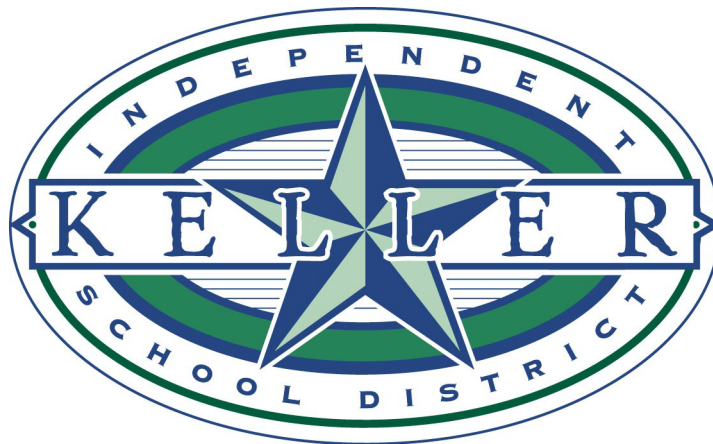


Keller ISD Student Code of Conduct And Parent and Student Information 2004-2005



Keller ISD does not discriminate on the basis of race, religion, color, national origin, sex or handicap. The District has been designated to coordinate compliance with non-discrimination requirements of Title IX. The District has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Disability Act of 1973.

The Keller ISD 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.

Keller ISD

Student Code of Conduct

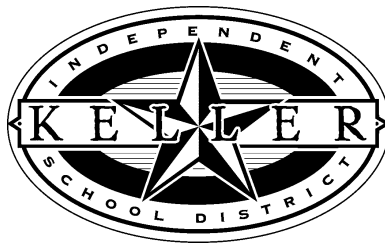
2004-2005

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, Superintendent

The Education Center
350 Keller Parkway
Keller, Texas 76248
www.kellerisd.net



Mission Statement

In the Keller Independent School District, excellence is the educational standard because we believe:

- Family, community and schools are partners in education.
- In treating all people with dignity and respect.
- All children can learn.
- Only the best personnel shall work with our students.
- Technology is an essential tool in the working and learning environment.
- In high performance in all endeavors.
- Learning is a life-long process.
- In a safe, positive working and learning environment.

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CODE OF CONDUCT

STATEMENT OF PHILOSOPHY

We in the Keller Independent School District believe that every child should have the opportunity to learn in the most desirable environment. One of the most important lessons education should teach is that of self-discipline. Self-discipline is the commitment to behave in ways that are mutually beneficial to oneself and others. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

STUDENT CODE OF CONDUCT

The purpose of this document is to describe the expectations of the Keller Independent School District, School Board, administrators and staff regarding student conduct. This school district believes that the rights of students can be protected only as long as an atmosphere of organization and cooperation exists in the classrooms and at school-related functions. In an effort to fully inform students and parents of the expectations of the school district, the following Board policies and school rules have been outlined. Violation of the rules will result in appropriate behavior management methods as outlined under this Code of Conduct. Parents will be notified after any student referral to the principal's office. Serious and/or persistent violations of the statute, policies, regulations and rules may ultimately result in a student facing increasingly more serious penalties. In case of conflict between the Student Code of Conduct or Board Policy and the campus student handbook, the Student Code of Conduct or Board Policy shall prevail.

DISCIPLINARY AUTHORITY

The District has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on District transportation;
- For certain mandatory DAEP (Disciplinary Alternative Education Placement) and discretionary expulsion offenses, within 300 feet of school property as measured from any point on the school's real property boundary line;
- For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- While the student is participating in any activity during the school day or on school grounds;
- While the student is in attendance at any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- When retaliation against a school employee is involved, either on or off school property;
- When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081;
- When criminal mischief is committed on or off school property or at a school event.

OFFENSES AND CONSEQUENCES

Written to cover students in grades PK-12, the wording in some areas of this guide may seem out of place for younger students. Please contact your campus administration for clarification of any concerns. Students violating the district's student discipline expectations must accept the consequences of their misbehavior. In most cases, discipline shall be administered so that penalties will increase in proportion to the severity or persistence of the misbehavior. In an effort to clarify consequences of student misbehavior, offenses are grouped into four levels of increasing severity. Students may, based on the offense committed, be dealt with at any level, or may progress from one level to another if the misbehavior continues or escalates. In each category, listings of offenses and examples of disciplinary actions are provided; however, **offenses and disciplinary actions are not limited to those listed.**

STUDENT EXPECTATIONS

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;

CODE OF CONDUCT

- Respect the rights and privileges of other students and of teachers and other District staff;
- Respect the property of others, including District property and facilities;
- Cooperate with and assist the school staff in maintaining safety, order and discipline;
- Avoid violations of the Student Code of Conduct.

LEVELS OF OFFENSES

Students who withdraw from the district before completing any disciplinary consequences must complete those consequences prior to returning to a classroom.

CODE OF CONDUCT

LEVEL 1

Inappropriate Behavior- Minor Infractions

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

A. Inappropriate offenses may include, but are not limited to:

- talking in class;
- chewing gum;
- running in halls;
- being out of seat at inappropriate times;
- being tardy;
- cutting in lines, pushing or shoving;
- being loud, rude, and/or making unnecessary noises;
- eating or drinking outside of designated areas;
- disturbing other students;
- being inattentive and/or inappropriate behavior in class;
- refusing to follow instructions of school personnel;
- using inappropriate or demeaning language;
- violating safety rules;
- verbal disruption;
- violating other communicated classroom/campus rules;
- dress code violation;
- inappropriate display of affection;
- disobeying bus conduct rules.

B. Consequences may include, but are not limited to:

- parent telephone call, letter, and/or conference;
- conference with the student;
- verbal correction;
- special duties;
- behavioral contracts;
- withdrawal of privileges;
- time-out;
- school detention;
- individualized behavior modification;
- rewards or demerits;
- confiscation of items that disrupt the educational process;
- removal from school-sponsored or school-related activity;
- referral to the school counselor;
- teacher removal to principal's office (see Seriously Inappropriate Behavior below).

Students who withdraw from the District prior to the assignment or completion of the disciplinary assignment will be required to complete the assignment upon reenrollment or show evidence that the assignment has been completed on another district.

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LEVEL 2

Seriously Inappropriate Behavior

Using professional judgment, teachers may elect to refer to the building administrator students who have been documented to repeatedly interfere with the classroom educational process. Students whose actions pose a threat to other students, school personnel or themselves will be referred to the building administrator. Those students may be removed from the teacher's class, pending the campus committee's action or decision.

The discipline techniques at this stage are designed to teach the student positive alternative behaviors or to impress upon the student the negative consequences of negative behaviors.

The placement of a student with a disability who receives special education or Section 504 services may be made only by a duly constituted Admission, Review, and Dismissal (ARD) or Section 504 Committee. A student with a disability who receives special education or Section 504 services may not be placed in an alternative education program solely for educational purposes if the student does not also meet the criteria for alternative placement.

After investigating the scope and nature of the offense committed, the campus administrator may implement any one or more of the following discipline management techniques. The District will take in to consideration self-defense as a factor on a decision to order suspension, removal to DAEP, or expulsion. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

A. Seriously inappropriate offenses may include, but are not limited to:

- repeated violations of the offenses outlined in "Inappropriate Behaviors Level 1";
- misbehavior on school bus;
- gambling;
- leaving school grounds without permission;
- truancy, "skipping" class or school ;
- violation of communicated expectations of student conduct;
- possession or use of matches, lighters, etc.;
- theft;
- damaging or vandalizing property owned by others;
- unauthorized access to district computer systems, either stand-alone or networked;
- cheating, plagiarism.

B. Consequences of seriously inappropriate behavior may include, but are not limited to:

- conference with the campus administrator;
- behavioral contracts;
- partial or complete denial of attendance and/or participation in extracurricular activities;
- removal or restriction of bus privileges;
- probation;
- before or after school detention and/or Saturday school;
- out-of-school suspension for up to three days (per occurrence) for any offense in the Student Code of Conduct, including DAEP placement or expulsion;
- in-school suspension;
- recommendation for self-improvement classes;
- parent notification;
- removal from class by the teacher for documented behavior;
- referral to the school counselor;
- peer mediation or other self-improvement strategy.

Students removed to alternative placements are not eligible to participate or attend any school-sponsored or school-related activities.

Students who withdraw from the District prior to the assignment or completion of the disciplinary assignment will be required to complete the assignment upon reenrollment or show evidence that the assignment has been completed on another district.

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LEVEL 3

Serious or Persistent Misbehavior-Disciplinary Alternative Education Program

After reasonable discipline management techniques have been imposed, **or** if in the judgment of the school administrator the action itself is severe enough, and the campus administration determines that the student's presence in the regular classroom program or at the home campus presents a danger of physical harm to the student or other individuals or that the student has engaged in serious or persistent misbehavior that violates the previously communicated standards of student conduct, the administrator **may** remove a student to a **disciplinary alternative education program (DAEP)**. (Either on-or off-campus, Suspension, DAEP) Assignments to off-campus DAEP result in a minimum assignment of 15 days up to a maximum assignment of 120 days (at which point the assignment shall be reviewed to determine if the student shall remain in DAEP or return to the campus). Placements in DAEP may continue from one school year to the next. **Students removed to alternative placements are not eligible to participate or attend any school-sponsored or school-related activities. Students removed from their home campus are also prohibited from being on their home campus or any other campus or District facility other than the one to which they are assigned.** The Keller ISD will honor DAEP assignments made in other districts for incoming transfer students. Transportation from designated pickup points to the District's DAEP will be provided to those students who request transportation.

Serious or Persistent Misbehavior includes, but is not limited to, repeated violations of behaviors in Levels 1, 2, or 3 of the Student Code of Conduct. If a student is suspended, the student's absence shall be considered an excused absence if the student satisfactorily completes the class assignments for the period of suspension within the same number of days as his/her suspension, after the student's return to school.

Behaviors that may lead to placement in an Alternative Education Program may include, but are not limited to:

- altering or modifying computer files or systems without authorization;
- causing or participating in classroom disturbances;
- continued violations of behaviors described in Levels 1 and 2;
- committing extortion, coercion or blackmail (obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force);
- discharge or possession of fireworks or noxious chemicals;
- engaging in any form of sexual harassment;
- engaging in verbal abuse (name-calling, ethnic or racial slurs, derogatory, vulgar or profane statements addressed publicly to others that may cause disruption or incite violence);
- engaging in any other conduct that disrupts the school environment or education process;
- entering any Keller ISD facility without permission;
- falsification of school documents;
- fighting;
- forgery;
- gang activity;
- hazing;
- insubordination to school personnel;
- introducing a virus or other destructive program into any computer system owned or used by the District;
- obscene or inappropriate language or gestures;
- possession of ammunition, either live or spent;
- possession of any knife other than an illegal knife (Penal Code 46.01(1);
*(Possession of any illegal knife is an expellable offense.) (See Level 4 Section A)
- possession of drug-related paraphernalia;
- possession of a stun gun;
- possession of look-alike weapons, BB guns, pellet guns, etc.;
- possession or use of tobacco;
- possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety;
- theft (repeated or of significant value);
- throwing objects that may cause bodily injury or damage property;
- truancy;
- use of debilitating chemicals;
- vandalism (less than \$1500 damage);
- verbal abuse;
- withholding information that would be material to an investigation by school officials;

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- Abusing the student's own prescription drug, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event;
- Violating the District's policy on taking prescription drugs and over-the-counter drugs at school.

Consequences for serious or persistent misbehavior may include, but are not limited to:

- in-school suspension (on- or off-campus);
- assignment to a disciplinary alternative education program (off-campus);
- suspension from school (up to three (3) days per occurrence; unlimited number per year);
- referral to appropriate law enforcement agency.

DISCRETIONARY REMOVAL TO DAEP BY A PRINCIPAL OR OTHER APPROPRIATE ADMINISTRATOR (off-campus felonies)

A. Students may be placed in a DAEP if:

1. The Superintendent or designee has a reasonable belief that a student has engaged in conduct defined as a felony offense other than those defined in Title 5 of the Penal Code (offenses against a person), **and**
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

B. In accordance with Education Code 37.0081, after an opportunity for a hearing before the Board or its designee, a student may be placed in a DAEP if:

- The student receives deferred prosecution for conduct defined as a felony offense in Title 5 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.
- 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;
 - Criminal mischief not punishable as a felony;
 - A federal firearms violation, for a student six years of age or younger.

