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## **Campus Information**

Rockport-Fulton High School 1801 Omohundro Street 361-790-2220	8:15 am – 4:05 pm
Rockport-Fulton Middle School 1701 Colorado Avenue 361-790-2230	8:10 am – 4:05 pm
Fulton 4-5 Learning Center 502 Mesquite Street 361-790-2240	7:35 am – 3:05 pm
Live Oak 1-3 Learning Center 21 Griffith Drive 361-790-2260	7:35 am – 3:05 pm
Little Bay Primary School 2000 Highway 35 North 361-790-2000	7:30 am – 2:45 pm

# Welcome

To Students and Parents:

Welcome to school year 2012-2013. Teachers and other school staff members want this year to be an especially good one for each student. For this to happen, we, as students, parents, and teachers, all have to work together. The student handbook is designed to help us do this.

The Aransas County ISD student handbook contains information that both students and parents are likely to need during the school year, such as:

- Information for responding to school-related issues;
- Information about courses, class rank, extracurricular and other activities; and
- Information regarding school operations and requirements.

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

Both students and parents also need to be familiar with the Aransas County ISD Student Code of Conduct required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook. The student handbook is designed to be in harmony with board policy and the student code of conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the student code of conduct and provisions of student handbooks, the provisions of board policy or the student code of conduct that were most recently adopted by the board are to be followed.

We strongly recommend that you review the entire handbook with your student and keep it as a reference during this school year. If you or your student has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. **Also, please complete and return the acknowledgment form on the last page.**

Please note that references to alphabetical policy codes are included so parents can refer to current policy. A copy of the district’s policy manual is available in the school office or on-line at [www.acisd.org](http://www.acisd.org).

We look forward to a productive and successful relationship with each of you!

Joseph Patek, Superintendent

## **Nondiscrimination**

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

## **The following district staff members have been designated to coordinate compliance with these requirements:**

Title IX Coordinator, for concerns regarding discrimination:

Neva Kelly Ed.D., Assistant Superintendent of Curriculum & Instruction  
P. O. Box 907  
Rockport, TX 78381  
361-790-2212

Section 504 Coordinator, for concerns regarding disability discrimination:

**Alicia Luttman, Director of Special Education**

P. O. Box 907  
Rockport, TX 78381  
361-790-2212

## **Parent Notification**

### **Compliance with P.L. 107-110, Section 1111(h)(6)(A)**

As a parent of a student at ACISD, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches;
- Whether the teacher is teaching under emergency or provisional status because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree; and
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact a campus principal.

## **Notificación a los Padres**

### **Cumplimiento de la Ley Publica 107-110, Sección 1111(h)(6)(A)**

Como padre de un alumno en ACISD, Vd. Tiene el derecho de conocer las calificaciones profesionales de los maestros que enseñan a su hijo, y la ley federal requiere que el distrito escolar le facilite esta información oportunamente si Vd. La pide.

Específicamente, Vd. Tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- Si el maestro satisface las calificaciones y criterios de certificación estatales para los grados y materias que enseña;
- Si el maestro esta enseñando bajo condiciones provisionales o de emergencia debido a circunstancias especiales;
- El campo de especialidad del bachillerato del maestro, si el maestro tien algún titulo de posgrado, y en tal caso, el campo de material de dicho titulo o certificación;
- Si paraprofesionales ofrecen servicios a su hijo, y en tal caso, cuáles son sus calificaciones.

Si. Quiere recibir esta información, favor de comunicarsè con un director de la escuela.

### **Board of Trustees:**

**Jim Remley, President**

Jack Wright, Vice President

June Ann Ashley, Secretary

Melanie Brewer

William Rivera

James Pieper

**Chris Krupa**

### **ACISD Central Administration:**

Joseph Patek

Neva Kelly, Ed.D.

Ken Wagner

Preston Adams

Liz Flinn

Susan Kovacs

Tisha Piwetz

Alicia Luttmann

Norm Spears

Huey Chancellor

Ross Schonhoeft

**Robert Douglas**

Denise Scanlon

Superintendent

Asst. Superintendent of Curriculum and Instruction

Asst. Superintendent of Finance and Operations

Director of Operations

Director of Human Resources

Director of Federal and Special Programs

Director of Curriculum, Instruction and Assessment

Director of Special Education

Director of Information Systems

Director of Athletics

Director of Child Nutrition

Director of Transportation

Coordinator of Health Services

## **Campus Administration**

### **Rockport-Fulton High School**

Kim James, Principal

Vernon Berckmoes, Assistant Principal

Kim Story, Assistant Principal

### **Rockport-Fulton Middle School**

Betty Williams, Principal

Dawn Whidden, Assistant Principal

Michael Thieme, Assistant Principal

### **Fulton 4-5 Learning Center**

Jeremy Saegert, Principal

Rose Tran, Assistant Principal

### **Live Oak 1-3 Learning Center**

Robin Rice, Principal

John Speck, Assistant Principal

Denise Poland, Assistant Principal

### **Little Bay Primary School**

Kathryn Stephenson, Principal

Jeffery Groseclose, Assistant Principal

## **PARENT INFORMATION**

### **ACISD Parent Information Webpage**

ACISD maintains a website that includes a "Parent Portal" webpage. The Parent Portal contains links to various calendars, schedules, and documents of interest to parents, including information concerning transportation, health services, food services, athletics, and school supplies. Directions for accessing the Parent Portal webpage:

1. Go to the ACISD website at [www.acisd.org](http://www.acisd.org)
2. On the left side of the page, click on the word "Parents"
3. From the Parent Portal page, click on any of the links of interest

### **Parental Involvement**

A child's education succeeds when there is a strong relationship between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring students attend and are punctual to school each day.

- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Custodial Parents: Must provide a copy of the divorce decree, if there are any restrictions relative to the other parent.
- Becoming a school volunteer. For further information, see policy GKG and contact the district parent involvement coordinator.
- Participating in campus parent organizations and/or offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of education goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Attending Board meetings to learn more about district operations, including the appropriate procedure for addressing the board. (See policies BE and BED for more information.)

### **Parental Rights**

As a parent, you have the right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- To review your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission,

(8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child.

- To not require your child to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U. S. Department of Education that concerns:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student or family;
  3. Sexual behavior and attitudes;
  4. Illegal, antisocial, self-incriminating, and demeaning behavior;
  5. Criticism of individuals with whom the student or the student's family has a close family relationship; or
  6. Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- To grant or deny any written request from the district to make a videotape or voice recording of your child. State law; however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  1. When it is to be used for school safety;
  2. When it relates to classroom instruction or a co-curricular or extra-curricular activity; or
  3. When it relates to media coverage of the school.
- To remove your child temporarily from the classroom when an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To allow your student to individually and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.



- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless: (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. (See policy EHBK.)
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL), and the Student Code of Conduct.

To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent or designee to have been a victim of bullying as the term is defined by Education Code 25.0341.

### **Opting Out of Surveys and Activities**

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

Any survey concerning the private information listed above under "Parental Rights", regardless of funding.

School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. (See policies EF and FFAA.)

Deny the display of your child's artwork, projects, and other special work products. If you choose that your child's artwork, special projects, photographs, and the like not be displayed to the community on the district's web site, in printed material, by video, or by any method of communication, you **must notify the principal in writing**.

### **Records of Students**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written required form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The district will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" member, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; and
- Investigating or evaluating programs.

The parents' or students' right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the district, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. (See policy FL.)

Certain officials from various governmental agencies may have limited access to the records. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the district will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged; parents and the student are not allowed to contest a student's grade in a course through this process (see FNG LOCAL for the complaint procedure). Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$0.10 per page, payable in advance. Parents may be denied copies of a student's records: (1) after the student reaches 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-priced meals and the parents are unable to view the records during the regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to any person who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection will be provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

### **NCLB Rule Means Disciplinary Records Will Move With Students**

"Students who get caught fighting or carrying drugs, alcohol or weapons at school will no longer be able to shake their history, even if they move to another school." All public schools are now required to include a record of suspensions and expulsions in the files that follow students to their next schools or districts.

### **Complaints by Students/Parents**

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy (FNG LOCAL) in the district's policy manual. In general, a parent or student should first discuss the complaint with the campus.

Some complaints require different procedures. Any campus office or the superintendent's office can provide information regarding specific processes for the following complaints:

- Discrimination on the basis of gender (policy FB);
- Sexual harassment of a student (policy FNCJ);
- Removal of a student by a teacher for disciplinary reasons (policy FOA);
- Removal of a student to a disciplinary alternative education program (policy FOC);
- Expulsion of a student (policy FOD);
- Identification, evaluation, or educational placement of a student with a disability (policies EHBA and FB);
- Instructional materials (policy EFA);
- On-campus distribution of non-school materials to students (policy FMS); and
- Complaints against district peace officers (policy CKE).

Additional information can also be found in the designated policy, available in the principal's and superintendent's offices (or on the district's web site at <http://www.acisd.org>).

## **ATTENDANCE**

Regular school attendance is essential for students to make the most of their education. Absences from class may result in serious disruption of a student's mastery of the instructional goals; therefore, the student and parent should make every effort to avoid unnecessary absences. Three state laws: Compulsory Attendance (TEC 25.085); Attendance for Promotion (TEC 25.092); and Failure to Attend (TEC 25.0951 and TEC 25.094) are of special interest to students and parents.

### **Compulsory Attendance**

According to TEC 25.085, the state compulsory attendance law requires that a student entering PK-K through age 21, on the first day of September, must attend school and district-required accelerated instructional programs unless the student is otherwise legally exempted or excused. If students are assigned to an accelerated instructional program during the school year and/or summer school, compulsory attendance also applies under state law. Parents will be notified in writing if their child is assigned to an accelerated instruction program.

- Once enrolled, all PK and K students are subject to compulsory attendance laws.

- Students who are at least six years of age or have been previously enrolled in first grade are subject to compulsory attendance laws.
- Students who voluntarily enroll in school or voluntarily attend school after their 18<sup>th</sup> birthday shall attend school each school day for the entire period the program of instruction is offered. The district may revoke for the remainder of the school year the enrollment of a person meeting the before mentioned criterion who has more than five (5) unexcused absences per semester. (See policy FFA.) A student whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds and therefore trespassing.

### **Student Absences**

Upon a student's return from being absent, the parent or guardian **shall provide a note within three (3) school days of absence** that describes the reason for the absence. Failure to provide a note or medical excuse within the prescribed period of time will constitute an unexcused absence. **This note must be signed and dated by the student's parent/guardian or appropriate medical professional.** A phone call or electronic communication is not adequate documentation and does not take the place of a written note. The principal or his/her designee may excuse no more than five absences per semester that are written by the parent or guardian. After the fifth excused absence the school will only accept notes from a physician, medical clinic or authorized school nurse. Any additional absences will be unexcused.

**Presentation of a note does not necessarily ensure that the absence will be considered excused.** The principal or his/her designee will have the final determination as to whether an absence will be excused or unexcused.

### **Failure to Attend School**

According to TEC 25.0951 and 25.094, a school-aged student deliberately not attending school may result in an assessment of penalties by a court of law against the student and his or her parents or guardians if the student:

- Is absent from school 10 or more days or parts of days **(this includes tardies and early pick-ups)** within a six-month period in the same school year without excuse; or
- Is absent on three or more days or parts of days within a four-week period without excuse.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, from required special programs, or from required instructional programs, will be considered truant and subject to disciplinary action. A student may also be cited for violation of the daytime curfew ordinance if found off campus during regular school hours. In addition, if a parent does not require their child to attend school, the attendance officer of the school may file a complaint against the parent.

### **Attendance for Credit or Promotion**

According to TEC 25.092, to receive credit in a class, or to be promoted to the next grade level, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances. As defined by policy FEC(LOCAL.)

The student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal/designee. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal/designee.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate attendance committee.

Petitions for credit may be filed at any time the student receives notice but, in any event, no later than seven (7) calendar days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee. (See policy FEC.)

### **Tardy Procedures PK-K**

The instructional day begins at 7:30 am and students are counted tardy if they are not within the campus gated areas at 7:30 am. For afternoon PK students, students are counted tardy if they are not within the campus gated areas at 11:46 am.

Any student who is tardy must report to the office immediately upon arrival to receive a tardy slip.

### **Tardy Procedures 1<sup>st</sup>-5<sup>th</sup>**

Students are considered tardy if they are not in their designated instructional setting when the bell rings to start the school day. Students are required to report to the office for a tardy permit before reporting to their designated instructional setting (see bell schedule for appropriate start times).

### **Tardy Procedures 6<sup>th</sup>-12<sup>th</sup>**

Each teacher is to follow his/her classroom tardy procedure up to the student's third tardy. A student who is tardy for the third time to a teacher's class may be assigned school detention through the office. Students that are tardy subsequent times may be assigned additional school detentions and/or ISS.

Students failing to attend the assigned school detention will be reported by a discipline referral and be dealt with according to the student code of conduct.

### **Perfect Attendance**

Perfect attendance will only be awarded to students who have NOT been absent from school and have NOT been tardy/checked out early three or more times in the six weeks period FOR ANY REASON as this constitutes one day of absence.

