

**Coppell Independent
School District**

[Insert CISD Logo]

**Student
Code of Conduct**

and

Bus Rider Safety & Discipline Rules

2008-2009

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COPPELL INDEPENDENT SCHOOL DISTRICT 2007-2008 STUDENT CODE OF CONDUCT

I. General Overview

- **Purpose**

The Coppell Independent School District is committed to providing each student with a quality educational program. This goal can only be achieved in a cooperative school climate free from disruptions which hinder and interfere with the educational process. The rights of students, teachers, parents, and administrators are to be valued and protected under federal and state laws. Coppell Independent School District will strive to achieve a working balance between rights and responsibilities which foster a positive school climate where there is mutual respect and an opportunity for students to develop and excel.

The Board of Trustees adopted this Student Code of Conduct in accordance with Chapter 37 of the Texas Education Code to promote a safe, secure, and optimal learning environment for all students. The Student Code of Conduct provides information and direction to students and parents regarding:

- The District-wide discipline management plan,
- A description of standards of behavior, prohibited conduct and consequences of misconduct,
- The disciplinary options and methods for preventing and addressing student misconduct, and
- The process the district will follow when administering disciplinary consequences.

Once the Student Code of Conduct is promulgated and adopted by the Board of Trustees, any change or amendment must be approved by the Board of Trustees. The Student Code of Conduct has the force of Board Policy. In case of a conflict between the Student Code of Conduct and any provisions of the campus student handbook, the Student Code of Conduct shall prevail.

- **Anti-Discrimination**

The District does not discriminate against students on the basis of race, sex, national origin, disability, religion, color, or ethnicity when enforcing the provisions of the Student Code of Conduct.

- **Discipline of Students with Special Needs**

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are subject to

discipline in accordance with those laws. For more information about those specific procedures, please contact the Executive Director of Intervention Services.

- **Additional Rules**

Students may be subject to campus, classroom, extracurricular, and/or organization rules in addition to those found in the Student Code of Conduct. Students may face consequences under these additional rules as well as possible disciplinary action under the Student Code of Conduct. Further, to the extent a student engages in misconduct that is not specifically addressed or listed in the Student Code of Conduct, the student may still be disciplined if the misconduct disrupts or interferes with the educational process, learning environment, or school safety.

- **Notice of Disciplinary Action**

Teachers and administrators strive to notify parents/guardians of student conduct concerns as they occur. The campus administrator will contact the parent/guardian by phone or in writing within three school days of becoming aware of misconduct that may result in out-of-school suspension, DAEP placement, or expulsion from school. Failure to send any notice within this time period or as noted elsewhere in the Student Code of Conduct does not preclude imposing a discipline consequence.

- **Discipline Appeals**

Appeals of disciplinary measures should be directed to the student's teacher or campus administrator, as described in local District policy FNG. Depending on the disciplinary consequence assigned, different complaint procedures may apply. A copy of the appropriate policy is available at the campus or central administration office or online at <http://www.tasb.org/policy/pol/private/057922>. Timelines for filing appeals stated in the policy will be enforced. Disciplinary consequences will not be delayed or deferred pending the outcome of an appeal.

- **Effect of Student Withdrawal**

Withdrawal from school after a student has been accused of a violation of the Student Code of Conduct will not prevent the District from investigating the alleged violation, and if it is determined that a violation did occur, assessing the appropriate disciplinary consequence and enforcing that consequence should the student re-enroll in the District.

II. Scope of the District's Disciplinary Authority

- **General Authority**

In addition to the disciplinary authority established for certain types of offenses as described within the Student Code of Conduct and Chapter 37 of the Texas Education Code, the District has general disciplinary authority and jurisdiction over a student at the following times:

- At any time during the school day
- While traveling to and from school or school activities on District transportation
- While attending any school-sponsored or school-related activity, regardless of time or location
- As provided in extracurricular or organization handbooks, by-laws, or constitutions
- During lunch periods, including those in which a student leaves the campus
- While on school property
- For any school-related misconduct, regardless of time or location
- Other off campus conduct as permitted by Chapter 37 of the Texas Education Code
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line

- **Searches**

A student's clothing, personal property, method of transportation, or school property used by the student (such as lockers or desks) may be searched when there is reasonable cause to believe the search will reveal articles or materials prohibited by the District. Students are responsible for ensuring that any personal property, method of transportation, or school property used by the student does not contain prohibited items. In addition, all electronic equipment brought on campus (such as cell phones, Ipods, personal computers, etc.) by students are subject to search in the event school administrators believe reasonable suspicion exists to support the search. Students may be disciplined for possession of prohibited items discovered during a search. For more information about searches, please review the District's local policy FNF.

- **Student Transfers**

The District may terminate the transfer of a student for violating the Student Code of Conduct.

- **Criminal Conduct**

School administrators will report crimes as required by law and will contact local law enforcement regarding suspected criminal activity committed while under the school's jurisdiction. Certain acts of misconduct may constitute criminal offenses in addition to violations of the Student Code of Conduct. Because school discipline is independent of criminal proceedings, disciplinary consequences may not be postponed pending the outcome of any criminal proceeding or affected by the outcome of any criminal proceeding.

III. Discipline Considerations & Techniques

- **Discipline Considerations**

Using their professional judgment, District employees may consider a variety of factors when administering disciplinary consequences and determining the duration of the consequence, including but not limited to:

- the degree of severity
- the potential effect of the misconduct on the school environment
- the age and grade level of the student
- the student's attitude
- Self-defense. Depending upon all of the relevant circumstances, a student who acts in self-defense may still be subjected to an appropriate disciplinary consequence.
- the student's disciplinary history
- a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct to the extent required by the state and federal law
- the frequency of the misconduct
- legal requirements

- **Discipline Management Techniques**

Discipline is designed to correct student behavior and encourage students to comply with school rules. The District may use any one or a combination of the following strategies or techniques to manage student behavior, prevent or intervene in discipline problems, or address violations of the Student Code of Conduct or campus or classroom rules:

- Verbal or written correction
- Seating changes
- Assignment of school-related tasks or duties
- Confiscation of disruptive or prohibited items
- Calming-down time or "time out"

- In-class disciplinary action
- Letter and/or call to parents
- Parent Conferences with teacher or administrators
- Removal from the classroom
- Contracts to modify student behavior
- Sending the student to the office or other area
- Consequences identified in co-curricular or extracurricular codes of conduct, constitutions, or by-laws
- Grade reductions or penalties for academic dishonesty
- Demerits or withdrawal of rewards or privileges
- Loss of academic credit as permitted by policy
- Detention
- Restitution for damages
- Reassignment to a different classroom or transfer to a different campus
- School probation
- Revocation of student transfer
- Loss, exclusion, or restriction of privileges, including transportation privileges, participation or membership in co-curricular or extracurricular activities, and seeking or holding honorary positions
- Counseling by school personnel
- Saturday School
- In-school suspension
- Out-of-school suspension
- Disciplinary Alternative Education Program (DAEP) as permitted by Chapter 37 of the Education Code and/or the Student Code of Conduct
- Expulsion as permitted by Chapter 37 of the Education Code and/or the Student Code of Conduct
- Other methods and consequences as permitted by policy

IV. General Types of Prohibited Conduct

The general types of misconduct that follow provide a description of a broad range of behaviors considered to be student misconduct. The behaviors described should be viewed as representative of the misconduct which most frequently causes disruption of the orderly educational process. The list does not include all types of misconduct. The student who commits an act of misconduct which is not listed will be subject to the discretionary authority of the classroom teacher, and/or administrator.