A DAEP placement in accordance with Education Code 37.0081 may be for any length of time determined necessary by the Board or its designee in light of the factors considered before placement. A student placed under this section is entitled to periodic status reviews by the Board or designee at intervals not to exceed 120 days.

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The Board's designee will send the student and the parents a copy of the DAEP order. Not later than the second business day after the conference, the Board's designee will deliver to the juvenile court a copy of the order placing the student in a DAEP and all information required by Section 52.04 of the Family Code.

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

State law prohibits students placed in a DAEP for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular activities. **The District does not permit students who commit offenses resulting in a DAEP placement to participate in any school-sponsored or school-related extracurricular and co-curricular activity.**

The District will provide transportation to students assigned to CPC. Tarrant County JJAEP provides transportation for students assigned to JJAEP.

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 principal, or other appropriate administrator, or the Board may enter an additional disciplinary order as a result of those proceedings.

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the DAEP administrator at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan 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.

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's designee. Any decision is final and may not be appealed beyond the Board.

For placement in a DAEP to extend beyond the end of the school year, the DAEP administrator and sending school principal must determine that:

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

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.

When a student violates the District's Student Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP 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 principal, or other appropriate administrator, or the Board 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 placement order.

A student assigned to a DAEP placement in another district or open-enrollment charter school 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 that the total placement does not exceed one year unless, after a review, 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.

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MANDATORY REMOVAL TO DAEP BY A PRINCIPAL OR OTHER APPROPRIATE ADMINISTRATOR

Students **shall** be placed in a disciplinary alternative education program if the student engages in conduct that involves a public school that contains the elements of the offense of false alarm or report under Section 46.02, Penal Code, or terroristic threat under Section 22.07, Penal Code.

Students **must** be placed in a DAEP for the following offenses if committed on school property, **or within 300 feet of school property**, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony.
2. Engages in conduct that contains elements of assault under Penal Code 22.01(a)(1) (intentionally, knowingly, or recklessly causing bodily injury to another).
3. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of: Marijuana or a controlled substance as defined by the Texas Controlled Substances Act or by 21 U. S. C. 801, et seq.; A dangerous drug, as defined by the Texas dangerous drug law in Chapter 483 of the Health and Safety Code. (See Discretionary Expulsion)
4. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if punishment is less than a felony. (see Discretionary Expulsion)
5. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals-including household chemicals. (Section 485.031-485.035, Health and Safety Code, or Chapter 484, Health and Safety Code)
6. Engages in conduct that contains the elements of the offense of public lewdness or indecent exposure.
7. Retaliates against a school employee, when not combined with another offense, either on or off school property.
8. Engages in expellable conduct, if the student is between six and nine years of age.
9. Engages in conduct that contains the elements of the offense of retaliation against any school employee on or off school property.

Students **must** be placed in a DAEP for conduct committed off-campus while the student is not in attendance at a school-related or school-sponsored activity, if that conduct constitutes a felony offense in Title 5 of the Penal Code [see APPENDIX A] (offenses against a person) and if:

1. The student receives deferred prosecution under Section 53.03 of the Family Code for the offense.
or
2. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03 of the Family Code.
or
3. The Superintendent or designee has a reasonable belief that the student has engaged in felony conduct addressed in Title 5.

If a student under 10 years of age engages in an expellable offense, the student must be placed in the DAEP.

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

When a student is removed from class by a teacher (formal removal) or an administrator for a mandatory or discretionary DAEP offense, the principal or other 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 principal or appropriate administrator will inform the student of the misconduct for which he or she is charged and will give the student an opportunity to give his or her version of the incident. The principal or administrator will notify the student of the consequences of the Student Code of Conduct violation.

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Until a conference can be held as a result of a formal teacher removal or administrator removal, the principal may place the student in:

- Another appropriate classroom;
- In-school suspension;
- Out-of-school suspension;
- A Disciplinary Alternative Education Program.

At the conference, the principal or appropriate administrator will inform the student, orally or in writing, of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.

Following valid attempts to require their attendance, the District may hold the conference and make a placement decision regardless of whether the student or the student's parent attends the conference.

After the conference, if the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in the Student Code of Conduct, the DAEP placement order will give notice of the inconsistency.

Placement in a DAEP may not exceed one year unless 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.

A DAEP placement in accordance with Education Code 37.0081 may be for any length of time determined necessary by the Board or its designee in light of the factors considered before placement. A student placed under this section is entitled to periodic status reviews by the Board or designee at intervals not to exceed 120 days.

The Board's designee will send the student and the parents a copy of the DAEP order. Not later than the second business day after the conference, the Board's designee will deliver to the juvenile court a copy of the order placing the student in a DAEP and all information required by Section 52.04 of the Family Code.

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

State law prohibits students placed in a DAEP for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular activities.

The District does not permit a student who is placed in a DAEP for any reason determined by the District to participate in any school-sponsored or school-related extracurricular and co-curricular activity.

The office of the prosecuting attorney will notify the District if a student was placed in a DAEP and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for conduct other than a false alarm or report or terroristic threat involving a public school or conduct on or within 300 feet of school property for which DAEP placement is required by law, on receiving the notice from the prosecutor, the Superintendent or designee will review the student's placement in the DAEP and schedule a review of the student's placement 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.

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After reviewing the notice and receiving information from the student's parent, the Superintendent or designee may continue the student's placement in the DAEP 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.

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 Board will inform the student and the student's parent of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

EMERGENCY PLACEMENT

In an emergency, the principal or 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 non-emergency basis.

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 placement in a DAEP. If emergency placement involves a student with disabilities who receives special education services, the term of the student's emergency removal is subject to the requirements of federal law.

Students who withdraw from the District prior to the assignment or completion of the disciplinary assignment will be required to complete the assignment upon reenrollment or show evidence that the assignment has been completed on another district.

CODE OF CONDUCT

LEVEL 4

DISCRETIONARY EXPULSION

State law provides that a student **may** be expelled for the following offenses:

A student **may be expelled** for 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 at a school in another district in Texas.

Students **may be expelled** if the student engages in conduct that involves a public school that contains the elements of the offense of false alarm (including a bomb threat) or report under Section 46.02, Penal Code, or terroristic threat under Section 22.07, Penal Code, or

1. While on school property or while attending a school-sponsored or school-related activity on or off school property or within 300 feet of school property as measured from any point on the school's real property line:
 - A. Sells, gives or delivers to another person, or possesses, uses, or is under the influence of any amount of:
 1. Marijuana or a controlled substance;
 2. A dangerous drug;
 3. An alcoholic beverage if the conduct is not punishable as a felony; or
 - B. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals. (Section 485.031-485.035, Health and Safety Code, or Chapter 484, Health and Safety Code)
 - C. Engages in conduct that contains the elements of assault under 22.01(a)(1) against an employee or volunteer;
 - D. Engages in deadly conduct.
2. Continues to engage in serious or persistent misbehavior that violates the district's Student Code of Conduct while the student is placed in an AEP.
 - A. Persistent misbehavior is defined as two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation.
 - B. Serious offenses include, but are not limited to:
 - Murder;
 - Vandalism;
 - Robbery or theft;
 - Extortion, coercion, or blackmail;
 - Inappropriate actions or demonstrations that substantially disrupt or materially interfere with school activities;
 - Hazing;
 - Insubordination;
 - Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees.
3. Engages in conduct that would constitute criminal mischief, if punishable as a felony, whether on campus, or off campus while attending a school-related or school-sponsored activity.
4. While on campus, assaults an employee or volunteer.
5. Assaults an employee or volunteer in retaliation for, or as a result of the employee's employment with the District, regardless of where the assault occurs.

A student **may be expelled** for the following conduct while within 300 feet of the school's real property as measured from any point on the school's real property line:

- Committing aggravated assault, sexual assault, or aggravated sexual assault;
- Committing arson;
- Committing murder, capital murder, or criminal attempt to commit murder or capital murder;
- Committing indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery;
- Committing a felony drug or alcohol-related offense;
- Using, exhibiting, or possessing a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possessing a firearm (as defined by federal law).

CODE OF CONDUCT

A student **may be expelled** if the student engages in the following conduct without regard to where the conduct occurs:

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

A student **may be expelled** if the student engages 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.

MANDATORY EXPULSION

Students **must** be expelled for the following offenses committed on school property or while attending a school-sponsored or school-related activity on or off school property that require expulsion:

1. Use, exhibition, or possession of:
 - a) A firearm as defined by Texas Penal Code;
 - b) An illegal knife as defined by Texas Penal Code or by local policy;
 - c) A club as defined by Texas Penal Code;
 - d) A prohibited weapon as listed in Texas Penal Code.
2. Conduct containing the elements of:
 - a) Aggravated assault, sexual assault, or aggravated sexual assault under Texas Penal Code;
 - b) Arson under the Texas Penal Code;
 - c) Murder, capital murder, or criminal attempt to commit murder or capital murder under Texas Penal Code;
 - d) Indecency with a child under Texas Penal Code;
 - e) Aggravated kidnapping under Texas Penal Code;
 - f) Conduct related to an alcohol or drug offense that is punishable as a felony;
 - g) Aggravated Robbery;
 - h) Manslaughter;
 - i) Criminally negligent homicide;
 - j) Behavior punishable as a felony that involves the selling, giving, or delivering to another person, 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;
 - k) Retaliation against a school employee combined with one or more of the above-listed offenses on or off of school property or at a school-related activity.
3. Retaliation against a school employee in connection with one of the offenses listed in 1-2 above, whether committed on or off school property or at a school-related activity.

The district will continue the expulsion of any student expelled from another district, open enrollment charter school, or from out of state (if expelled for a reason specified in Texas) during the period of the expulsion order.

DISCRETIONARY REMOVAL

General misconduct violations will not necessarily result in the formal removal of the student from class or another placement but may result in a routine referral, formal removal, or the use of one or more discipline management techniques.

CODE OF CONDUCT

FORMAL REMOVAL

The principal or designee may immediately **remove** a student to an **alternative education program** if the student's behavior is so unruly, inappropriate or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity. Students may be immediately **expelled** if the principal or designee reasonably believes that action is necessary to protect persons or property from imminent harm.

Students who withdraw from the District prior to the assignment or completion of the disciplinary assignment will be required to complete the assignment upon reenrollment or show evidence that the assignment has been completed on another district.

PLACEMENT IN A JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

The Board of Trustees has entered into an agreement with the county juvenile board outlining the juvenile board's role in the establishment and operation of the Juvenile Justice Alternative Education Program and conditions of payments from the District to the Juvenile Board. Details are defined in agreements available for public inspection upon request made to the Superintendent.

APPENDIX A

TITLE 5 OF THE TEXAS PENAL CODE - OFFENSES AGAINST THE PERSON

Offenses against a person include the following:

1. Murder;
2. Capital murder;
3. Manslaughter;
4. Criminally negligent homicide;
5. Kidnapping;
6. Aggravated kidnapping;
7. Indecency with a child;
8. Sexual assault;
9. Aggravated assault;
10. Aggravated sexual assault;
11. Injury to a child, elderly individual, or disabled individual;
12. Abandoning or endangering a child;
13. Deadly conduct;
14. Terroristic threat;
15. Aiding a person to commit suicide;
16. Tampering with a consumer product.

PARENT AND STUDENT INFORMATION

ALCOHOL AND/OR DRUG USE

No student shall knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant (as those terms are defined by law), or any other substance prohibited under the Texas Controlled Substances Act or the Federal Drug Abuse Prevention Control Act:

- on school grounds during any school term
- off school grounds at a school activity, function, or event

Substances represented to be a drug or an alcoholic beverage shall be treated as though they are drugs or alcohol for the purposes of student discipline. (See Level 3 Serious or Persistent Misbehavior-Alternative Education Program.)

