



Parent/Student Laptop Handbook

2008-2009

Table of Contents

Terms of the Laptop Loan	3
Parent/Student Laptop Fees	4
Table of Fair Market Value	4
Table of Estimated Repair Pricing	4
Financial Hardships.....	5
Use of Computers and Laptops on the Network.....	5
General Laptop Rules	6
Student Guidelines for Acceptable Use of Technology Resources	7
Student Code of Conduct	
General Overview	10
Scope of Disciplinary Authority	12
Discipline Considerations and Techniques	13
General Types of Prohibited Conduct.....	14
Removal from Classroom by Teacher.....	18
In-School Suspension	19
Out-of-School Suspension	19
Disciplinary Alternative Education Program (DAEP)	20
Expulsion	29
Texas Penal Code §33.02.....	34

Terms of the Laptop Loan

Terms

You will comply at all times with the Coppell ISD *Parent/Student Laptop Handbook*, *User Responsibilities*, *Acceptable Use Policy for Technology (AUP)*, and *Student Code of Conduct* incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

Title

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the *Parent/Student Laptop Handbook*.

Loss or Damage

If the property is damaged, lost or stolen, you are responsible for the cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs (*Table of Estimated Repair Pricing*) is included in the *Parent/Student Laptop Handbook* to which reference is hereby made. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

Repossession

If you do not timely and fully comply with all terms of this Agreement and the *Parent/Student Laptop Handbook*, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation

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

Parent/Student Laptop Fees

Students are required to follow the procedures defined below:

- Students will take possession of their assigned laptop during the first week of each school year and check-in no later than the last day of each school year or upon withdrawal from the District.
- In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student and/or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school for verification.
- If laptop is stolen or lost, students/parents are responsible to pay for the fair market value to replace the laptop (see *Table of Fair Market Value*).
- Student will be charged the full price of the laptop if deliberately damaged and/or vandalized.
- Seniors must clear all records and pay all fees before participating in graduation.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops (see *Table of Estimated Repair Pricing*).

Table of Fair Market Value

Age of Laptop	Value
1 year or less	\$904
2 years	\$678
3 years	\$452
4 years	\$226

* Original cost to the District is currently \$1130.00

**Value of laptop has been calculated using the following *Straight-Line Depreciation* method shown below:

Annual Depreciation Expense = Cost of Fixed Asset – Salvage Value/Life Span

Cost of Fixed Asset = \$1130.00

Life Span = 5

Annual Depreciation Expense = \$226

Table of Estimated Repair Pricing

Item	Repair Cost
Broken Screen (LCD)	\$250
Laptop Keyboard	\$25
Power Adapter + Cord	\$40
Laptop Battery	\$100

Re-image Hard Drive Due to Violation of AUP	\$20
Abandonment Fee	\$25

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

**Estimated repair costs will be enforced for all items not covered under original manufacturer warranty purchased with laptop.

Financial Hardships

Based on TEC 11.158, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instrument, [technology] and uniforms owned or rented by the district. If this fee creates a financial hardship on the student or parent from obtaining a laptop, please contact the campus administration about options to waive the fee. Upon proof of financial hardship, the administration may elect to:

- Create a payment plan for the student to pay out fees over time
- Allow reduced payment of the fee
- Allow student to conduct community service equal in value to the fee

Use of Computers and Laptops on the Network

Coppell ISD is committed to the importance of a student being able to continue with his work when his laptop is experiencing problems. To assist with this problem, the District is providing the following:

Network Student Drives

The students will have a network drive setup from their login. Students can save important items on this network drive, keeping a backup that they can access from anywhere on the network.

Classroom Computers (Graphic Arts Lab)

The District has desktop computers in the Graphic Arts Lab. These computers can be used by students if they do not have their laptop. They will be able to access their saved work on their network drive and via web resources.

No Loaning or Borrowing Laptops

- Do NOT loan laptops or other equipment to other students.
- Do NOT borrow a laptop from another student.

- Do NOT share passwords or usernames with others.

New Tech Learning System

All classes have online assignments and projects posted in the New Tech Learning System which can be accessed through any computer with Internet Access. Talk with your student's teachers about the availability of coursework and assignments within this system.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of District policy if they access these sites through proxies or by any other means. Parents may want to restrict their home access. For more information about Internet safety go to www.isafe.org.

General Laptop Rules

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.
- There is a \$20 re-imaging charge to get rid of any of the above.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones except for instructional purposes.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$20 re-imaging charge to correct system files.

Music, Games, or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the system must be District approved.
- There is a \$20 re-imaging charge to get rid of any unapproved software or files.