- **Misconduct Involving Others**

Misconduct identified in the list of prohibited behaviors below will result in the assignment of one or more “Discipline Management Techniques” if the behavior

is committed at school, a school-sponsored or school-related activity, or when the District has Disciplinary Authority over the student as described in the Student Code of Conduct.

- Adding any substance, whether harmful or not, without permission to any food beverages belonging to, in the possession of, or meant to be consumed by another student or District employee, official, or volunteer.
- Bullying (see definition)
- Damaging, destroying, or vandalizing property owned by others or the District
- Engaging in conduct that can cause bodily injury (see definitions) or property damage
- Engaging in harassment (see definitions) toward another student or a District employee, official, or volunteer, including harassment motivated by race, color, religion, national origin, disability, sex, or age
- Engaging in physical, sexual, verbal, or emotional abuse as a means to harm, threaten, intimidate, or control another person in a dating relationship
- Engaging in sexual harassment (see definitions) or sexual abuse
- Fighting, hitting, pushing, scuffling or other physical contact that disrupts the orderly environment
- Forcing an unwilling person to act or not act or obtaining money or another object of value from an unwilling person through duress, threats, force, extortion, coercion, or blackmail
- Hazing (see definition)
- Horseplay
- Inappropriate physical contact
- Inappropriate verbal (oral or written), physical, or sexual contact toward another student or a District employee, official, or volunteer, or school property, including threats made using the Internet or other computer resources at school. Students may be disciplined for threats made outside of school if the threat causes a material or substantial disruption at school.
- Making false accusations or providing false statements concerning wrongful, unlawful, inappropriate, or illegal conduct alleged to have been committed by another student or District employee, official, or volunteer
- Marking District property such as textbooks, lockers, furniture, or equipment with graffiti, tagging, or by other means
- Name-calling, ethnic or racial slurs, or derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence
- Running in the halls, cafeteria, or classrooms

- Sending or posting electronic messages that are abusive, obscene, sexually oriented, harassing, illegal, or that cause a material or substantial disruption at school
 - Stealing from others, including the District
 - Subjecting a student or District employee, official, or volunteer to physical confinement or restraint
 - Throwing objects that can cause bodily injury or property damage (rocks, sticks, etc.)

- **Possessing, Using, Giving, Selling, or Buying Prohibited Items**
 - Ammunition, shells, or bullets
 - Articles not generally considered to be weapons when the administrator determines that a danger exists or when used in a way that could threaten school safety
 - BB gun, air gun, or stun gun
 - CD or DVD players, cassette players, electronic games, MP3 players, Ipods, stereo head sets, or other electronic equipment for other than approved use
 - Fake or “look-alike” weapons or ammunition
 - Fireworks or any other pyrotechnic device
 - Knives with a blade 3” or less
 - Laser pointers (unauthorized use)
 - “Look-alike” drugs or items attempted to be passed off as drugs, including non-prescription drugs, medications, or herbal or dietary supplements except as permitted by District policy
 - Matches or a lighter
 - Material that is sexually-oriented, pornographic, obscene, indecent, or reveals a person’s private body parts
 - Material, including published or electronic items, that promotes or encourages illegal behavior or could threaten school safety
 - Pepper spray or other small chemical dispenser sold commercially for personal protection
 - Razor blades, box cutters, or chains
 - Smoking or tobacco products
 - Smoke or stink bombs
 - Using a paging device, cellular telephone, electronic equipment, or telecommunications device (see definitions) that disrupts the classroom or school environment or using any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is taken without the prior consent of the individuals being recorded.

- **Failure to Follow Rules**

- Academic dishonesty, including cheating, copying the work of another, plagiarism, or unauthorized collaboration with another person in preparing an assignment
- Attempting to or successfully evading, avoiding, or delaying questioning by a District employee
- Attempting to or successfully accessing or circumventing passwords or other security-related information of the District, officials, volunteers, employees, or other students by any means
- Attempting to or successfully altering, destroying, interrupting, or disabling District computer equipment, District data, the data of other users of the District's computer system, or other networks connected to the District's system, including uploading or creating computer viruses, worms, or other harmful material
- Attempting to start or starting a fire on or in any property owned, used, or controlled by a student, District employees, officials, volunteers, or the District, that does not rise to the level of arson or criminal mischief
- Attempting to violate or assisting, encouraging, promoting, or attempting to assist another student in violating the Code of Conduct
- Being disrespectful or using profanity, offensive, abusive, vulgar or obscene language or gestures
- Being insubordinate
- Classroom disruptions
- Committing or assisting in a robbery, theft, or burglary that is not punishable as a felony
- Detention "no-shows"
- Discharging a fire extinguisher, pulling a fire alarm, calling 911, or causing the sprinkler system to activate when there is no smoke, fire, danger, or emergency
- Engaging in misbehavior, actions, or demonstrations that substantially disrupt or materially interfere with school activities or that give school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- Failure to bring necessary materials to class
- Failure to comply with directives given by school personnel
- Failure to do assigned work or tasks
- Falsifying, altering, forging, or destroying school records, passes, other school-related documents, or documents presented to District employees
- Gambling
- Leaving the campus or school events without permission
- Littering
- Loitering/Trespassing
- Making or participating in false statements or hoaxes regarding school safety
- Reckless conduct or violation of safety rules
- Skipping school or class without the District's or parent/guardian's permission

- Smoking or using tobacco products
- Tampering with fire-protection of security equipment
- Tardies or unexcused absences
- Truancy
- Unauthorized use of skateboards, roller blades, bikes, etc.
- Unauthorized distribution of printed materials/handbills
- Inappropriate exposure of student's private body parts which are ordinarily covered by clothing, including through such acts as mooning, streaking, or flashing
- Violating published campus or classroom rules and/or procedures
- Violating dress code and grooming rules
- Violating rules for conduct on school transportation
- Violating the District's medications policy regarding prescription and over-the-counter drugs

V. Removal from Classroom by Teacher

- **Ordinary Teacher Removal**

A teacher may send a student to the administrator's office to maintain discipline in the classroom or when the student engages in behavior that violates the Student Code of Conduct. The administrator may use one or more discipline management techniques to address the behavior.