### **College Day Policy**

Juniors and Seniors are allowed two (2) days per school year to be used for visiting institutions of higher education. These days must be pre-arranged with the student's counselor. A few days before the planned visit, the student will request that the counselor complete an exemption form. It will then be given to the student for a parent/guardian permission signature. The student will then take the signed form to the attendance clerk no later than the day before the planned absence. The attendance clerk will give the student the bottom portion of the form which is to be signed by an official at the institution of higher education verifying the visit. This signed portion of the form is then returned to the attendance clerk. Only at this time is the absence exempted.

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a VOE form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student/parent can request this VOE form from the Attendance Office. Completed form will be available for pickup in Attendance Office 24 hours after student/parents requests it.

### **Closed Campus**

Upon arrival at school, no student is to leave the school campus until the end of the school day. The campus and the school bus are considered part of the school. Upon arrival to school, students must remain in designated areas.

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

A student who will need to leave school during the day must have his/her parent/guardian check the student out of class through the office indicating the date

and time as well as the reason for the removal. Only parents/guardians or emergency contacts in the district database will be allowed to sign out the student. Proper ID will be required.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **GRADING GUIDELINES**

### **Grading Procedures PK-K**

Little Bay Primary offers a balanced approach in its academic program. Students are routinely assessed and re-assessed to determine mastery of the Texas Essential Knowledge and Skills (TEKS) and the state's Pre-kindergarten Guidelines. Weekly work samples, anecdotal notes, check lists, etc., demonstrate children's progress as reported to parents through a parent conference at the conclusion of the first six weeks and written parent reports each six weeks thereafter.

### **Grading Procedures 1<sup>st</sup>**

In first grade, students' progress toward mastery of the Texas Essential Knowledge and Skills (TEKS) is routinely determined through the use of common assessments, rubrics, anecdotal notes, checklists, work samples and other curriculum-based assessments. A TEKS-based report card will be sent home each six weeks providing parents/guardians detailed information about their student's achievement with specific skills in math, reading, writing, science and social studies.

The grading scale for all academic subject areas is as follows:

- (1) Student is only beginning to develop the skill or understand concepts and needs to improve progress in order to meet expectations.
- (2) Student is moving toward being able to demonstrate the skill, understand most concepts, and meet most expectations.
- (3) Student applies the skill or understands the concepts at the level expected.

The grading code for conduct, social growth, art, music and physical education is as follows:

- E (Excellent);
- S (Satisfactory);
- N (Needs Improvement; and
- U (Unsatisfactory).



### **Grading Procedures 2<sup>nd</sup>-5<sup>th</sup>**

Numerical scores are used in language arts, mathematics, science and social studies.

90-100	A
80-89	B
70-79	C
69 and below	F

Letter grades will be given for conduct, art, music, physical education and computer lab.

E	(Excellent)
S	(Satisfactory)
N	(Needs Improvement)
U	(Unsatisfactory)

Additional information will be provided in a supplementary report form regarding the progress of students in special programs such as reading intervention, math intervention, speech therapy or special education.

### **Grading Procedures 6<sup>th</sup>-8<sup>th</sup>**

#### **Fall Semester**

First Six Weeks	33%
Second Six Weeks	33%
Third Six Weeks	<u>34%</u>
	100%

#### **Spring Semester**

Fourth Six Weeks	33%
Fifth Six Week	33%
Sixth Six Weeks	<u>34%</u>
	100%

### **Grading Procedures 9<sup>th</sup>-12<sup>th</sup>**

#### **Fall Semester**

First Six Weeks	25%
Second Six Weeks	25%
Third Six Weeks	25%
Mid-Term Exam	<u>25%</u>
	100%

#### **Spring Semester**

Fourth Six Weeks	25%
Fifth Six Week	25%
Sixth Six Weeks	25%
Final Exam	<u>25%</u>
	100%

### **Grading Procedures for Year-End Average 6<sup>th</sup> – 12<sup>th</sup>**

- The year-end average will be equal to the average of the fall and spring semester.

## **Grading Procedures for Final Average 6<sup>th</sup> – 12<sup>th</sup>**

- For students graduating under TAKS guidelines and all courses not linked to an EOC exam, the final average will equal year-end average. This grade will be used in determining course credit, calculating class rank, and calculating GPA. To be awarded course credit, a student's final average must be a 70 or higher.
- For students graduating under EOC guidelines and taking a course where an EOC is required, the final average will be calculated as follows:
  - $\text{Final Average} = (\text{Year End Average} * .85) + (\text{District Converted EOC Grade} * .15)$

This grade will be used in determining course credit, calculating class rank, and calculating GPA. To be awarded course credit, a student's final average must be a 70 or higher.

- ***Special Note:*** *EOC Retest scores will be utilized to recalculate final average only if the score allows the student to earn credit in the course. EOC Retest scores will not be used in the calculation of GPA or class rank.*

### **Report Cards, Progress Reports and Conferences**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every three weeks. If a student receives a grade of less than 70 or below the expected level of performance, the parent will be expected to schedule a conference with the teacher of that subject.

#### **First Six Weeks:**

Progress Reports Sent Home	September 18, 2012
Report Cards Sent Home	October 11, 2012

#### **Second Six Weeks:**

Progress Reports Sent Home	October 30, 2012
Report Cards Sent Home	November 27, 2012

#### **Third Six Weeks:**

Progress Reports Sent Home	December 11, 2012
Report Cards Sent Home	January 29, 2013

#### **Fourth Six Weeks:**

Progress Reports Sent Home	February 15, 2013
Report Cards Sent Home	March 21, 2013

**Fifth Six Weeks:**

Progress Reports Sent Home	April 9, 2013
Report Cards Sent Home	May 2, 2013

**Sixth Six Weeks:**

Progress Reports Sent Home	May 21, 2013
Report Cards Sent Home	by June 11, 2013

**Make-Up Work After an Absence**

A student shall be allowed the number of days to make up work equal to the number of days he/she was absent – up to a maximum of seven (7) days. If a student is to be absent for an extended period of time, the student may pick up work early so the student does not fall behind.

Students are expected to take pre-announced examinations on the day they are administered. If a student is absent on exam day, he or she shall be expected to be prepared to take the examination on the day he or she returns to school. Reasonable make-up time and dates shall be determined by the teacher. (See policy EIAB.)

**Retest Procedures**

Students scoring below 70 on a test may request a retest opportunity, providing students attend the teacher's tutorial period twice prior to the retest opportunity. The second test grade will be averaged with the first test grade for a final grade not to exceed 70. Term and six weeks tests are not retested. All retests must be completed within five days of the original test date.

**No Pass No Play**

A student who receives a six weeks grade below 70 in any class may not participate in extracurricular activities for at least three (3) school weeks.

A student in an AP, Pre-AP or Dual Credit class may request an eligibility waiver if the student receives a failing grade between a 65 and 69 at the end of a six weeks grading period. A waiver will require both teacher and administrative approval. A failing grade below 65 is not eligible for a waiver. Only one (1) waiver, per student per year, will be allowed.

**Promotion, Retention, Class Rank and Graduation****PK-K**

For a student to be promoted from one grade level to the next, he/she must master the Texas Essential Knowledge and Skills objectives of that grade level. A student shall attain mastery of skills in language arts, mathematics, social studies and science.

A student must be in attendance at least 90% of the total school days each semester, meaning they may miss no more than nine (9) days each semester without endangering their promotion status.

## Statutory Citation

- Grade requirements or course credit.
- A district may not grant social promotions. Students may be promoted only on the basis of academic achievement.
- A student who has not mastered the skills required at Kindergarten may not be promoted to Grade 1.

## Grades 1<sup>st</sup>-8<sup>th</sup>

For a student to be promoted from one grade level to the next he/she must:

- Be in attendance at least 90% of the total school days each semester, meaning they may miss no more than nine (9) days each semester without endangering their promotion status.
- Master the Texas Essential Knowledge and Skills objectives of that grade level. A student shall attain mastery in language arts, mathematics, social studies and science. Promotion and/or placement for those who do not attain mastery will be determined by the grade placement committee.
- Promotion and/or placement in the fourth grade will be determined by the Grade Placement Committee for third grade students who do not meet the state criteria for standard performance on the STAAR reading test. **At fifth and eighth grades, they must meet the standard performance in reading and math.** See detailed explanation below.

If all three criteria are not met, the grade placement committee will hold a meeting to determine whether or not a student will be advanced to the next grade level.

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

In order to be promoted to grade 6, the students enrolled in grade 5 must have performed satisfactorily on the mathematics and reading sections of the grade 5 STAAR administered in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 STAAR administered in English.

Parents of a student who does not meet standard on his or her STAAR tests will be notified that their child will participate in special instructional programs designed to improve performance.

Students not meeting standard in grades 5 and 8 will have two additional opportunities to take the STAAR. If a student does not meet standard a second time, a grade

placement committee, consisting of the principal designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive.

After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. (See policy EIE)

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

### **Grades 9<sup>th</sup>-12<sup>th</sup>**

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

Grade classification for students entering the 9<sup>th</sup> grade in the fall of 2009 and thereafter:

10<sup>th</sup> – 6 credits

11<sup>th</sup> – 13 credits

12<sup>th</sup> – 20 credits

### **Ranking System**

Beginning with the senior classes of 2009-2010, the ranking for graduation purposes will be figured by adding 10 points to the grade for Pre-Advanced Placement courses or adding 15 points to the grade for Advanced Placement courses or Dual Credit courses.

Grades below 70 will not be weighted. Weighted averages will not be reflected on report cards or transcripts. They will only be utilized for local class ranking and determining Honor Graduates, Valedictorian and Salutatorian. Official transcripts will be reported on a 4.0 scale.

Local credit courses, Credit by Exam, correspondence courses, S.A.I.L., and summer school classes are not included in a student's GPA.

### **Class Rank**

Honor graduates must have completed the requirements for Recommended Graduation Plan, or higher, and have a 90.0 or above G.P.A. Honor graduates of Rockport-Fulton High School will be determined by averaging all grades other than correspondence, Credit by Exam for Acceleration, Credit by Exam (for make-up credit), S.T.A.R., summer school, local credit classes, and drivers education grades (if applicable) for the four years in high school, through the fifth six weeks reporting period of the senior year. A student must have been in the Rockport-Fulton High School for the last four full semesters prior to graduation to be considered for the rank of Valedictorian or

Salutatorian. A final class rank of the graduating class will be determined after the sixth six-week reporting period. This final ranking will not change the rank of the position of Valedictorian or Salutatorian as named after the fifth six week reporting period.

For two school years following his or her graduation, a district student who graduates in the top 10% of his or her class is eligible for automatic admission into most four-year public universities and colleges in Texas if the student:

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

Students and parents should contact the counselor for further information about the application process and deadlines. (See policy EIC.)

### **Graduation Requirements**

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level examination (see Counseling Services). Upon the recommendation of the Admission, Review, and Dismissal Committee (ARD), a student with disabilities may be permitted to graduate under the provisions of his or her individual education plan (IEP).

### **Graduation Plans**

A student is entitled to complete a graduation program offered to 9<sup>th</sup> graders during the student's freshman school year. A student may, but will not be required to, complete a program offered by the district later during the student's high school career. See a counselor for specific graduation plans and required credits.

### **Grade-Level Placement for Home School, Private School, Out-of-State Students**

#### **Accredited Schools**

Students entering a District school from accredited public, private, or parochial schools after grade 1 shall provide evidence of prior schooling outside the District. They shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner of Education.

### **Non-Accredited Schools**

Students entering a District school from non-accredited public, private, or parochial schools, including home schools, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

- Scores on achievement tests, which may be administered by appropriate District personnel;
- Recommendation of the sending school;
- Prior academic record;
- Chronological age and social and emotional development of the student; or
- Other criteria deemed appropriate by the principal.

### **Transfer Credit**

The District shall validate high school credit for courses of transfer students from non-accredited public, private, or parochial schools by testing or by other evidence that the courses meet State Board requirements and standards (See policy FD).

## **COUNSELING HANDBOOK INFORMATION**

### **PK-5<sup>th</sup> Counseling Services**

The school counselor is available to assist students with academic support services as well as a wide range of personal concerns, including such areas as academic, social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student or parent who wishes to meet with the counselor should notify the student's teacher or call the school for an appointment.

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

### **6<sup>th</sup>-12<sup>th</sup> Counseling Services**

#### **Counseling (Academic)**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the middle school and high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

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

The district offers a variety of career and technology programs, Advanced Placement courses, and dual-credit options that align to college and career readiness and may result in the earning of college credit. Admission to these programs is based on individual prerequisites.

### **Counseling (Personal)**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should submit a request counselor form and wait to be called from class.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. (See policy FFE.)

## **INSTRUCTIONAL/SPECIAL PROGRAMS AND MATERIALS**

### **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 the 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 that the district receives written consent. The district must give a copy of the report to the parent.



If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. 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*. Additional information regarding the IDEA is available from the school district in a companion document *A Guide to the admission, Review, and Dismissal Process*.