No Loaning or Borrowing Laptops

- Do NOT loan laptops to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames.

Unauthorized Access

- Access to another users account or computer without their consent or knowledge is considered hacking and is unacceptable and in violation of the District Technology Acceptable Use Policy.

Transporting Laptops

- Laptops must be transported in an approved backpack or case.
- To prevent hard drive damage, laptops need to be shut down when not in use.

Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware (laptops), operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

1. User Responsibilities

All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not restricted to the following:

BE POLITE: Never send, or encourage others to send, abusive or offensive messages.

USE APPROPRIATE LANGUAGE: Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do on your computer can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY: Do not reveal any personal information, including your home address or personal phone numbers or those of students or colleagues.

ELECTRONIC MAIL:

- Never assume electronic mail is private. Messages relating to or in support of

illegal activities must be reported to the authorities.

- Be brief: Few people will bother to read a long message. Abbreviate when possible.
- Include your signature (name, position, affiliation, and Internet address) at the bottom of e-mail messages.
- Post only to groups you know
- Remember that all network users are human beings. Don't attack correspondents; persuade them with facts.

DISRUPTIONS: Do not use the network in any way that would disrupt use of the network by others.

OWNERSHIP: Any data or communication placed on district equipment will become the property of CISD.

VANDALISM: Any attempt to alter or destroy data of another user will be subject to disciplinary action.

2. Acceptable Use Policy for Technology (AUP)

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

1. The use of any technology (including, but not limited to, desktop computers, laptops, network-delivered services, the Internet, audio-visual equipment, televisions, and DVD/VCRs) must support the educational goals of Coppell Independent School District. Use must be authorized by a CISD staff member and must lie within the bounds of CISD curriculum.
2. Accessing or transmitting any material which is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
3. Individual(s) involved in any of the following would be subject to disciplinary action in accordance with the CISD Student Code of Conduct:
 - Accessing, transmitting, copying, or creating material that violates the Student Code of Conduct
 - Accessing, transmitting, copying, or creating material that is inappropriate, illegal, copyrighted, pornographic or obscene, stolen, threatening, discriminatory, harassing, or offensive
 - Attempts to bypass or disable the District's Internet filter or security systems or software
 - Attempts to access, alter, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from the CISD Technology Department

- Attempts to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes substantial disruption to the educational environment
 - Attempts to install unlicensed or unapproved software or technology on the network
 - Attempts to alter, destroy, hack, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment
 - Plagiarism or use of District technology to engage in academic dishonesty
 - Sending or post electronic messages that are abusive, profane, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes substantial disruption to the educational environment
 - Unauthorized use of District technology for non-educational purposes or outside the bounds of CISD curriculum.
 - Use of e-mail or Web sites at school to encourage illegal behavior, engage in conduct that violates the Student Code of Conduct, or threatens school safety
 - Use of the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment
 - Violating or infringing upon the intellectual property, copyrighted or trademarked rights of another
4. CISD computers, the Internet, and other network-delivered services should not be used for personal, commercial or financial gain or to otherwise conduct business that is unauthorized.
 5. When placing, removing, or restricting access to specific databases or the Internet or other network-delivered services, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources.
 - 6.

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

Student Code of Conduct

I. General Overview

- **Purpose**

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

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

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

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

- **Anti-Discrimination**

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

- **Discipline of Students with Special Needs**

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are subject to discipline in accordance with those laws. For more information about those

specific procedures, please contact the Executive Director of Intervention Services.

- **Additional Rules**

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

- **Notice of Disciplinary Action**

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

- **Discipline Appeals**

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

- **Effect of Student Withdrawal**

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

II. Scope of the District's Disciplinary Authority

• General Authority

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

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

• Searches

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

• Student Transfers

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

- **Criminal Conduct**

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

III. Discipline Considerations & Techniques

- **Discipline Considerations**

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

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

- **Discipline Management Techniques**

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

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

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

IV. General Types of Prohibited Conduct

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

- **Misconduct Involving Others**

Misconduct identified in the list of prohibited behaviors below will result in the assignment of one or more “Discipline Management Techniques” if the behavior is committed at school, a school-sponsored or school-related

activity, or when the District has Disciplinary Authority over the student as described in the Student Code of Conduct.