- **Formal Teacher Removal**

A teacher may remove a student from class when:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach or with learning of other students; or
- The behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach or with the learning of other students.
- A teacher must remove a student from class if the student engages in conduct that requires or permits DAEP placement or expulsion under the Texas Education Code.

- **Placement During Removal**

When a teacher utilizes a formal removal of the student from the classroom, the administrator may place the student in: (1) another appropriate classroom, (2) in-school suspension, (3) out-of-school suspension, or (4) DAEP.

- **Procedures for Teacher Removal**

No later than three school days after a teacher has formally removed a student from class, an administrator will schedule a conference with the administrator, the student's parent/guardian, the student, and the teacher. At the conference, the student will be provided with an explanation of the basis for removal and be given an opportunity to respond. After the conference, the administrator will render a discipline decision and inform the student and parent/guardian of the consequences.

- **Return to the Classroom**

If the teacher removed the student from class because the student engaged in assault resulting in bodily injury, aggravated assault, sexual assault against the teacher, the student may not be returned to the teacher's class without the teacher's consent. In other cases where the teacher initiates a formal removal, the student may only 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.

VI. In-School Suspension (ISS)

- **Reasons for ISS**

Students may be placed in ISS for any misconduct listed in any category of the Student Code of Conduct.

- **Procedure for ISS**

The Student will be informed of the reason for placement in ISS and be given an opportunity to respond before the administrator's decision is final. While in ISS the student will complete assignments from his or her teacher.

VII. Out-of-School Suspension (OSS)

- **Reasons for OSS**

Students may be suspended from school for any misconduct listed in any category of the Student Code of Conduct.

- **Procedure for OSS**

The student will be informed of the reason for out-of-school suspension and be given an opportunity to respond before the administrator's decision is final.

While the student is suspended, the administrator may place restrictions on the student's participation in school-sponsored or school-related activities. Students may be suspended for a maximum of three school days per behavior violation.

VIII. Disciplinary Alternative Education Program (DAEP)

- **Reasons for Mandatory DAEP Placement**

School-Related. A student must be placed in DAEP for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from and 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 definitions) resulting in bodily injury (see definitions) to another.
- Sells, gives, delivers, possesses, uses or is under the influence of marijuana, a controlled substance (see definitions) in any amount not punishable by a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable by a felony.
- Engages in an offense relating to abusable volatile chemicals (see definitions).
- Engages in public lewdness (see definitions).
- Engages in indecent exposure (see definitions).
- Possesses or uses a knife with a blade over 3" up to 5 1/2"
- Engages in expellable conduct if the student is between six and nine years of age.
- Engages in a federal firearm offense if the student is six years of age or younger.

Off-Campus. A student must be placed in DAEP for the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- The student receives deferred prosecution for a Title 5 (see definitions) felony offense.
- A court or jury finds the student engaged in delinquent conduct for a Title 5 felony offense.
- The administrator reasonably believes that the student engaged in a Title 5 offense.

Regardless of Location. A student must be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Issues a false alarm or report (see definitions) or a terroristic threat (see definitions) involving a public school.
- Retaliates (see definitions) against any school employee.
- Is involved with a public school fraternity, sorority, secret society or gang (see definition), including participation as a member or pledge, or soliciting another person to become a member or pledge.
- Engages in criminal mischief if the damage is less than \$1,500
- Is a registered sex offender (see definitions) under court supervision, probation, community supervision, or parole.

Students who are: (1) convicted of continuous sexual abuse of a young child or children; or (2) convicted, receive deferred adjudication or deferred prosecution, been found to have engaged in delinquent conduct or conduct in need of supervision, or been placed on probation for either sexual assault or aggravated sexual assault or against another student assigned to the same campus at the time the offense occurred will be placed in DAEP (or JJAEP as appropriate) on the request of the victim's parents if the victim does not wish to transfer, and there is only one campus serving that grade level. Placement in this circumstance may be for any length of time considered necessary.

- **Reasons for Discretionary DAEP Placement**

School-Related. A student may be placed in DAEP for any of the following misconduct if committed while on school property, 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:

- Abusing the student's own prescription drug or using it in a way other than prescribed; giving, buying or selling a prescription drug, using, or being under the influence of another person's prescription drug.
- Altering or destroying school records
- Boycotts, walkouts, and protests
- Damaging or vandalizing property owned by others
- Defacing or damaging school property, including but not limited to textbooks, lockers, furniture, and other equipment
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will disrupt the school program or incite violence
- Engaging in bullying, harassment, or making hit lists
- Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship Engaging in coercion or causing an individual to act through the use or threat of force
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture or any other sexual

conduct, including requests for sexual favors directed toward another student, District employee or volunteer

- Engaging in extortion, blackmail, or conduct that obtains money or an object of value from an unwilling person
- Engaging in inappropriate or indecent exposure of a student's private body parts
- Engaging in serious (see definitions) or persistent (see definitions) misbehavior that violates this Student Code of Conduct or communicated campus or classroom standards of behavior.
- Engaging in threats (verbal or written), physical, or sexual contact directed toward another student, District employee or volunteer, on or off campus
- Engaging in verbal or written exchanges that threaten the safety of another student, a school employee or volunteer or school property
- Fighting
- Forgery
- Making false accusations or hoaxes regarding school safety
- Participating in hazing
- Possessing, giving, buying, or selling less than a usable amount of stems, seeds, or other pieces of marijuana.
- Possessing, using, selling, buying, or giving paraphernalia (see definitions) related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
- Possessing razors, box cutters, chains or any other object used in a way that threatens or inflicts bodily injury to another person
- Possessing, selling or giving to others look-alike weapons
- Possessing, selling, or giving to others look-alike drugs or items attempted to be passed off as drugs or contraband
- Possessing, using, selling, or giving to others air gun, BB gun, or stun gun
- Possessing, using, selling or giving to others ammunition
- Possessing, using, selling, or giving to others mace or pepper spray
- Possessing or using a laser pointer for other than an approved use
- Possessing, using, selling or giving to others prescription or nonprescription medications, except as permitted by statute for students with asthmatic conditions
- Possessing, using or distributing published or electronic material that is designed to promote or encourage illegal behavior or that or that could threaten school safety
- Recording the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others
- Robbery, theft, larceny, or stealing
- Sending or posting messages that are illegal, abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation

- Using computers, e-mail, Internet web sites or other electronic telecommunication devices at school to encourage illegal behavior, or threaten school safety, the safety of another student, school employee, volunteer or school property
- Violating the computer use policies, rules or agreements

Off-Campus. A student may be placed in DAEP for engaging in the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- If the administrator reasonably believes the student engaged in conduct punishable as a felony (other than a Title 5 felony), and the student's continued presence in the regular classroom is a threat to the safety of others or is detrimental to the educational process.
- Off-campus conduct for which DAEP placement is required by state law when the administrator does not learn of the conduct until more than a year passes after the conduct occurred.