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

Contact Person: ACISD, Director of Special Education  
Phone #: 361-790-2017

### **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the district will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However; if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **Gifted and Talented**

Aransas County ISD identifies and provides services for gifted and talented students in accordance with policy approved by Board of Trustees. The district GT policy, program plan, and additional parent information may be accessed online at <https://www.acisd.org/curriculumDept/default.cfm?page=giftedTalented>, or may be obtained by contacting a campus administrator.

### **Honor Courses, Challenge, Pre-Advanced, and Advanced Placement Program**

Challenge and Pre-AP honors courses are designed for highly motivated students. The curriculum includes a wider range and greater depth of subject matter than that of a general course; emphasis is on higher level critical thinking skills.

Advanced placement classes allow students to test in the month of May, and those scoring high enough can qualify for college credit. Advanced Placement classes may be offered in the following subjects:

- English III AP;
- Environmental Science AP;
- US History AP;
- Spanish IV AP;
- English IV AP;
- Government AP;
- Calculus AP;
- Computer Science AP;

- Macroeconomics AP; and
- Art AP.

### **Dual Credit Courses/College Coursework**

Dual credit classes will be offered at Rockport-Fulton High School. Interested students must meet admission requirements. Students may also be eligible for financial aid if they qualify under federal guidelines. **Students will be responsible for tuition costs, textbook costs, and other college fees.**

### **Correspondence Courses**

The district permits high school students to take correspondence courses (courses by mail), for credit toward high school graduation. A maximum of two credits may be earned through correspondence courses. (See policy EEJC.)

### **Summer School**

Summer school will be provided for students who meet certain criteria. Students and their parents shall be notified during the late spring semester of the opportunity to attend summer school.

### **Homework Guidelines**

The administration and faculty of Aransas county ISD considers homework an integral part of a well-rounded education. All students will be expected to complete homework assignments to practice and investigate information linked to the state Texas Essential Knowledge and Skills (TEKS). Parents can facilitate the homework process by providing time, a place, cooperation, and the encouragement needed to complete the assignments. Questions regarding a specific homework should be directed to your child's teacher.

### **Textbooks**

State-approved textbooks are provided free of charge for each subject or class. Textbooks will be distributed as necessary. It is the responsibility of the student to protect books by keeping them covered, clean and neatly stored. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the student. However, a student will be provided textbooks for use at school during the school day. Lost or damaged books must be paid for immediately.

## **ASSESSMENT**

To foster student achievement, monitor student progress and evaluate academic programs, your child may participate in one or more of the following assessments:

- **STAAR**/EOC;
- TAKS;
- LAT;
- TELPAS;
- **ISIP**;
- Reading Inventory/Readiness;

- Local Benchmark;
- Fitness Gram;
- PSAT;
- PLAN;
- ACT;
- SAT;
- ASVAB;
- AP (advanced placement);
- Credit by Exam (see below); or
- THEA.

Testing dates will be determined by TEA, school board policy or campus administration. For more information regarding testing, contact a campus counselor.

### **Preparation for Testing**

In order for students to do their best on any test, they must be comfortable and alert. Parents/guardians are encouraged to be aware of their child's schedule and to assure that the child comes to school every day, but especially on test days, after a good night's sleep, a good breakfast, and dressing for the weather or temperature inside the testing center.

### **ACT/SAT College Requirements**

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, students must take the Texas Academic Skill Program (TASP) test.

### **Credit by Examination with Prior Instruction**

A student who has received prior instruction in a course or subject but did not receive credit for it may be permitted by the district to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities. (See policy EEJA.)

### **Credit by Examination Without Prior Instruction**

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The examinations are scheduled during the school year, once in the fall semester and once in the spring semester. The passing score required in order to receive credit on an examination for acceleration is 90. A student planning to take an examination for acceleration must register with the appropriate counselor no later than 30 days prior to the scheduled testing date.

## **2012-2013 Credit by Exam Testing Dates**

- 2012-Fall Semester - Nov. 28-30
- 2013 Spring Semester – June 4-6

**Note:** Students absent on the day of their scheduled Credit by Exam(s) must reimburse the district the full cost of the exam(s).

## **LIBRARY MEDIA CENTER SERVICES**

The mission of the Aransas County Independent School District library program and school librarians is to ensure that students, teachers, administrators, and staff are effective users of ideas and information.

ACISD Library Media Centers, collaborating with teachers, are integral to the district curriculum; and while students visit to find their favorite books, they also go to the library for research, class instruction, computer use, and special programs, not just during their classes, but before and after school. Every student in our district has access to a school library media center on his/her campus that is staffed by a certified school librarian and a library aide.

Library media resources are available to ACISD students and their parents anytime through the district's Library Central website at <http://librarycentral.acisd.org> or from Library Central on the menu at [www.acisd.org](http://www.acisd.org). From this site, parents and students can navigate to their individual school library to see the school's library policies and access the on-line catalog and resources. In addition, students and their parents, at any time, can access reference books, magazine articles, newspapers, and appropriate websites free through databases provided by ACISD.

**Library Media Center Website:** <http://librarycentral.acisd.org>

### **Library Media Center Hours:**

Open on school days during school hours. See individual campus pages on Library Central for specific times and extended hours.

### **Library Instruction:**

All ACISD students have the opportunity to learn how to use library and media resources through their classes on either a fixed or flexible schedule. See individual campuses for more information.

### **Circulation and Borrowing Policies**

- Students may borrow materials from the school library media center that are designated for general circulation.
- Because each library serves specific grade levels, the number of circulated materials shall be determined at each individual campus.

- Individual schools may have different policies regarding circulation restrictions and fines. Fines may be charged for overdue materials. See individual campus policies on Library Central.
- Circulating materials may be renewed.
- All materials should be returned on or before the date due.

### **Lost and Damaged Materials**

- Patrons, students and parents, are responsible for paying the replacement cost of *lost* books or materials;
- Patrons, students and parents, are responsible for paying the replacement cost of books and materials *damaged* beyond repair; and
- Lost book obligations will follow the student to the next grade and/or school until cleared.

### **Withdrawal from School**

- Students withdrawing from school must return all library books and materials, pay for the lost or damaged books and materials, and obtain clearance from the librarian before leaving; and
- Parents/guardians of the withdrawing student, who also have books checked out from the library, must return all library books and materials, pay for lost or damaged books and materials, and obtain clearance from the librarian before leaving.

### **ACISD Copyright Policy**

- Library staff are instructed to follow copyright guidelines for print materials, computer programs, audio materials (tapes and CDs), and video programs (tapes and broadcast) in accordance with ACISD policy; and
- The ACISD policy on copyright may be found at:
  1. Instructional Resources Copyrighted Materials – ACISD Policy On-line:  
[http://www.tasb.org/policy/pol/private/004901/pol.cfm?DisplayPage=EFE\(LEGAL\).pdf&QueryText=COPYRIGHT](http://www.tasb.org/policy/pol/private/004901/pol.cfm?DisplayPage=EFE(LEGAL).pdf&QueryText=COPYRIGHT;);
  2. Instructional Resources Copyrighted Materials (Technology) – ACISD Policy On-line:  
[http://www.tasb.org/policy/pol/private/004901/pol.cfm?DisplayPage=EFE\(LOCAL\).pdf&QueryText=COPYRIGHT](http://www.tasb.org/policy/pol/private/004901/pol.cfm?DisplayPage=EFE(LOCAL).pdf&QueryText=COPYRIGHT); and

3. Additional resources regarding copyright law may be found at the U.S. Copyright Office.

## **EXTRACURRICULAR, CO-CURRICULAR, AWARDS, PARTIES AND DANCE PROCEDURES**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege, not a right. While many of the activities are governed by the University Interscholastic League (UIL), a statewide association of participating districts, eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- A student who receives at the end of a grading period, a grade below 70 in any academic class other than a class identified as advanced by either the State Board of Education or by the local board, may not participate in extracurricular activities for at least three school weeks. (See no pass no play in the Grading Guidelines section of this handbook.)
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all classes; and (2) completed the three weeks of ineligibility.
- A student is allowed up to 10 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the board are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- Restrictions on participation related to discipline may be found in the Student Code of Conduct section.
- A student absent from school for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The principal or designee will determine whether a student may participate.

NOTE: Sponsors of student clubs and performing groups such as the band, choir, drill and athletic teams may establish standards of entry, standards of behavior, including consequences for misbehavior, that are more strict than those for students in general.

If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization. (See policy FM.)

Additionally, because participation in extracurricular activities is a privilege, not a right, the district prohibits students from participating in any extracurricular activities if the student has engaged in certain criminal activity. Specifically, a student is prohibited from participating in extracurricular activities if the student has received deferred prosecution under Section 53.03, Family Code, or deferred adjudication for conduct defined as a felony offense in Title 5 of the Penal Code. A student is also prohibited from participating in extracurricular activities if the student has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, Family Code, or found by a court or jury to be guilty for conduct defined as a felony offense in Title 5 of the Penal Code. The student is also prohibited from participating in extracurricular activities if the student is required to be registered as a sex offender. The prohibition against participating in extracurricular activities referenced above is in effect from the time the district learns that one or more of the above triggering events occurred and continues for the entire time that the student is enrolled in the ACISD. This prohibition against participation in extracurricular activities applies even if the student has successfully completed any court disposition requirements or school disciplinary consequences imposed in connection with the conduct.

### **Athletic Code of Conduct 7<sup>th</sup> -12<sup>th</sup>**

The athletic code of conduct is an additional code of conduct for students in grades 7-12 who participate in any athletic event. Based on the philosophy that participation in athletics is a privilege which must be earned by meeting acceptable academic and conduct standards, the athletic department has developed a code of conduct for all athletes. The athletic code of conduct can be accessed online at [www.acisd.org](http://www.acisd.org) then going to the departments tab and clicking athletics. For questions about or hard copies of the athletic code of conduct, please contact the Athletic Director's office at 790-2285.

### **All other Co/Extracurricular Code of Conduct Grades 6<sup>th</sup> – 12<sup>th</sup>**

The co/extra-curricular code of conduct is an additional code of conduct for students in grades 6-12 who participate in any non-curricular event such as UIL or membership or participation in groups, clubs, and organizations recognized and approved by the Board of Trustees and the school district. Based on the philosophy that participation in co/extra-curricular activities is a privilege which must be earned by meeting acceptable academic and conduct standards, the district has identified five levels of offenses which represent violations of the co/extra-curricular code of conduct.

#### **LEVEL E**

<b>Offenses</b>	<b>Consequences</b>
Any violation in the Student Handbook not listed as a Level B, Level C, or Level D offense in reference to this code.	Will be determined by each activity sponsor/coach.* Examples: verbal reprimand, extra conditioning, additional assignments
Any violation of an individual organization's rules. Examples: tardy, no costume, equipment	Will be determined by each activity sponsor/coach.*

	Examples: verbal reprimand, extra conditioning, additional assignments
Internet indiscretions: Any use of internet space, including but not limited to photos, drawings and videos, which depict another ACISD student, teacher, staff, administrator or employee without the written consent of all mentioned. This does not apply to normal group activities such as team events or team pictures.	Will be determined by each activity sponsor/coach.* Examples: verbal reprimand, extra conditioning, additional assignments

\*Parent Contact Required

## LEVEL D

Offenses	Consequences
Any misbehavior which results in suspension from school. Examples: fighting, truancy	The student will be suspended the next performance from each extracurricular activity he/she is involved with if the performance occurs within six weeks of the date of the offense.**
First documented citation resulting from the possession or use of alcohol or tobacco regardless of where the behavior occurs.	The student will be suspended the next performance from each extra-curricular activity he/she is involved with if the performance occurs within six weeks of the citation.**
In School Suspension	The student will not be eligible to compete until the end of the last day assigned and all assignments are completed.**

\*\*Parent Conference Required

## LEVEL C

Offenses	Consequences
First documented citation resulting from the possession, or being under the influence of illegal drugs regardless of where the behavior occurs.	The student will be suspended from any extra-curricular performance or a practice for three weeks from the date of the citation or the duration of the DAEP placement, whichever is longer.**
2 <sup>nd</sup> suspension from school.	The student will be suspended from any extra-curricular performance or a practice for three weeks from the date of the offense.**
2 <sup>nd</sup> documented citation resulting from the possession or use of alcohol or tobacco regardless of where the behavior occurs.	The student will be suspended from any extra-curricular performance or a practice for three weeks from the date of the citation.**
Behavior resulting in a <i>discretionary</i> placement in DAEP.	The student will be suspended from any extra-curricular performance or a practice for three weeks or the duration of the DAEP placement, whichever is longer.**

\*\*Parent Conference Required

## LEVEL B

Offenses	Consequences
2 <sup>nd</sup> documented citation resulting from the possession, or being under the influence of illegal drugs regardless of where the behavior occurs.	The student will be suspended from any extra-curricular performance or a practice for six weeks from the date of the citation or the duration of the DAEP placement, whichever is longer.**
3 <sup>rd</sup> documented citation resulting from the possession or use of alcohol or tobacco regardless of where the behavior occurs.	The student will be suspended from any extra-curricular performance or a practice for six weeks from the date of the citation.**
Behavior resulting in a second <i>discretionary</i> placement in DAEP.	The student will be suspended from any extra-curricular performance or a practice for six weeks



	or the duration of the DAEP placement, whichever is longer.**
Behavior resulting in a <i>mandatory</i> placement in DAEP.	The student will be suspended from any extra-curricular performance or a practice for six weeks or the duration of the DAEP placement, whichever is longer.**

\*\*Parent Conference Required

## LEVEL A

Offenses	Consequences
3 <sup>rd</sup> documented citation resulting from the possession, or being under the influence of illegal drugs regardless of where the behavior occurs.	The student is suspended from all extra-curricular activities for the duration of the school year.**
1 <sup>st</sup> documented citation resulting from the selling of illegal drugs regardless of where the behavior occurs.	The student is suspended from all extra-curricular activities for the duration of the school year.**
Behavior that results in expulsion from the district.	The student is suspended from all extra-curricular activities for the duration of the expulsion.**

\*\*Parent Conference Required

## Overnight Student Trip Rules

Aransas County ISD takes great pride in itself and the accomplishments of its members. This is never more evident than when students travel on overnight trips. When traveling, each member of the team is expected to be on his/her very best behavior. Students will follow the rules outlined below.