APPEAL PROCESS FOR DISCIPLINARY ACTIONS

(This is a simplified explanation. Contact your principal for a complete copy of policies FOAA, FOAB, FOD, FOE. Policies available online at <http://www.tasb.org/policy/pol/private/220907/>)

Assignments other than Expulsion or Alternative Placement (ISS, SLC, Suspension, Detention, etc.)

Disciplinary assignments are typically made immediately upon the conclusion of the conference between the student and the administrator. Parents are contacted as soon as possible, depending on the circumstances.

Appeal of assignments other than Expulsion or Alternative Placement (ISS, SLC, Suspension, Detention, etc.)

1. Meet with principal or principal's designee within three days of assignment of the consequence.
2. Meet with Assistant Superintendent of Administration. (Must file written notice within two school days of receipt of principal's decision.)

This appeal **cannot** result in the punishment being increased. It may result in a decrease only if errors are discovered in either the investigation by the campus administration or that the punishment assigned is not within the scope of the policy. The hearing officer does not have the authority to substitute his/her judgment for that of the campus administration.

3. There is no further appeal beyond the appeal at number 2 above. Until the appeal process is completed, the student shall remain in ISS or SLC as assigned.

Assignments to Alternative Placement (CPC, SRC)

Disciplinary assignments are made immediately upon the conclusion of the conference between the student, parent/guardian and the administrator.

Appeal of assignments to Alternative Placement (CPC, SRC)

1. Meet with principal or principal's designee within three days of assignment of the consequence.
2. Meet with Assistant Superintendent of Administration. (Must file written notice within two school days of receipt of principal's decision.)

This appeal **cannot** result in the punishment being increased. It may result in a decrease only if errors are discovered in either the investigation by the campus administration or that the punishment assigned is not within the scope of the policy. The hearing officer does not have the authority to substitute his/her judgment for that of the campus administration.

3. There is no further appeal beyond the appeal at number 2 above. Until the appeal process is completed, the student shall remain in ISS/SLC.

Commission of Off-Campus Felony (under Title 5 of Penal Code) or retaliation against a school employee.

4. After notification that the charge was refused or the student was found not guilty, the Superintendent or designee shall review the student's placement in CPC to determine if the assignment should be continued (threat to safety of students or teachers). If continued, this decision is appealable to the Board of Trustees. If the Board confirms the earlier decision, it may be appealed to the Commissioner of Education.

PARENT AND STUDENT INFORMATION

Expulsion

If necessary, immediate action may be taken to separate the student from other students. Final decisions regarding punishment will be made at the conclusion of the Due Process Hearing.

Appeal of Expulsion

1. The student shall be provided a full Due Process Hearing to which the student, and parents, (guardian) is invited. The student may be represented by the parents (guardian) or another adult representative (may be an attorney) who is not a staff member of the school. If an attorney attends, prior notification is required so that the District may also have an attorney present.
2. The school-level hearing shall be held within five school days of the occurrence (or knowledge of the occurrence) of the event for which punishment is considered. Notification of the results of the school-level hearing shall be delivered to the student or adult representative within five school days of the hearing.
3. Appeals must be filed with the Assistant Superintendent of Administration within two school days of receipt of the principal's written decision. A hearing shall be conducted within five school days of receipt of the appeal letter. The hearing will be heard before a three member Board of Review convened at the Central Administration Building. The hearing shall be conducted in the same manner as the school-level hearing. Punishment will be determined based on the evidence presented at the appeal hearing. During the time of the appeal, the student shall remain in the JJAEP. If no appeal is received, the right to appeal is waived.
4. The decision of the Board of Review may be appealed to the Board of Trustees of the school district by filing written notice with the Superintendent of Schools within two school days of receipt of written notification. During the time of the appeal, the student shall remain in the JJAEP.
5. The appeal shall be considered at a future Board Meeting. The decision of the Board shall be based on the record made at the appeal hearing.
6. The decision of the Board may be appealed by trial de novo in a State District Court in Tarrant County.

ASSAULT

Students are prohibited from assaulting any individual. An assault is defined as:

- intentionally, knowingly, or recklessly causing bodily injury to another;
- intentionally or knowingly threatening another with imminent bodily injury;
- intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Actions or threats of actions that constitute verbal or physical assaults or abuse of any individual on school property or at a school-related function by a student or any other individual will not be tolerated. Offenses of this nature may result in action by a law enforcement officer. Not all incidents determined to be fights are classified as assaults.

ATTENDANCE

In Texas, children are required to attend school unless exempted by law. School employees investigate and report violations of the state compulsory attendance law. Parents will be notified in writing by their child's school prior to being at risk of violation of either compulsory attendance or the "90% rule". Students who are 6 years of age must be enrolled in school, and students who have not reached their 18th birthday must be enrolled in school unless exempt by law. A student who voluntarily attends school after their eighteenth birthday is required to attend each school day. 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. Regular attendance and punctuality are required of every student. Students shall not receive credit for a course/class unless the student is in attendance for at least 90% of the days that the class is offered, unless there are extenuating circumstances. Denial of credit may be appealed to a campus attendance committee appointed by the principal and authorized by the Board. Official attendance is taken at the same time each day on each campus. Check with your campus administration or Campus Handbook for the specific time for your campus.

PARENT AND STUDENT INFORMATION

ATTENDANCE OFFICERS

The Keller ISD employs Attendance Officers to investigate and assist families and students experiencing significant attendance problems. If efforts by the school and Attendance Officers are not successful in improving attendance, the District may file against the parent/guardian and student for violation of the State Compulsory Attendance law. This may result in a fine for each day of unexcused absence.

BULLYING

Bullying is the intentional intimidation, threatening, or physical contact with another individual. This behavior will not be tolerated. Students who participate in bullying will receive appropriate disciplinary consequences up to and including assignment to CPC.

BUS INFORMATION

Transportation by bus is provided for those students living two or more miles from their school (not including transfer students), and by ARD or Section 504 Committee decision, for Special Education or Section 504 students who require transportation as an educational need. All students riding District-provided school buses or charters are expected to follow rules posted on the bus or described by teachers. Included in those rules are expectations for behavior as well as expectations regarding items that can be transported. All items carried on the bus must fit in the student's lap or under the seat. Items such as large gym bags, book bags, or musical instruments must follow those rules and cannot take a seat space from another student. Bus drivers are in charge of student behavior on the bus and their instructions must be followed. Disciplinary action, including temporary or permanent removal from the bus may be taken against any student violating bus rules.

CHILD FIND

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) require that the Keller Independent School District not discriminate on the basis of handicap in any District program or activity. The District will identify, evaluate and provide appropriate public education to students who are handicapped under Section 504, including homeless children. Call the Section 504 Coordinator at 744-1060.

Child Find can help people up to age 21 with disabilities that have not been identified. Some of the signals are: underachievement, careless errors, disorganization, refusal to do school work, and slow performance. If you notice some of these signs, ask that the student be evaluated for learning disabilities. Call the Special Education Office at 744-1032.

COMMUNICABLE DISEASES/CONDITIONS

To protect children 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 have been exposed to the disease can be alerted. These diseases include:

Amebiasis, Campylobacteriosis, Chicken pox, Common cold with fever, Fifth Disease, Gastroenteritis-Viral, Giardiasis, head lice, Hepatitis-Viral A, Impetigo, Infectious Mononucleosis, Influenza, Measles, Meningitis-Bacterial, Mumps, Pinkeye, Ringworm (of the scalp), Rubella, Salmonellosis (including Typhoid Fever), Scabies, Shigellosis, Streptococcal Disease-invasive, Tuberculosis-Pulmonary, Whooping Cough.

Contact your school's nurse for additional information.

DIRECTORY INFORMATION

Directory information shall include a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, enrollment status, grade level, e-mail address, and most recent previous school attended by the student. Directory information shall be released to any individual or organization that files a written request with the Superintendent or designee. **The District does not sell student information**, however, there is a charge to provide information for a legal request.

Directory information shall be released unless the parent objects to the release of any or all information about the child. This objection must be made in writing to the principal within ten (10) days of the issuance of this notice.

PARENT AND STUDENT INFORMATION

DETENTION

Students may be detained before or after school hours or assigned to a Saturday class for one or more days if he/she violates the Student Code of Conduct or the campus handbook. The student's parents will be notified of the reason for the detention and should make arrangements for the student's transportation.

DISCRIMINATION

The District does not discriminate on the basis of gender, race, creed, ethnicity, religion or handicapping condition. Students or parents who believe that they have been discriminated against should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parents who have a complaint regarding possible discrimination should contact the principal, then the appropriate central office personnel. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to the Director of Special Services or Section 504 Coordinator.

Title IX

Assistant Superintendent of Personnel
817-744-1077

Section 504

Dr. Bill Newton,
Assistant Superintendent of Administration and Student Services
817-744-1060

Americans with Disabilities Act (ADA)

Genni LaPlante,
Director of Special Services
817-744-1032

Special Education Services

Genni LaPlante,
Director of Special Services
817-744-1032

Keller ISD Education Center
350 Keller Parkway
Keller, Texas 76248
Phone 817-744-1000

DRESS CODE

The Board believes that proper etiquette, social customs and good grooming are a definite part of the educational process. To this end, students should wear to school, and to school functions, clothing that is neat, clean and appropriate, and that meets the standards of the district's educational environment. Any extreme in clothing, hair, cosmetics, jewelry or appearance that may disrupt the normal operations of the school will not be acceptable.

1. Students' hair shall be clean, neat, and well-groomed. Hairstyles shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process.
2. Students shall wear clothing and undergarments in keeping with their gender:
 - no half-length or bare-midriff shirts/blouses shall be worn;
 - no see-through garments, cutouts or holes in jeans, slacks, dresses, skirts, tank tops, etc. will be permitted;
 - the minimum length of any garment with legs in it, regardless of what it is called, must fall between the fingertips and knuckles. This includes, but is not limited to jeans, slacks, pants, sweat pants, culottes, walking shorts, "jams," "clam diggers," jumpsuits, etc. (see illustration) on pages 36 and 37;
 - skirts must be at least fingertip length; slits in skirts must be no higher than fingertip length;
 - shorts or skirts must allow students to be able to stand, sit, and/or bend with modesty;

PARENT AND STUDENT INFORMATION

- because of concerns for the level of physical maturity of students in grades 7-12, cut-off shorts or cut-off shirts shall not be worn;
 - biking shorts or tights are not to be worn except during athletic periods or activities as approved by coaches;
 - students shall wear shoes (house shoes, slippers, and other similar footwear are not to be worn).
3. Students are not to wear “tee” shirts or other items of clothing with pictures, logos, phrases, letters, or words printed on them that are obscene, pornographic, or inappropriate in the judgment of the school administration. This shall include, but shall not be limited to:
- clothing considered to represent illegal gangs or gang paraphernalia, including bandannas, “colors”, oversized saggy pants (all pants must be worn at the waist);
 - nude/semi-nude figures;
 - clothing or jewelry or other symbols that contain satanic, witchcraft-related, or other occult wording or images;
 - pictures or logos of alcoholic beverages or tobacco, obscene gestures or words, or pictures that depict prohibited substances;
 - figures in sexually suggestive postures.
4. Students are not to wear hats of any kind within school buildings unless approved by the administration for special occasions. “Hats” should be interpreted broadly as “hats” and shall include caps, visors, bandannas, scarves or kerchiefs and similar hat-like apparel.
5. Earrings may be worn, in the ears. Body piercing rings, studs, etc. may not be worn on other body areas.
6. “Wild Eyes” or other similar contact lenses may not be worn.
7. Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team shall be governed by the immediate person in charge of these activities, under the direction of the principal.
8. Mums or corsages shall be permitted in the high schools only.
9. “Banquet attire” at the middle schools (grades 7-8) shall be limited to “Sunday attire”. No formals, tuxedos or other such formal attire shall be worn.

Appropriateness and moderation in all things, concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies. The individual schools will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being and general welfare of students.

The Board authorizes school administrators to make appropriate adjustments in the dress code to fit the unique needs of a particular campus and to employ appropriate disciplinary procedures to carry out and enforce this policy.

DRUG DOGS

Sniffer dogs (drug dogs) are used primarily in the secondary schools of the District (on-call to any school) to ensure that drugs, alcohol, and weapons are not on the campuses. Sniffer dogs may be used at any time on any District facility.