Regardless of Location. A student may be placed in DAEP if the student is a registered sex offender (see definitions) who is not under any form of court supervision. A registered sex offender who is not under any form of court supervision will be placed in regular classes if the student is not a threat to the safety of others, is not detrimental to the educational process, and such placement is not contrary to the best interests of the District's students.

- **Emergency DAEP Placement**

An administrator may order an emergency DAEP placement if the student has been so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class, the learning of other students, or the operation of a school-related or a school-sponsored activity. The reason for emergency placement must also be a reason for which DAEP placement could be ordered on a non-emergency basis. At the time of the emergency placement, the student will be told the reason for the action.

No later than the tenth day after the date of emergency DAEP placement, the student will be given a conference as required for regular placement in DAEP; see below.

- **Procedure for DAEP Placement**

Conference. No later than three school days after the student is removed from class, the administrator will schedule a conference with the administrator, the student's parent/guardian, and the student. The District may conduct the conference and make a discipline decision regardless of whether the student or the

student's parent/guardian attends if the District made reasonable attempts to have them attend.

At the conference, the administrator will explain the allegations against the student, inform the student of the basis for the proposed DAEP placement, and give the student an opportunity to explain his or her version of the incident.

If during the term of DAEP placement the student engages in additional misconduct, additional conference may be conducted and additional discipline may be imposed.

Interim Placement. Until a placement conference can be held, the student may be placed in another appropriate classroom, in-school suspension, or out-of-school suspension. The student may not be returned to the regular class room pending placement conference.

DAEP Placement Order. If the outcome of the conference is to place the student in DAEP, the administrator will issue a DAEP placement order. If the length of placement differs from the guidelines included in the Student Code of Conduct, the DAEP placement order will give notice of the inconsistency.

A copy of the DAEP placement order will be sent to the student and the student's parent/guardian. For those students placed in DAEP for a reason identified in the Texas Education Code, the District will also send the juvenile court a copy of the DAEP placement order no later than the second business day after the placement conference. A copy of the DAEP placement order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the DAEP placement order.

JJAEP. The District has a Memorandum of Understanding with the Dallas County JJAEP which permits assignment of students placed in DAEP to the Dallas County JJAEP. Depending upon the circumstances of the misconduct, the District may assign any student who has engaged in misconduct that results in a DAEP placement order to the Dallas County JJAEP, as permitted by the Memorandum of Understanding with the Dallas County JJAEP. All of the consequences that apply to a student placed in DAEP will also apply to the same extent to a student who is assigned to the Dallas County JJAEP, including but not limited to the prohibition on participation in extracurricular, co-curricular, and graduation activities while placed in JJAEP. When a student withdraws from school before a JJAEP placement order is completed, the District may complete the proceedings and issue a JJAEP placement order. If the student re-enrolls in the District during the same or subsequent school year, the District may enforce the JJAEP placement order at that time, minus any portion of the placement that was served by the student during enrollment in another district.

- **Length of DAEP Placement**

The length of a student's placement in DAEP will be determined on a case-by-case basis. In general, any placement order for conduct under this section that results in placement to the Dallas County JJAEP will be for a minimum of 90 days; any other DAEP placements are for 30-45 days, depending upon the circumstances. The length of placement is not confined to these general parameters. DAEP placement will be correlated to the seriousness of the offense, the potential impact of the conduct on the school environment, the student's age and grade level, the frequency of misbehavior, the student's attitude, and legal requirements.

The length of DAEP placement may not exceed one year unless, after review, the District determines that (1) the student is a safety threat, 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 the length of a DAEP placement resulting in the Board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

In order for a day to count toward DAEP assignment, the student must be present for the entire day, arrive on time, complete all assignments, follow all rules, and engage in no additional violations of the Student Code of Conduct. Students placed at Dallas County JJAEP must fulfill the specified number of "good" days, as defined in the Memorandum of Understanding between the District and the Dallas County JJAEP.

Students placed in DAEP at the end of one school year may be required to complete the assigned term at the beginning of the next school year.

If the DAEP placement extends beyond 60 days or the end of the next grading period, whichever is sooner, the student or the student's parent/guardian may participate in a proceeding before the Board or Board's designee as provided in policy FNG (LOCAL). Any decision of the Board is final and may not be appealed.

- **Particular Rules for Sex Offenders**

The general Student Code of Conduct rules for DAEP placement apply to registered sex offenders (see definitions) except as modified in this section.

Placement. Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the student will be removed from the regular classroom and be placed as follows:

Registered sex offenders will be placed in a Juvenile Justice Alternative Education Program (JJAEP) in lieu of DAEP if: (1) ordered to attend JJAEP by a court, or (2) if permitted by agreement between the District and the JJAEP.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student will be placed in DAEP or JJAEP for at least the number of days equivalent to one semester term.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for the number of days equivalent to one semester term or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board of its designee determines that the student's presence: (1) threatens the safety of other students or teachers, (2) will be detrimental to the educational process, or (3) is not in the best interests of the district's students.

Length of Placement. Registered sex offenders under court supervision will be placed in either DAEP or JJAEP as either ordered by a court or for at least the number of days equivalent to one semester term. Registered sex offenders who are not under any form of court supervision but are determined to be assigned to DAEP or JJAEP must serve at a minimum the number of days equivalent to one semester term.

Transfers. If a student enrolls in the district during a mandatory placement as a registered sex offender under court supervision, the District may count any time already spent by the student in a placement or may require an additional number of days equivalent to one semester term in an alternative placement without conducting a review of the placement.

Registered sex offenders who are not under any court supervision that transfer to the District will be placed in the regular classroom unless it is determined that the student is a threat to the safety of others, is detrimental to the educational process, or it is not in the best interests of the District's Students.

In making a decision regarding the placement of a registered sex offender that transfers into the District, the District will consider the recommendation of the review committee as described in the "Periodic Review for Sex Offenders" section described below.