- Any student violating the overnight student trip rules will be sent home, at the expense of the student's parent or guardian.
- There will be no boys in girl's rooms or girls in boy's rooms for ANY reason, unless in the presence of a coach, sponsor or a school administrator. Any student violating this rule will be sent home.
- Students will not be outside of their assigned rooms after curfew unless accompanied by an adult chaperone. Students will be given a reasonable curfew and are expected to remain inside their room. Students will be given a chaperone's telephone number to call in case of an emergency. Any student in violation of this policy will be sent home.
- The possession of or use of any form of tobacco product, alcohol product, drugs (including prescription drugs\*), chemicals, inhalants, or any other intoxicants or mood-altering drugs is prohibited. Any student violating this policy will be sent home and then referred to the proper campus administrator for further action.  
*[\*Prescription drugs must be surrendered to the proper adult chaperone prior to leaving for an overnight athletic trip. A prescribed drug does not give the student the right to carry or administer the drug without adult supervision.]*
- Any property damage will be paid for by the student(s) involved, *before* leaving the property.

- Any additional hotel/motel charges that are incurred by a student will become the financial responsibility of that student. These charges must be cleared by the student before leaving the property.
- Students are not to leave an assigned area for any reason. Students are not to get into any vehicle other than school designated transportation. Violators will be sent home.
- **Any student in violation of local, state, or federal laws will be turned over to law enforcement authorities.** If the student is returned to the care of the team, he or she will be sent home immediately. Proper school district authorities will be notified of the incident.
- Students will follow all policies set forth by the ACISD Student Handbook and Code of Conduct.
- If a student must be sent home for any reason, the parent/guardian of the student agrees to pay the full cost of the student's return trip to Aransas County, Texas. The parent/guardian of a student in violation of trip rules will provide appropriate information (credit card numbers, etc.) to school district personnel in order that appropriate transportation may be purchased.
- Violations of any of the rules listed above may result in permanent removal from the activity.

### **Awards**

Awards are campus-specific and may include but are not limited to treasure reader, accelerated reader (AR), honor roll, perfect attendance, citizenship, academic, etc.

### **School Parties**

**Pre-K – K** Winter Party - 12/21/12  
Valentine's Party – 2/14/13  
End of Year Party – 5/17/13

**1<sup>st</sup> – 5<sup>th</sup>** Winter Party - 12/21/12  
Valentine's Party – 2/14/13  
End of Year party – 5/31/13

### **Dance Procedures**

#### **Grades 6<sup>th</sup> – 8<sup>th</sup>**

Rockport-Fulton Middle School may schedule dances during the school year. Attendance at a school dance is a privilege; therefore, the following guidelines have been implemented:

- Students must be enrolled in RFMS;

- Students must have 90% or better overall attendance at the time of the dance; and
- Additional restrictions may apply per campus administration.

### **Grades 9<sup>th</sup> – 12<sup>th</sup>**

- Rockport-Fulton High School has three (3) scheduled dances each year: Homecoming, Valentine's and Prom. Attendance at a school dance is a privilege; therefore, the following guidelines have been implemented:
- Students must be enrolled in Rockport-Fulton High School; and
- Students must have 90% or better overall attendance at the time of the dance.

Students desiring to bring a guest to a dance must complete and return a Special Events Guest form to the principal's office no less than two (2) weeks prior to the dance. All visitors must meet the following requirements:

- IF YOUR GUEST IS STILL IN HIGH SCHOOL and wants to attend an RFHS event, you must have this form completed, along with the name of the high school, principal and phone number the guest is currently attending. High school visitors must be in good standing with his/her school.
- IF YOUR GUEST IS A GRADUATE OF RFHS AND 20 YEARS OLD OR YOUNGER, this form must be completed.

Guests not meeting all requirements satisfactorily will be denied entry.

### **Homecoming Court/Valentine Court/Class Favorites/Prom Queen and King**

To be eligible for a nomination to and participation in homecoming court, valentine court and class favorite elections at Rockport-Fulton High School, students must meet the following criteria:

- 90% or better overall attendance for the entire school year at the time of the event;
- No discipline issues resulting in ISS, OSS, or DAEP placement; and
- Passing all classes in accordance with the "no pass no play rule."

## **SAFETY**

### **Visitor/Substitute/Volunteer Procedures**

The district will follow procedures to identify all campus visitors, substitutes, and volunteers during the school day to achieve a safer and more secure school environment. District employees visiting campuses other than their home campus will be required to show the receptionist their school photo identification badge and inform

the receptionist of their destination. All other visitors/substitutes/volunteers will register at the campus front office and be issued numbered and color-coded identification badges in exchange for providing their name, address, phone number, and photo identification such as a driver's license. The identification badges will be dated and the color-coding of the badges will be changed each school year. When large numbers of visitors assemble at a campus for special events, access to other areas of the campus will be limited by designating and monitoring entrance and exit routes. Persons who enter other areas of the campus will be directed to the event area or the front office to register. Persons without a badge will be considered unauthorized visitors and should be reported immediately to a campus administrator. Substitutes and volunteers will be required to check in and out on a daily basis even when performing a consecutive or long-term assignment. The following registration procedure will be followed by all campuses at all times:

1. Visitor/substitute/volunteer gives receptionist (or designee) photo identification upon arrival.
2. Visitor/substitute/volunteer completes visitor register with time of day, name, physical address, phone number, and destination.
3. Receptionist verifies photo identification is that of the visitor/substitute/volunteer and verifies the information provided on the visitor register is accurate.
4. Receptionist returns photo identification to the visitor/substitute/volunteer.
5. Receptionist issues a visitor/substitute/volunteer badge to the visitor/substitute/volunteer and records the number of the badge issued.
6. When possible and appropriate, campus staff member escorts visitor/substitute/volunteer to campus destination.
7. Visitor/substitute/volunteer returns badge to the receptionist upon departure.
8. Receptionist verifies that all numbers visitor/substitute/volunteer badges have been returned at the end of each school day.
9. If a badge is not returned, the receptionist calls the visitor/substitute/volunteer and asks them to return the badge. If the person does not return the badge within one business day the receptionist provides the name, address, and phone number of the visitor/substitute/volunteer who did not return the badge to school police.
10. School police officer arranges for the badge to be retrieved from the visitor/substitute/volunteer.

11. Staff and students will immediately report any suspicious activity or concerns or breaches of the security procedure to the campus administrator. The campus administrator will be responsible for reporting the concern to a school police officer for investigation.

### **Accident Prevention**

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

- Avoid conduct that is likely to put the student or other students at risk;
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the administration, teachers, bus drivers or other district employees;
- Remain alert to and promptly report safety hazards, such as intruders on campus; and
- Know emergency evacuation routes and signals.

### **Drills: Fire, Tornado and Other Emergencies**

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

### **Unexpected School Closing Information**

In the event bad weather prevents the opening of schools or requires the early closing of schools, an announcement will be released from the Office of the Superintendent to the following radio and television stations: Radio KOUL 103.7 FM, and TV Channels 3 and 6. Information will also be posted on the district webpage and automated phone alert system (Skylert).

### **Emergency Release of Students**

In the event that an emergency situation occurs in the district or on a campus, students may need to be secured in place. During emergency situations our primary goal is for the safety and security of our students, faculty and staff. If you wish to pick your child up from school, we ask for your patience and cooperation.

Upon arrival on campus, school personnel and/or a law enforcement officer will instruct you on proper procedures.

### **Audio and Video Surveillance and Metal Detectors**

Audio and video surveillance and metal detectors may be used within the district for safety purposes. The Board of Trustees of a school district may adopt rules for the safety and welfare of students, employees, and property and other rules it considers

necessary to carry out this subchapter and the governance of the district (TEC 37.102). A person who violates any rule adopted under this subchapter commits a Class C misdemeanor offense. Aransas County Independent School District has adopted such policies and rules as listed in the Student Code of Conduct in cooperation with Aransas County law enforcement officials.

### **Pest Control Information**

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child/children's school assignment area may contact the Maintenance Department at 790-2250.

### **Asbestos Management Information**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Maintenance Department. If you have any questions, please contact the Maintenance Department at 790-2250.

### **Searches**

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

## **TRANSPORTATION**

The goal of our transportation system is to provide a safe and enjoyable experience for the students and staff members who ride school buses.

Riding a school bus is a privilege provided by the school district and should be treated as such.

The bus is an extension of the classroom and discipline will be administered by the campus administrator with assistance from the Transportation Supervisor and the bus driver. All school policies and procedures that apply to student conduct and other student-related activities apply to the school bus.

The district makes school bus transportation available to all students living two or more miles from the school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling (361)790-2292.

Please understand that the district has authority and control over its students during the regular school day and while they are going to and from school on district transportation.

This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location. **Parents, please help us enforce this rule by discussing it with your child.**

### **Bus Safety Procedures**

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to the behavioral standards established below:

- Students must observe the same conduct as in a classroom;
  1. Courteous,
  2. Respectful,
  3. Use of profanity prohibited,
  4. Food/drinks prohibited.
- Students must remain seated, facing the front of the bus keeping hands and feet to themselves;
- Vandalism and/or writing on seats is prohibited;
- Students should always exit bus at the same bus stop;
- Seats may be assigned by the bus driver at any time; and
- Students may be removed from the bus if actions interfere with safety of self/others or if any of these rules are violated.

### **Bus Changes**

It is important for safety reasons that parents understand it is extremely challenging to accommodate last minute changes that might occur which would require a student to ride a different bus home in the afternoon. The building principal/designee must be given 24-hour notice in writing which will need to be approved by the principal/designee in order to accommodate bus changes. Consideration will be given for true emergencies. Buses will only drop student in the evenings at designated morning pick-up points.

### **Contacting Bus Drivers During Routes/Travel**

To help promote safe driving, bus drivers are prohibited from using cell phones while students are on the bus unless the bus is stopped per Texas Code 545.425. If a bus driver/bus needs to be contacted for any purpose while the bus is on a route, please contact the transportation department at 790-2292.

### **School-Sponsored Transportation**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents **before the scheduled trip** a written request that the student be permitted to ride with an adult designated by the parent.

### **Student Pick-Up and Drop-Off**

Parents dropping off and picking up their child at the beginning and ending of the school day MUST do so in the Parent Drop-Off and Pick-Up area located in front of the school for:

- Live Oak Learning Center;
- Fulton Learning Center;
- Rockport-Fulton Middle School; and
- Rockport-Fulton High School

In the back of the school for:

Little Bay Primary. NOTE: At Little Bay, parents who do not drop off or pick up their children using the car rider line, should park in the north or south parking lot and escort their children into or from the school.

### **Bicycles**

Bicycles are to be parked properly in stands in the parking area provided. The only person to use the bike is the owner. Bicycles should be locked to the bicycle rack.

### **Vehicles on Campus**

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

**Drivers demonstrating unsafe operation of a motor vehicle while on school property or in a school zone will be reported to local law enforcement.**

### **Student Vehicles on Campus**

Student parking is a privilege. Violating parking lot procedures will be handled per Student Code of Conduct. All students bringing an automobile to school must complete a parking registration and contract form. Forms can be obtained from ACISD school police.

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



If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. Failure to consent to a vehicle search will result in a presumption of guilt and placement in DAEP for a minimum of 10 successful days as well as a loss of parking privileges for one (1) calendar year. If the student refuses to unlock the vehicle, the district will contact the student's parents. If the parent also refuses to permit a search of the vehicle, the district may turn the matter over to local law enforcement officials.

### **Student Parking Lot Rules**

- Once a student arrives at school, the student is not allowed to return to the student parking lot during the school day without permission from the principal/designee.
- Students must park in designated area.
- Speed limit is five (5) miles per hour in school parking lots.
- Students must have a pass from the office to leave school at any time during the school day.
- Violators will be addressed according to Student Code of Conduct.

## **CHILD NUTRITION PROGRAM**

The Nutritional Goal for School Meals is to provide a large portion of the recommended daily dietary allowances. We believe nutrition is crucial to a student's academic performance and we are available to meet those needs.