ELECTRONIC COMMUNICATION

E-mail and other electronic communication is not considered confidential and may be monitored at any time by designated District staff. (CQ Regulations, information attached)

ENGLISH AS A SECOND LANGUAGE (ESL)

Students are identified as English as a Second Language based on the Home Language Survey that is completed each year and through annual testing. If you feel that you may qualify, please contact an administrator on your campus. If you need additional information, please contact the District Coordinator at 817-744-1056.

PARENT AND STUDENT INFORMATION

EXAMS FOR ACCELERATION

School Districts are required to offer Examinations for Acceleration to provide academically talented students the opportunity to accelerate to the next grade. Information regarding this process may be accessed through the counseling office of each school.

FIGHTING

Fighting, ~~or other~~ assaults or ~~other~~ disruptions are prohibited. Any action by a student(s) determined by the administration to be a fight ~~shall~~ may result in a minimum assignment to CPC of 15 days. Other assaults or disturbances may also require a minimum 15-day assignment to CPC. Based on the seriousness of the offense, the punishment may be greater. Law enforcement personnel may be contacted to write a citation in these situations.

FRATERNITIES, SORORITIES, SECRET SOCIETIES AND GANGS

The Board strictly prohibits the organization of any fraternity, sorority, gang or secret society. State law defines these organizations as those which take in additional members on the basis of the decision of its membership, rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization.

GIFTED AND TALENTED

Students are identified as Gifted and Talented through a screening process. Students qualify by meeting specific criteria. If you need additional information, please contact an administrator on your campus. If you need additional information, please call the Elementary/Intermediate School Gifted and Talented Coordinator at 817-744-1056, or the Secondary School Gifted and Talented Coordinator at 817-744-1042.

GOING TO AND FROM SCHOOL

The District has authority over students traveling to and from school on District transportation. While the District does not assume responsibility for the acts of students en route to and from school not on District transportation, it may take disciplinary action if the circumstances warrant. On the way to and from school, students shall not loiter, litter, trespass, abuse, assault another or create a nuisance for residents or businesses of the community.

GRADING SCALE

The Keller Independent School District adheres to the following grade conversion scale when converting numerical grades earned in the District to letter grades:

90 -100 = A 70 - 79 = C

80 - 89 = B below 70 =F

For grades earned in other districts and transferred to the Keller ISD, the following conversion scale is to be used (students may request actual numerical grades from the sending school if they prefer):

A+ = 97-100 A = 94 - 96

A- = 90 - 93 B+ = 87 - 89

B = 84 - 86 B- = 80 - 83

C+ = 77 - 79 C = 74 - 76

C- =70 - 73 Below 70 = F

GRADUATION

In order to be eligible to participate in graduation exercises, students must have completed all graduation requirements, including successful completion of all sections of the TAAS/TAKS. Students who are in AEP, or who are expelled on the last day of school are not eligible to participate in graduation exercises.

PARENT AND STUDENT INFORMATION

HAZING

A student shall neither engage, encourage, nor assist any other person or group in any form of hazing. Students who engage in hazing, either individually or in concert with other students, shall be subject to disciplinary action. Hazing is broadly defined as any initiation activity that subjects individuals to demeaning or potentially harmful activities.

IMMUNIZATIONS REQUIRED

See attached Chart on page 29.

The responsibility for providing immunization records of students entering school for the first time or transferring from another district rests solely with the parent or guardian. Students entering school for the first time or transferring from outside of the United States shall be current on all immunizations prior to school entry. Students transferring from another district in the United States shall be given a 30-day grace period for transfer of school records. **If after the grace period has expired, the school has not been furnished with complete records of immunization, the student shall be excluded from attendance until such records are complete and current.**

Sixth Grade: At the beginning of the student's sixth grade year or when the student turns 12, whichever comes first, verification of the required administration of the second measles immunization, the Hepatitis B immunization series and documentation of either the varicella vaccine or chicken pox shall be required.

Ninth Grade: At the beginning of the student's ninth grade year, verification of the Td booster within the past six years shall be required.

In addition to the proof of immunization required at the time of enrollment, parents shall also provide annually to the school the follow-up health forms provided by the District.

INCLEMENT WEATHER

In the event of bad weather that could cause the closing or delayed opening of schools, refer to AM station 820 for "official" school information. If no information is posted, school will be conducted as usual. The District attempts to decide on late opening or closing prior to 10:00 p.m. If that is not possible, a decision will be made prior to 6:00 a.m. the next morning. Information will also be posted on the District's web-site. www.kellerisd.net

INSURANCE (Student)

The Keller ISD is prohibited by law from using public funds to purchase insurance to cover students (KISD Policy FDD [Legal]). The District will, however, cooperate in a program to offer low-cost accident insurance for students.

Students or parents shall pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents or guardians are accepting full responsibility for costs associated with a student's accident or injuries. **The District, by law, is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury.**

LIMITED ENGLISH PROFICIENT (LEP)

Students are identified as Limited English Proficient based on the Home Language Survey that is completed each year and through annual testing. If you feel that you may qualify, please contact an administrator on your campus. If you need additional information, please contact the District Coordinator at 817-744-1056.

LOCKERS

The school is not responsible for items left in lockers. Although students are responsible for the contents of their lockers, lockers remain the property of the school. Lockers may be searched at any time. The District strongly recommends at the intermediate and secondary level that lockers be locked at all times. Only locks provided by the school may be used.

PARENT AND STUDENT INFORMATION

MEDICATIONS

All medications should be given outside of school hours if possible. Only medication, which is required to enable a student to stay in school, may be administered at school. Three-time-a-day medications can be given before school, after school, and at bedtime. If necessary, medication may be administered at school under the following conditions:

1. **ALL MEDICATIONS MUST BE IN ORIGINAL, PROPERLY LABELED CONTAINERS**, dated for the current school year, and brought to school by an adult. The pharmacy can supply two (2) labeled bottles for this purpose. **MEDICATIONS SENT IN BAGGIES OR UNLABELED CONTAINERS WILL NOT BE ADMINISTERED.**
2. Prescription medications will not be administered without a specific, written request signed by at least one parent or legal guardian and one physician licensed to practice medicine in the U.S. This request should be made on the appropriate form supplied by the school. Over-the-counter medications require a written request signed by at least one parent or legal guardian.
3. Medications may be given by a medically untrained person.
4. All medications must be kept in the clinic, except students whose doctor and parent furnishes written permission to carry an inhaler on their person. Another inhaler must be kept in the clinic. If a student allows another person to use his/her inhaler, this privilege will be revoked.
5. Speak to the school nurse if your child requires long-term medication, any health care procedure, or monitoring.
6. Over-the-counter medicine MAY NOT be administered longer than seven (7) days without a doctor's written order.

HERBAL PREPARATIONS

The principal or principal's designee (not including the school nurse) shall arrange for the distribution of any herbal preparation. The conditions for distribution found in FFAC (Legal), Administering Medication, shall be followed, including the provision that the herbal preparation appear to be in a properly labeled original container.

METAL DETECTORS

The District employs both walk-through and hand-held metal detectors at the District's secondary schools. The purpose of these devices is to provide for a higher level of safety for students and staff. Walkthrough detectors are used regularly on a random basis throughout the year. The hand held detectors are used after an alert is sounded by the walk-through device to pinpoint the location of the item that is triggering the detector.

MOTOR VEHICLE USAGE

Only high school students possessing valid driver's licenses are authorized to drive cars to and from school. Students are to exercise utmost caution driving in the school parking area and must observe maximum speed of 10 M.P.H. Students must obtain annual parking permits and must park in the designated area specified by the permit. Permits may be revoked for abuse of specified rules. School personnel are authorized to inspect cars parked on school premises if they have reasonable cause. Refusal to allow inspection of a vehicle under reasonable cause may result in intervention by local law enforcement and will result in revocation of parking privileges. Vehicles parked illegally may be towed at owner's expense.

NOTIFICATION OF ASBESTOS-RELATED ACTIVITIES IN KELLER ISD

As required by the Federal Government, this will serve as notification to the above constituency of current and pending asbestos-related activities for Keller ISD.

Texas Department of Health licensed inspectors performed the mandatory three-year inspection of asbestos containing materials for our district during the month of June 2000. This re-inspection is used by the district as a time to check the condition of asbestos materials, update records, and review current regulations. Our district has completed each of these projects, and we will not be required to complete another three-year re-inspection until June, 2006.

PARENT AND STUDENT INFORMATION

Our independent inspectors have located and identified asbestos in some of the schools, and they have made recommendations for proper control of potential hazards. This inspection process was followed by management planning process, which enabled our district to determine any potential hazards, and take corrective actions to ensure the health and safety of our students and faculty.

As required by law, our designated person and/or independent inspectors will complete a surveillance of all asbestos-containing areas every six months to ensure any potential hazard is kept to a minimum. Any removal of asbestos containing materials will be scheduled to occur when school is not in session and notification will be made to the Texas Department of Health as required by law. Individuals on campus will also be notified.

A copy of the management plan, as well as the inspection documentation, will be kept in the Environmental Property Services office at 350 Keller Parkway, Keller, Texas 76248, and in the office of each individual campus. You may call the Keller ISD designated person, _____ at _____ if you need additional information.

NOTIFICATION OF PESTICIDE APPLICATION

Keller ISD takes the responsibility to notify the school staff and students of upcoming pesticide treatments. Notices are posted in designated areas at various campuses and sent home to parents who wish to be informed in advance of pesticide applications. You may call our Integrated Pest Management (IPM) coordinator, _____ at (817) 744-_____ if you need additional information.

PAGING DEVICES AND CELL PHONE USE

Students may possess electronic communications devices including, but not limited to cell phones, pagers, PDA's, etc., during the school day from the first bell to the last bell under the following conditions:

- Must be turned off at all times;
- Must be out of sight at all times;
- May not be used at any time during the school day.

Electronic devices may be possessed and used after school and at school-sponsored or school related events subject to appropriate rules of usage.

If an electronic device is seen or heard from the first bell to the last bell, the following steps may be taken:

- | | |
|-------------------------|--|
| 1 st Offense | Confiscated by the teacher and turned over to administration. Student may pickup after school with a phone call to parent. Student must sign for the electronic device. |
| 2 nd Offense | Confiscated by the teacher and turned over to administration. Phone call to parent. Parent must pickup and must sign for electronic device. |
| 3 rd Offense | Confiscated by the teacher and turned over to administration. Phone call to parent. Electronic device may be held until the end of term. Parent must pickup and must sign for electronic device. Disciplinary action may be taken in accordance with the Student Code of Conduct or campus handbook. |

Based on recommendations from crisis experts, during a school-wide crisis situation, all student cell phones may be collected. These phones will be used to prolong the school's ability to maintain communication. **The KISD Crisis Management Plan provides for necessary, controlled communication in times of school-wide crisis.**

PERSONAL PROPERTY

The school is not at any time responsible for private possessions. Students should mark all personal items. Students who ride bicycles, motorcycles, or motor scooters to school should park and secure them in the assigned place immediately upon arrival.

PARENT AND STUDENT INFORMATION

POLICE QUESTIONING OF STUDENTS

The following guidelines shall apply when law enforcement officer or other lawful authorities desire to question or interview a student at school:

- The principal or designee shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
- The principal or designee shall ordinarily make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified.
- The principal or designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

Parents, please remember that juveniles have specific rights as they pertain to questioning by police. The school district does not advise students in this regard. Be sure that your child knows what you expect them to do in this situation.

PRE-KINDERGARTEN

Students age 4 on or before September 1 may qualify for Pre-Kindergarten based on limited proficiency or economic need. If you feel your child might qualify, please contact an administrator on your campus. If you feel you need additional information, please contact the Coordinator at 817-744-1056.

PUBLIC PROPERTY

School buildings are public property. Destroying or defacing public property is a violation of the law. A parent or other person who has the responsibility of a child is liable for any property damage caused by the negligent conduct of the child and/or the willful and malicious conduct of the child. Students are prohibited from vandalizing or otherwise damaging or defacing any property belonging to, rented by or used by the district, district personnel, or other individuals.