Periodic Review for Sex Offenders. At the end of serving the number of days equivalent to one semester term, and before the beginning of each school year for which the student remains in an alternative placement, the District shall convene a committee, in accordance with state law to review the student's placement. The review committee will determine by majority vote and recommend to the Board or its designee whether the student should remain in DAEP or be returned to the regular classroom. The Board or its designee will follow the committee's decision to return the student to the regular classroom unless the student's

presence in the regular classroom is a threat to the safety of others, is detrimental to the educational process, or is not in the best interest of the District's students. Conversely, the Board or its designee will follow the committee's decision to continue the student's alternative placement unless the student's presence in the regular classroom is not a threat to the safety of others, is not detrimental to the educational process, or is not contrary to the best interests of the District's students.

If the student remains in DAEP or JJAEP, the review committee will re-consider the student's placement before the beginning of the next school year.

Appeals for Sex Offenders. DAEP or JJAEP placement for sex offenders may be appealed as described in District policy FNG or FOC. However, the appeal is limited to the factual question of whether the student is required to register as a sex offender under the law. A decision of the District's Board of Trustees is final and may not be appealed.

- **Other DAEP Issues**

No Participation in Activities While in DAEP. Students placed in DAEP for any mandatory or discretionary reasons are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the DAEP placement. This restriction applies until the student fulfills the DAEP assignment at this or another school district.

Impact on Graduation. For graduating seniors who are in DAEP during the last week of school, the DAEP placement will continue through graduation and the student will not be allowed to participate in commencement exercises and related graduation activities.

Periodic Review. The District will review a student's DAEP placement and academic status every 120 calendar days. In the case of a high school student, the student's progress toward graduation will be reviewed and a graduation plan will be established. At the review, the student or the parent/guardian will have an opportunity to present reasons 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.

Effect of Student Withdrawal. When a student withdraws from school before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student re-enrolls in the District during the same or subsequent school year, the District may enforce the DAEP placement order at that time, minus any portion of the placement that was served by the student during enrollment in another district.

If the administrator fails to issue a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP or JJAEP placement order.

Student Transfers. Students assigned to DAEP in another Texas district, a Texas open-enrollment charter school, or an out-of-state school district at the time of enrollment into the District will be placed into the District's DAEP to complete the term of their DAEP placement. In order to continue an out-of-state DAEP placement, the basis of the DAEP placement must also be a reason for DAEP placement in the enrolling district. If the out-of-state DAEP placement period exceeds one year, the District will reduce the period of placement so that the total placement does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interests of the student.

Criminal Proceedings. The review and appeal process described below does not apply if the student was placed in DAEP as required by law for conduct occurring on or within 300 feet of school property, at a school-sponsored or school-related activity, or for a false alarm or report of terroristic threat involving a public school.

If the District received notice that prosecution of a student's case was refused and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated or a court or jury found the student not guilty or did not engage in delinquent conduct or conduct indicating a need for supervision and dismissed the student's case with prejudice, the District will review the student's DAEP placement and will schedule a review with the student's parent/guardian no later than the third day after receiving notice. The student will not be returned to the regular classroom before the review. After reviewing the notice and receiving information from the student's parent/guardian, the administrator may only continue the student's DAEP placement if the administration has reason to believe the student's presence in the regular classroom threatens the safety of others.

The administrator's decision may be appealed to the Board. In the event of an appeal, at the next scheduled meeting the Board will: (1) review the notice, (2) hear statements from the student, the student's parent/guardian, and the administrator, and (3) confirm or reverse the decision of the administrator.

If the Board confirms the decision of the administrator, the student and the student's parent/guardian have the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom while the appeal is pending.

IX. EXPULSION

- **Reasons for Mandatory Expulsion**

School-Related. 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:

- Brings to school a firearm, as defined by federal law (see definitions).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm, (2) an illegal knife, (3) a club, or (4) a prohibited weapon (see definitions).
- Engages in the conduct that contains the elements of the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children.
- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance (see definitions), a dangerous drug (see definitions), or an alcoholic beverage (see definitions) if the behavior is punishable as a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the behavior is punishable as a felony.

Regardless of Location. A student must be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Retaliates against a school employee or volunteer by committing a state-mandated expellable offense.

- **Reasons for Discretionary Expulsion**

School-Related. A student may be expelled for any of the following offenses that occur on school property, within 300 feet of school property as measured from any point on the District's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Commits an assault (see definitions) resulting in bodily injury to a school employee or volunteer.
- Engages in deadly conduct (see definitions)

- Sells, gives, delivers, possesses, uses or is under the influence of marijuana, a controlled substance (see definitions) in any amount not punishable by a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable by a felony.
- Engages in an offense relating to abusable volatile chemicals (see definitions).
- Engages in serious (see definitions) or persistent (see definitions) misbehavior that violates this Student Code of Conduct while the student is placed in DAEP.

Three Hundred Feet. Additionally, a student may be expelled for any of the following offenses that occur within 300 feet of school property as measured from any point on the District’s real property boundary line:

- Possess a firearm, as defined by federal law (see definitions).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm, (2) an illegal knife, (3) a club, or (4) a prohibited weapon (see definitions).
- Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children.

Regardless of Location. A student may be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Commits aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student.
- Retaliates against a school employee or volunteer by committing an assault (see definitions) resulting in bodily injury.
- Engages in criminal mischief if the damage is \$1,500 or more.
- Issues a false alarm or report (see definitions) or a terroristic threat (see definitions) involving a public school
- Commits a state-mandated expellable offense on the school property of another Texas school district or while attending a school-sponsored or school-related activity of another Texas school district.

Title 5 Felonies Regardless of Location. In addition to the expellable conduct listed above, a student may also be expelled and placed in Juvenile Justice Alternative Education Program if the student:

- is arrested for a Title 5 felony offense (see definitions),
- is charged with engaging in a Title 5 felony offense,
- received deferred adjudication or deferred prosecution for a Title 5 felony offense
- is on probation for a Title 5 offense,
- was found by a court or jury to have engaged in delinquent conduct for a Title 5 felony offense,
- has been referred to a juvenile court for delinquent conduct based on a Title 5 felony offense, or
- was convicted of a Title 5 felony offense,
- and the administrator determines the student's presence in the regular classroom either threatens the safety of other students or teachers, is detrimental to the educational process, or is not in the best interests of the District's students.

In this circumstance, expulsion to an alternative setting may be ordered regardless of: (1) the date on which the conduct occurred, (2) the location at which the conduct occurred, (3) whether the student was enrolled in the District at the time the conduct occurred, or (4) whether the student successfully completed any court disposition requirement regarding the conduct.

A student may be subject to an expulsion under this circumstance until: (1) the student graduates from high school, (2) the charges are dismissed or reduced to a misdemeanor, (3) the student completes the term of the placement, or (4) the District assigns the student to another program. The student will be entitled to the same periodic review afforded to other students in alternate settings. An expulsion order in this case is final and may not be appealed beyond the Board of Trustees.