### **Free and Reduced Priced Meal Applications**

Free and Reduced Priced Meal Applications are available to families who believe they may qualify. **If your family chooses to apply, please go to [www.acisd.org](http://www.acisd.org) and click on the MEAL APP NOW button.** Your application will be processed in a timely manner and a notification will be sent to your e-mail address. Until notification, you must provide your child with a lunch or lunch money. For those without internet access, paper applications will be available at each campus office and the Child Nutrition Office.

**A new application must be COMPLETED EACH YEAR, and only forms for the current year are accepted.** Only one application form needs to be completed per family. In certain cases, foster children are eligible for free and reduced-price meals regardless of your income. If you have school aged foster children living with you and want to apply for free & reduced lunch, please contact us.

Once an application has been approved, it will not be necessary to complete a new application during the current school year. Please call our office (361)790-2295.

### **Student Meal Accounts – Prepayment**

All students are issued meal accounts based on their Student ID Numbers when they enter ACISD. Parents may prepay student meal accounts and access account

information by logging onto the ACISD website ([www.acisd.org](http://www.acisd.org)) and choosing the **LUNCH MONEY NOW** link.

#### Prepayment Options:

- Check: List student ID number or full name in the memo area, make checks payable to ACISD Child Nutrition Department;
- Cash: Place in envelope, list student's ID Number, full name, grade and school; or
- Online with debit/credit card (\$2.50 service fee) at [www.acisd.org](http://www.acisd.org). Click on the **LUNCH MONEY NOW LINK**.

Please take advantage of the options to prepay your student's meal accounts. Prepaid meal accounts help the lunch lines go faster and give students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for other things.

#### **Student Meal Charges**

Students in grades PK-5 are allowed to charge up to three times. After three unpaid charges, the student will be offered an alternate meal for one day only. Students in grades 6-12 are not allowed to charge meals. Please contact the Child Nutrition Office at (361)790-2295 if there are any questions about charges on your child's lunch account.

#### **Meal Prices**

Breakfast:	Paid Student (PK-12)	\$1.00
	Reduced Student (PK-12)	\$.30
	Adults (Staff or Visitors)	\$1.50

Lunch:	Paid Student (PK-5)	\$2.00
	Paid Students (6-12)	\$2.25
	Reduced Student (PK-12)	\$.40
	Adults (Staff or Visitors)	\$3.00

#### **Special Dietary Needs**

Please contact the ACISD Child Nutrition Department at (361)790-2295 for any special dietary needs or concerns.

#### **Rules and Regulations for Foods of Minimal Nutritional Value and Competitive Foods**

- Elementary schools may not serve any food or beverage that competes with the breakfast, lunch, or snack programs to students anywhere on school premises

until the end of the last scheduled class. All foods must meet certain nutrition standards.

**Exception:** One nutritious snack per day may be offered under the teacher's supervision, but not at the same time as meal periods. The snack must comply with the fat and sugar limits with no Foods of Minimal Nutritional Value (FMNV) (soda water, water ices, chewing gum, and certain candies).

- Middle schools may not serve any food or beverage that competes with the breakfast or lunch programs to students anywhere on school premises from 30 minutes before to 30 minutes after meal periods. FMNV'S (soda water, water ices, chewing gum) and all forms of candy are not allowed until after the end of the last scheduled class. All foods must meet certain nutrition standards.
- High schools may not serve or provide access to any food or beverage that competes with the breakfast, lunch, or snack programs to students during meal periods in areas where meals are served and/or eaten. All foods must meet certain nutrition standards.

Please visit [www.squaremeals.org](http://www.squaremeals.org) to view the entire Texas Public School Nutrition Policy.

### **Frequently Asked Questions about the Nutrition Policy**

***What foods are authorized to be served to elementary students during classroom birthday parties?***

The TPSNP Clarifications explicitly state, "Foods otherwise restricted by the policy are permitted in classroom student birthday parties." TDA recommends that parties be held after the class' lunch period so the party does not spoil the students' appetite for a nutritious meal.

***May schools (at any grade level) allow access to FMNV any time during the school day?***

No. Elementary, middle/junior high and high schools may not allow access to FMNV at any time or anywhere on school premises until after the end of the last scheduled class.

***When the TPSNP "recommends" that birthday parties be conducted after lunch, does that mean that every class must have finished their lunch period first, or just the class celebrating the birthday?***

Just the class that is celebrating the birthday.

***What impact does "Lauren's Law" have on the TPSNP in general and on birthday parties specifically?***

"Lauren's Law" does not conflict with the TPSNP. It confirms TPSNP provisions that parents or grandparents may bring any food they want for their child's classroom birthday party. "Lauren's Law" does not supersede TPSNP "Event Day" provisions,

which limits such days to three per year; if a school permits restricted food at more than three school events per year, TDA will not reimburse the school for meals served for any days in excess of the three days permitted under the TPSNP.

***Must a la carte items sold through snack bars, school stores and vending machines meet policy requirements?***

Yes, they must comply with the grade-appropriate nutrition standards as listed in the policy.

## TECHNOLOGY

### **ACISD Acceptable Use Policy**

Please read this document carefully before signing and returning the attached Agreement for Computer and Network Use to your campus technology resource person. Retain this document for your information and reference. Aransas County Independent School District is providing computers, networks, and Internet access available to students and staff. We are very excited about the opportunities and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to ACISD is to promote educational excellence in the Aransas County schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. ACISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an ACISD user violates any of these provisions, his/her account may be terminated, future access could possibly be denied, and disciplinary action could result. The signature(s) on the agreement is(are) legally binding and indicates the party(parties) who signed has(have) read the terms and conditions carefully and understand(s) their significance.

### **1.0 ACISD Network – Specific Terms and Conditions**

- 1.1 Acceptable Use** – The purpose of the network provided by the Aransas County ISD, which includes access to the Internet, is to support instruction and education for ACISD students and staff. The use of your account must be in support of, and consistent with, the educational objectives of the Aransas County Independent School District. Use of other organization's network or computing resources must comply with

the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use of the ACISD network for commercial activities, product advertisement, or political lobbying is not acceptable.

**1.2 Privileges** – The use of the ACISD network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators and system administrator(s) will deem what is appropriate use and their decision is final. Also, the school administrators may close an account at any time as required. The administration may deny, revoke, or suspend specific user accounts and disciplinary action may follow. The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, Aransas County ISD will fully comply with the authorities to provide any information necessary for the litigation process.

**1.3 Internet Etiquette** – It is essential for each user on the Internet to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing Internet services. The use of the Internet is a privilege, which may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to:

- The placing of unlawful information on a system;
- Pretending to be someone else when sending/receiving messages;
- Revealing personal address or phone numbers of the user or others;
- The use of obscene, abusive or otherwise objectionable language or pictures in either public or private messages;
- The sending of messages that is likely to result in the loss of recipients' work or systems;
- The sending of "Chain Letters";
- "Broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others; and
- Lobbying or advertising.

**1.4** Aransas County ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at your own risk. ACISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **2.0 Software Policy Statement and Code of Ethics**

- 2.1 ACISD purchases or licenses the use of copies of computer software from a variety of publishers and distributors. The district does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer. ACISD is committed to providing employees, teachers, and students with intellectual property and copyright law information. All ACISD personnel shall have access to the guidelines on copyright law, storage and security of software and audit procedures for the district.
- 2.2 With regard to use on local area networks or on multiple machines, ACISD employees, teachers, and students shall use the software only in accordance with the license agreement.
- 2.3 ACISD employees, teachers, and students learning of any misuse of software or related documentation within the district shall notify the administration.
- 2.4 At any time, the Information System department may perform a software audit. The result of any violation will be reported to the Director of Information Systems. Appropriate disciplinary action will follow.
- 2.5 According the U. S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$250,000 per work copied, and criminal penalties, including fines and imprisonment. District employees, teachers and students who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. ACISD does not condone the illegal duplication of software.

### **3.0 General Computing**

The following policy for acceptable use of computers and networks, including the Internet, shall apply to all district administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the Information System department.

- 3.1 The individual in whose name a system account is issued will be responsible at all times for its proper use.
- 3.2 Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- 3.3 Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized staff members).
- 3.4 Users shall not use or try to discover another user's password.
- 3.5 Users shall not use ACISD computers or networks for any non-instructional or non-administrative purpose.

- 3.6** Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.
- 3.7** Users shall not copy, change or transfer any software or documentation provided by ACISD, teachers, or another student.
- 3.8** Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- 3.9** Users shall not deliberately use any electronic communication to annoy or harass others with language, images or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- 3.10** Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- 3.11** The user of ACISD computer resources may not use or install on ACISD computers or networks any foreign computer software, disks, or hardware, without first submitting same to ACISD authorities for virus scanning, and obtaining authorization. "Foreign" computer software, disks or hardware includes any computer software, disks or hardware which: (1) have not been provided by ACISD; (2) have been removed from ACISD premises; or (3) have been used on ACISD premises in or in connection with any computer software, hardware or disks not provided by ACISD.
- 3.12** Users shall not tamper with computers, networks, printers, or other associated equipment.
- 3.13** Users must abide by existing Federal and State laws in force regarding electronic communication. Electronic communication includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including, but not limited to Internet-based social networks. It shall also include the transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, in whole or in part by wire, radio, electromagnetic, photoelectric, or photo optical system and pertains to both personal and district issued devices. This includes accessing information without authorization, giving passwords out, or causing a system to malfunction. These laws carry penalties of up to 20 years in prison.

#### 4.0

##### **Mobile Electronic Device (MED)**

Mobile Electronic Devices (i.e. tablets, iPad, iPod, Smartphone, etc.) will be distributed with a "*Mobile Electronic Device Orientation*," on an as needed basis, so ACISD students and staff have access to all available forms of electronic media and communication to support educational goals and objectives. Users are responsible for their ethical and educational use of district technology resources. Mobile Electronic Devices and accessories must be returned to the campus designated staff in satisfactory condition on the agreed upon date. The user that was issued the MED is considered the responsible party. If a responsible party fails to return the MED at the designated time or when the responsible party is no longer with ACISD that user will be subject to disciplinary action, criminal prosecution or civil liability. The user will be responsible for any damage to the MED and accessories. The responsible party will be charged a fee for any needed repairs, not to exceed the replacement cost of the Mobile Electronic Device, or, if applicable, any insurance deductible.

#### 5.0 **CIPA – Compliant Internet Safety Policy**

##### **Introduction**

It is the policy of Aransas County ISD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

##### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

##### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

##### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Aransas County ISD online computer network when using electronic mail, chat rooms, instant messaging, and other



forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Aransas County ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Systems Department or designated representatives.

The Instructional Technology Coordinator or designated representatives will assist campuses to provide age appropriate training for students who use the Aransas County ISD's Internet facilities. The training provided will be designed to promote the district's commitment to:

a. The standards and acceptable use of Internet services as set forth in the Acceptable Use Policy

b. Student safety with regard to:

1. Safety on the Internet

2. Appropriate behavior while online, social networking sites and in chat rooms

3. Cyber bullying awareness and response.

c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### **Adoption**

The Internet Safety portion of the Acceptable Use Policy was adopted by the Aransas County ISD School Board at a public meeting in June 2012.

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☐ CIPA definitions of terms:

**MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

## **STUDENT HEALTH SERVICES**

Deciding whether to keep a sick child home from school is a hard decision, especially if it means missing work or paying for childcare. Here are some guidelines to follow as you consider whether your child is sick enough to stay home. First, does he/she have a fever? Generally speaking, a fever at the start of an illness should be a signal that your child should stay home. Second, is your child vomiting or having diarrhea? If your child has either of those symptoms, they should stay home. Third, is their illness contagious to others? If so, keep them home. It's not fair to their classmates to bring germs to school. Also consider whether your child feels well enough to participate in class and gain something positive out of school. If you are not sure if your child should stay home from school, or needs to be evaluated, talk with your physician.

### **Medication at School**

All prescription and over the counter medication (non-prescription) will be administered by the school nurse or designee with the exception of insulin, inhalers and anaphylaxis medications, which may be self-administered\* according to the board policy of ACISD.

All medication (prescription and over the counter medication) must be provided by the parent or legal guardian. All medication must be in the original container and prescription medication must show the patient's (student's) name, prescribing

physician's name, name and address of pharmacy, brand or generic drug name, strength of drug, manufacturer identification, date dispensed and instructions for use.

All medication will require a request form for dispensing. Medication will be determined to be either short term or long term as defined below:

**Short term medication is defined as prescription or non-prescription medication administered at school for a time period not to exceed 15 days which requires a signed, written request by the parent or legal guardian.**

Medication request forms are available in the school health office or online at the Aransas County Independent School District website.

**Long term medication is defined as prescription or non-prescription medication administered at school for a time period in excess of 15 days which requires a signed, written request by the physician or other licensed healthcare provider and the parent or legal guardian.** Medication request forms are available in the school health office or online at the Aransas County Independent School District website.

