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Dear Parents and Students,

Welcome to school year 2009-2010! Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together: students, parents, and teachers. This Student Handbook is designed to help us have a GREAT year.

The Nueces Canyon CISD Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

The first section provides general information all parents will need to assist their child(ren) and responding to school-related issues;

The second section for students and their parents, to provide information about courses, class rank, extracurricular and other activities; and

The third section, general information regarding school operations and requirements.

Each has a **Quick Reference section** to serve as a guide for day-to-day questions that may arise.

We have attempted to make the language as straightforward as possible, however, please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Parents and students also need to be familiar with the NCCISD Student Code of Conduct. A glossary of terms related to discipline is included for your information. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety. Questions regarding disciplinary measures should be addressed to the appropriate teacher, campus principal or superintendent. **Consequences will not be deferred pending the outcome of an appeal.**

NCCISD has and will continue to meet the needs of our students and community. We will continue to integrate technology into the curriculum, challenge students intellectually, to engage students in their own learning, and to provide students with the opportunity for a concentrated, personalized education.

Each student is required to follow all school policies and regulations. Each student will be issued a handbook. The principal or appropriate teacher at the beginning of the school year will explain policies. Claiming ignorance of the policies / regulations will not excuse a student from compliance or from being subject to corrective action.

Parents/guardians **must acknowledge receipt** of this handbook, the Student Code of Conduct and the consequences to students who violate District disciplinary policy. **Parents/guardians must acknowledge, within 10 days of receipt of the handbook, if they object to the release of "directory information" on their child(ren).**

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

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In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the acknowledgment form, so that we have a record of your choices listed there.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school office.

NONDISCRIMINATION

Nueces Canyon CISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

Title IX Coordinator, for concerns regarding sex discrimination:

Russ Perry Superintendent 830-234-3514

Section 504 Coordinator, for concerns regarding disability discrimination:

Russ Perry Superintendent 830-234-3514

Individuals having questions regarding Nueces Canyon C.I.S.D. practices or policies may address them to the individuals or departments listed below or visit the District's Web site at <http://www.nccisd.net> for Board Agendas, Financial Reports, School Calendar, Holiday Schedules, Athletic Schedules, Homework Assignments, Teacher WebPages and Local Weather.

Superintendent	Russ Perry	830-234-3514
Elementary Principal	Steven Pyburn	830-597-3218
Elementary Coordinator	Luci Harmon	830-597-3218
Junior High/High School Principal	Steven Pyburn	830-234-3524
District Counselor	Karen Collins	830-234-8146
Technology Director	Louis Webb	830-234-3486
Athletic Coordinator	Tom Whatley	830-234-8148
Payroll / Accounts Payable	Billye Smith	830-234-8137
District PEIMS Coordinator	Nancy Luce	830-234-8132
Junior High/High School Office Aide	Kara Harney	830-234-3524
Elementary Secretary	Gracie Falcon	830-597-3218
Food Service Director	Jimmie Mae Baxter	830-597-8158
Transportation Director / Tax Collector	Robert Lloyd	830-234-8143
Maintenance Director	Robert Lloyd	830-234-8143
District Nurse	Doris Miles	830-597-8155

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BOARD OF TRUSTEES

Noreda Sifuentes	President
Brian White	Vice-President
Denise Rogers	Secretary
Chad Harney.....	Member
Charlie Hunger	Member
Danny Irwin.....	Member
Jane Burleson	Member

SCHOOL SONG

**Down below the plains of Texas,
Where the hills arise,
There's a land of sparkling waters,
Canyons and blue skies.
Ring ye Nueces High with music,
We praise your power and might,
Hail to thee Nueces Panthers,
Hail to Blue and White.**

FIGHT PANTHERS!

FIGHT PANTHERS!

FIGHT! FIGHT! FIGHT!

SCHOOL COLORS

Blue and White

MASCOT

Panther



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SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Student Handbook includes information on topics of particular interest to you as a parent, such as:

Your child's grades and progress reports;

Records pertaining to your child;

Conferences with your child's teacher;

Procedures to follow if you have a concern that isn't resolved by a conference; and

School events and school-related groups that would welcome your attendance or participation.

YOUR INVOLVEMENT AS A PARENT

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. [See Academic Counseling on page 22]

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 elementary school office at 597-3218 or junior high/high school office at 234-3524 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school. [See Report Cards, Progress Reports, and Conferences on page 11.]

Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

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.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information 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 any teaching materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF in the district policy manual.]

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Reviewing your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child. [See Student Records on page 13.]

Granting or denying any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co- curricular or extracurricular activity; or
- When it relates to media coverage of the school.

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

Becoming a school volunteer. For further information, see policy GKG in the school districts manual and contact the campus principal.

Participating in campus parent organizations. Parent organizations include: Band Boosters, Sports Boosters, Senior Class Trip Sponsors

Offering to serve 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 BQA and BQB in the school districts manual, and contact the superintendent.

Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. [See policies BE and BED in the school districts manual for more information.]

QUICK REFERENCE:

Where to look or whom to see when you need information about...

Grading guidelines	page 10	See the teacher
Report cards/progress reports	page 11	See the teacher
Conferences	page 12	Call the office
Student records	page 13	See the principal
Medicine at school	page 11	See school nurse or campus secretary
Standardized testing	page 15	See the counselor
Release of your child from school	page 16	See the principal
Withdrawing your child	page 17	See the principal

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GRADING GUIDELINES

The grading system of NCCISD is as follows: To earn credit in a course, a student must receive a grade of 70% (based upon course-level or grade-level standards).

ACADEMIC GRADES

90-100.....	A
80-89.....	B
75-79.....	C
70-74.....	D
Below 70.....	F

CONDUCT GRADES

E - Excellent
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

REPORT CARDS: Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks following the end of the six weeks period.

PROGRESS REPORTS: Following the end of the first three weeks of a grading period, parents are given written notice if the student's performance in any course is near or below 70, or below the expected level of performance. Progress reports will be generated because of inappropriate behavior. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher of that class or subject. The unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject. A non-custodial parent may request in writing that the district provide them with a copy of any written notification relating to student misconduct that is generally provided by the district to a student's parent or guardian.

MAKE-UP WORK: Make-up work is due no later than the beginning of class on the third day following a tardy or an absence. Extended absences may warrant a longer time. Elementary students may be kept during P.E. to do make-up work if the classroom teacher deems it necessary. It is the student's responsibility, not the teacher's to request make-up work after absences.

Make-up work completion is due three school days following a student's return to school. Certain circumstances may warrant that special arrangements be made for make-up work.

GRADING POLICIES

It is our policy that all and any work assigned shall be taken up, graded, and recorded. All District grading policies are meant to coincide with Texas Education Agency guidelines and State Laws, and defer to these laws should a conflict occur. An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with school district grading policy, as determined by the board of trustees. The board's decision may not be appealed.[Education Code Section 28.0212].

[See **Report Cards, Progress Reports, and Conferences** on page 11.]

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MEDICINE AT SCHOOL

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

Authorized employees, in accordance with policy, and:

- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only if:

- The District has obtained from its medical advisor licensed to practice medicine in Texas (or from a licensed physician at the county or regional health authority) a protocol for treatment of the particular emergency; and
- The parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

School employees may not recommend that student use a psychotropic drug or suggest any particular diagnosis. A parent's refusal to consent to administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of a student may not be grounds, by itself, for prohibiting the child from attending a class or participating in a school-related activity. However, appropriate referrals under the child find system are not prohibited. Specified school health professions may recommend evaluation by an appropriate medical practitioner, and school employees are not prohibited from discussing a child's behavior or academic progress with the child's parent or another district employee.

[For further information, see policies FFAC in the school districts manual.]

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. For more information, see page 27.

REPORT CARDS: Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks on the Thursday following the end of the six weeks period.

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PROGRESS REPORTS: Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every 3 weeks.

On the Tuesday following the end of the first three weeks of a grading period, parents are given written notice if the student's performance in any course in English language arts, mathematics, science, or social studies is near or below 70, or below the expected level of performance.

If a student receives a grade of less than 70 in any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher of that class or subject. The unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the 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. In general, the student or parent should first discuss the complaint with the campus principal or coordinator. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures as listed below. Any campus office or the Superintendent's office can provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the principal's and Superintendent's offices.

Specialized complaint procedures exist regarding:

- Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB. See Special Programs on page 30.

- Loss of credit because of excessive absences: policy FDD

- Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.

- Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.

- Expulsion of a student: policy FOD and the Student Code of Conduct.

- Discrimination on the basis of sex: 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. See Harassment on the Basis of Race, Color, Religion, National Origin, or Disability on page 42.

- Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct. See Sexual Harassment / Sexual Abuse on page 43.

- Instructional materials: policy EFA.

- On-campus distribution of non-school materials to students: policy FMA.

- Complaints against District peace officers: policy CKE.

ALL POLICIES ARE FOUND IN THE SCHOOL DISTRICT MANUAL

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

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.

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 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 of 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 a 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. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Karen Collins
Phone Number: (830) 234-8146 or (830) 597-8160

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about NCCISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

A student's name, address, telephone number, and date and place of birth.

The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The student's e-mail address on the District's computer network.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice.

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

The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student.

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However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls.