PUBLICATIONS AND PRIOR REVIEW

All publications edited, printed, distributed in the name of, or within the school, shall be under the control of the school administration and the Board. The principal will be responsible for all matters pertaining to the organization's issuance and sale of publications, subject to the Superintendent's approval.

The District shall prevent the distribution or posting of material, which would materially and substantially disrupt or interfere with normal school operation. Student material attacking any individual or group on the basis of gender, race, creed, ethnicity or religion is prohibited. Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

Student material criticizing school officials, advocating violations of school rules, or encouraging actions that endanger the health or safety of students may be prohibited when there is evidence that reasonably supports that the material is substantially inappropriate to school operations.

PARENT AND STUDENT INFORMATION

REMOVAL OF STUDENT BY TEACHER

- A teacher **may send** a student to the principal or designee to maintain effective discipline in the classroom. The principal or designee shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct.
- A teacher **may remove** a student from class when behavior has been documented by the teacher for repeated interference with classroom learning, and/or behavior is so unruly, inappropriate or abusive that the teacher cannot communicate with other students in the class.
- A teacher **shall remove** a student from class and send to the principal or designee for placement in a **disciplinary alternative education program** or expulsion, when a student engages in Levels III and IV of the District's Student Code of Conduct or engages in any other conduct that under the Texas Education Code requires or permits the student to be placed in a DAEP or expelled.

The terms of the removal shall prohibit the student from attending or participating in school-sponsored or school-related activities.

RESIDENCY

Students must be residents of the Keller Independent School District. Tuition is not allowed. Upon enrollment, students must show acceptable "proof of residence." **Providing false information will make the student, parent, guardian, etc. responsible for the amount of money budgeted per student for maintenance and operations for the number of days in enrollment.** Periodic random residency checks shall be made during the school year. Students and/or parents/guardians may also be asked to re-verify their residence if a problem is suspected.

SCHOOL ACTIVITIES

Performing groups such as band, choir, drill and athletic teams may establish rules of conduct and consequences for behavior that are more strict than those for students in general. If a violation of these rules is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a group imposing stricter standards shall be notified in writing of the standards of behavior and of the specific consequences for violating the standards communicated by the sponsor.

The school district encourages student participation in organizations, which are conducted under the supervision of the school or by some other reliable civic organization and are designed to contribute to the welfare of the students and to further the educational goals of the District. Educators recognize that the purpose of extra-curricular activities is to provide opportunities for interaction with peers and teachers, to develop creativity, promote self-esteem, personal growth and leadership.

SCHOOL SAFETY

In order to protect the safety of students and school personnel and to deter the possession or use of weapons and contraband at school and school-related activities, the district will employ surveillance and search devices, including metal detectors, video cameras, and canines as needed.

SEARCHES AND INTERROGATION

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. However, consent obtained through threat of contacting parents or the police authorities is not considered to be voluntarily given. Searches will be conducted out of view of other students. A person of the same gender will conduct the search with a witness present in the room at all times. Vehicles on school property are also subject to search.

Areas such as lockers, which are owned by the District are jointly controlled by the District and the student, may be searched. Students shall not place, keep, or maintain any article or material in lockers or vehicles parked on school property that is prohibited by school policy. Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

Walk-through metal detectors and hand-held metal detectors will be used periodically to ensure student safety.

PARENT AND STUDENT INFORMATION

SEX OFFENDER INFORMATION

The District periodically receives information regarding registered sex offenders living in the school district. If the location is in close proximity to any school, the school will be notified and appropriate precautions will be taken.

SEXUAL HARASSMENT

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical contact of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. See policy FNCJ local for complaint procedures.

SKATES, SKATEBOARDS, SCOOTERS, ETC.

Students are prohibited from entering any buildings while wearing rollerblades, or while using bicycles, skates, skateboards, or similar items. Campus administrators may also designate other campus areas as off-limits for these items. Prohibited areas must be clearly communicated to students each year.

SPECIAL EDUCATION NOTICE

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: Genni LaPlante, Director of Special Education

Phone Number: 817-744-1032

STUDENT SUCCESS INITIATIVE

Enacted by the 76th Texas Legislature (1999), the Student Success Initiative (SSI) mandates new passing requirements to be phased in as follows:

- Beginning in school year 2002-2003, third-graders are required to pass the Texas Assessment of Knowledge and Skills (TAKS) reading test in order to be promoted to the fourth grade.
- Beginning in school year 2004-2005, fifth-graders are required to pass the TAKS reading and mathematics tests in order to be promoted to the sixth grade.
- Beginning in school year 2007-2008, eighth-graders are required to pass the TAKS reading and mathematics tests in order to be promoted to the ninth grade.

PARENT AND STUDENT INFORMATION

In all cases, students will have three opportunities to take the TAKS. If a student is unsuccessful at meeting the standard after three attempts, the campus Grade Placement Committee will address the student's needs. The student may be promoted to the next grade if the committee decides by unanimous vote that the student is likely to perform at grade level after accelerated instruction.

TEXTBOOKS

Students are responsible for textbooks issued to them. Damages to a textbook will require reimbursement. Lost books must be paid for before a new book will be issued.

THREATS

The Board of Trustees and Administration take very seriously, any threats made by a student toward another student, faculty member or staff member of the District. **All** threats will result in a disciplinary consequence. Threats regarding firearms, knives, bombs, or other weapons are especially disturbing and will result in severe consequences.

THEFT

No student shall take, steal or borrow any property that does not belong to him without the consent of the person to whom the property belongs. A person shall not, without the consent of the owner, damage or destroy property of the owner.

TITLE I

At campuses identified for Title I Targeted Assistance, students may receive Title I services through special reading support programs. Students identified are those who have failed reading on the state assessment (TAKS), or who have been referred by the Student Assistance Services (SAS) Committee.

PARENT AND STUDENT INFORMATION

TOBACCO

Students are not to smoke or be in possession of tobacco products on the school campus or at any school-related or sanctioned activity on or off school property. Students smoking or being in possession of cigarettes or any other tobacco product on the school grounds or on school-sponsored trips, or school-related or sanctioned activities, will be subject to discipline up to and including assignment to a **disciplinary alternative education program**. Law enforcement authorities may be called to issue a citation, if appropriate.

TRANSPORTATION

~~Transportation by bus is provided for those students living two or more miles from their school (not including transfer students), and by ARD or Section 504 Committee decision, for Special Education or Section 504 students who require transportation as an educational need. Disciplinary situations on the bus shall be monitored by the driver, who will report any disciplinary infractions to the administration of the student's school. Serious disciplinary problems may result in loss of bus privileges.~~

VISITING OTHER CAMPUSES

Unless permission is granted by a school official, students are prohibited from visiting other campuses in the District during school hours. The District retains disciplinary authority over students on any campus or at any school facility during or after school hours.

WEAPONS

Students are prohibited from bringing to school or a school-sponsored activity, any weapons including, but not limited to, the following: firearms, illegal knives, explosives (including fireworks), metallic knuckles, nightsticks, chains, clubs, razors, look-alike guns, laser pointers, or any other object used to threaten or inflict bodily injury on another person. School personnel are authorized to search lockers and cars parked on school premises any time there is reasonable cause. The possession, use, or threatened use, etc. (including any action or remark that indicate a concealed weapon is or may be in the student's possession) of articles not generally considered to be weapons may be prohibited when the principal or designee determines that a danger exists or is threatened to exist for any person or school property by virtue of possession, use or threatened use. Students who violate any part of this policy shall be expelled and referred for prosecution. Expulsion for firearm violations shall be for one calendar year. The Superintendent or designee may reduce the term at their discretion.

PARENT AND STUDENT INFORMATION

DEFINITIONS

- **Arson** - The willful burning or attempt to maliciously burn a structure.
- **Assault** - Intentionally, knowingly or recklessly causing bodily injury to another.
- **Aggravated Assault** - An assault in which the person causes serious bodily injury to another, including the person's spouse or uses or exhibits a deadly weapon during the commission of the assault.
- **Blackmail** - Obtaining money or other objects of value from an unwilling person or forcing a person to act through the use of force or threat of force.
- **Bomb Threats** - An expression of intention to use an explosive device to hurt, destroy, act in retaliation or intimidate.
- **Class Disruption** - Any behavior, which violates the rules of a particular classroom and interferes with the teacher's opportunity to present material or the other student's opportunity to concentrate on the material or their assignments. Any action that disrupts the educational process.
- **Club** - Any instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument.
- **Coercion** - Forcing to act or think in a given way by pressure, threats or intimidation.
- **Contraband** - Property whose possession is forbidden by law, district policy or campus policy.
- **Criminal Mischief** - Without the effective consent of the owner, the person intentionally or knowingly damages or destroys the tangible property of the owner; intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner; or intentionally or knowingly makes markings, including inscriptions, slogans, drawings or painting on the tangible property of the owner.
- **Days** - Unless otherwise noted, "days" shall mean school days.
- **Defacing School Property** - Destroying or damaging school property, including school buses, either during school hours, out-of-school hours or during vacation times.
- **Detention** - The period of time that a student is detained during the school day or after school by a teacher or administrator. Detention shall not begin until the parent has been notified. The student's parent will be required to provide transportation when the student has been assigned a detention after school.
- **Due Process** - The hearing process that includes prior notice of the charges and proposed sanctions, right to an adult representative or legal counsel, opportunity to testify and present evidence and witnesses and an opportunity to examine the evidence and question witnesses.
- **Electronic Communication** - Any district-supplied computer or communication technology, including computers, e-mail, internet access. Students are assumed to have parental permission for access unless denial is noted on the form provided in this document.
- **Emergency Removal** - Removal of a student from his/her regular classes or from school district premises for non-disciplinary health, safety or welfare reasons.
- **Expulsion** - The deprivation of educational services from the district.
- **Extortion** - The act or an instance of obtaining money or other object of value by coercive means, such as threats or intimidation.
- **False Fire Alarms** - Knowingly making or aiding in the making or sounding of a fire alarm when the alarm is not needed or there is no fire.
- **Fighting** - Mutual combat that results in physical contact and/or bodily injury.
- **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.
- **Forgery** - Imitating an original piece of writing with the intent to deceive.
- **Gambling** - Betting money or any other item of value on the outcome of an event, game or contest.
- **Gang** - Two or more persons that have a common identifying sign or symbol or an identifiable leadership and/or are involved in activity or behaviors that are illegal or in violation of the Student Code of Conduct.
- **Gang Activity** - (1) Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership or affiliation in a gang. (2) Committing any act or using any speech, either verbal or non-verbal, such as gestures, handshakes, and the like, that indicates membership or affiliation in a gang. (3) Promoting interest in any gang or gang activity, including but not limited to: (a) Soliciting others for membership (b) Requesting any person to pay protection or otherwise intimidating or threatening any person. (c) Committing any other illegal act or other violation of District policies.
- **Graffiti** - Making marks with an indelible marker or aerosol paint or other marking implement on tangible property of the owner without the effective consent of the owner.