"Self-administration" is defined as the student consuming or applying medication in the manner directed by the licensed healthcare provider without additional assistance or direction.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day or school related events, the student and the parents should discuss this with the school nurse and/or principal. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school related events only if he or she has a signed, written request by the physician or other licensed healthcare provider and the parent or legal guardian. The student must also demonstrate to his or her physician or other licensed healthcare provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If a student is diabetic, in accordance with a student's individual health plan for the management of diabetes, a student with diabetes will be permitted to possess and use monitoring equipment, supplies, and insulin while at school or at a school related event. The student's individual health plan will include a signed, written request by the physician or other licensed healthcare provider and the parent or legal guardian.

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain medical treatment. Therefore, parents are asked each year to complete an emergency care consent form which includes information about your child including, but not limited to information about allergies to medications, etc. Parents should keep emergency care information up-to-date (name of doctor, your emergency phone numbers, allergies, etc). Please contact the school nurse to update any information.

## **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. The major criterion for non-attendance is the probability of spreading disease from person to person. These diseases include but are not limited to:

Amebiasis	Meningitis, bacterial
Campylobacteriosis	Meningitis, viral with fever
Chicken Pox	Meningococcal infections
Common cold with fever	Mononucleosis, infectious
Conjunctivitis, bacterial or viral	Mumps
Coxsackie virus with fever	Otitis media (earache) with fever
Cryptosporidiosis	Pertussis (whooping cough)
E. coli	Pharyngitis
Fever greater than 100.4	Ringworm of the scalp
Fifth Disease with fever	Rubella (German measles)(sore throat with fever)
Gastroenteritis, viral	Salmonellosis
Giardiasis	Scabies
Head lice, with live lice	Shigellosis
Hepatitis A	Streptococcal sore throat
Impetigo	Scarlet fever
Influenza	Tuberculosis
Measles (rubeola)	

\*During outbreaks of H1N1 influenza, anyone with an elevated temperature of over 100 degrees will be excluded from school and must remain fever-free without medication for 24 hours before returning to school.

To minimize the spread of communicable diseases encourage your children to:

- Wash their hands frequently with soap and water or use a hand sanitizer when possible; and
- Cover noses and mouths with a tissue when coughing or sneezing or a shirt sleeve or elbow if no tissue is available.

## **Bacterial Meningitis**

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

### **What Is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the 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 one year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### **How Serious Is Bacterial Meningitis?**

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

### **How Is Bacterial Meningitis Spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

### **How Can Bacterial Meningitis Be Prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

### **What Should You Do If You Think You Or A Friend Might Have Bacterial Meningitis?**

Seek prompt medical attention.

### **Where Can You Get More Information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at

the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

**Head Lice-**Occurrences of head lice are very common in the public school setting. Aransas County ISD and Health Services are working together to bring the occurrences in the classroom under control. *The following procedures will be followed district wide:*

For the detection of live activity, either live lice or viable nits (live eggs):

- Parents will be contacted and asked to pick up their child. The child may return to school the next day if they bring to the nurse proof of accepted treatment with a medicated shampoo. Proof of treatment may include a physician's statement, box top, and/or receipt.
- If the parent cannot be contacted the child will be isolated within the classroom away from other children. Written instructions will be sent home informing the parent that live activity was found and that the child may return to school the next day if they bring to the nurse proof of accepted treatment with a medicated shampoo. Proof of treatment may include a physician's statement, box top, and/or receipt.
- If the child returns to school without proof of treatment the child will be placed in our In-School Isolation until parent contact can be made and proof of treatment is established.

**For more information or if you have any questions please call the Supervisor of Health Services, your child's principal, or your child's school nurse.**

### **Immunizations**

All students must be in compliance with the required immunizations in order to attend school in the Aransas County ISD. Texas law requires immunization compliance for all persons enrolled in Texas Public Schools. Any document listing each immunization received by month, day, and year will be accepted provided a physician or health personnel has validated it.

Chapter §97.62 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States.

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

exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim exclusion for reasons of conscience, a written request must be submitted through the U.S. Postal Service, commercial carrier, fax, or by hand-delivery to the Texas Department of State Health Services, Immunization Branch, Austin, Texas. The affidavit will be valid for a two-year period. The student, who has NOT received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

For more information regarding exemptions to immunization requirements, guidelines for requesting an Exemption for Reasons of Conscience and frequently asked questions about exemptions, please visit the Texas Department of State Health Services web site: [http://www.dshs.state.tx.us/immunize/school/school\\_exclusion.shtm](http://www.dshs.state.tx.us/immunize/school/school_exclusion.shtm)

Immunizations often come due during the school year. If, after notification the student fails to receive the immunization in a timely manner (on schedule) or proof of immunization has not been provided to the school, the student is subject to being withdrawn for immunization non-compliance.

**Listed below are the immunization requirements for students enrolled in Pre K – 12<sup>th</sup> grades in Aransas County I.S.D:**

### **Diphtheria/Tetanus/Pertussis**

5 doses of vaccine; one dose must be received on/after the 4<sup>th</sup> birthday; however 4 doses meet the requirement if the 4<sup>th</sup> dose was received on/after the 4<sup>th</sup> birthday; for students age 7 and older 3 doses meet the requirement if one dose was received on/after the 4<sup>th</sup> birthday.

For 7<sup>th</sup> grade: 1 dose of Tdap is required if FIVE (5) years have passed since last dose of DTP/Tdap/Td.

For 8<sup>th</sup> -12<sup>th</sup>: 1 dose of Tdap is required if TEN (10) years have passed since last dose of DTP/Tdap/Td.

### **Polio**

4 doses of vaccine; one must be received on /after the 4<sup>th</sup> birthday; however 3 doses meet the requirement if the 3<sup>rd</sup> dose was given on/after the 4<sup>th</sup> birthday.

### **MMR**

2 doses of vaccine, the first dose must be received on/after the 1<sup>st</sup> birthday

### **Varicella**

Pre-Kindergarten, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> 7<sup>th</sup> – 9<sup>th</sup>: 2 doses of vaccine; the first dose must be received on/after the 1<sup>st</sup> birthday. 1 dose required for all other grade levels. If history of chickenpox is documented then no vaccine is required.

If student was thirteen years or older at the time the first dose was received 2 doses are required.

### **Hepatitis A**

Pre-Kindergarten, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> : 2 doses of vaccine; the first dose must be received on/after the 1<sup>st</sup> birthday

### **Hepatitis B**

3 doses for all grades.

### **Meningococcal (MCV4)**

1 dose for 7<sup>th</sup> - 9<sup>th</sup> grades.

### **Pneumo C V**

Pre-Kindergarten: 1 dose of vaccine for unvaccinated children or those who have an incomplete series. A complete series is considered to be:

- At least 3 doses with one dose on/after 12 months of age
- 2 doses with both doses on/after 12 months of age
- 1 dose on/after 24 months of age

### **HIB**

1 dose received on/after the 1<sup>st</sup> birthday for Pre-Kindergarten

**Listed below are the immunization requirements for 3 year old students enrolled in the Preschool Program for Children with Disabilities in Aransas County I.S.D:**

### **Diphtheria-Tetanus**

4 doses for entry

### **Polio and Hepatitis B**

3 doses for entry

### **MMR, Hib, Varicella and Hepatitis A**

1 dose received on/after the 1<sup>st</sup> birthday

### **Pneumo C V**

Refer to Texas Minimum State Vaccine Requirement for Children Attending Child-Care Facilities

## **STATE MANDATED SCREENINGS**

### **Vision and Hearing**

The Vision and Hearing Screening Program, Chapter 36 of the Health and Safety Code, requires that children enrolled in a public, private or parochial school in Texas are provided with a vision and hearing screening.

All children enrolled in a facility shall be screened for vision and hearing problems in pre-kindergarten, kindergarten, first, third, fifth, and seventh grades before May 31 of each year.



Children four years of age or older, who are enrolled in any facility for the first time, must be screened for possible vision and hearing problems within 120 calendar days of enrollment.

### **Spinal**

In 1985 the Texas Legislature passed House Bill 832, which requires screening for abnormal spinal curves for students in grades 6 and 9 attending public and private schools. The school is then required to notify the parents if a child shows any signs of a possible curvature. Screening should be done during the growth spurt years, ages 10 – 14 (Grades 5 – 9), to detect spinal deformities early.

The screening requirement for children entering grades 6 and 9 may be met if the child has been screened for spinal deformities by a physician and a record has been provided.

### **PE Note**

Parents may send a note to excuse their child from PE due to illness or injury. The student can be excused for up to three days in such an instance. If more than three days are needed, parents must provide a doctor's excuse. Parent notes seeking an excuse from PE for more than three days will be honored only if documentation from a physician of a chronic illness or condition is on file with the campus nurse. Students who are excused from PE will also be excused from recess and field trips that involve similar physical activity.

### **Accident Insurance**

Under state law, the district cannot pay for medical expenses associated with a student's injury. The district does make available an optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

## **APPEARANCE CODE**

### **Interpretive Authority of Campus Principal/Designee:**

Proper dress and grooming habits are important in developing a positive pattern of school and social conduct. There is a direct correlation between student appearance and their behavior. The Student Appearance Code is established to teach good grooming and hygiene; to instill discipline and prevent disruption; to avoid safety hazards; and to teach respect for authority. **Since it is not possible to anticipate all styles or fads that might be presented, it should not be assumed that an item is appropriate just because it is not mentioned in the Code.** The campus principal/designee will rule at their discretion on all matters concerning interpretation of the student dress code, including matters not specifically covered in the student dress code.

**Consequences:** If the principal/designee determines that a student's grooming or dress violates the appearance code, the student shall be given the opportunity to correct the problem at school with grooming aids and/or replacement garments on hand or delivered by parents/guardians. If the problem of unacceptable grooming or

clothing cannot be immediately corrected, the student may be assigned to In-School Suspension for the remainder of the school day.

### **Approved Standardized Dress Items:**

#### ***Shirts:***

- Any solid color polo-style shirts without decoration, designs, or labels; or
- Any solid color button-up shirts with or without a tie and/or jacket; or
- ACISD school spirit and organization shirts/attire (pre-approved by campus principal/designee).
- Sleeveless tops are prohibited for female and male students.

#### ***Pants, Shorts, and Skirts: (See length restrictions under General Requirements)***

- Any solid color, docker-style pants, capris, shorts, and skirts without decoration, designs, or excessively large brand labels; or
- Any solid color, standard five-pocket style jeans or shorts, neither baggy nor skin tight, without decoration, designs, or excessively large brand labels. Back-pocket stitching is allowed.
- Athletic style shorts may be worn in PE/athletics, band, cheerleading, or for other activities as approved by the campus principal/designee. Athletic shorts are prohibited at other times during the school day.
- Elastic waist bands are allowed for Pre-K and Kindergarten students.
- Cargo-style pants/shorts, sweatpants, wind pants/shorts, pants with drawstrings, warm-ups, coveralls, overalls, pajama-style pants, bicycle shorts, and cut-offs are prohibited at all grade levels.

#### ***Dresses:***

- Dresses may be worn by female students.
- Shorts must be worn under dresses for outdoor or PE activities.

#### ***Outerwear:***

- Any solid color outerwear (i.e., jackets, coats, sweaters) without decoration, designs, or labels may be worn over standardized dress.
- Outerwear must be no more than one size larger than student's regular size and sleeve length cannot extend past fingertips.
- Trench coats, battle dress, and combat gear are prohibited.

#### ***Footwear:***

- Students in grades PK – 5<sup>th</sup> are required to wear tennis shoes or other style of secure, closed-toe, non-slip footwear appropriate for physical education classes and recess. Shoes must be worn as intended to be worn (i.e., laces must be laced and buckles must be buckled).
- Students in grades 6<sup>th</sup> – 12<sup>th</sup> may wear styles appropriate for students in grades PK – 5<sup>th</sup> and may also wear sandals and boots as long as they are laced, tied, and matching.

- Paramilitary/combat boots, shower shoes, water socks, and shoes with wheels are prohibited at all grade levels.

### ***Uniforms:***

- Students who are members of nationally recognized organizations (i.e., Scouting, NJROTC) may wear the uniform(s) approved by that organization to school if the uniform(s) meets the requirements of the ACISD Appearance Code.
- School activity uniforms are prohibited except for during the activity for which the uniform is designed. In place of their performance uniform, students participating in cheerleading, drill team, sports, and other activities may wear Spirit wind suits on certain days as pre-approved by campus principal/designee.
- The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed from the activity or organization for a period determined by the principal or sponsor and may be subject to other disciplinary action.

### **Standardized Dress – General Requirements:**

- Clothing should be appropriate for school, clean, and worn as it was designed to be worn. All clothing must fit properly (not too big/loose or too small/tight) and be of an appropriate length. All clothing must be free of intentional holes. Intentionally ripped, torn, or cut clothing is prohibited.
- Approved standardized dress items must be worn under outerwear at all times.
- Shirts, blouses, and dresses that sleeveless, low-cut, or too tight are prohibited, as well as other clothing that is see-through, revealing, and/or exposes a bare midriff when raising arms, standing, bending, or sitting. Bathing suits are prohibited.
- Pants, shorts and skirts must be hemmed and appropriately sized to sit at the natural waistline.
- Shorts, skirts, and dresses with hemlines more than five (5) inches above the knee cap are prohibited.
- All clothing must be worn in a manner that is not conducive to the concealment of contraband.
- Articles of clothing and accessories with inappropriate decorations or advertisements are prohibited. Inappropriate decorations or advertisements include, but are not limited to, those that depict the occult, gang membership, death, suicide, violence, drugs, alcohol, lewd or sexual references, anarchy, gothic attire and skulls. However, skulls (pirate) in display of school spirit may be permitted with prior approval of the campus principal/designee.
- Proper undergarments shall be worn and not visible. Leggings may be worn only under clothing within dress code.
- Hanging straps (suspenders), chains, or wallets with chains are prohibited.
- Hats, caps, hoods, bandanas, or sunglasses are prohibited inside the school building.