- **Emergency Expulsion**

An administrator may order the immediate expulsion of a student if the administrator reasonably believes the emergency expulsion is necessary to protect persons or property from imminent harm. The reason for the emergency expulsion must also be a reason for which expulsion could be ordered on a non-emergency basis. At the time of the emergency expulsion, the student will be told the reason for the action. No later than the tenth day after the date of emergency expulsion, the student will be given a hearing as requires for a regular expulsion; see below.

- **Procedure for Expulsion**

Hearing. Students alleged to have committed an expellable offense will receive a hearing before the principal or other appropriate administrator within a reasonable time following the alleged misconduct. The student's parent/guardian will be informed of the basis for the proposed expulsion and be invited in writing to attend the hearing. After making an effort to inform the student and parent/guardian of the hearing, the District may hold the hearing regardless of

whether the student or the student's parent/guardian attends. At the hearing, the student is entitled to:

- Representation by an adult, including the student's parent/guardian, who can provide guidance to the student and who is not an employee of the District;
- An opportunity to question the District's witnesses; and
- An opportunity to testify and to present evidence and witnesses in the student's defense.

Interim Placement. Until an expulsion hearing can be held, the student may be placed in another appropriate classroom, in-school suspension, out-of-school suspension, or DAEP.

Expulsion Order. If the outcome of the expulsion hearing is that the student will be expelled, the appropriate administrator will issue an expulsion order and provide a copy to the student and the student's parent/guardian. If the duration of the expulsion differs from the guidelines in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

The District will send a copy of the expulsion order to the juvenile court no later than the second business day after the expulsion hearing. A copy of the expulsion order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the expulsion order.

- **Length of Expulsion**

The duration of the expulsion will be determined on a case-by-case basis. Expulsion to Dallas County JJAEP is for a minimum of 90 good days as defined in the Memorandum of Understanding between the District and Dallas County JJAEP.

An expulsion will not exceed one calendar 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.

Students expelled at the end of one school year may be required to complete the term of their expulsion at the beginning of the next school year.

- **Other Expulsion Issues**

Academic Impact. Students will not receive academic credit for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program (JJAEP) or other District-approved program or as required by IDEA or Section 504.

Participation in Activities. Expelled students are prohibited from being on school grounds or attending or participating in school-sponsored or school-related activities while expelled.

Age Restrictions. Students under the age of ten that engage in expellable behavior will not be expelled, but will be placed in DAEP.

Effect of Student Withdrawal. If a student withdraws from the District before the expulsion hearing is conducted, the District may proceed with conducting the hearing after sending written notice to the parent/guardian and student. If the student re-enrolls during the same or subsequent school year the District may enforce the expulsion order at that time; students will be credited for any expulsion period that was served by the student while enrolled in another district.

If the administrator does not issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue an expulsion order.

Additional Misconduct. Additional proceedings may be conducted and additional discipline may be imposed if the student engages in additional misconduct while the student is already expelled.

Student Transfers. The District will continue the expulsion of students expelled from either another Texas school district or from an out-of-state school district for behavior that is also a reason for expulsion in the enrolling district, until the term of expulsion has been served. If the out-of-state expulsion exceeds one year, the District will reduce the period of the expulsion so that the total expulsion does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interest of the student.

Expulsion Appeals. An expelled student may appeal the expulsion decision to the Board of Trustees. The student or student's parent/guardian must submit a written appeal to the Superintendent within 10 days after receipt of the expulsion order or decision. The Superintendent will give the student or the student's parent/guardian written notice of the date, time, and location of the meeting at which the Board will review the decision. 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 and the Board determines that an open meeting will not involve a discussion of any other students. The Board may also hear a statement from the student or parent and from the Board's designee. The Board 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 appeal.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Violation of computer use policies, rules, or agreements signed by the student or the student's parent may result in the student's access being suspended or having access completely revoked for a time period determined by district administration, as well as additional disciplinary action in accordance with the Student Code of Conduct.

1. The use of any technology (including, but not limited to, computers, network-delivered services, the Internet, audio-visual equipment, televisions, and DVD/VCRs) must support the educational goals of Coppell Independent School District. Use must be authorized by a CISD staff member and must lie within the bounds of CISD curriculum.
2. Accessing or transmitting any material which is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
3. Individual(s) involved in any of the following would be subject to disciplinary action in accordance with the CISD Student Code of Conduct:
 - Accessing, transmitting, copying, or creating material that violates the Student Code of Conduct
 - Accessing, transmitting, copying, or creating material that is inappropriate, illegal, copyrighted, pornographic or obscene, stolen, threatening, discriminatory, harassing, or offensive
 - Attempts to bypass or disable the District's Internet filter or security systems or software
 - Attempts to access, alter, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from the CISD Technology Department
 - Attempts to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes substantial disruption to the educational environment
 - Attempts to install unlicensed or unapproved software or technology on the network
 - Attempts to alter, destroy, hack, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment
 - Plagiarism or use of District technology to engage in academic dishonesty
 - Sending or post electronic messages that are abusive, profane, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes substantial disruption to the educational environment

- Unauthorized use of District technology for non-educational purposes or outside the bounds of CISD curriculum.
 - Use of e-mail or Web sites at school to encourage illegal behavior, engage in conduct that violates the Student Code of Conduct, or threatens school safety
 - Use of the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment
 - Violating or infringing upon the intellectual property, copyrighted or trademarked rights of another
4. CISD computers, the Internet, and other network-delivered services should not be used for personal, commercial or financial gain or to otherwise conduct business that is unauthorized.
 5. When placing, removing, or restricting access to specific databases or the Internet or other network-delivered services, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources.

Parents who have objections to the Internet or other network-delivered services may assume responsibility for imposing restrictions only on their child(ren). Any parent wishing to restrict his/her child's access to such service must provide the school with this restriction in writing. For details, see the CISD board policy governing the selection and adoption of instructional materials.

COMPLAINT/GRIEVANCE PROCEDURE

In general, the procedure for addressing parents or student complaints is governed by Board Policy FNG Local. However, depending on the disciplinary consequence assigned, different complaint procedures may apply. A copy of the appropriate policy is available at the campus or central administration office or online at <http://www.tasb.org/policy/pol/private/057922>

Timelines for filing appeals stated in the policy will be enforced. Disciplinary consequences will not be delayed or deferred pending the outcome of an appeal. Below is a summary description of the procedure for parent or student complaints that are brought under Board Policy FNG Local.