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

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

Records may be inspected during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The mailing address of the district is: PO Box 118, Barksdale, Tx. 78828

The physical address(es) of offices are: Junior High/High School 200 Taylor Street, Barksdale, Tx.
Elementary Hwy 337, Camp Wood, Tx.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. 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 defined by policy FNG. [See **Student or Parent Complaints and Concerns** on page 12 for an overview of the process.]

Request for more than five (5) copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District’s policy regarding student records is available from the principal’s or Superintendent’s office.

The parent’s or eligible student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers’ personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District—do not have to be made available to the parents or student.

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TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day—but especially on test days—after:

A good night's sleep;

A good breakfast; and

Dressing for the weather or for the temperature inside the testing center.

The principal will designate an appropriate individual on campus to develop and administer personal graduation plans for students in Grades 6-12 who have failed a state assessment instrument or are not expected to graduate by the end of the fifth school year after enrolling in ninth grade. A student's IEP is acceptable for use as the student's personal graduation plan. For a student in a special education program not performing satisfactorily on state assessments, the ARD committee is responsible for designing such a program.

PLAN Exam

All sophomores may take the PLAN exam in October. This exam gives students an early indication of how they may score on the ACT.

STATE ASSESSMENT (TAKS---Texas Assessment of Knowledge & Skills)

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests.

To receive a high school diploma, students must successfully pass exit-level tests. [See **Graduation** on page 27 for information regarding new exit-level tests required by state law.]

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

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

COLLEGE REQUIREMENTS

SAT/ACT

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission.

PSAT/NMSQT

This test (Practice SAT) is designed to test the verbal and mathematical skills of students. This test is taken during the junior year in preparation for the SAT. National Merit Scholarships are available if the student's junior level scores qualify him/her to be a Finalist. College bound tenth graders are encouraged to take the PSAT as practice for the junior year where the scores count for scholarship consideration. This test is given in October.

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Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take. Prior to enrollment in a Texas public college or university, students must take the Texas Academic Skill Program (TASP) test.

ASVAB The Armed Services Vocational Aptitude Battery is available to students in grades 11&12. It measures aptitudes and abilities and relates them to specific occupations in civilian and military life. Students are strongly encouraged to take this test to help them make wise career choices. This test is given in the fall.

RELEASE OF STUDENTS FROM SCHOOL

Temporary Absence Due to Professional Health Care Visits

Class time is important. **Doctor or Dentist appointments should be scheduled, if possible, at times when the student will not miss instructional time.**

A temporary absence resulting from a visit to professional health care providers (doctors, dentist, etc.) is excused and no absence results if the student commences classes or returns to school on the same day of the appointment.

*******Documentation is required from the health care provider to be EXCUSED.*******

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

LATE ARRIVAL TO SCHOOL (TARDY)

A student who is tardy as much as 10 minutes will be counted as absent and all requirements for an absence must be completed. A student who is tardy less than 10 minutes will be recorded as tardy. Five (5) such occurrences will be counted as an "unexcused" absence and the absence will count against the 90% rule for required attendance per semester.

A student who has an accumulation of three tardies during one grading period may be required to make-up the time through after school detention or Saturday school as provided for in this policy for make-up days.

In junior high and high school, it is the responsibility of the students to be punctual to all classes. A student is considered tardy to class if he/she is not in their assigned desks/spots when the tardy bell

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begins ringing.

[See Attendance for Credit on page 33.]

WITHDRAWAL FROM SCHOOL

Students planning a permanent withdrawal from school must begin this procedure with a conference with the principal or counselor. A student in grades 7-12 should bring a written statement from his/her parent or guardian requesting withdrawal or the parent may come to the school to request withdrawal. The student shall present the request to the office and obtain a withdrawal slip. The withdrawal form should be taken, with textbooks, to each teacher and to the librarian and cafeteria manager for their signatures. When all signatures have been secured, the student should return the slip to the office for completion of withdrawal requirements. The registrar will forward the necessary papers to the new school, when the new school requests the records or NCJH/HS is provided with the address of the new school. All records must be cleared before any papers can be forwarded to another school. This means all textbooks must be returned, library records cleared, lunch charges paid, and all fees paid.

Parents or Guardians withdrawing students must sign the required notice stating where student records are to be sent or if the student(s) will receive instruction at home.

Withdrawing and Transferring under Disciplinary Action

Any student transferring into or within the District, who is under disciplinary action (suspension, homebased, or expulsion) from another school or school district, shall not be allowed to enroll, until the disciplinary action has ended.

Transfers out of the District with Excessive Absences

Students transferring out of the district who have exceeded the number of absences allowable for credit will not receive credit. They may petition for credit by mail or in person to the sending district with the same opportunities to present their case as do all other students. Transcripts sent to other school districts will reflect no credit because of excessive absences. Transcripts sent will reflect the number of excessive absences, the Attendance Committee's recommendation, and the student's effort to make-up the absences. The receiving district will decide what action they feel is necessary for credit to be granted.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

QUICK REFERENCE:

Where to look or whom to see when you need help with...

Counseling: academic; graduation programs; courses	page 22	See the counselor
Counseling: personal	page 24	See the counselor
Schedule changes	page 21	See the counselor
Scholarship and college entrance info	page 21	See the counselor
Class rank	page 19	See the principal
Credit by exam	page 24	See the principal
Extracurricular activities	page 25	See sponsor
Promotion/retention	page 29	See the teacher
State testing	page 15	See the counselor

ACADEMIC PROGRAMS

The school counselor provides students and their parent's information regarding academic programs to prepare for higher education and career choices. Effective in school year 2004–2005, most ninth graders will be required to enroll in the Recommended or Distinguished Achievement Program. [For more information, see page 28 of this handbook and policy EIF.]

AWARDS AND HONORS

Students that meet the requirements will be honored for the following:

Honor Roll

Students that receive “All A’s” or “A’s / B’s” on their report cards for the entire year will be recognized at the Academic Awards ceremony held each year.

Perfect Attendance

Students that do not miss any school will be recognized at the Awards Ceremony held each year.

HONOR GRADUATES

All graduating students who maintain a Grade Point Average (GPA) of 3.5 or higher in courses used in ranking graduates will be recognized as ***HONOR GRADUATES***.

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VALEDICTORIAN –SALUTATORIAN (High School)

The valedictorian and salutatorian will be the first and second ranked graduates, respectively. If there is a tie for first place, co-valedictorians will be named and there will be no salutatorian. If there is a tie for second place, co-salutatorians will be named.

Credits earned in subjects required **to complete the Recommended Program or add the DAP endorsement**, correspondence courses, credit by exam, concurrent enrollment courses, summer school, high school advanced placement exams, and Algebra I taken in the junior high with high school credit granted will be used in determining who receives these honors. Physical education and band grades will be excluded from the computations.

A minimum average of a 90 is required.

A student must complete the 11th and 12th grade course requirements while in regular attendance at NCHS for four semesters (2 fall and 2 spring) and the enrollment date must be no later than 15 days after the beginning of the fall semester of the 11th grade year to be eligible for these honors.

VALEDICTORIAN –SALUTATORIAN (Junior High School)

Class rank for eighth grade students will be computed at the end of the fifth six weeks of the 8th grade year. Students must be enrolled for the entire eighth (8th) grade year to be eligible for Valedictorian or Salutatorian. [See also **Class Rank** on page 19 and **Academic Counseling** on page 22.]

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in business education, family / community development, and Ag mechanics. Admission to these programs is based on grade level, age, and teacher approval.

NCCISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

TOP TEN PERCENT CLASS RANKING

For two school years following their graduation, graduates who ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor or high school principal for further information about how to apply and the deadline for application.

CLASS RANK

JUNIOR HIGH Class rank for eighth grade students will be computed at the end of the fifth six weeks of the 8th grade year. **ONLY** eighth (8th) grade subject averages will be used excluding band and physical education from the computations. Students must be enrolled for the entire eighth (8th) grade year to be eligible for Valedictorian or Salutatorian.

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HIGH SCHOOL

Each member of the graduating class will be ranked numerically by their individual GRADE POINT AVERAGE (GPA) computed by the grades achieved in all four years of high school. This computation will take place after grades for the fifth (5th) grading period are posted. Credits earned in subjects required to complete the Recommended Program or add the DAP endorsement, correspondence courses, credit by exam, concurrent enrollment courses, summer school, high school advanced placement exams, and Algebra I taken in the junior high with high school credit granted will be used in determining class rank. Only grades received in subjects completed in the Recommended or Advanced Academic Program will be utilized. Physical education, band, athletics, Family and Consumer Sciences and Agricultural Science grades will be excluded from the computations. Students with identical grade point averages (GPA) will be counted at the same numerical place.

Students completing the Advanced Recommended or DAP plan will be ranked in order ahead of students completing the Regular or Minimum Plan.

ACADEMIC ACHIEVEMENT : CLASS RANKING

A student shall have been continuously enrolled in the District high school for the two years prior to graduation to be eligible for recognition as valedictorian or salutatorian.

Such recognition shall be determined by averaging the grades for all academic courses taken for high school credit through the fifth six-week grading period of the senior year.

Only grades for academic courses shall be included in the computation of grade averages for class ranking. This shall exclude grades in physical education, band, athletics, Family and Consumer Sciences and Agricultural Sciences. Coursework completed in summer school or correspondences courses shall be excluded. Grades transferred from other schools shall be credited in accordance with the course descriptions approved for the established grading system.