PARENT AND STUDENT INFORMATION

- **Harassment** - Annoying or bothering someone persistently and/or constantly.
- **Hazing** - Willful actions by a student(s) to another student(s) for the purpose of subjecting the other student(s) to indignity, humiliation, intimidation, physical abuse, or threats of abuse, social or other ostracism, shame or disgrace.
- **Illegal Knife** - A knife with a blade over five and one-half 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.
- **Immoral Conduct** - Lewd, lascivious or indecent acts including indecent sexual propositions, indecent exposures or obscene gestures.
- **Insubordination** - Persisting in serious acts of disobedience, defying authority of school personnel, unprovoked display of disrespect toward school personnel.
- **Knuckles** - Any instrument that consists of finger rings or guards made of a hard substance and that is designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the fist enclosed in the knuckles.
- **Loitering** - Linger about the school premises or district property in general, in an aimless fashion.
- **Misbehavior** - Behavior which is contrary to expectations stated in the Student Code of Conduct or behavior which prevents the teacher from carrying out the teaching process.
- **Obscene Material** - Material which is offensive to the acceptable standards of the majority in a community.
- **Offensive Language/Profanity** - Using language which is outside the standards of acceptable language of the majority of persons in the community.
- **Out-of-School Suspension** - Removal of a student from school for a period not to exceed three days for each occurrence of violating the Student Code of Conduct.
- **Paraphernalia** - Any device that can be used to inhale, inject, or otherwise introduce a controlled substance into a human body.
- **Persistent Misbehavior** - Misbehavior that, on more than one occasion, violates specific, published standards of student conduct and may be the same or different types of misconduct.
- **Possession** - To have on the student's personal property, including, but not limited to the student's clothing, purse or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle or bicycle; or any other school property used by the student including, but not limited to, a locker or desk.
- **Profanity Directed Towards an Employee** - Any profanity, obscene gesture or vulgar language directed towards, about or used within an incident involving a student and employee. This will also include any profanity or vulgar language written about the employee.
- **Protest** - To make objection in words or acts.
- **Racial Slurs** - Any statement that degrades or demeans any person's racial, ethnic, cultural or national origin.
- **Restitution** - Making good or restoring objects that have been lost or damaged, returning to the former condition.
- **Retaliation** - Intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for, or on account of the service of another as a public servant, witness, protective witness, informant or a person who has reported or who the actor knows intends to report the occurrence of a crime or violation.
- **School Property** - Any property owned by the school district or over which the school district or its personnel exert lawful authority, including property visited by students in connection with a school-sponsored activity, such as a field trip or extracurricular activity.
- **Secret Societies** - An organization composed of students of public schools below the rank of college which seeks to gain membership by allowing its members to choose those they deem acceptable rather than upon free choice of any student in the school.
- **Self Defense** - The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when: (1) The student provokes, invites, or encourages the use of physical force by another. (2) The force being used against the student is lawful (administrators or teachers). (3) The student has an opportunity to avoid force or to inform a school official of threatened use of force. (4) The student uses force after the other party abandons or attempts to abandon a fight or confrontation.
- **Sexual Harassment** - Making persistent or repeated sexual advances to another or otherwise engaging in any actions of a sexual connotation causing embarrassment, humiliation or intimidation.
- **Stealing** - Taking and carrying away the personal property of another without the consent of the owner.

PARENT AND STUDENT INFORMATION

- **Terroristic Threat** - Threatening to commit any offense involving violence to any person or property with intent to place any person in fear of imminent serious bodily injury, prevent or interrupt the occupation or use of a building; room; place of assembly or other public place.
- **Theft** - Unauthorized possession and/or sale of the property of another without the consent of the owner.
- **Threat** - An expression of intention to inflict evil, injury or damage.
- **Time-out** - A period of time that a student's school activities are modified and limited; can take place in the classroom, playground or a specified place in the building.
- **Title 5 Offenses** - Involves injury to a person and includes murder, capital murder, manslaughter, criminally negligent homicide, kidnapping, aggravated kidnapping, indecency with a child, felony assault, sexual assault, aggravated assault, aggravated sexual assault, injury to a child, injury to an elderly individual, injury to a disabled individual, abandoning or endangering a child, deadly conduct, terroristic threat, aiding suicide and tampering with a consumer product.
- **Trespassing** - Entering the school property without permission or right.
- **Truancy** - Staying away from school or class without permission of parent or guardian or in violation of the state's attendance law.
- **Under the Influence** - Not having the normal use of mental or physical faculties due to substance use; however the student need not be legally intoxicated.
- **Use** - The student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath or speech.
- **Vandalism** - Willful action which results in destruction, damage or defacing property belonging to or rented by the district.
- **Weapons** - Instruments used to cause bodily harm.

PARENT AND STUDENT INFORMATION

IMMUNIZATIONS

This chart summarizes the vaccine requirements incorporated in Title 25, Health Services, Section 97.61-97.77 ~~72~~ of the Texas Administrative Code as of ~~April 1999~~ May 2004. This, and additional information can be accessed at: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=B&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=B&rl=Y)

Minimum State Vaccine Requirements for Texas Children

AGE (a)	VACCINE REQUIREMENT
Younger than 2 months	No vaccines required
2 months through 3 months	One dose polio vaccine
	One dose DTP/DTaP vaccine
	One dose Hib vaccine
4 months through 5 months	Two doses polio vaccine
	Two doses DTP/DTaP vaccine
	Two doses Hib vaccine
6 months through 11 months	Two doses polio vaccine
	Two doses Hib vaccine
	Three doses DTP/DTaP vaccine
12 months through 14 months	One dose MMR vaccine received on or after first birthday (b)
	Two doses Hib vaccine
	Three doses polio vaccine
	Three doses DTP/DTaP vaccine
	(Effective 8/1/2000) One dose of varicella vaccine received on or after first birthday(c)
15 months through 4 years	One dose MMR vaccine received on or after first birthday (b)
Effective 8/1/2000-32 border counties(d) 2 years-one dose hepatitis A vaccine; 3 through 4 years-two doses hepatitis A vaccine.	One dose Hib vaccine on or after 15 months of age, unless a primary series and booster have been completed
	Three doses polio vaccine
	Four doses DTP/DTaP (fourth dose not required until 18 months)
	(Effective 8/1/2000) One dose of varicella vaccine received on or after first birthday (c)
5 years through 6 years	Three doses polio vaccine including one received on or after the fourth birthday
Proof of pertussis vaccination not required for children 5 years of age and older.	Four doses DTP/DTaP vaccine including one received on or after the fourth birthday (see note at left)
	One dose MMR vaccine received on or after the first birthday and one additional dose of measles vaccine (this dose may be received as part of a second MMR)
	Three doses hepatitis B vaccine
	(Children living in 32 border counties(d) Two doses hepatitis A vaccine
	(Effective 8/1/2000) Children born on or after September 2, 1994, must have one dose of varicella vaccine received on or after first birthday (c)
7 years through 11 years	Three doses polio vaccine including one received on or after fourth birthday
Polio vaccine not required for students 18 years of age and older. (by local policy, before beginning 9 th grade and within six years)	Three doses DTP/DTaP/Td vaccine including one received on or after fourth birthday and one dose within the last ten years
	One dose MMR vaccine received on or after first birthday.(b) Children born on or after September 2, 1991, must have two doses of measles

PARENT AND STUDENT INFORMATION

	vaccine (this dose may be received as part of a second MMR)
	Children born on or after September 2, 1992, must have three doses hepatitis B vaccine
	(Children living in 32 border counties (d) Children born on or after September 2, 1992, must have two doses hepatitis A vaccine
12 years and older (by local policy, before beginning 6th grade)	Children born between September 1, 1978, and September 1, 1991 (inclusive), must show proof of two doses of measles vaccine within 30 days after their twelfth birthday (this dose may be received as part of a second MMR)
The following vaccines are required in addition to those required at age 7. (by local policy, before beginning 6th grade)	(Effective 8/1/2000) Children born between September 2, 1988, and September 1, 1992 (inclusive), must show proof of three doses of hepatitis B vaccine within 30 days after their twelfth birthday
(by local policy, before beginning 6th grade)	(Effective 8/1/2000) Children born between September 2, 1988, and September 1, 1994 (inclusive), must have one dose of varicella vaccine received on or after first birthday (c) within 30 days after their twelfth birthday

NOTE:

Please also note local requirements indicated above

a A child/student must meet all the immunization requirements shown for an age group upon first entering the age group.

b MMR (or one dose of each of its components) must have been received on or after the first birthday if the vaccine was administered on or after September 1, 1990.

Measles vaccine received prior to September 1, 1990, may have been administered in the calendar month of the first birthday.

c Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented by a written statement from a physician, school nurse, or the child's/student's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

d Counties affected by the hepatitis A requirement are: Brewster, Brooks, Cameron, Crockett, Culberson, Dimmitt, Duval, Edwards, El Paso, Frio, Hidalgo, Hudspeth, Jeff Davis, Jim Hogg, Kenedy, Kinney, La Salle, Maverick, McMullen, Pecos, Presidio, Real, Reeves, Starr, Sutton, Terrell, Uvalde, Val Verde, Webb, Willacy, Zapata, and Zavala.

Provisional Enrollment: All immunizations should be completed by the first day of attendance. However, if this is not possible and if permitted by local school district policy, a child/student may be provisionally enrolled and allowed to attend a child-care facility or school, provided at least one immunization in each series has been received. The remaining required immunizations must be completed as soon as medically possible in order for the child/student to remain in attendance.

Documentation: Since many types of personal immunization records are in use, any document will be acceptable, provided it has been validated by a physician or public health personnel. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Source: The requirements are based on the Recommended Childhood Immunization schedule-United States, 1999, approved by the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP). Children on an ideal or optimum schedule as recommended will have received 5 doses of DTP/DTaP vaccine, 4 doses of polio vaccine, 3 or more doses of Hib vaccine, 3 doses of hepatitis B vaccine, 2 doses of MMR vaccine, and 1 dose varicella vaccine by the time they enter kindergarten.

PARENT AND STUDENT INFORMATION

TESTING CALENDAR

State Mandated Testing	Level	Dates(s)
TAKS Writing	Grades 4 & 7, Spanish Grade 4	February 24,2004
SDAA Writing	Grades 4 & 7 (eligible Special Ed. students)	February 24,2004
TAKS Reading	Grade 9	February 24,2004
TAKS English Language Arts (ELA)	Grades 10 &11	February 24,2004
TAKS Reading	Grades 3 (English & Spanish)	March 3,2004
TAKS Mathematics	Grades 3-8 & 11, Spanish gr. 3-6	April 27,2004
SDAA Mathematics	Grades 3-8 (eligible Sp. Ed. students)	April 27,2004
TAKS Social Studies	Grade 10	April 27,2004
TAKS Reading (retest)	Grade 3 (English & Spanish)	April 28,2004
TAKS Reading	Grades 4-8, Spanish grades 4-6	April 28,2004
SDAA Reading	Grades 3-8 (eligible Special Ed. students)	April 28,2004
TAKS Mathematics	Grade 10	April 28,2004
TAKS Science	Grade 11	April 28,2004
TAKS Mathematics	Grade 9	April 29,2004
TAKS Social Studies	Grades 8 & 11	April 29,2004
TAKS Science	Grades 5 (English & Spanish)	April 29,2004
TAKS Science	Grades 10	April 29,2004
TAKS Reading (retest)	Grade 3 (English & Spanish)	June 29,2004
Fall Study	To be Announced by TEA	September 15-19, 2003
TAKS Field Test-Reading (grade 9), Writing (Grades 4/7), ELA (grades 10/11)	Grades 4-11, Spanish Grade 4	Jan. 20- Feb. 3,2004
SDAA Field Test- Reading (grades 3-8), Math (grades 3-10), Writing (grades 4/7)	Grades 3-10	May 3-14,2004
TAAS Writing (retest)	Exit	October 21,2003
TAAS Mathematics (retest)	Exit	October 22,2003
TAAS Reading (retest)	Exit	October 23,2003
TAAS Writing (retest)	Exit	February 24,2004
TAAS Mathematics (retest)	Exit	February 25,2004
TAAS Reading (retest)	Exit	February 26,2004
TAAS Writing (retest)	Exit	April 27,2004
TAAS Mathematics (retest)	Exit	Aril 28,2004
TAAS Reading (retest)	Exit	April 29,2004
TAKS ELA/TAAS Writing (retest)	Exit	July 6,2004

PARENT AND STUDENT INFORMATION

TAKS/TAAS Mathematics (retest)	Exit	July 7,2004
TAAS Reading (retest)	Exit	July 8,2004
TAKS Social Studies (retest)	Exit	July 8,2004
TAKS Science (retest)	Exit	July 9,2004
Reading Proficiency Test in English (RPTE)	Grades 3-12	March 15-26,2004
District Mandated Testing	Level	Dates (s)
Secondary Benchmarks	Grades 7-11	To be scheduled by each campus
Writing Benchmark	Elementary/Intermediate	Sept.29-Oct.3,2003
Math & Reading Benchmark Testing	Elementary/Intermediate	Oct.13-14,2003
Writing Benchmark	Grade 4	January 12-16,2004
Reading Benchmark	Grades 3-4	January 12-16,2004
Math Benchmark	Elementary/Intermediate	January 20-23,2004
Texas Primary Reading Inventory	K	January 7-16,2004
Texas Primary Reading Inventory	Grades 1-2	Aug.18-29,2003
Texas Primary Reading Inventory	Grades K-2	May 3-14,2004