The purpose of this procedure is to secure at the lowest possible administrative level, prompt and equitable resolution of the student/parent complaints. The grievance procedure shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor does it require a full evidentiary hearing or mini-trial at any level. For purposes of this procedure “days” shall mean business days.

Level I

- A student/parent who has a complaint must submit a written complaint and shall request a conference with the principal within fifteen (15) days of the time the student/parent know, or should have known, of the event causing the complaint.
- The Student/parent shall submit the complaint in writing on a form provided by the District.
- The principal shall schedule and hold a conference with the student/parent within ten (10) days of the request.
- The principal shall have ten (10) days following the conference within which to provide a written response.

Level II

- If the outcome of the conference with the principal is not to the student's/parent's satisfaction or the time for a response has expired, the student/parent may appeal to Level II, requesting a conference with the Superintendent or designee.
- Any appeal to Level II must be submitted in writing on a form provided by the District and must be filed within ten (10) days following receipt of a Level I response or, if no response received, within ten (10) days of the response deadline.
- The Superintendent or designee shall hold the conference within ten (10) days after receiving the request.
- Prior to or at the time of the conference, the student/parent shall submit a written complaint that includes the student's/parent's signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the principal. At the Level II conference only the issues and documents presented at Level I and identified in the Level I appeal shall be considered.
- The Level II conference shall be audio taped.
- The Superintendent or designee shall have ten (10) days following the conference to provide a written response.

Level III

- If the outcome of the conference with the Superintendent or designee is not to the student's/parent's satisfaction or if the time for a response has expired, the student/parent may appeal to Level III, requesting the Superintendent or designee to place the matter on the agenda for a future Board meeting.
- Any appeal to Level III must be submitted in writing on a form provided by the District and must be filed within ten (10) days of the Level II response or, if no response is received, within ten (10) days of the response deadline.
- The Superintendent shall inform the student/parent of the date, time, and place of the meeting.
- The presiding officer shall establish a reasonable time limit for complaint presentations. The Board shall consider only those issues and documents presented at the preceding levels and identified in the Level III appeal notice.

- The District shall make an audiotape of the Level III proceeding before the Board.
- The Board shall hear the complaint and shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

BUS RIDER SAFETY & DISCIPLINE RULES

The Coppell Independent School District has contacted with the Dallas County Schools to provide bus transportation to and from school as a courtesy service for eligible students residing in the District.

CISD and Dallas County Schools expect all riders to follow the safety rules and regulations in order for students to arrive home safely. Transportation (Busing) is a privilege and this privilege may be revoked if any rider chooses not to follow the safety guidelines.

Parents should review these guidelines with their children and call the Transportation Office if there are any questions.

Bus route information can be obtained through the Transportation Office.

General Safety Rules

1. Follow the instructions of the bus driver at all times.
2. Only eligible students are allowed to ride the bus.
3. The driver will pick up and drop off students only at designated stops.
4. Friends, who are not eligible riders, may not ride home with an eligible rider unless permission is granted by the Transportation Department (24 hour notice is required).
5. Parents are responsible to bring their child to school if the child misses the bus.
6. Emergency doors and escape hatches are to be used only with permission from the bus driver.
Occasionally students will practice evacuation drills at the bus site.
7. Students must be seated, facing the front of the bus, with feet on the floor during the entire trip. The driver will not move the bus until all are seated.
8. Video recordings are made of student activity and used for disciplinary and training purposes.
9. All CISD and individual campus rules and regulations are in force while riding on the school bus.

Bus Schedules

Buses will run as close as possible to the published schedule. However, the first several weeks of school are a period of adjustment. Routes will not run early, but occasionally run late until revisions are made. Please keep this in mind when arranging personal schedules.

Parents should discuss with their children a plan of action if the morning bus is missed. Students should know if their parents expect them to return home, go to a neighbor, walk to school, etc. (When mechanical or other problems cause a bus to run late, the school will be notified, and the bus will make every stop, regardless of how late it is.)

Procedures for Waiting for the Bus

1. Be at your bus stop five minutes before the scheduled pick up time. Drivers will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.

Loading the Bus

1. Do not push or shove.
2. Use the handrails and steps.
3. Go to your seat. The bus will not move until students are seated.
4. Students may be seated from the back of the bus to the front of the bus to accommodate full loads.
5. Once the bus door is closed in preparations for departure, no students will be allowed to board.

Conduct on the Bus

1. Remain seated while the bus is moving.
2. Do not change seats while the bus is moving.
3. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
4. Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens.
5. Normal conversation is permitted. Loud noises may distract the driver and create an unsafe condition.
6. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
7. Do not throw objects inside or out of the bus.
8. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
9. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
10. Students shall never attempt to operate the passenger door or other driver controls except in case of extreme emergency.
11. Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle.
12. Video recordings are made of student activity on the bus for disciplinary and training purposes.

Getting off the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus: pushing and crowding will only slow exiting and may cause an accident.
4. For extenuating reasons, a student may get off at another bus stop as long as it is on the same route which the student rides daily. The parent must submit to the bus driver a written explanation for this change with a daytime phone number. This request must be made at least one day in advance. This request must be on a full sheet of paper.
5. Stay clear of the bus when the engine is started. Do not chase or hang onto the bus at any time.
6. If any article drops or rolls neat or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION! Be alert for the vehicles that do not stop when the bus is loading or unloading students.
5. Cross all the streets at intersections. Obey all traffic signals and signs on your way home.

Prohibited Items

1. Tobacco
2. Live animals or insects
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or chemicals
6. Objects that do not fit in the student's lap or on the floor between the knees without extending above chin level
7. Matches or cigarette lighters
8. Food or drinks (during extremely hot weather, the driver may allow you to drink water only)
9. Radios or tape players

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.

3. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the door will open the door and hold it open
 - b. Leave the bus in a single file as quickly and quietly as possible
 - c. Evacuation will start with the seat closest to the door
 - d. Once outside the bus, follow the driver's instructions completely

Extra-Curricular Trips

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. The bus must be returned clean upon completion of a trip.

BUS RIDER DISCIPLINE

The school bus is an extension of the classroom, and discipline will be administered by the principal with assistance from the bus driver, and the Director of Transportation. All school board policies that apply to student conduct and other student related activities apply to the school bus. The disciplinary steps set out here may be taken in addition to, or in lieu of, the disciplinary actions set forth elsewhere in this Code of Conduct.

Steps and consequences for improper conduct on the school bus include the following:

Level I

Types of offenses:

- Eating or drinking
- Improper loading/unloading
- Out of seat
- Placing arm out of window
- Screening/loud talking
- Spitting
- Failure to show a bus pass

Disciplinary action:

- 1st offense - Verbal warning: written documentation
- 2nd offense - Principal conference
- 3rd offense - 3 day suspension from bus
- 4th offense – 3 week suspension from bus
- 5th offense – Suspension of bus privileges for the remainder of the school year. If the violation occurs within the last two weeks of the semester, the suspension will run into the following semester.