Students completing the Recommended or Distinguished Achievement Programs shall be ranked in order ahead of students completing the Minimum Program. Grade weights shall be assigned to grades earned by high school students for purposes of class ranking, in accordance with the following scale:

	Pre Ap	AP, Dual Credit	Regular Courses
Course Weight	5 points	10 points	no additional weight

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OTHER SCHOLARSHIPS AND GRANTS

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For further information, see the principal or counselor and policies at EIC and FJ.

CLASS SCHEDULES

Students in grades seven (7) through twelve (12) will choose courses from the available selections each spring and the master schedule will be developed. Schedules may be picked up from the counselor at the beginning of fall semester.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and will be monitored by District staff.

[For additional information, see policy CQ.]

CORRESPONDENCE COURSES

The District permits high school students to take correspondence courses—courses by mail—for credit toward high school graduation. Junior and Senior students may enroll through Texas Tech University or the University of Texas. Fees and textbooks are the responsibility of the student if NCCISD offers a course that could be completed by the student.

Students must submit a written request prior to enrollment to the principal or designee for evaluation and approval.

All lessons and exams must be completed and the grade on file with the High school office at least 30 days before graduation for seniors to include the course for credit.

A maximum of 2 credits may be earned through correspondence courses.

[For further information, see policy EEJC.]

COUNSELING

ACADEMIC COUNSELING

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8th through 12th will be provided information on

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anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

PERSONAL COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the campus principal or the counselor.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. [For more information, refer to policy FFE.]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted by the District to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. Check with the counselor to determine the dates the dates on which exams are scheduled during the

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test purchased by the parent from Texas Tech University or the University of Texas. [For further information, see EEJB.]

DISTANCE LEARNING

NCCISD provides video facilities and computer technologies to students and community members that allows one to earn credits while completing courses on campus. Fees may be charged.

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DUAL CREDIT COURSES / COLLEGE COURSES/AP COURSES

Junior and senior students may receive college and high school credit for college course(s) taken in an approved institution such as but not limited to (Southwest Texas Junior College, Sul Ross University, Angelo State University, Texas A&M, etc). **All** college level courses offered by the institution, except remedial courses, are approved as concurrent courses. College level courses must meet or exceed state Texas Essential Knowledge & Skills (TEKS) to replace state-required courses. College level courses that do not cover the TEKS may be taken for elective credit only.

Nueces Canyon offers AP courses on-line from virtual schools. Only juniors and seniors can take AP courses. Students interested in taking an AP course must pass an appropriate pretest (when available) and be recommended by a member of the faculty. The principal and counselor will have final authority over which students are allowed to enroll in AP courses. Testing fees will be charged.

All high school /college concurrent enrollment courses listed in the College's General Academic Course Guide Manual in the following disciplines: Social Studies, Science, Mathematics, Languages other than English, Fine Arts, and English language arts are **weighted/ advanced courses** (affects GPA).

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements 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 advanced by either the State Board of Education or by the local Board, 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.

A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups including but not limited to the band, choir, and drill and athletic teams may establish guidelines, constitutions, and standards of behavior—including consequences for misbehavior—that are stricter than those for students in general.

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These guidelines, constitutions, and standards of behavior—including consequences for misbehavior will be given to students by the individual sponsor at the beginning of the activity or season.

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.

CHEERLEADER TRYOUT GUIDELINES

High School & Junior High

Constitution Article IV **Membership**

- A. One varsity squad consisting of eight (8) members. Only eighth grade, freshman, sophomore, and junior students may tryout;
- B. One junior high squad consisting of six (6) members selected from the sixth (6) and seventh (7) grade. If there are six or less qualified for tryouts, the squad will be made up of those eligible and tryouts will not be held;
- C. A varsity panther mascot—either a eighth grader, freshman, sophomore, junior student;
- D. A varsity head cheerleader chosen from the eight (8) individuals. Sponsor will designate head cheerleader after receiving input from entire squad.

Article V **Qualifications for Tryouts**

- A. Any candidate who has been ineligible two six weeks of the school year will be disqualified from tryouts;
- B. Students must have attended NCCISD one full semester immediately prior to tryouts;
- C. Must have written permission from parents to tryout;
- D. Students with excessive absences, after consultation with Campus Attendance committee and principal, may be disqualified from tryouts;
- E. Attend all workshops, practices, etc. unless excused in advance by the sponsor;
- F. Attend cheerleader summer camp or similar type activity;
- G. Any and all financial responsibilities with NCCISD shall be paid in full prior to tryouts.

[For further information, see policies FM and FO.]

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GRADE CLASSIFICATION

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

Six (6) credits earned gives a classification of a Sophomore (10)

Twelve (12) credits earned gives a classification of a Junior (11)

Eighteen or more (18+) credits earned gives a classification of a Senior (12)

GRADUATION Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The District will introduce a new state test for graduation in the 2004–2005 school year. The new grade 11 exit-level test will cover English language arts, mathematics, science, and social studies and will require knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. [See **Testing** on page 15.]

GRADUATION PROGRAMS

The District offers the following graduation programs. The counselor can help you decide which program is best for you.

	<u>Number of Credits</u>
Minimum	24
Recommended	26
Distinguished Achievement	26 + additional requirements

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GRADUATING CLASSES 2007-2008

MINIMUM PLAN

English	4 credits
Mathematics	3 credits
Science	2 credits
Social Studies*	3 credits
PE (or equivalent)	1 ½ credits
Health	½ credit
Speech	½ credit
Technology Applications	1 credit
Academic Elective **	1 credit
Electives	7 credits
Fine Arts	1 credit
Total	23 ½ credits

*World History, U.S. History, Government, Economics

** World History, World Geography, or any Science course approved by the SBOE

RECOMMENDED PLAN

English	4 credits
Mathematics **	4 credits
Science	4 credits
Social Studies *	4 credits
PE (or equivalent)	1 ½ credits
Health	½ credit
Other Language ***	2 credits
Technology Applications	1 credit
Speech	½ credit
Fine Arts ****	1 credit
Electives	5 credits
Total	26 ½ credits

** Mathematics must be Algebra 1, Algebra 2, Geometry and higher.

* World History, World Geography, U.S. History, Government and Economics

**** Music or Art ***** See Chapter 74, Subchapter A

DISTINGUISHED ACHIEVEMENT PROGRAM

Students who wish to complete the DAP endorsement must complete all requirements (26 credits specified by Chapter 74, Subchapter A) of the Recommended program and local Board policy (see above) with any combination of four of the advanced measures approved by the State Board of Education (SBOE). NCCISD accepts four college courses with a grade of 3.0 or higher on courses that count for college credit. Students must also complete Level III of a foreign language.

All ninth grade students will be required to enroll in the Recommended or Advanced (Distinguished Achievement) Graduation Program. Permission to complete the Minimum Program would be granted only if all state requirements are met.

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CERTIFICATES FOR COURSEWORK COMPLETION

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

STUDENTS WITH DISABILITIES

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

GRADUATION ACTIVITIES

Graduation activities will include: Commencement Exercises

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 student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 53.]

HOMEWORK

Homework is an integral part of a student's education. Consideration will be given to many factors when work is assigned.

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 27.]

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. Language from EIE (local): In grades 1-8, promotion to the next grade level shall be 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 and a grade of 70 or above in three areas of the following areas: language arts, mathematics, science and social studies.

Please be aware that, effective in the school years set out below, a student's satisfactory performance on state exams, called the Texas Assessment of Knowledge and Skills (TAKS), will be required for promotion. This requirement will be effective for the following students:

Fifth graders in the 2004–2005 school year, and
Eighth graders in the 2007–2008 school year.

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A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the 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; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

[For further information, see policies EHBC, EI, and EIE in the school district manual. Exit-level assessment testing for high school graduation purposes may be found at **Graduation** on page 15, 27.]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact one of the following:

SuperintendentRuss Perry830-234-3514

Elementary Coordinator.....David Velky.....830-597-3218

PrincipalSteven Pyburn830-234-3424

District CounselorKaren Collins830-234-8146

SUMMER SCHOOL

NCCISD will begin offering summer school as the need for remediation is developed by the new state mandated test program. At grades 5, & 8, those students who twice fail to pass a TAKS test that is required for promotion will attend summer tutorials in preparation for a third attempt at the test(s). At the elementary level, all students in grades 3-6 are eligible to attend summer tutorials if they have failed a TAKS test or have failed a core subject area for the year. In addition elementary students who fail to maintain a 90% attendance rate may be assigned to summer tutorials by the campus attendance committee.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

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SECTION III

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct; use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

QUICK REFERENCE:

Where to look or whom to see when you need information about...

Admission / Transfer to District	page 31	See the principal
Attendance	page 33	See the principal
Form for obtaining driver license	page 37	See the principal
Communicable diseases	page 38	See the school nurse
Law enforcement	page 43	See the principal
Distributing non-school materials	page 45	See the principal
Student fees	page 53	See the principal
Immunization	page 53	See the school nurse
Visitors to the school	page 61	See the principal
Emergency school closings	page 57	See the Superintendent

ACCELERATED PLACEMENT

A student in any grade may use accelerated placement examinations to advance one grade level or gain credit for a subject. Questions about placement examinations may be discussed with the counselor.