MISC. TESTING	LEVEL	DATE(S)	
Advanced Placement Exams	AP Students (registration required)	May 3-14, 2004	
Credit by Exam	K - 12	To be announced	
Gifted and Talented Testing	K	February 2-28, 2004	
CogAT	Grade 1	March 29-April 2,2004	
GT Nominations	Grades 1-6	April 13-16,2004	
CogAT	Grades 3,5,6	August 11-15,2003	
ITBS	Grades 2,6	August 18-22,2003	
National Comparative Data Study	To Be Announced	Oct. 31-Nov.21,2003	
ARD Training completed	K-12	October 31,2003	
SAT I and SAT II: LOCAL TEST CENTER	TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
Keller High School	October 11,2003	September 9,2003	September 13,2003
Keller High School	March 27,2004	February 20,2004	March 4,2004
Keller High School	June 5,2004	April 30,2004	May 12,2004
Fossil Ridge High School	October 11,2003	September 9,2003	September 13,2003
Fossil Ridge High School	November 1,2003	September 26,2003	October 8,2003
Fossil Ridge High School	December 6,2003	October 31,2003	November 12,2003
Fossil Ridge High School	January 24,2004	December 22,2003	December 31,2003

PARENT AND STUDENT INFORMATION

Fossil Ridge High School	May 1,2004	March 26,2004	April 7,2004
Fossil Ridge High School	June 5,2004	April 30,2004	May 12,2004
ACT: LOCAL TEST CENTER	TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
Keller High School	October 25,2003	September 19,2003	Sept.20-Oct.30,2003
Keller High School	December 13,2003	November 7,2003	November 8-20,2003
Keller High School	April 3,2004	February 27,2004	Feb.28-March12,2004
Keller High School	June 12,2004	May 7,2004	May 8-21,2004
Fossil Ridge High School	September 27,2003	August 22,2003	Aug 23-Sept. 5,2003
Fossil Ridge High School	December 13,2003	November 7,2003	November 8-20,2003
Fossil Ridge High School	February 7,2004	January 2,2004	January 3-16,2004
Fossil Ridge High School	June 12,2004	May 7,2004	May 8-21,2004
PSAT: LOCAL TEST CENTER	TEST DATE	REGISTRATION DEADLINE	
Home high school campus	October 21,2004	September 26,2003	

PARENT AND STUDENT INFORMATION

EDUCATION CODE

CHAPTER 26. PARENTAL RIGHTS AND RESPONSIBILITIES

Sec. 26.001. PURPOSE. (a) Parents are partners with educators, administrators, and school district boards of trustees in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children.

(b) The rights listed in this chapter are not exclusive. This chapter does not limit a parent's rights under other law.

(c) Unless otherwise provided by law, a board of trustees, administrator, educator, or other person may not limit parental rights.

(d) Each board of trustees shall provide for procedures to consider complaints that a parent's right has been denied.

(e) Each board of trustees shall cooperate in the establishment of ongoing operations of at least one parent-teacher organization at each school in the district to promote parental involvement in school activities.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

Sec. 26.002. DEFINITION. In this chapter, "parent" includes a person standing in parental relation. The term does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order. Except as provided by federal law, all rights of a parent under Title 2 of this code and all educational rights under Section 151.003(a)(10), Family Code, shall be exercised by a student who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Chapter 31, Family Code, unless the student has been determined to be incompetent or the student's rights have been otherwise restricted by a court order.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 2001, 77th Leg., ch. 767, Sec. 10, eff. June 13, 2001.

Sec. 26.003. RIGHTS CONCERNING ACADEMIC PROGRAMS. (a) A parent is entitled to:

(1) petition the board of trustees designating the school in the district that the parent's child will attend, as provided by Section 25.033;

(2) reasonable access to the school principal, or to a designated administrator with the authority to reassign a student, to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student;

(3) request, with the expectation that the request will not be unreasonably denied:

(A) the addition of a specific academic class in the course of study of the parent's child in keeping with the required curriculum if sufficient interest is shown in the addition of the class to make it economically practical to offer the class;

(B) that the parent's child be permitted to attend a class for credit above the child's grade level, whether in the child's school or another school, unless the board or its designated representative expects that the child cannot perform satisfactorily in the class; or

(C) that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation; and

(4) have a child who graduates early as provided by Subdivision (3)(C) participate in graduation ceremonies at the time the child graduates.

(b) The decision of the board of trustees concerning a request described by Subsection (a)(2) or (3) is final and may not be appealed.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

Sec. 26.004. ACCESS TO STUDENT RECORDS. A parent is entitled to access to all written records of a school district concerning the parent's child, including:

(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) teacher and counselor evaluations; and

(10) reports of behavioral patterns.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

PARENT AND STUDENT INFORMATION

Sec. 26.005. ACCESS TO STATE ASSESSMENTS. Except as provided by Section 39.023(e), a parent is entitled to access to a copy of each state assessment instrument administered under Section 39.023 to the parent's child.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 1997, 75th Leg., ch. 767, Sec. 7, eff. Sept. 1, 1997.

Sec. 26.006. ACCESS TO TEACHING MATERIALS. (a) A parent is entitled to:

(1) review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent's child; and

(2) review each test administered to the parent's child after the test is administered.

(b) A school district shall make teaching materials and tests readily available for review by parents. The district may specify reasonable hours for review.

(c) A student's parent is entitled to request that the school district or open-enrollment charter school the student attends allow the student to take home any textbook used by the student. Subject to the availability of a textbook, the district or school shall honor the request. A student who takes home a textbook must return the textbook to school at the beginning of the next school day if requested to do so by the student's teacher. In this subsection, "textbook" has the meaning assigned by Section 31.002.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 2001, 77th Leg., ch. 805, Sec. 1, eff. June 14, 2001.

Sec. 26.007. ACCESS TO BOARD MEETINGS. (a) A parent is entitled to complete access to any meeting of the board of trustees of the school district, other than a closed meeting held in compliance with Subchapters D and E, Chapter 551, Government Code.

(b) A board of trustees of a school district must hold each public meeting of the board within the boundaries of the district except as required by law or except to hold a joint meeting with another district or with another governmental entity, as defined by Section 2051.041, Government Code, if the boundaries of the governmental entity are in whole or in part within the boundaries of the district. All public meetings must comply with Chapter 551, Government Code.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 1999, 76th Leg., ch. 1335, Sec. 7, eff. June 19, 1999.

Sec. 26.008. RIGHT TO FULL INFORMATION CONCERNING STUDENT. (a) A parent is entitled to full information regarding the school activities of a parent's child except as provided by Section 38.004.

(b) An attempt by any school district employee to encourage or coerce a child to withhold information from the child's parent is grounds for discipline under Section 21.104, 21.156, or 21.211, as applicable.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

Sec. 26.0081. RIGHT TO INFORMATION CONCERNING SPECIAL EDUCATION AND EDUCATION OF STUDENTS WITH LEARNING DIFFICULTIES. (a) The agency shall produce and provide to school districts sufficient copies of a comprehensive, easily understood document that explains the process by which an individualized education program is developed for a student in a special education program and the rights and responsibilities of a parent concerning the process. The document must include information a parent needs to effectively participate in an admission, review, and dismissal committee meeting for the parent's child.

(b) The agency will ensure that each school district provides the document required under this section to the parent as provided by 20 U.S.C. Section 1415(b):

(1) as soon as practicable after a child is referred to determine the child's eligibility for admission into the district's special education program, but at least five school days before the date of the initial meeting of the admission, review, and dismissal committee; and

(2) at any other time on reasonable request of the child's parent.

(c) The agency shall produce and provide to school districts a written explanation of the options and requirements for providing assistance to students who have learning difficulties or who need or may need special education. The explanation must state that a parent is entitled at any time to request an evaluation of the parent's child for special education services under Section 29.004. Each school year, each district shall provide the written explanation to a parent of each district student by including the explanation in the student handbook or by another means.

Added by Acts 1999, 76th Leg., ch. 616, Sec. 1, eff. Sept. 1, 1999. Amended by Acts 2003, 78th Leg., ch. 539, Sec. 1, 2, eff. Sept. 1, 2003.

PARENT AND STUDENT INFORMATION

Sec. 26.0085. REQUESTS FOR PUBLIC INFORMATION. (a) A school district or open-enrollment charter school that seeks to withhold information from a parent who has requested public information relating to the parent's child under Chapter 552, Government Code, and that files suit as described by Section 552.324, Government Code, to challenge a decision by the attorney general issued under Subchapter G, Chapter 552, Government Code, must bring the suit not later than the 30th calendar day after the date the school district or open-enrollment charter school receives the decision of the attorney general being challenged.

(b) A court shall grant a suit described by Subsection (a) precedence over other pending matters to ensure prompt resolution of the subject matter of the suit.

(c) Notwithstanding any other law, a school district or open-enrollment charter school may not appeal the decision of a court in a suit filed under Subsection (a). This subsection does not affect the right of a parent to appeal the decision.

(d) If the school district or open-enrollment charter school does not bring suit within the period established by Subsection (a), the school district or open-enrollment charter school shall comply with the decision of the attorney general.

(e) A school district or open-enrollment charter school that receives a request from a parent for public information relating to the parent's child shall comply with Chapter 552, Government Code. If an earlier deadline for bringing suit is established under Chapter 552, Government Code, Subsection (a) does not apply. This section does not affect the earlier deadline for purposes of Section 532.353(b)(3) for a suit brought by an officer for public information.

Added by Acts 1999, 76th Leg., ch. 1335, Sec. 8, eff. June 19, 1999.

Sec. 26.009. CONSENT REQUIRED FOR CERTAIN ACTIVITIES. (a) An employee of a school district must obtain the written consent of a child's parent before the employee may:

(1) conduct a psychological examination, test, or treatment, unless the examination, test, or treatment is required under Section 38.004 or state or federal law regarding requirements for special education; or

(2) make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice.

(b) An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:

(1) purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;

(2) a purpose related to a cocurricular or extracurricular activity;

(3) a purpose related to regular classroom instruction; or

(4) media coverage of the school.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 1997, 75th Leg., ch. 1175, Sec. 1, eff. Sept. 1, 1997.

Sec. 26.0091. REFUSAL OF PSYCHIATRIC OR PSYCHOLOGICAL TREATMENT OF CHILD AS BASIS OF REPORT OF NEGLECT. (a) In this section, "psychotropic drug" has the meaning assigned by Section 261.111, Family Code.

(b) An employee of a school district may not use or threaten to use the refusal of a parent, guardian, or managing or possessory conservator of a child to administer or consent to the administration of a psychotropic drug to the child, or to consent to any other psychiatric or psychological testing or treatment of the child, as the sole basis for making a report of neglect of the child under Subchapter B, Chapter 261, Family Code, unless the employee has cause to believe that the refusal:

(1) presents a substantial risk of death, disfigurement, or bodily injury to the child; or

(2) has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Added by Acts 2003, 78th Leg., ch. 1008, Sec. 1, eff. June 20, 2003.

Sec. 26.010. EXEMPTION FROM INSTRUCTION. (a) A parent is entitled to remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester.