## **Student Appearance – General Requirements:**

- Hair must be kept clean, well groomed, and out of the student's face. Hairstyles including Mohawks, symbols, or marks shaved into the hair or eyebrows, or unnatural coloring of the hair is prohibited.
- Male students must be clean-shaven. Sideburns may not extend below the bottom of the earlobe.
- Earrings are allowed, but all other forms of facial or body piercings such as, but not limited to, nose studs, nose rings, tongue rings, gauges, spacers and cylinders are prohibited. Spacers or retainers utilized to prevent piercings from closing are also prohibited.
- Excessive or extreme makeup including, but not limited to, black lipstick is prohibited.
- Excessive jewelry or jewelry worn in a manner offensive to others is prohibited.
- Dental jewelry is prohibited.
- Temporary and permanent tattoos must be covered at all times.
- Contact lenses must be in natural eye colors only.
- Ankle monitors must be covered at all times.

## **Co-Curricular/Extracurricular Appearance Code Expectations**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed from the activity or organization for a period determined by the principal or sponsor and may be subject to other disciplinary action.

## **DISCIPLINARY RECORDS**

### **NCLB Rule Means Disciplinary Records Will Move With Students**

Students who get caught fighting or carrying drugs, alcohol or weapons at school will no longer be able to elude their history, even if they move to another school. All public schools are now required to include a record of suspensions and expulsions in the files that follow students to their next schools or districts.

Student discipline shall be administered fairly and equitably after a careful assessment of the circumstances of each case. Factors to be considered include:

- The seriousness of the offense;
- The student's age;
- The frequency of misconduct;
- The student's attitude; and
- The potential effect of the misconduct on the school environment.

The district has jurisdiction over its students during regular school day and while going to and from school on district transportation. The district's jurisdiction includes any

activity on school grounds and within 300 feet of school property, or while in attendance at any school-related activity, regardless of time or location, and any school-related misconduct including retaliation against an individual, regardless of time and location.

- Upon arrival to school, students must remain in designated/assigned areas; and
- After school dismissal each day, students must leave campus unless they are in tutorials or participating in a school activity under the supervision of district personnel.

Every student is expected to abide by federal laws and the laws of the State of Texas. Violations of certain federal and state laws shall constitute a violation of the Code of Conduct and appropriate disciplinary measures will be imposed.

Parents' questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate and in accordance with policy FNG (Local). A copy of this policy may be obtained from the principal's office or the central administration. **Consequences will not be deferred pending the outcome of a grievance.**

### **Communication/Electronic Devices**

#### **Grades PreK-5<sup>th</sup>:**

Communication/electronic devices including but not limited to cell phones, CD players, radios, iPods, mp3 players, laptops, Kindles, Nooks, cameras, etc. (this point forward will be known as "C/E" device) may not be visible nor powered on for any reason during the school day unless specifically directed by a staff member for an approved instructional purpose. Use must be confined to the specific time and location for which the staff member has obtained approval. Any C/E device that is visible or powered on will be confiscated by school staff.

**First Offense:** Parent/guardian may pick up C/E device at the end of the school day. Parent/guardian will be given an acknowledgement statement that a second offense will result in confiscation of the C/E device and a \$15 charge for return as allowed per Texas Education Code.

**Second and Subsequent Offense(s):** Parent/guardian may pick up and pay the \$15 fee, per Texas Education Code, for the C/E device.

#### **Grades 6<sup>th</sup> – 12<sup>th</sup>:**

Communication/electronic devices including but not limited to cell phones, CD players, radios, iPods, mp3 players, laptops, Kindles, Nooks, cameras, etc. (this point forward will be known as "C/E" device) may be utilized before school, during passing periods, during lunch, and after school. Use during a class period is prohibited unless specifically directed by a staff member for an approved instructional purpose. Use in a class period must be confined to the specific time and location for which the staff

member has obtained approval. Any C/E device that is visible or powered on during a class period will be confiscated by school staff.

**First and Subsequent Offense(s):** Parent/guardian may pick up and pay the \$15 fee, per Texas Education Code, for the C/E device.

### **All Grades:**

Per TEA directive, during standardized testing (for example STAAR, TAKS, AP, PSAT, CBE, etc.), students are not permitted to be in possession of a cell phone or other electronic device within the testing room whether the cell phone or other electronic device is turned on or off. Campus administrators will remind students before all scheduled standardized testing to not bring cell phones or other electronic devices on campus. Students will have an opportunity to relinquish cell phones or other electronic devices prior to the start of testing and those devices collected will be returned to the student after testing is complete for the day. Please note that ACISD shall not assume responsibility for these items if they are damaged, lost, or stolen. Failure to comply with this rule is considered a serious offense and may result in a DAEP placement.

ACISD shall not assume responsibility for these items if they are damaged, lost or stolen.

If there is an emergency and a student needs to call parent/guardian during the school day, the student may come to the office to use the phone. A parent, guardian needing to contact their child during the school day is requested to call the main office of his/her child's campus.

### **Fight Consequences**

In the continued interest of enhancing academic achievement for all students and campus safety, the following procedures in regard to fighting will be instituted:

#### **First Offense:**

- A. Up to three days suspension
- B. Referral to law enforcement (if age appropriate)
- C. Referral to CPC for assignment at DAEP for a minimum of 10 days

#### **Second Offense:**

- A. Up to three days suspension
  - B. Referral to law enforcement (if age appropriate)
  - C. Referral to CPC for assignment at DAEP for a minimum of 30 days
- If a fight occurs within the last three (3) weeks of any semester, DAEP placement time may carry over into the next semester.

### **Cafeteria Food Fights**

Consequences for engaging in food fights will be determined according to the Student Code of Conduct, which may result in removal of the student(s) to Disciplinary Alternative Education Placement (DAEP) and/or charges being filed. Please refer to

## **ACISD BULLYING PROTOCOL**

### **Prohibition of Harassment, Intimidation, and Bullying**

The Aransas County Independent School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any written, verbal, or physical act, when the written, verbal or physical act:

- Physically harms a student or damages the student's property; or
- Places a student in reasonable fear of harm to the student's person or to the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this protocol or board policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The Superintendent or designee is authorized to direct the development and implementation of procedures of the District's bullying protocol, in accordance with the District's Code of Conduct.

#### **Cross-References:**

- Policy FNC (LOCAL) Student Rights and Responsibilities: Student Conduct
- Policy FFH (LOCAL) Freedom from Discrimination, Harassment & Retaliation
- Policy FFI (LOCAL) Bullying

### **Options for Reporting Bullying**

- Report to Teacher, Principal, Assistant Principal or Counselor
- Call the campus counselor to report bullying (Little Bay-790-2000,

Live Oak-790-2260, Fulton-790-2240, Middle School-790-2230, and High School-790-2220)

- [reportabully.com](http://reportabully.com)

### **Procedures for Investigating Reports of Bullying**

- Campus administrators shall investigate all reports of bullying.
- The campus administrator shall promptly take interim action to prevent bullying during the course of an investigation.
- The investigation should be completed within ten District business days from the date of the report.
- When the investigation is complete, the administrator shall compile a full written report of the complaint and the result of the investigation including a determination of whether bullying occurred.
- To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses.

### **Disciplinary Options for Bullying**

- Counseling
- In-School Suspension
- Out of School Suspension
- Referral to Law Enforcement
- DAEP
- Bully Contract in coordination with Parent contact
- Loss of privileges

### **Appeal**

- A student/parent who is dissatisfied with the outcome of the investigation may appeal through FI (LOCAL), beginning at the appropriate level.

### **Proactive Measures to Prevent Bullying**

- Clear definition of bullying
- Open conversation about bullying
- Classroom guidance by school counselors
- Commitment to administrative visibility and availability
- Schedule/Classroom change



# **Aransas County Independent School District**

## **Student Code of Conduct**

### **2012-2013**

#### **Purpose**

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

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

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

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

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

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

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

#### **School District Authority and Jurisdiction**

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

The district has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on district transportation;
- During lunch periods in which a student is allowed to leave campus;

- 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 or volunteer occurs or is threatened, regardless of time or location;
- When criminal mischief is committed on or off school property or at a school-related event;
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
- When the student is required to register as a sex offender.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

District administrators conduct routine blanket inspections and searches of lockers and desks.

### **Reporting Crimes**

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

### **Revoking Transfers**

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

### **Speaking at Graduation**

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

**See DAEP – Restrictions during Placement** on **page 75**, for information regarding a student assigned to DAEP at the time of graduation.

### **Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes, regularly and on time;
- Prepare for each class; take appropriate materials and assignments to class;
- Meet district and campus standards of grooming and dress;
- Obey all campus and classroom rules;
- Respect the rights and privileges of students, teachers, and other district staff and volunteers;
- Respect the property of others, including district property and facilities;
- Cooperate with and assist the school staff in maintaining safety, order, and discipline; and
- Adhere to the requirements of the Student Code of Conduct.

### **General Conduct Violations**

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

### **STUDENTS SHALL NOT:**

#### **Disregard for Authority**

- Fail to comply with directives given by school personnel (insubordination);
- Leave school grounds or school-sponsored events without permission;
- Disobey rules for conduct on school buses; or
- Refuse to accept discipline management techniques assigned by a teacher or principal.

#### **Mistreatment of Others**

- Use profanity or vulgar language or make obscene gestures;

- Fight or scuffle (For assault see DAEP Placement and Expulsion);
- Threaten a district student or volunteer, including off-school property if the conduct causes a substantial disruption to the educational environment;
- Engage in bullying, harassment, or making hit lists (See Glossary for all three terms);
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer;
- Engage in conduct that constitutes dating violence (See Glossary);
- Engage in inappropriate or indecent exposure of private body parts;
- Participate in hazing (see Glossary);
- Cause an individual to act through the use of or threat of force (coercion);
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person);
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person including a district student, employee, or volunteer; or
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others;

### **Property Offenses**

- Damage or vandalize property owned by others (for felony criminal mischief see DAEP Placement or Expulsion);
- Deface or damage school property – including textbooks, lockers, furniture, and other equipment – with graffiti or by other means;
- Steal from students, staff, or the school; or
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code (for felony robbery, aggravated robbery and theft see DAEP Placement and Expulsion).

## **POSSESSION OF PROHIBITED ITEMS**

### **Possess or Use:**

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A "look-alike" weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

### **Telecommunications Devices Violation**

- Use a telecommunication device, including a cellular telephone, or other electronic device in violation of district and campus rules.

### **Illegal, Prescription, and Over-the-Counter Drugs**

- Possess or sell seeds or pieces of marijuana in less than a usable amount (for illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion);
- Possess, use, give, or sell paraphernalia related to any prohibited substance (see Glossary for "paraphernalia");
- Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband;

- Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event (see Glossary for "abuse");
- Abuse over-the-counter drugs (see Glossary for "abuse");
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties (see Glossary for "under the influence"); or
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### **Misuse of Computers and the Internet**

- Violate computer use policies, rules, or agreements signed by the student or student's parent;
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off-school property if the conduct causes a substantial disruption to the educational environment;
- Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off-school property if the conduct causes a substantial disruption to the educational environment;
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off-school property if the conduct causes a substantial disruption to the educational environment.
- Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off-school property if the conduct causes a substantial disruption to the educational environment; or
- Use e-mail or websites at school to encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

### **Safety Transgressions**

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety;

- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property;
- Make false accusations or perpetrate hoaxes regarding school safety;
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence;
- Throw objects that can cause bodily injury or property damage; or
- Discharge a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

- Violate dress and grooming standards as communicated in the student handbook;
- Cheat or copy the work of another;
- Gamble;
- Falsify records, passes, or other school-related documents;
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities; or
- Repeatedly violate other communicated campus or classroom standards of conduct.

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

### **Discipline Management**

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

### **Students with Disabilities**

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

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

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

### **Discipline Management Techniques**

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

- Verbal (correction, oral or written);
- Cooling-off time or "time-out";
- Seating changes within the classroom;
- Temporary confiscation of items that disrupt the educational process;
- Rewards or demerits;
- Behavioral contracts;
- Counseling by teachers, counselors, or administrative personnel;
- Parent-teacher conferences;
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy;
- Detention;
- Sending the student to the office or other assigned area, or to In-School Suspension;
- Assignment of school duties such as cleaning or picking up litter;
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seating and holding honorary offices, or membership in school-sponsored clubs and organizations;



- Penalties identified in individual student organizations' extracurricular standards of behavior;
- Withdrawal or restriction of bus privileges;
- School-assessed and school-administered probation;
- Corporal punishment; unless the students parent or guardian has provided a signed statement prohibiting its use.
- Out-of-School Suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code;
- Expulsion, as specified in the Expulsion section of this Code;
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code;
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district; or
- Other strategies and consequences as determined by school officials.