K-6 Grade Acceleration

Parents may request that their child be tested in order to accelerate to the next grade level. Such requests must be made to the principal in writing by June 30 to be considered for fall semester acceleration. There are several requirements for grade level acceleration. Students must pass a standardized, norm referenced test in each of the following areas: reading, math, science and social studies with a score at or above the 80th percentile at the proposed grade level in each subject. These tests will be administered by district personnel prior to the beginning of the school year. In addition, students considered for acceleration must be examined by a competent psychologist, chosen by the district, who will make a recommendation as to the child's social and emotional readiness for acceleration. Parents must provide letters from the child's teachers at his or her previous grade level indicating support for grade level advancement. The campus principal will make the final decision as to whether or not the child will be accelerated to the next grade level.

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ADMISSION

A student (or the student's parent) who wants to enroll in the District should contact the Campus Principal or Campus registrar at the school office.

His/her parent(s) or legal guardian must accompany a student enrolling in the district for the first time. Proof of immunizations, Birth certificate, Social Security number, home address, phone numbers, mother & father's name, place of business or work, nearest relative or friend to contact in case of an emergency, and **a withdrawal form** from the previous school must be provided when enrolling in NCCISD.

ADMISSION OF TRANSFER STUDENTS

Transfer students are welcome at NCCISD. Parents will need to fill the appropriate forms that will be provided by the Superintendent. **Grades, Attendance and Discipline records will be checked before the transfer request is granted.**

Transfer students are here because their parents feel that NCCISD will provide the best educational setting for their children. Appropriate behavior is expected at all times. If a transfer student violates the code of conduct, has excessive absences or creates other problems, the district has the option to revoke the student's enrollment.

Admission / Enrollment with Discipline Problems

Any student transferring into the District, **who is under disciplinary action** (suspension, home-based, DAEP, or expulsion) from another school or school district, shall not be allowed to enroll, until the disciplinary action has ended or if allowed to enroll, the student will be placed in the appropriate setting **to complete the disciplinary action before entering regular classes.**

Students who enter class late will be allowed absences pro-rated on the basis of days remaining in the semester. Students transferring who have already enrolled will have the absences accumulated in the class they transferred from carried forward into the class they enter.

NCCISD investigates and reports violations of the State and District permanent residence law. (Penal Code 37.10 Tampering with Governmental Record)

ADMISSION FORMS

An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree. **In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled for the cost of education.**

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ANNOUNCEMENTS

Clubs and organizations wishing to make an announcement should turn in the announcement to the principal's office for approval before the announcement is to be published for the week.

ASBESTOS

An EPA accredited inspector/management planner, performed initial inspection to determine if any asbestos-containing materials were present. A copy of the management plan, as well as the inspection documentation will be kept in the office of the superintendent and may be examined upon request. Should you need additional information, you may call the superintendent of NCCISD (Asbestos Coordinator) at (830)234-3514.

ASSEMBLIES

A student's conduct at assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action. Students will assemble by grades at all programs unless otherwise notified. During the Pledge of Allegiance and National Anthem, students are to stand and show proper respect.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, 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.

COMPULSORY ATTENDANCE

The state compulsory attendance law requires that:

“A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.”

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and parents. A complaint against the parent may be filed in the appropriate court if the student:

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Is absent from school on ten or more days or

Education Code 25.094, Section 4.25 provides that in the event that a "parent or person standing in parental relation fails to require a child to attend school as required, it shall be the duty of the attendance officer to warn that attendance must be immediately required." If, after warning, the parent "intentionally, knowingly, recklessly, or with criminal negligence" fails to require such attendance, he commits an offense, and section 4.25 requires "the attendance officer" to file a complaint against him in the proper justice, county, or municipal court.

State law makes it a Class C misdemeanor for a child to repeatedly miss school. This law authorizes officers to take a child into custody if the child's unexcused absence from school totals 10 or more days or parts of days in a six-month period, or three or more days or parts of days in a four-week period. This constitutes "conduct indicating a need for supervision."

90% ATTENDANCE RULE

Students must be in attendance at least 90% of the days the class is scheduled to be in session to receive credit in a class. The actual number of days a student must attend to receive credit will vary, depending if the class is a one semester or two semester class.

An excused absence does not exempt a student from the 90% rule it only allows make-up work for that day to be graded and averaged.

A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances. If credit is lost, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the Districts Board of Trustees by filing a written request with the Superintendent.

Failure to comply with the 90% attendance rule will also terminate your driver license at the next RENEWAL.

NOTICE OF ATTENDANCE PROBLEMS

The student and Parent/Guardian will receive a letter of awareness in cases of possible failure due to the 90% rule. This letter will be mailed when the student is within four days of reaching the limit allowable.

UNEXCUSED ABSENCES

Failure to provide a written statement on the day the student returns after an absence will cause the absence to be recorded as "unexcused". An extension of **two days** will be the maximum allowed in cases where written statements are forgotten. An absence will be recorded as "unexcused" if the cause does not comply with the accepted causes for an excused absence stated in the guidelines listed in this document.

When returning to school after **ANY** absence, a student must bring a note signed by the parent or a physician, that describes the reason for the absence; notes signed by the student, even with the parent's permission, (unless the student is 18 or older) will be considered forgery and the student will be disciplined.

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In cases of **unexcused absences**, make-up work will be allowed, but a grade of 80 will be the maximum grade allowed.

Class or Group Skip Day is considered the highest form of truancy and will result in up to 5 days of ISS or Saturday school as the case warrants and /or loss of honors, awards, or the privilege of participating in the graduation exercises.

TEMPORARY ABSENCE DUE TO PROFESSIONAL HEALTH CARE VISITS

Class time is important. **Doctor or Dentist appointments should be scheduled at times when the student will not miss instructional time.**

A temporary absence resulting from a visit to professional health care providers (doctors, dentist, etc.) is excused and no absence results if the student commences classes or returns to school on the same day of the appointment.

*******Documentation is required from the health care professional to receive an EXCUSED absence. *******

EXTENUATING CIRCUMSTANCES

The District accepts the following as extenuating circumstances when examining a loss of course credit issue:

1. An excused absence based on personal sickness, sickness or death in the family, a family emergency or unforeseen or unavoidable instance requiring immediate attention, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the Principal or Superintendent.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competency-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his or her child.
9. Participation in a substance abuse rehabilitation program.
10. Homelessness, as defined in federal law.
11. Observation of a religious holiday, if before the absence, the Parent or Guardian of the student submits a written request for the absence.
12. School sanctioned extracurricular activities, not exceeding the limit allowed by the UIL and Board of Trustees.
13. College visitations for seniors only. A request must be made in writing and must be approved prior to day of visit.
14. Required screening, diagnosis, and treatment for Medicaid-eligible students.
15. A juvenile court proceeding documented by a probation officer.

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16. An absence required by state or local welfare authorities.

A student absent for any reason should promptly make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

ATTENDANCE REVIEW COMMITTEE

If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent.

The Attendance Review Committee shall be composed of a majority of classroom teachers, the counselor, the attendance officer, and the Superintendent or designee. The Committee will review the appeal request and determine whether the student should be eligible for credit. Some of the items the Review Committee may take into consideration in determining their recommendations are:

- (a) Doctor's notes
- (b) Prior arrangements with the School Administration
- (c) Extenuating circumstances
- (d) Make-up work completed on time
- (e) Attendance in Saturday school
- (f) Proper behavior

OPTIONS OF THE REVIEW COMMITTEE

After the review of the case the Attendance Review Committee will make their recommendation.

1. Grant credit for the course.
2. Grant credit with stipulations.
3. Deny credit for one or more courses.

These alternatives are available for a student to regain credit lost because of absences:

Students who have been denied credit on the basis of attendance will have the opportunity to regain credit by fulfilling the requirements of the Attendance Review Committee. In order to regain credit, a student may be required to:

1. Complete additional assignments, as specified by the AR committee.
2. Satisfy time-on-task requirements before or after school.
3. Attend Saturday school if the time has not been made up.
4. Maintain the attendance standards for the rest of the semester or year.
5. Attend summer school to make up missing days.

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Appeal Process Relating to Attendance Problems

The Attendance Review Committee's decision to deny credit may be appealed to the Board of Trustees by submitting a written request to the Superintendent that includes the basis for the disagreement with the Committee's decision.

ATTENDANCE GUIDELINES

Teachers will not keep students from other classes except in rare occasions when it becomes necessary. Circumstances may arise in isolated instances which the principal may approve a student's absence from class. Teachers are asked to anticipate their needs in this respect so that notice can be given to other teachers and planning can take place.

A student absent from school for any reason will **not** be allowed to participate in school-related activities on that day or evening unless prior approval has been given by the principal.

A student who is tardy as much as 10 minutes will be counted as absent and all requirements for an absence must be completed. A student who is tardy less than 10 minutes will be recorded as tardy. Five (5) unexcused tardies equals one unexcused absence. Repeated instances of tardiness will result in more severe disciplinary action.

A student absent from school or from any class, including required tutorials, without permission, will be considered truant and subject to disciplinary action and State law.

When a student must be absent from school, the student—upon returning 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.

MAKE-UP WORK WHEN ABSENCES OCCUR

Make-up work will be required for all absences. Make-up work for excused absences will be graded and averaged into the student's classroom average. The student will have three days to make-up the work missed due to absence and one additional day for each day missed in succession. Make-up work is the student's responsibility. Assignments should be asked for, completed on time and returned to the Teacher for grading. In cases of unexcused absence, make-up work will be allowed, but a grade of 80 will be the maximum allowed.