(b) This section does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the school district and the agency.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

PARENT AND STUDENT INFORMATION

Sec. 26.011. COMPLAINTS. The board of trustees of each school district shall adopt a grievance procedure under which the board shall address each complaint that the board receives concerning violation of a right guaranteed by this chapter.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

Sec. 26.012. FEE FOR COPIES. The agency or a school district may charge a reasonable fee in accordance with Subchapter F, Chapter 552, Government Code, for copies of materials provided to a parent under this chapter.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

PARENT AND STUDENT INFORMATION

ATTACHMENTS

PARENT AND STUDENT INFORMATION

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PARENT AND STUDENT INFORMATION

BACTERIAL MENINGITIS

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

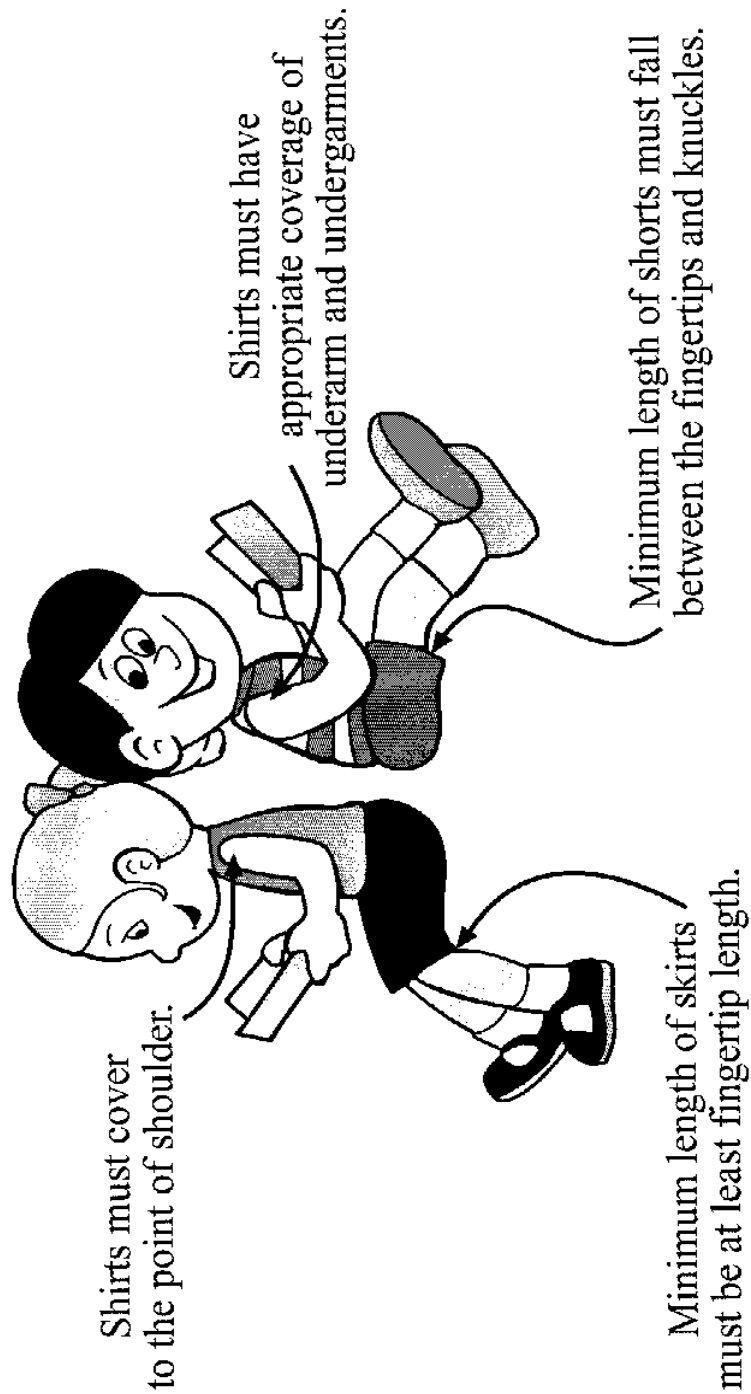
Seek prompt medical attention.

FOR 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: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

PARENT AND STUDENT INFORMATION

DRESS CODE ILLUSTRATION-Elem.



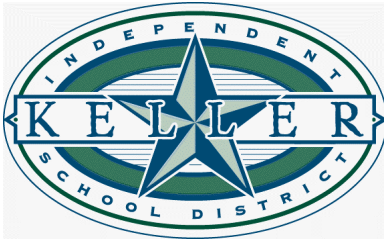
PARENT AND STUDENT INFORMATION

DRESS CODE ILLUSTRATION-Sec.



PARENT AND STUDENT INFORMATION

EARLY RELEASE INFORMATION



OFFICE OF THE SUPERINTENDENT OF SCHOOLS
KELLER INDEPENDENT SCHOOL DISTRICT

350 KELLER PARKWAY
KELLER, TEXAS 76248
PHONE: 817-744-1000

SUPERINTENDENT OF SCHOOLS

Dear Parent:

On rare occasions it may become necessary to dismiss school early because of severe weather conditions, interruption of electrical or gas services, or other unforeseen emergency conditions. In such instances, every effort will be made to notify you by means of radio and television.

We sincerely hope it will not be necessary to have unscheduled early dismissals; however, it is desirable that we have a plan that will protect the best interests of your child. Therefore, please plan with your child as to what he/she is to do. For students in grades PK-8 please advise us of your plans by completing and returning the form that follows. Students in grades 9-12 do not need to complete the form. However, be sure that you have agreed on a plan for this type of early dismissal.

Your assistance in this important matter will be appreciated.

Sincerely,

Superintendent

PARENT AND STUDENT INFORMATION

ELECTRONIC COMMUNICATION and DATA MANAGEMENT

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students, employees and members of the Board of Trustees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost to the District;
2. Does not unduly burden the District's computer or network resources;
3. Has no adverse effect on an employee's job performance or on a student's academic performance

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See EFE]

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

DISCLAIMER OF LIABILITY

The District shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

REGULATION

The Superintendent or designee will oversee the District's electronic communications system.

The District's system will be used only for administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

SYSTEM ACCESS

Access to the District's electronic communications system will be governed as follows:

1. With the approval of the immediate supervisor, District employees will be granted access to the District's system.
2. The District will require that all passwords be changed every 60 days.
3. A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with the students or others.
4. Students completing required course work on the system will have first priority for use of District equipment after school hours.
5. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

PARENT AND STUDENT INFORMATION

CAMPUS-LEVEL COORDINATOR RESPONSIBILITIES

As the campus-level coordinator for the electronic communications system, the principal or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
5. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
6. Set limits for disk utilization on the system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's electronic information/communications systems:

ON-LINE CONDUCT

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
6. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
7. Users are expressly prohibited from accessing, viewing, transmitting, or otherwise using, obscene, vulgar, pornographic, or profane sites or material.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges (and possible disciplinary action) and will require restitution for costs associated with system restoration, hardware, or software costs.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

PARENT AND STUDENT INFORMATION

INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette.

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

TERMINATION REVOCATION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use. Other disciplinary action may be imposed based on the Student Code of Conduct or personnel policies.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

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

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

PARENT AND STUDENT INFORMATION

EARLY RELEASE FORM

PK-8 Grade Students

Child's Name _____
(Printed)

School _____ Grade _____

To: PRINCIPAL

Should it become necessary to have an unscheduled early dismissal of children from school during the day because of emergency conditions, please have my child do one of the following:

CHECK ONE

1. Ride the bus home early if he/she rides the bus every day. _____
2. Walk home early. _____
3. Wait at school until I can pick him/her up. _____
4. Wait at school until regular dismissal time and then walk home. _____
5. Other _____
Please specify

Parent's signature

Date

Parent's printed name

Home Phone

Work Phone

Authorized Person(s) to Pick Child Up Other Than Parent

Printed name

Home Phone

Work Phone

Printed name

Home Phone

Work Phone

PARENT AND STUDENT INFORMATION

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PARENT AND STUDENT INFORMATION

BUS RULES

In order to provide a safe and enjoyable transportation experience the following guidelines must be followed by all students.

1. Obey all instructions given by the driver. Drivers may assign seats for management and/or disciplinary reasons.
2. Board and leave the bus at designated home and campus stops only.
3. Only students who are eligible (2 miles from school minimum) may be transported. (Pay for Ride, where available, is an exception.)
4. Bus routes are designed to provide transportation for students to their own home. Do not ask to ride home on another bus or get off at a different stop.
5. The bus routes are also designed to provide maximum efficient loading. Please do not ask for extra students to ride home with your child.
6. Violations of bus rules or any behavior problems may result in disciplinary action by the school administration including, but not limited to loss of bus privileges.
7. Students must carry all belongings in their lap or under their seat. Large items such as book bags, backpacks, large musical instruments may not take up seat space designed for students.

PARENT AND STUDENT INFORMATION

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PARENT AND STUDENT INFORMATION

ELECTRONIC COMMUNICATION SIGNATURE FORM

Complete this form ONLY IF YOU DO NOT WANT ACCESS to the district's electronic communications system.

STUDENT **DENIAL** OF PARTICIPATION IN AN ELECTRONIC COMMUNICATION SYSTEM

The student statement must be renewed each academic year.

STUDENT

Name_____

Grade_____

School_____

I have read the District's electronic communications system policy and administrative regulations **AND DO NOT CHOOSE TO PARTICIPATE.**

Student's signature_____

Student's (printed) name_____

Date_____

SPONSORING PARENT OR GUARDIAN

I have read the District's electronic communications system policy and administrative guidelines.

I **DO NOT GIVE** permission for my child to participate in the District's electronic communications system.

Printed name of parent or guardian _____

Signature of parent or guardian_____

Home address _____

Date_____

Home phone number_____

PARENT AND STUDENT INFORMATION

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PARENT AND STUDENT INFORMATION

CODE OF CONDUCT SIGNATURE FORM

KELLER INDEPENDENT SCHOOL DISTRICT STUDENT CODE OF CONDUCT SIGNATURE FORM

I have received a copy of the STUDENT CODE OF CONDUCT. Failure to sign and return this form does not exempt me/us from compliance with the laws, policies, rules and regulations of the State of Texas and of the Keller Independent School District.

Print Student's Name _____

Signature of Student _____

Printed Name of Parent or Guardian _____

Signature of Parent _____

School _____

Grade _____

Date _____

DIRECTORY INFORMATION NOTIFICATION

Directory information shall include a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, enrollment status, grade level, e-mail address, and most recent previous school attended by the student.

Directory information shall be released to any individual or organization that files a written request with the Superintendent or designee. The District does not sell student information; however, there is a charge to provide information for a legal request.

Directory information shall be released unless the parent objects to the release of any or all information about the child. This objection must be made in writing to the principal within ten (10) days of the issuance of this notice.

RELEASE FOR STUDENT PHOTOGRAPHS AND VIDEO FOOTAGE

Photographs/video footage taken of students may be used in public relations materials, media coverage of school events, and on Keller Independent School District web sites, unless written objection is received by the principal within ten days of the issuance of this notice.

PARENT AND STUDENT INFORMATION

PARENT AND STUDENT INFORMATION

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PARENT AND STUDENT INFORMATION

2003-2004 School Calendar - Keller Independent School District

July 2003						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Calendar at a glance

July 2003

- 28 New teacher-staff development
- 29-31 Teacher-staff development

August 2003

- 1 Staff development
- 4 First day of school for students

September 2003

- 1 Student / teacher holiday

October 2003

- 3 Early dismissal; first nine weeks end
- 6-10 Fall break
- 13 Second nine weeks begin

November 2003

- 24 Teacher-staff development / student holiday
- 25-28 Student / teacher holiday

December 2003

- 19 Early dismissal; second nine weeks and first semester end
- 22 Winter break begins

January 2004

- 2 Winter break ends
- 5 Teacher-staff development / student holiday
- 6 Third nine weeks and second semester begin
- 19 Teacher-staff development / student holiday (Martin Luther King Jr. Birthday)

February 2004

- 16 Teacher-staff development / student holiday (Presidents' Day)

March 2004

- 5 Early dismissal; third nine weeks end
- 8-19 Spring break
- 22 Fourth nine weeks begin

April 2004

- 9 Bad Weather make-up day or student / teacher holiday.
- 12 Bad weather make-up day or student / teacher holiday

May 2004

- 27 Last day of school for students -- early dismissal; fourth nine weeks and second semester end
- 28 Teacher-staff development

- New teacher-staff development
- Teacher-staff development / student holiday
- Student / teacher holiday
- [] Begin / end nine weeks
- Bad weather make-up day or student teacher holiday

August 2003						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

September 2003						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March 2004						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October 2003						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2003						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2004						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2003						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2004						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

At Keller Independent School District, excellence is the educational standard because we believe...

- ☆ **Family, community and schools are partners in education.**
- ☆ **In treating all people with dignity and respect.**
- ☆ **All children can learn.**
- ☆ **Only the best personnel shall work with our students.**
- ☆ **Technology is an essential tool in the working and learning environment.**
- ☆ **In high performance in all endeavors.**
- ☆ **Learning is a lifelong process.**
- ☆ **In a safe, positive working and learning environment.**

Adopted by the School Board of Trustees, 1998

