP): is a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program.

It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

Discipline Management: Any action that is intended to promote proper behavior and/or discourage misconduct.

Discretionary: something is left to or regulated by a local decision maker.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performances on EOC assessments are required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and U.S. History.

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

Explosive weapon: any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

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

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

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

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

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm weapon; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade. Such term does not include an antique firearm.

Firearm silencer: any device designed, made, or adapted to muffle the report of a firearm.

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

Handgun is defined by Texas Penal Code 46.01(5) as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment: is:

1. Conduct that meets the definition established in District policies DIA (LOCAL) and FFH (LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing: is any intentional or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list: a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

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

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

Illegal knife is defined by Texas Penal Code 46.01(6) as a

1. Knife with a blade of over five and one-half inches;
2. Hand instrument designed to cut or stab another by being thrown;
3. Dagger, including, but not limited to, a dirk, stiletto, or poniard;
4. Bowie knife;
5. Sword; or
6. Spear.

In-school suspension: An on-campus setting, apart from the regular classroom, where the student continues to receive instruction in each course to the extent possible, for students who commit disciplinary infractions.

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

Machine gun: any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory: something is obligatory or required because of an authority.

Paraphernalia: any device that can be used to inhale, ingest, inject, or otherwise introduce a controlled substance into a human body.

Parents: includes single parent, legal guardian, or person in lawful control of a student.

PGP stands for Personal Graduation Plan, which is required for high school students beginning with ninth graders in the 2014–15 school year, and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

Prohibited weapon under Texas Penal Code 46.05(a) means

1. An explosive weapon;
2. A machine gun;
3. A short-barrel firearm or firearm silencer, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or classified as a curio or relic by the U.S. Department of Justice;
4. Knuckles;
5. Armor-piercing ammunition;
6. A chemical dispensing device;
7. A zip gun; or
8. A tire deflation device.

PSAT is the preparatory and readiness assessment for the SAT.

Public school fraternity, sorority, secret society, or gang: an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

Reasonable belief: is a determination made by the Superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Reassignment of classes: a student may be removed from the assigned classroom and placed in another class on the same campus. To the extent possible the student should continue to receive instruction in the course from which removed. The purpose of the type of removal is to remove the student from a potentially volatile situation. The administrator shall determine the length of removal or stay.

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

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

Self-defense: using force against another when and to the degree, a person reasonably believes the force is immediately necessary to protect himself or herself.

Serious misbehavior:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Section 21.07, Penal Code;
 - b. Indecent exposure under Section 21.08; Penal Code;
 - c. Criminal mischief under Section 28.03, Penal Code;
 - d. Personal hazing under Section 37.152; or
 - e. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

Serious or persistent misbehavior includes but is not limited to:

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

Sexting: the act of sending and/or receiving sexually explicit messages or pictures of the sender or another person on an electronic device.

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

Short-barrel firearm: a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

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

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

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

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

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

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

Telecommunication Devices: may include, but are not limited to: cell phones, iPods, MP3 players, handheld video players.

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

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

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

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

- Murder;
- Kidnapping;
- Trafficking of persons;
- Smuggling or continuous smuggling of persons;
- Assault;
- Aggravated assault;
- Sexual assault;
- Aggravated sexual assault;
- Unlawful restraint;
- Voyeurism;

- Indecency with a child;
- Invasive visual recording;
- Disclosure or promotion of intimate visual material;
- Injury to a child, an elderly person, or a disabled person of any age;
- Abandoning or endangering a child;
- Deadly conduct;
- Terroristic threat;
- Aiding a person to commit suicide; and
- Tampering with a consumer product. [See FOC (EXHIBIT)]

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

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

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

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

Zip gun: a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.