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

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

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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[For further information, see policies EHBC, EIA, FDC, and FDD in the school districts manual.]

DRIVER LICENSE ATTENDANCE VERIFICATION

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the High School campus office.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Hepatitis A (acute)	Ringworm of the scalp
Campylobacteriosis	Impetigo	Rubella (German Measles), including congenital
Chicken pox (varicella)	Infectious mononucleosis	Salmonellosis, including typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease, invasive (group A or B)
Giardiasis	Mumps	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)

[Further information may be found at policy FFAD.]

BACTERIAL MENINGITIS

State law 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.

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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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

CHEATING / PLAGIARISM / ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question.

Teachers and principals who have determined that a student has engaged in cheating or other academic dishonesty will determine the academic penalty and disciplinary penalty to be

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assessed.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

Demonstrate courtesy—even when others do not.

Behave in a responsible manner, always exercising self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet District or campus standards of grooming and dress.

Obey all campus and classroom rules.

Respect the rights and privileges of other students, teachers, and other District staff.

Respect the property of others, including District property and facilities.

Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Avoid violations of the Student Code of Conduct.

APPLICABILITY OF SCHOOL RULES

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

During the regular school day and while a student is going to and from school on District transportation.

Within 300 feet of school property.

While a student is in attendance at any school-related activity, regardless of time or location.

For any school-related misconduct, regardless of time or location.

This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the 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.

When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.

When a student commits a felony, as described by Texas Education Code 37.006.

When criminal mischief is committed on or off school property or at a school-related event.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. See page 61.

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CORPORAL PUNISHMENT

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

All students attending Nueces Canyon CISD will be subject to Corporal punishment (paddling). Corporal Punishment will be used to discourage infractions of the Student Code of Conduct.

Corporal punishment is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. **Corporal punishment may be administered by the superintendent, principal, or a teacher** in the presence of other District professional employee(s) and out of view of other students.
3. The instrument to be used will be approved by the principal.
4. A record will be maintained of each instance of corporal punishment.

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense. (See attached form on page 63).

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.

Interferes with an authorized activity by seizing control of all or part of a building.

Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.

Uses force, violence, or threats to cause disruption during an assembly.

Interferes with the movement of people at an exit or an entrance to District property.

Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.

Interferes with the transportation of students in District vehicles.

GANGS AND GANG ACTIVITIES

The Board feels that the presence of gangs and gang activities can cause substantial disruption of, or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for the purposes of this policy, a "gang" is a prohibited fraternity, sorority, or society as defined by Texas Education Code 4.20 and 4.21. Youth gangs are often loose knit groups who associate with each other on a continuous basis. By this policy, the board acts to prohibit existence of gangs and gang activity at school.

Students are prohibited from gang involvement or gang activities while at school, at any school

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facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or graffiti, or other things that are evidence of membership or affiliation in any gang.
2. Committing any act, or using any speech, either verbal or nonverbal (gestures, handshakes etc.) showing membership affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gang.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of school district policies.
 - d. Inciting other students to act with physical violence upon any other person.
 - e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

RADIOS, CD PLAYERS, AND OTHER ELECTRONIC DEVICES AND GAMES

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, pagers, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office.

Cell or mobile phones are exempted from this rule. Teachers will confiscate phones when they are disruption to the teaching / learning within their classroom or between class periods. Students are not allowed to use a cell phone while at school. Cell phones must be turned off at all times and keep out of site at school. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

BULLYING AND TAUNTING BEHAVIORS

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

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Students will treat students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or superintendent. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). See also policy FNCL.

SEXUAL HARASSMENT/ SEXUAL ABUSE

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, the superintendent.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

LAW ENFORCEMENT AGENCIES

QUESTIONING OF STUDENTS

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

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.

The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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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 Protective and Regulatory 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 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 also 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 or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. [For further information, see policy GRA.]

DETENTION, ISS, DAEP & SATURDAY SCHOOL

Detention A student may be assigned detention outside of school hours on one or more days if the student violates the school's code of conduct. The detention will not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

IN-SCHOOL SUSPENSION (ISS)

Students may be assigned to ISS if the student violates the student code of conduct. Assignment length will be determined by the principal.

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DISCIPLINARY ALTERNATE EDUCATION PLACEMENT (DAEP)

Students may be assigned to DAEP if the student continually violates the student code of conduct or commits a serious offense of the student code of conduct. Assignment length will be determined by the principal.

Note: Students will be videotaped while placed in ISS or DAEP. FERPA (The Federal Educational Rights and Privacy Act) allows district personnel to view tapes for disciplinary and safety reasons. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

SATURDAY SCHOOL

A student will be given the opportunity to make up clock hours missed due to absences/tardies. This can be accomplished by attending a Saturday school. The class will meet for four (4) hours on Saturday from 8:00 a.m. to 12:00 p.m. One day of Saturday school will be equivalent to one school day. The student assigned to Saturday school to make up absences/tardies will be required to pay \$20 per Saturday of assignment. The student attending the Saturday school will be required to bring assignments to work on during the complete session. The Saturday school can be utilized by administrators and teachers as an alternative form of discipline. Students serving in the Saturday school for violations of school discipline rules will not be granted time equivalency for days missed from their regular classroom. Students must provide their own transportation.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

SCHOOL MATERIALS

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

The yearbook will be made available to students.

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

NON-SCHOOL MATERIALS

Unless a student (or a non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Superintendent. Materials not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed. The principal will designate the location for approved non-school materials to be placed for voluntary viewing by other students.

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DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. This dress code is necessary for the school "to accomplish its role in providing the discipline, education, socialization and preparation for society, educational atmosphere, decorum, resourcefulness and teaching environment. Regulations reasonably related to those purposes are authorized."

It is the responsibility of all students of NCCISD to adhere to the dress and grooming code. As long as the policy is in effect, students must respect the decisions made by the Administration and Teachers.

Faculty and staff members should correct violations of the dress code and then report the violation to the office. Sponsors of extracurricular activities or coaches of UIL events may develop and encourage a STRICTER dress code for their participants beyond that which is listed below.

In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the District, all students shall be required to conform with reasonable dress and grooming procedures as established by the District. The District's dress code is established to teach hygiene, instill discipline, prevent disruptions, and avoid safety hazards.

Students shall come to school looking clean and neat, wearing clothing and exhibiting grooming that will not be a health/safety hazard to the student or others. The dress code prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of/ or interference with normal school operations.

Listed below are guidelines of the dress and grooming code of students attending NCCISD.

1. **ONE SIZE RULE: Students may wear clothes one size larger at the waist than their actual measurement to allow for growth. Students are required to wear clothes that fit. Pants or jeans that are over-sized or those that have lowered inseams commonly called "slouch pants" or "baggies" are associated with gangs and gang activities and are not allowed at school.**
2. The length of all garments, including shorts must be 3 inches above the kneecap. Skirts should be loose fitting.
3. Pajamas or sleepwear will not be allowed at school. Undergarments must not show or be worn outside of other clothing.
4. Body piercing must not be visible or worn at any time while at school or when participating in a school sponsored activity or school related activity on or off campus. The only exceptions are earrings that are in good taste for girls. Chains/spiked chains and bracelets

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will not be allowed.

5. Tattoos must not be visible at any time while at school or when participating in a school sponsored activity or school related activity on or off campus.
6. Makeup and other artificial skin coloring shall not be distracting or disruptive. Example of distracting skin coloring is the “Gothic” look. Male students are not allowed to wear nail polish.
7. No bare midriff clothing will be permitted, including cutoff shirts for both sexes.
8. Students may not wear clothing that is torn or has holes, exposing skin..
9. Emblems or slogans printed on clothing which tend to be disruptive will not be allowed, including: advertisements for tobacco, drugs, alcohol of any kind, obscene or vulgar comments or pictures, extreme violence, patches on the seat of pants or any association of gangs, etc.
10. Hats or caps, including athletic uniform hats or caps, and bandanas (doo-rags) will not be worn in the school building. Students will be notified of this regulation at the beginning of the year during the first day of school assembly. Students caught wearing caps in the buildings after this warning will have their caps confiscated until the end of the school year in May and may be given one Saturday School assignment per offense.
11. Students wearing **prescription** dark glasses will be permitted to wear the glasses inside the building with a note from doctor stating need to wear indoors.
12. No see through material shall be worn. No sun dresses without backs will be permitted. Blouses without backs are inappropriate and will not be permitted. Extreme necklines (dress, blouse, shirt) will not be permitted. No shirts may be unbuttoned lower than the second buttonhole.
13. Good health and personal hygiene habits should be practiced at all times.
14. Hair should be neat. No distracting or unusual hair cuts (geometrical designs) will be allowed. No rat tails, duck tails, etc. will be allowed. Hair cannot be dyed an unnatural color. (Example: green, purple, red, etc.)
15. Students must wear appropriate underclothing.

Male students must wear shoes, boots or sandals and may not wear earrings or studs. Hair must be cut frequently and must be clean shaven. Facial hair will not be permitted. When asked to shave, students must comply immediately and return clean shaven the next day. Extreme hair styles are not in good taste and will not be tolerated only conventional hair cuts are acceptable.

Sideburns may not extend beyond the earlobes. Hair may be no longer than the top of the shirt collar and the middle of the ear. It shall not fall over the eyes so as to constitute a health or safety hazard. Hair pins, ribbons, strings, tie backs or headbands will not be allowed.