Level II

Types of offenses:

- Cursing/inappropriate language
- Destruction of property on bus
- Disrespect to driver/insubordination

- Fighting
- Obscene gestures
- Tampering with bus equipment
- Throwing objects inside bus
- Throwing objects out of windows
- Use of tobacco products
- Mischievous use of aerosol spray cans
- Use of matches or lighters
- **UNAUTHORIZED** use of a bus pass. Students are not allowed to let other students use the bus pass.

Disciplinary action:

- 1st offense – Immediate suspensions from bus for 3 weeks
- 2nd offense – Suspension from bus for remainder of school year

Level III

Types of offense:

- Physical attack on driver
- Possession of weapons
- Other serious offenses as listed in the Student Code of Conduct

Disciplinary action:

- Immediate suspension for remainder of school year from bus
- Criminal charges may be filed

Violations not specifically listed in the categories above will be handled according to the level of seriousness of comparable offenses, as determined by school officials.

A parent conference may be called at any time by the building administrator, and Director of Transportation should serious misconduct occur. The building administrator and Director of Transportation have the authority to skip steps for serious violations.

DEFINITIONS

ABUSE: Improper or excessive use

ABUSABLE VOLATILE CHEMICALS: Those substances as defined in Texas Health and Safety Code § 485.001.

ALCOHOLIC BEVERAGE: Those substances as defined in Texas Alcoholic Beverage Code § 1.04.

ARMOR-PIERCING AMMUNITION: Handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.

ARSON: For student discipline purposes, engaging in conduct containing the elements of Texas Penal Code § 28.02.

ASSAULT: For student discipline purposes, intentionally, knowingly, or recklessly causing bodily injury to another.

BODILY INJURY: Physical pain, illness, or impairment of a physical condition.

BULLYING: Written or verbal expression or physical conduct that (1) has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

CHEMICAL DISPENSING DEVICE: A device other than a small chemical dispenser sold commercially for personal protection that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on an individual.

CLUB: An instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

CONTROLLED SUBSTANCE: Substances as defined in Chapter 481 of the Texas Health & Safety Code or 21 U.S.C. § 801 et seq.

DANGEROUS DRUG: Substances as defined in Chapter 483 of the Texas Health & Safety Code.

DATING VIOLENCE: Intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Texas Family Code.

DEADLY CONDUCT: Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

EXPLOSIVE WEAPON: Any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror. It includes a device designed, made or adapted for delivery or shooting an explosive weapon.

FALSE ALARM OR REPORT: Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, or place of assembly.

FIREARM (Federal law): (1) any weapon, including a starter gun, that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm weapon; or (4) any destructive device, such as any explosive, incendiary or poison gas, bomb, or grenade.

FIREARM (State law): 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.

FIREARM SILENCER: Any device designed, made, or adapted to muffle the report of a firearm.

GANG: An organization, combination, or association of persons composed wholly or in part of students that: (1) seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than on the free choice of the individual, or (2) that engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the District will consult with law enforcement authorities.

GRAFFITI: Making marks of any kind on the tangible property of another without consent of the owner.

HARASSMENT: Threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, or other conduct prohibited by District policy.

HAZING: Any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

HIT LIST: List of people targeted to be harmed using a firearm, knife, or any other object to be used with intent to cause bodily harm.

ILLEGAL KNIFE: A knife with a blade over 5 ½ 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.

INDECENT EXPOSURE: Those acts defined in Texas Penal Code section 21.08.

KNIFE: A bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing.

KNUCKLES: Any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

LEWDNESS: Indecent or obscene behavior.

MACHINE GUN: Any firearm capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

MANDATORY: Obligatory or required because of an authority.

PARAPHERNALIA: Any article or device used or intended for use to inject, ingest, inhale or otherwise introduce marijuana, a controlled substance, or a dangerous drug into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, or pipes.

PERSISTENT: Two or more violations of the Student Code of Conduct or reported occurrences of the same violation.

POSSESSION: To have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk; regardless of the student's knowledge or intent to possess the item.

PROHIBITED WEAPONS: A prohibited weapon includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, or zip gun.

PUBLIC SCHOOL FRATERNITY, SORORITY, SECRET SOCIETY OR GANG: An organization composed wholly or in part of students that seek to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a

qualified student. Educational organizations listed in Section 37.121(d) of the Texas Education Code are excepted from this definition.

PUBLIC LEWDNESS: Those acts defined in Texas Penal Code § 21.07.

REASONABLE BELIEF: A determination that misconduct occurred made by the administrator using all available factual and legal information, including information furnished under Article 15.27 of the Code of Criminal Procedure.

RETALIATION: Harming or threatening to harm another: (1) on account of their service as a District employee or volunteer, (2) to prevent or delay another's service to the District, or (3) because the person intends to report a crime.

SELF-DEFENSE: When the person who is not the aggressor in an encounter uses the minimum force required to remove himself or herself from immediate danger of harm. Force used against another must be reasonably believed to be immediately necessary to protect the person. Actions that escalate or continue the encounter will not be considered self-defense.

SERIOUS: Any misconduct identified as being punishable with placement in DAEP or expulsion.

SEX OFFENDER: A student required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure for an offense committed on or after September 1, 2007. The term does not include a student who: (1) is no longer required to register as a sex offender under Chapter 62, (2) is exempt from registering as a sex offender under Chapter 62, or (3) received an early termination of the obligation to register as a sex offender under Chapter 62.

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with a student's performance or creates an intimidating, hostile, or offensive educational environment.

SHORT-BARREL FIREARM: A rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun if, as altered, has an overall length of less than 26 inches.

SWITCHBLADE KNIFE: Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force.

TELECOMMUNICATIONS DEVICE: Any type of device that: (1) emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, or (2) permits the recording, transmission, and/or

receipt of messages, voices, images, or information in any format or media, electronic or otherwise. It does not include an amateur radio under control of someone with an amateur radio license.

TERRORISTIC THREAT: Threats to commit any offense involving violence to any person or property with intent to: (1) cause a reaction by an official or volunteer agency organized to deal with emergencies; (2) place any person in fear of imminent serious bodily injury; (3) prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

UNDER THE INFLUENCE: When in the employee's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of a prohibited substance. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior. The student need not be legally intoxicated.

USE: Voluntarily injecting, ingesting, inhaling, or otherwise introducing in any manner a prohibited substance into the body.

ZIP GUN: A device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.