### **Notification**

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

### **Appeals**

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG (LOCAL). A copy of the policy may be obtained from the principal's office or the Central Administration Office or through Policy On-Line at the following address: [www.acisd.org](http://www.acisd.org). Consequences will not be deferred pending the outcome of a grievance.

### **Removal From the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

### **Routine Referral**

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

### **Formal Removal**

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
- The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom;
- In-School Suspension;
- Out-of-School Suspension; or
- DAEP.

### **Returning Student to Classroom**

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

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

## **OUT-OF-SCHOOL SUSPENSION**

### **Misconduct**

Students may be suspended for any behavior listed in the code as a general conduct violation, DAEP offense, or expellable offense. In deciding whether to order suspension, the district will take into consideration:

- Self-defense (see Glossary);
- Intent or lack of intent at the time the student engaged in the conduct; and
- The student's disciplinary history.

### **Process**

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

Before being suspended, a student will have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

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

### **Disciplinary Alternative Education Program Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student. For the purposes of DAEP, elementary classification shall be kindergarten through grade 5 and secondary classification shall be grades 6 through 12. Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

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

In deciding whether or not to order placement in a DAEP, the district will take into consideration:

- Self-defense (see Glossary);
- Intent or lack of intent at the time the student engaged in the conduct; and
- The student's disciplinary history.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

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

### **Misconduct Identified in State Law**

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

- Involvement in 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 secret society, or gang (see Glossary);
- Involvement in criminal street gang activity (see Glossary); or
- Any criminal mischief, not punishable as a felony.

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

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

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school (see Glossary);
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony;
  2. Commits an assault (see Glossary) under Texas Penal Code 22.01(a)(1);
  3. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense (school-related felony drug offenses are addressed in the Expulsion section.) (see Glossary for “under the influence”);
  4. Sells, gives or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense (school-related felony alcohol offenses are addressed in the Expulsion section);
  5. Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals; and
  6. Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age;
  - Commits a federal firearms violation and is younger than six years of age;
  - Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property (committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.); or
  - Engages in conduct punishable as a felony listed under Title 5 (see Glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
    1. The student receives deferred prosecution (see Glossary);
    2. A court or jury finds that the student has engaged in delinquent conduct (see Glossary); or
    3. The superintendent or designee has a reasonable belief (see Glossary) that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

If a student has been convicted of sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim’s parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

### **Emergencies**

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

### **Process**

Removals to a DAEP will be made by the Central Placement Committee.

### **Conference**

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

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

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

### **Placement Order**

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

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines in this Code, the placement order will give notice of the inconsistency.

### **Length of Placement**

The duration of a student's placement in a DAEP will be determined by the Central Placement Committee.

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

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

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established

district administrative procedures for administering other diagnostic or benchmark assessments.

### **Exceeds One Year**

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

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

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the Central Placement Committee 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 (see Glossary) that violates the district's code.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the appropriate campus principal, in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal's office or the Central Administration Office or through Policy On-Line at the following address: [www.acisd.org](http://www.acisd.org).

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

### **Restrictions During Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP **shall** not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### **Placement Review**

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the Central Placement Committee 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 parents will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

### **Additional Misconduct**

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

### **Notice of Criminal Proceedings**

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

- 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
- The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the



superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

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

### **Withdrawal During Process**

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

### **Newly Enrolled Students**

The district will decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district. The district may place the student in a district's DAEP or a regular classroom setting.

A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review; however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Emergency Placement Procedure**

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the 10<sup>th</sup> day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

### **Placement and/or Expulsion for Certain Serious Offenses**

This section includes two categories of serious offenses for which the Education Code provides unique procedures and specific consequences.

### **Prohibition From Extracurricular and Co-Curricular Activities**

Because participation in extracurricular activities is a privilege, not a right, the district prohibits students from participating in any extracurricular activity if the student has engaged in certain criminal activity. Specifically, a student is prohibited from participating in extracurricular activities if the student has received deferred prosecution under Section 53.03, Family Code, or deferred adjudication for conduct defined as a felony offense in Title 5 of the Penal Code. A student is also prohibited from participating in extracurricular activities if the student has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, Family Code, or found by a court or jury to be guilty for conduct defined as a felony offense in Title 5 of the Penal Code. The student is also prohibited from participating in extracurricular activities if the student is required to be registered as a sex offender. The prohibition against participating in extracurricular activities referenced above is in effect from the time the district learns that one or more of the above triggering events occurred and continues for the entire time that the student is enrolled in the ACISD. This prohibition against participation in extracurricular activities applies even if the student has successfully completed any court disposition requirements or school disciplinary consequences imposed in connection with the conduct.

### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in DAEP.

If the student is not under any form of court supervision, the placement may be in DAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

- Threatens the safety of other students or teachers;
- Will be detrimental to the educational process; or
- Is not in the best interests of the district's students.

### **Review Procedure:**

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

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

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

- Threatens the safety of other students or teachers;
- Will be detrimental to the educational process; or
- Is not in the best interests of the district's students.

### **Newly Enrolled Student**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require additional placement in an alternative placement without conducting a review of the placement.

### **Appeal**

The student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

### **Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student **may** be expelled and placed in DAEP if the board or its designee makes certain findings and the following circumstances exist in relation to a felony offense under Title 5 (see Glossary) of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as a Title 5 felony offense;
- Have been charged with engaging in conduct defined as a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

- The date on which the student's conduct occurred;
- The location at which the conduct occurred;
- Whether the conduct occurred while the student was enrolled in the district; or
- Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

- Threatens the safety of other students or teachers;
- Will be detrimental to the educational process; or
- Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

- The student graduates from high school;
- The charges are dismissed or reduced to a misdemeanor offense; or
- The student completes the term of the placement or is assigned to another program.

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

### **Expulsion**

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

- Self-defense (see Glossary);
- Intent or lack of intent at the time the student engaged in the conduct; and
- The student's disciplinary history.

## **DISCRETIONARY EXPULSION: MISCONDUCT THAT MAY RESULT IN EXPULSION**

### **Any Location**

A student **may** be expelled for:

Engaging in the following no matter where it takes place:

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

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

- Aggravated assault;
- Sexual assault;
- Aggravated sexual assault;
- Murder;
- Capital murder;
- Criminal attempt to commit murder or capital murder;
- Aggravated robbery; and
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

### **At School, Within 300 Feet, or at School Event**

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

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony;
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony;

- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals;
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer; and
- Engaging in deadly conduct. (see Glossary)

### **Within 300 Feet of School**

Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault;
- Arson (see Glossary);
- Murder, capital murder, or criminal attempt to commit murder or capital murder;
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery;
- Continuous sexual abuse of a young child or children;
- Felony drug- or alcohol-related offense; and
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

### **Property of Another District**

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

### **While in DAEP**

Engaging in serious offenses while placed in a DAEP.

### **Mandatory Expulsion: Misconduct That Requires Expulsion**

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property.

#### **Federal Law**

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

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm weapon; and
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

### **Texas Penal Code**

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

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

Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault;
- Arson (see Glossary);
- Murder, capital murder, or criminal attempt to commit murder or capital murder;
- Indecency with a child;
- Aggravated kidnapping;
- Aggravated robbery;



- Manslaughter;
- Criminally negligent homicide;
- Continuous sexual abuse of a young child or children;
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol; and
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

### **Under Age Ten**

When a student under the age of 10 engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be placed in a DAEP unless the student commits a federal firearm offense.

### **Emergency Expulsion**

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

### **Expulsion Process**

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom;
- In-School Suspension;
- Out-of-School Suspension; or
- DAEP.

### **Expulsion Hearing**

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

- Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district;

- An opportunity to testify and to present evidence and witnesses in the student's defense; and
- An opportunity to question the district's witnesses.

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

### **Board Review of Expulsion**

The Board of Trustees delegates to the Central Placement Committee the authority to conduct hearings and expel students.

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven (7) days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statement is made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

### **Expulsion Order**

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, a district police officer shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

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

### **Length of Expulsion**

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

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

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

- the student is a threat to the safety of other students or to district employees; or
- Extended expulsion is in the best interest of the student.

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

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

### **Withdrawal During Process**

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

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

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

### **Additional Misconduct**

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

### **Restrictions During Expulsion**

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

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in another district-approved program.

### **Newly Enrolled Students**

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

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

- The out-of-state district provides the district with a copy of the expulsion order; and
- The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

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

### **Emergency Expulsion Procedures**

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within 10 days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

### **DAEP Placement of Expelled Students**

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than 10 years of age.

## Glossary

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

**Abuse** – Improper or excessive use.

**Aggravated robbery** – is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - a. 65 years of age or older, or
  - b. A disabled person.

**Armor-Piercing Ammunition** – Is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

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

1. Any vegetation, fence, or structure on open-spaced land; or
2. Any building, habitation, or vehicle:
  - a. Knowing that it is within the limits of an incorporated city or town;
  - b. Knowing that it is insured against damage or destruction;
  - c. Knowing that it is subject to a mortgage or other security interest;
  - d. Knowing that it is located on property belonging to another;
  - e. Knowing that it has located within it property belonging to another; or
  - f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

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

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

- To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

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

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

**Criminal Street Gang** – Three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Cyber Bullying**–is the use of any electronic communication device to engage in bullying or intimidation.

**Dating Violence** – Intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Family Code, which reads: “a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

- The length of the relationship;
- The nature of the relationship; and
- The frequency and type of interaction between the persons involved in the relationship.

A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a ‘dating relationship’.”

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

**Deferred Adjudication** – Is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred Prosecution** – May be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

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

**Discretionary** – Means that something is left to or regulated by a local decision maker.

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

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

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

**Firearm silencer** – means any device designed, made, or adapted to muffle the report of a firearm.

**Fight** – Is physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student who is under attack should seek to detach himself/herself from the situation and locate an adult for assistance.

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

**Harassment** is:

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

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

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

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

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

**Mandatory** – Means that something is obligatory or required because of an authority.

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

**Persistent Misbehavior** – Is two or more violations of the Code in general or repeated occurrences of the same violation.

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

**Public School Fraternity, Sorority, Secret Society, or Gang** – Means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are expected from this definition.

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

**Self-Defense** – Is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect him or herself.

**Serious Misbehavior –**

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion;
- Conduct that constitutes coercion, as defined by Section 1.07, Penal Code;
- Public Lewdness under Section 21.07, Penal Code;
- Indecent exposure under Section 21.08, Penal Code;
- Criminal mischief under Section 28.03, Penal Code;
- Personal hazing under Section 37.152;
- Harassment under Section 42.07 (a)(1), Penal Code, of a student or district employee



**Serious Offense** – Include but are not limited to:

- Murder;
- Vandalism;
- Robbery or theft;
- Extortion, coercion, or blackmail;
- Actions or demonstrations that substantially disrupt or materially interfere with school activities;
- Hazing;
- Insubordination;
- Profanity, vulgar language, or obscene gestures;
- Fighting, committing physical abuse, or threatening physical abuse;
- Possession or distribution of pornographic materials;
- Leaving school grounds without permission;
- Sexual harassment of a student or employee;
- Possession of or conspiracy to possess any explosive or explosive device;
- Falsification of records, passes, or other school-related documents; and
- Refusal to accept discipline assigned by the teacher or principal.

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

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

**Terroristic Threat** – Is a threat of violence to any person or property with intent to:

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

**Tire Deflation Device** – is defined in part by Section 46.01 of the Penal Code as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 Offenses** – Are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [see FOC (EXHIBIT)]

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

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

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

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## Aransas County Independent School 2012-2013

### Acknowledgement of Receipt of Handbook/Student Code of Conduct

I have received a copy of the Aransas County Independent School District Student Handbook and Student Code of Conduct and understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code. I will access campus-specific information at [www.acisd.org](http://www.acisd.org).

### Acknowledgement of Agreement for Computer and Network Use

The Aransas County Independent School District strongly believes in the educational value of electronic services and technology and recognizes the potential of such to support our curriculum and student learning in our district. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. Aransas County Independent School District will make reasonable effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service.

### Student

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the district's Acceptable Use Policy, included in this handbook, or this agreement may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the administration.

### Parent or Guardian

As the parent or guardian of this student, I have read the district's Acceptable Use Policy, included in this handbook, along with this agreement and understand that it is designed for educational purposes. Aransas County Independent School District makes every effort to educate users and to provide safe access to acceptable educational materials. However, I understand that it is impossible for Aransas County Independent School District to guarantee restricted access to all controversial materials, and I will not hold them responsible for materials acquired on the network.

Please sign below to reflect your agreement to the above terms and your intention to be bound hereby.

After signing, detach and return this page to your teacher or to the office. This agreement will be kept on file on your campus.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_

Student Full name: (Please Print)\_\_\_\_\_

Signature:\_\_\_\_\_

Parent or Guardian Name: (Please Print)\_\_\_\_\_

Signature:\_\_\_\_\_