Muscle shirts, tank tops or white undershirt style T-shirts are prohibited. Baggy pants or shorts will not be allowed.

Female Students

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Dresses, skirts, culottes and pant-dresses may be worn no higher than three (3) inches above the knee. (Appropriate means modest concealment of the body in any position.) Shirts and blouses that are split under the arms will not be permitted. Baggy pants and shorts will not be allowed. Girls will not be allowed to wear hats or caps in the building.

Shorts Policy- Shorts are allowed in grades K-12. However, shorts must meet the following standards.

- 1) Shorts must fit properly.
- 2) Shorts must be worn at the natural waist line.
- 3) Shorts must be hemmed or cuffed.
- 4) The hem-line may be no higher than 3 inches above the knee.
- 5) No baggy shorts, slouch shorts, biking shorts (spandex), cut-offs, short-shorts, boxer shorts, wind shorts, nor any combination thereof.

Students are expected to follow the dress code on all school-sponsored trips. These regulations are to be enforced by all teachers, staff and administrators. (Any student wishing to discuss a particular garment must see the campus administrators for approval prior to wearing the garment in question.) If there are any questions please ask for a ruling in advance.

Students found in violation of the DRESS AND GROOMING Code will be dealt with according to the following regulations:

1. First Offense: The teacher or administrator will make a decision on the violation and inform the student in a personal conference. The student will be asked to correct the violation within a reasonable length of time (immediately if possible). In certain instances, a student may not be allowed to attend classes until the dress correction has been made.
2. Second Offense: The administrator will rule on the violation and determine what consequences are needed to rectify this problem.
3. Third Offense and Subsequent Offenses: The student will be subject to assignment to Saturday detention, ISS or corporal punishment. The student must correct the dress violation before being allowed to return to class.

DRUG TESTING

REASONABLE SUSPICION

Any trained certified school employee who has reasonable suspicion, based upon personal observation, that a student has used or is under the influence of a prohibited substance while at

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school or a school-related activity will complete a referral form and discuss his or her suspicions with the principal. Any non-certified school employee who has reasonable suspicion, based upon personal observation, that a student has used or is under the influence of a prohibited substance while at school or a school-related activity will bring this observation to the attention of a trained certified school employee who will then decide if he or she agrees with the initial assessment. If so, the employees will proceed with the referral to the principal.

The principal will review the evidence supporting the reasonable suspicion referral and decide if it is sufficient to proceed. If so, the principal will observe or question the student to determine if a drug test is warranted.

If a test is warranted, he or she will contact the student's parent or guardian and take the student to a designated collection person where the student will be asked to provide a urine sample under chain-of-custody for testing. If steroid use is suspected, the principal will make arrangements for the student to be examined, at district expense, by a physician familiar with steroid use.

If the student or parent refuses the test or examination, the principal will consider the refusal to be the same as a positive test and will proceed with disciplinary measures in accordance with the Code of Conduct.

If the student produces a urine sample for testing, the principal will, based upon the evidence and circumstances, return the student to class or assign the student to in-school suspension, pending the results of the drug test.

RATIONALE FOR STUDENT DRUG TESTING PROGRAM

The Board encourages students to participate in school-sponsored extracurricular activities, but believes the opportunity is a privilege offered to eligible students on an equal opportunity basis. The use of alcohol or other drugs by students participating in these activities presents a hazard to the health, safety, and welfare of the student participant.

DEFINITION

"School-sponsored extracurricular activity" means, without limitation, all interscholastic athletics, cheerleading, drill team, academic clubs, special interest clubs, musical performances, dramatic productions, student government and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the District.

REQUIRED TESTING

To be eligible to participate in any school-sponsored extracurricular activity, students in grades 7-12 must agree to participate in a drug-testing program that includes a mandatory test of all participants at the beginning of each semester and random testing during the school year.

USE OF RESULTS

The results of any drug test administered under this policy will be used only to determine eligibility for the participation in school-sponsored extracurricular activities. No actions will be

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taken by the school against the student other than suspension from participating in extracurricular activities and substance abuse counseling as outlined below.

CONFIDENTIALITY

Results must be kept confidential and disclosed only to the student, his or her parents / guardians and school officials designated by the Superintendent. Results will not be kept in student files.

PROHIBITED CONDUCT

Student participants in school-sponsored extracurricular activities must not at any time during the school year use, possess, sell, distribute, or be under the influence of any illegal drug, anabolic steroid, alcohol or abuse prescription drugs in any manner such as obtaining without a prescription, used in an amount that exceeds the medically recommended therapeutic dose.

CONSENT FORM

Student participants must sign a consent form agreeing to participate in the drug-testing program. The consent form must be signed by the student's parent or guardian before the beginning of the school year, semester or specific activity. Consent forms are valid for the current school year only and must be renewed annually in order for the student to continue participating in school-sponsored extracurricular activities.

If the student or parent / guardian refuse to sign the consent form, the student will not be permitted to participate in school-sponsored extracurricular activities.

TESTING PROCEDURES

A licensed medical facility or third party administrator selected by the Superintendent and approved by the Board will conduct all testing for the presence of drugs in student urine samples, Hair sample testing may be substituted under conditions determined by the Superintendent with the advice of the third party administrator personnel. The Superintendent is the program manager who will administer the program with the selected drug testing provider.

Substances specifically tested for will include substances that are illegal to buy, possess, use, sell or distribute under state / federal laws and alcohol. Prescription drugs will be tested for also. The substances included are marijuana, cocaine, methaqualone, benzodiazepines, phencyclidine(PCP), methadone, barbiturates, propoxyphene, amphetamines, opiates (metabolites of any of these substances), and performance enhancing substances.

Samples will be taken under conditions that are no more intrusive to students than the conditions experienced in a public restroom. The Superintendent, in cooperation with the selected drug testing provider, will develop administrative regulations for collection and testing.

Any student who refused to be tested or tampers with or assists others in tampering with any sample will be removed from school-sponsored extracurricular activities.

INITIAL TESTS

ALL students desiring to participate in school-sponsored extracurricular activities will be tested prior to being allowed to start any activities or practices provided students have received a notice

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that drug testing is an integral part of our student safety program. Specific times that testing will be done are: at the beginning of the school year, semester or specific activity. Testing will occur at a time, place and date scheduled by the Superintendent in cooperation with the testing agency and without prior announcement.

RANDOM TESTS

Random test will be conducted from time to time during the school year or semester. At least 5 percent and not more than 40 percent of the students participating in school-sponsored extracurricular activities will be randomly selected for each test period and each school year will have up to 18 test periods.

Students will be divided into two pools, one for students whose sport or activity is “in-season” and one for students whose activity is “off-season”. Students who participate in more than one sport or activity at the same time will be in only one pool for random drug-testing purposes. The principal, coaches, sponsors of activities and superintendent will determine the percentage of students in each pool to be tested at each testing period.

The drug testing provider, using random selection methods, will generate a list of numbers for each testing period. Students selected to be tested at one testing period will be eligible for future testing periods.

Students will not be notified in advance of any drug test. When selected for testing, students will be escorted to the school’s test site by a school employee and remain under supervision until a sample is provided. If a student is in school and fails to report for testing at the appointed time, he or she will be removed from school-sponsored extracurricular activities. The student can only be reinstated after they have resigned a drug testing consent form and passed an initial drug test.

ADMISSION BY STUDENTS

Students that make an admission of the use of any illegal substance to District employees will be treated as a positive drug test. The District employee is required to submit a written report of the admission to the Superintendent immediately. The Superintendent will investigate the admission and if warranted proceed with the sanctions listed in this policy.

POSITIVE TEST RESULTS

1. All positive results will be confirmed by a second, more definitive screening to confirm the results. This will be completed before it is reported as a positive test. When a sample is reported as a positive test result, the following steps will be taken:
2. The superintendent will notify the principal of the results.
3. The principal will notify the student’s parents / guardians, the student, the activity sponsors of the activity affected. The principal will inform the parents of their opportunity to respond to the positive test and schedule a conference.
4. At the conference, the principal will give the student and parent a copy of the test results and provide them the opportunity to explain the results. Parents will be informed of the fact that they have 48 hours to request, in writing, a retest of the original specimen to confirm the results. The remaining specimen will be forwarded to a SAMHSA certified

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laboratory of the parent's choosing, using NCCISD chain of custody procedures. The results of the retest shall be considered definitive.

SANCTIONS after the first (1st) Confirmed positive test are:

1. The student and parents/guardians shall participate in a mandatory meeting required with the campus principal.
2. The student shall be suspended from participation in activities for three weeks or three scheduled competitions.
3. The student shall retest during the next three random testing periods.
4. The principal shall recommend that the student enroll in substance abuse counseling.

SANCTIONS after the second (2nd) Confirmed Positive Test

1. The student shall be suspended from all activities for the remainder of the current school year and his or her name shall be removed from the random drug testing pool.
2. The student athlete must successfully complete, at the parent's/guardian's expense, an approved drug education/counseling program.
3. The student athlete, at the beginning of the next school year, shall be subject to a minimum of monthly drug tests administered by the NCCISD drug testing facility only, and must test negative on each one. The first of these three tests shall be at the District's expense. The other two tests shall be at the parent's/guardian's or student's expense, which shall be prepaid. After three consecutive negative drug tests, the student shall be reinstated into the random pool, and shall be subject to further testing under the terms of the random program.

SANCTIONS after the third (3rd) Confirmed positive Test are:

For a third offense, the student athlete shall no longer be eligible to participate in high school athletics.

APPEAL

A student may appeal the permanent removal from athletics under this policy to the Board by filing a written notice with the Superintendent within five school days of the notification of permanent removal. The student shall remain ineligible pending the appeal.

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EFFECT OF DISCIPLINE POLICY

Nothing in this policy limits or prohibits the application of Board policy providing for disciplinary actions for students using, under the influence of, in possession of or distributing illegal drugs or alcohol on school property, within 300 feet of school property or at school events.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are 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 requires use of facilities not available on District premises.

Summer school for courses that are offered tuition-free during the regular school year.

A reasonable fee for providing transportation to a student who lives within two miles of the school. See Buses and Other School Vehicles on page 59.

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.

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 or superintendent. [For further information, see policy FP.]

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the Principal at least 7 days before the event.

Except as approved by the Superintendent, fund raising is not permitted on school property.

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IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. A person may claim reasons of conscience as an exception to immunization requirements.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB.]

PARTIES AND SOCIAL EVENTS

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

PEP RALLIES

Pep rallies will be held in the gym. When pep rallies are held, students who do not wish to attend must secure a pass from the Principal allowing them to go to an assigned area. Students are not to leave campus or go to the parking lot during pep rallies. Students who do not conduct themselves properly will be subject to disciplinary action. We encourage every student to support our school teams.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

All students entering District schools for the first time in any grade shall provide evidence of having received a tuberculosis skin test since the fourth birthday. Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the State indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of junior high competition and the first year of high school competition. In other years, students shall complete a medical appraisal form. Students may be required to have a physical based on the answers to the

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appraisal form.

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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PLEDGE AND MOMENT OF SILENCE

Students have the responsibility to recite the pledges to the United States and Texas flags once each school day and to observe one minute of silence following the pledges for reflection, prayer, meditation or other non-distracting silent activity

SAFETY

CLOSED CAMPUS

Both the Elementary and Junior High/High School campuses are closed. Students may not leave their respective campus without first gaining permission from the principal.

ACCIDENT PREVENTION

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 ensure school safety. A student should:

Avoid conduct that is likely to put the student or other students at risk.

Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and 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 school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, **under the state constitution**, cannot pay for medical expenses associated with a student's injury.

****Accident insurance coverage purchased is ALWAYS considered secondary coverage and will never pay 100% of the expenses associated with an accident.

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DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers quickly, quietly, and in an orderly manner.

FIRE

PA ALL CALL Leave the building.

PA ALL CALL Return to room.

TORNADO

PA ALL CALL Go into the hallway.
Sit down and cover your head.

PA ALL CALL Return to room.

RETENTION (Lock Down)

PA ALL CALL Assume regular activities

Each teacher will instruct his/her class on the procedures necessary to clear the classroom. Students will walk out of the building quietly in an orderly manner to the assigned area without crowding or rushing.

Walk back to classroom quietly in an orderly manner without crowding or rushing when your teacher directs the class after the "return" beep signal.

Remember:

1. When you exit, if your closest route is blocked, turn and exit at your second assigned exit.
2. Leave books and other articles in the room.
3. Walk briskly.
4. Last person exiting will turn off the lights and close the door.
5. Open exit door if you are the first person to reach it.
6. Go at least 100 feet from the building.
7. Stay in "marching" order with your class and teacher.
8. Answer teacher's roll call loudly enough to be heard.

TORNADO/EMERGENCY DRILL

At the beginning of the school year (on or before September 1) students will be given a demonstration of the Tornado/Emergency sound system. As the alarm is sounded, teachers should instruct their students to go quickly in an orderly manner to the hall area inside the building. Students should take a book with them if possible. Students should kneel down against the wall or lockers and when possible use a book to cover their heads for protection. Students will return after the all-clear signal is given.

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Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

For further information on emergency drills see the **District's Crisis Management Plan**.

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 will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, 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.

EMERGENCY SCHOOL CLOSING INFORMATION

On a regularly scheduled school day, if an emergency should arise before the school day begins, school officials will contact the respective campus staff. Parent may call the school for this information. Parents that live along the river are encouraged to call the superintendent's or principal's office with information about possible flooding.

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 rehearsal, club meetings, athletic practice, 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 code of conduct established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need.

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Information about a student's participation is confidential. See Gracie Falcon at the Elementary or Nancy Luce at the Junior High/High School to apply.

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 NON-CURRICULUM-RELATED GROUPS

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNA.

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

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the superintendent or Josh Cox, IPM Coordinator at 234-3514.

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 in the coming years—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.

SEARCHES

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

STUDENTS' DESKS AND LOCKERS

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination or key is not available to others.

Searches of desks or lockers may be conducted at any time, 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.

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 presence of the student. A student has full responsibility for the security of his or her vehicle and must make

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certain that it is locked and that the keys are not given to others. See also the Student Code of Conduct.

DRUG DETECTION DOGS

The District shall use specially trained non-aggressive dogs to sniff out and alert authorities to the current presence of concealed prohibited items, illicit substances defined in FNCF (L), and alcohol. The visits will be unannounced. The dogs will not be used with students. Vehicles, lockers, classrooms, and commons areas will be searched. Lockers and vehicles may be sniffed at any time. Classrooms and commons areas may be sniffed at any time students are not present. If contraband of any kind is found, the student shall be subject to appropriate disciplinary action.

TRANSPORTATION

SCHOOL SPONSORED

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 personally requests that the student be permitted to ride with the parent, or if the parent presents—before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent.

BUSES AND OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. **Riding a bus to school is a privilege and may be taken away.** Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Bob Lloyd at 234-3514. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

Follow the driver's directions at all times.

Enter and leave the bus in an orderly manner at the designated bus stop nearest home.

Keep feet, books, band instrument cases, and other objects out of the aisle.

Not deface the bus or its equipment.

Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

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

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or a co/extracurricular activity:

1. The driver will warn the student twice for non-critical misbehavior.
2. If the driver is unable to resolve the problem, the principal will be notified.
3. The principal will investigate the incident and notify the parent and driver that the student has been placed on probation.

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4. A conference involving the principal, the driver, and the parent(s) may be required for the offense when the student is suspended from the bus for 5 days. The 1st suspension will result in the student being suspended from riding the bus for up to 5 days. The 2nd offense will result in the student being suspended from riding the bus for up to 10 days. After the 3rd offense the student will not be allowed to ride the bus for the remainder of the year.
5. The principal may suspend the student's bus riding privileges for one critical misbehavior. When such a suspension occurs, the parent(s) will be notified prior to the time the suspension begins.
6. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver will have the authority to call for law enforcement assistance; the principal and parents will be notified of the situation as soon as possible. The student will not be provided bus service again until a conference involving all persons listed above has been held.

VIDEOTAPING OF STUDENTS

For safety and disciplinary purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus), in computer labs, and when students are placed in ISS and DAEP. Students will not be told when the equipment is being used.

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

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

VALEDICTORIAN –SALUTATORIAN

The valedictorian and salutarian will be the first and second ranked graduates, respectively. If there is a tie for first place, co-valedictorians will be named. If there is a tie for second place, co-salutatorians will be named. Credits earned in correspondence courses, credit by exam, concurrent enrollment courses, summer school, high school advanced placement exams, and

Algebra I taken in the junior high with high school credit granted are included in determining who receives these honors.

A minimum average of a 90 is required.

A student must complete the 11th and 12th grade course requirements while in regular attendance at NCHS for four semesters (2 fall and 2 spring) and the enrollment date must be no later than 15 days after the beginning of the fall semester of the 11th grade year to be eligible for these honors.

VALEDICTORIAN –SALUTATORIAN (Junior High School)

Class rank for eighth grade students will be computed at the end of the fifth six weeks of the 8th grade year. ONLY eighth (8th) grade subject averages will be used excluding band and physical education from the computations. Students must be enrolled for the entire eighth (8th) grade year to be eligible for Valedictorian or Salutarian.

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VEHICLES ON CAMPUS

Students may drive private cars, trucks, motorbikes, etc. to school as long as the student has a legal driver's license and proof of insurance for the vehicle. Upon arriving at school, the student must comply with the following rules:

1. Students leave their vehicles immediately, and enter the building.
2. Students may not return to their vehicles for any reason except to leave campus for the remainder of the day.
3. Any accidents should be reported immediately to the principal.

Vehicles parked on school property or within 300 feet of the campus are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists and if a cause exists, to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances such as alcohol, drugs, and weapons that are found in their vehicles and will be subject to disciplinary action. Search of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, **all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.**

There will be no student visitors.

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

WEIGHTED COURSES

All College Board Advanced Placement courses, International Baccalaureate courses, and high school /college concurrent enrollment courses listed in the College General Academic Course Guide Manual in following disciplines: Social Studies, Science, Mathematics, Languages other than English, Fine Arts, and English language arts are advanced courses under TEA code 33.081 [c].

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STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT ACKNOWLEDGMENT FORM

Dear Student and Parent:

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

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the behaviors and consequences, we encourage you to ask for an explanation from the student's teacher or campus administrator.

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

Thank you

We acknowledge that we have received a copy of the Nueces Canyon CISD Student Handbook and Student Code of Conduct for the 2006-2007 school year and understand the rules of Nueces Canyon CISD and that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Date _____

Please check the lines below accordingly and sign and return to your child's school.

_____ I **do agree** with Corporal Punishment for my child.

_____ I **do not agree** with Corporal Punishment for my child.

_____ I **want** to be contacted if Corporal Punishment is necessary.

Signature of Parent/Guardian

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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, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the **Nueces Canyon CISD** Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will 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 will prevail.

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

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 when there is reasonable cause to believe it contains articles or materials prohibited by the district.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

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

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Standards for Student Conduct

Each student is expected to:

Demonstrate courtesy, even when others do not.

Behave in a responsible manner, always exercising self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet district and campus standards of grooming and dress.

Obey all campus and classroom rules.

Respect the rights and privileges of students, teachers, and other district staff and volunteers.

Respect the property of others, including district property and facilities.

Cooperate with and assist the school staff in maintaining safety, order, and discipline.

Adhere to the requirements of the Student Code of Conduct.

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General Conduct Violations

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

The district prohibits the following:

Disregard for Authority

Failing to comply with directives given by school personnel (insubordination).

Leaving school grounds or school-sponsored events without permission.

Disobeying rules for conduct on school buses.

Refusing to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

Using profanity or vulgar language or making obscene gestures.

Fighting or scuffling. (For assault see DAEP Placement and Expulsion)

Threatening another student or district employee on or off school property.

Engaging in bullying, harassment, and making hit lists. (See glossary for all three terms)

Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee.

Engaging in inappropriate or indecent exposure of private body parts.

Hazing. (See glossary)

Causing an individual to act through the use of or threat of force (coercion).

Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).

Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or a district employee.

Property Offenses

Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)

Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.

Stealing from students, staff, or the school.

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Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

Possession of Prohibited Items

Possessing or using:

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- a “look-alike” weapon;
- an air gun or BB gun;
- ammunition;
- a stun gun;
- a pocketknife;
- mace or pepper spray;
- pornographic material;
- tobacco products;
- matches or a lighter;
- a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

Possession of Telecommunications Devices

Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day.

Illegal and Prescription Drugs

Possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)

Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)

Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.

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Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.

Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Computers and the Internet

Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent.

Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.

Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Safety Transgressions

Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.

Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.

Making false accusations or perpetrating hoaxes regarding school safety.

Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

Throwing objects that can cause bodily injury or property damage.

Discharging a fire extinguisher without valid cause.

Miscellaneous Offenses

Violating dress and grooming standards as communicated in the student handbook.

Cheating or copying the work of another.

Gambling.

Falsifying records, passes, or other school-related documents.

Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities.

Repeatedly violating other communicated campus or classroom standards of conduct.

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

Discipline Management Techniques

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline 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 (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Students with Disabilities

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

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

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

Techniques

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

Verbal (oral or written) correction.

Cooling-off time or "time-out."

Seating changes within the classroom.

Temporary confiscation of items that disrupt the educational process.

Rewards or demerits.

Behavioral contracts.

Counseling by teachers, counselors, or administrative personnel.

Parent-teacher conferences.

Grade reductions as permitted by policy.

Detention.

Sending the student to the office or other assigned area, or to in-school suspension.

Assignment of school duties such as cleaning or picking up litter.

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Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.

Penalties identified in individual student organizations' extracurricular standards of behavior.

Withdrawal or restriction of bus privileges.

School-assessed and school-administered probation.

Corporal punishment.

Out-of-school suspension, as specified in the Suspension section of this Code.

Placement in a DAEP, as specified in the DAEP section of this Code.

Expulsion, as specified in the Expulsion section of this Code.

Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.

Other strategies and consequences as determined by school officials.

Notification

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

Appeals

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address:

www.tasb.org/policy/pol/private/066902/.

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

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
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 will 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 will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will 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 or Out-of-school suspension

DAEP

Returning Student to Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

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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 suspension, the district will take into consideration:

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

Process

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

Before being suspended a student will 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 will 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 will be determined by the appropriate administrator, but will not exceed three school days.

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

Disciplinary Alternative Education Program (DAEP) Placement

Discretionary Placement: Misconduct That May Result in DAEP Placement

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

In deciding whether to order placement in a DAEP, the district will 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.

General Misconduct

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

Misconduct Identified in State Law

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

Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.

Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

Any criminal mischief, including a felony.

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

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

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Certain Felonies

Unless removal is otherwise required by one of the reasons below, in accordance with Education Code 37.0081, a student **may** be placed in a DAEP after an opportunity for a hearing before the board of trustees or its designee, if:

The student receives deferred prosecution for conduct defined as a felony offense in Title 5 (see glossary) of the Texas Penal Code, or

The student has been found by a court to have engaged in delinquent conduct for 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:

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.

A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur 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.

Mandatory Placement: Misconduct That Requires DAEP Placement

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

Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault (see glossary) under Penal Code 22.01(a)(1).
- Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")
- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)

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- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.

Engages in expellable conduct and is between six and nine years of age.

Commits a federal firearms violation and is younger than six years of age.

Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)

Engages in conduct punishable as 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:

1. The student receives deferred prosecution (see glossary),
2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

If a student has been convicted of 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.

Emergencies

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

Process

Removals to a DAEP will be made by the district administration.

Conference

When a student is removed from class for a DAEP offense, the appropriate administrator will 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 will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

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

Placement Order

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will 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 will give notice of the inconsistency.

Length of Placement

The duration of a student's placement in a DAEP will be determined by the **district administration**.

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

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

Exceeds One Year

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

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

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student in a DAEP 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 **district administration** 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.

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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 will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address:

www.tasb.org/policy/pol/private/066902/.

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

Restrictions during Placement

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

The district will provide transportation to students in a DAEP.

For seniors assigned to a DAEP who are eligible to graduate, the placement in the program will continue through graduation, and the student will not be allowed to participate in the graduation ceremony and related graduation activities.

Placement Review

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the **district administration** 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 will also be reviewed. At the review, the student or the student's parent will 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 conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

The office of the prosecuting attorney will 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:

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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 will 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 will, 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 will make a record of the proceedings.

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

Withdrawal during Process

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

Newly Enrolled Students

A student assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district), at the time he or she enrolls in the district will be placed directly into the district's DAEP.

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, will reduce the period of the placement so

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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

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

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Expulsion

Discretionary Expulsion: Misconduct That May Result in Expulsion

In deciding whether to order expulsion, the district will take into consideration:

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

A student **may** be expelled for:

Any Location

Engaging in the following no matter where it takes place:

- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.

Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:

- Aggravated assault.
- Sexual assault.
- Aggravated sexual assault.
- Murder.
- Capital murder.
- Criminal attempt to commit murder or capital murder.
- Aggravated robbery.

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 School Event

Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
- 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.

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- 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

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.
- 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.
- Felony drug- or alcohol-related offense.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district's Code, while placed in a DAEP.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled 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:

Federal Law

Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.

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- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

- A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (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.
- 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.
- Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

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Under Age Ten

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

Emergency

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

Process

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator 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:

Another appropriate classroom

In-school suspension

Out-of-school suspension

DAEP

Hearing

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

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

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

The board of trustees delegates to the **school superintendent** authority to conduct hearings and expel students.

Board Review of Expulsion

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

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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. Consequences will not be deferred pending the outcome of the hearing.

Expulsion Order

After the due process hearing, if the student is expelled, the board or its designee 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 **district administration** will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

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

Length of Expulsion

The length of an expulsion 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.

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

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

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

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

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

Withdrawal during Process

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

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

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

Additional Misconduct

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

Restrictions during Expulsion

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

No district academic credit 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 will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

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

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.

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Emergency Expulsion

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.

DAEP Placement of Expelled Students

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

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Glossary

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

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
 - a. Knowing that it is within the limits of an incorporated city or town;
 - b. Knowing that it is insured against damage or destruction;
 - c. Knowing that it is subject to a mortgage or other security interest;
 - d. Knowing that it is located on property belonging to another;
 - e. Knowing that it has located within it property belonging to another; or
 - f. 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.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To 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. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Chemical dispensing device is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

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

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

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

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

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

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

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

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

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

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

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

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

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Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Knuckles is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

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

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

Persistent misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

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

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

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

Serious offenses include but are not limited to:

Murder.

Vandalism.

Robbery or theft.

Extortion, coercion, or blackmail.

Actions or demonstrations that substantially disrupt or materially interfere with school activities.

Hazing.

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Insubordination.

Profanity, vulgar language, or obscene gestures.

Fighting, committing physical abuse, or threatening physical abuse.

Possession or distribution of pornographic materials.

Leaving school grounds without permission.

Sexual harassment of a student or district employee.

Possession of or conspiracy to possess any explosive or explosive device.

Falsification of records, passes, or other school-related documents.

Refusal to accept discipline assigned by the teacher or principal.

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

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

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

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

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an

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elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

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

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

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

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STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Dear Student and Parent:

As required by state law, the District has officially adopted the Student Handbook in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the behaviors and consequences, we encourage you to ask for an explanation from the student's teacher or campus administrator.

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

Thank you

We acknowledge that we have received a copy of the Nueces Canyon CISD Student Handbook for the 2008-2009 school year. We understand the rules of Nueces Canyon CISD and that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Date _____

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Please check the lines below accordingly and sign and return to your child's school.

_____ I **do agree** with Corporal Punishment for my child.

_____ I **do not agree** with Corporal Punishment for my child.

_____ I **want** to be contacted if Corporal Punishment is necessary.

Student's Name

Signature of Parent/Guardian

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