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

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

- **Failure to Follow Rules**

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

- Loitering/Trespassing
- Making or participating in false statements or hoaxes regarding school safety
- Missing school or class without the District's or parent/guardian's permission
- Reckless conduct or violation of safety rules
- Smoking or using tobacco products
- Tampering with fire-protection or security equipment
- Tardies or unexcused absences
- Truancy
- Unauthorized use of skateboards, roller blades, bikes, etc.
- Unauthorized distribution of printed materials/handbills
- Inappropriate exposure of student's private body parts which are ordinarily covered by clothing, including through such acts as mooning, streaking, or flashing
- Violating published campus or classroom rules and/or procedures
- Violating dress code and grooming rules
- Violating rules for conduct on school transportation
- Violating the District's medications policy regarding prescription and over-the-counter drugs

V. Removal from Classroom by Teacher

- **Ordinary Teacher Removal**

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

- **Formal Teacher Removal**

A teacher may remove a student from class when:

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

- **Placement During Removal**

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

- **Procedures for Teacher Removal**

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

- **Return to the Classroom**

If the teacher removed the student from class because the student engaged in assault resulting in bodily injury, aggravated assault, sexual assault against the teacher, the student may not be returned to the teacher's class without the teacher's consent. In other cases where the teacher initiates a formal removal, the student may only be returned to the teacher's class without the teacher's consent if the Placement Review Committee determines that the teacher's class is the best or only alternative.

VI. In-School Suspension (ISS)

- **Reasons for ISS**

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

- **Procedure for ISS**

The Student will be informed of the reason for placement in ISS and be given an opportunity to respond before the administrator's decision is final. While in ISS the student will complete assignments from his or her teacher and the administrator will place restrictions on the student's participation in school-sponsored or school-related activities.

VII. Out-of-School Suspension (OSS)

- **Reasons for OSS**

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

- **Procedure for OSS**

The student will be informed of the reason for out-of-school suspension and be given an opportunity to respond before the administrator's decision is final. While the student is suspended, the administrator will place restrictions on the student's participation in school-sponsored or school-related activities. Students may be suspended for a maximum of three school days per behavior violation.

VIII. Disciplinary Alternative Education Program (DAEP)

- **Reasons for Mandatory DAEP Placement**

School-Related. A student must be placed in DAEP for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony
- Commits an assault (see definitions) resulting in bodily injury (see definitions) to another.
- Sells, gives, delivers, possesses, uses or is under the influence of marijuana, a controlled substance (see definitions) in any amount not punishable by a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable by a felony.
- Engages in an offense relating to abusable volatile chemicals (see definitions).
- Engages in public lewdness (see definitions).
- Engages in indecent exposure (see definitions).
- Possesses or uses a knife with a blade over 3" up to 5 1/2"
- Engages in expellable conduct if the student is between six and nine years of age.
- Engages in a federal firearm offense if the student is six years of age or younger.

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

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

- The administrator reasonably believes that the student engaged in a Title 5 offense.

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

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

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

- **Reasons for Discretionary DAEP Placement**

School-Related. A student may be placed in DAEP for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Abusing the student's own prescription drug or using it in a way other than prescribed; giving, buying or selling a prescription drug, using, or being under the influence of another person's prescription drug.
- Altering or destroying school records
- Boycotts, walkouts, and protests
- Damaging or vandalizing property owned by others
- Defacing or damaging school property, including but not limited to textbooks, lockers, furniture, and other equipment

- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will disrupt the school program or incite violence
- Engaging in bullying, harassment, or making hit lists
- Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship
- Engaging in coercion or causing an individual to act through the use or threat of force
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture or any other sexual conduct, including requests for sexual favors directed toward another student, District employee or volunteer
- Engaging in extortion, blackmail, or conduct that obtains money or an object of value from an unwilling person
- Engaging in inappropriate or indecent exposure of a student's private body parts
- Engaging in serious (see definitions) or persistent (see definitions) misbehavior that violates this Student Code of Conduct or communicated campus or classroom standards of behavior.
- Engaging in threats (verbal or written), physical, or sexual contact directed toward another student, District employee or volunteer, on or off campus
- Engaging in verbal or written exchanges that threaten the safety of another student, a school employee or volunteer or school property
- Fighting
- Forgery
- Making false accusations or hoaxes regarding school safety
- Participating in hazing
- Possessing, giving, buying, or selling less than a usable amount of stems, seeds, or other pieces of marijuana.
- Possessing, using, selling, buying, or giving paraphernalia (see definitions) related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
- Possessing razors, box cutters, chains or any other object used in a way that threatens or inflicts bodily injury to another person
- Possessing, selling or giving to others look-alike weapons
- Possessing, selling, or giving to others look-alike drugs or items attempted to be passed off as drugs or contraband
- Possessing, using, selling, or giving to others air gun, BB gun, or stun gun
- Possessing, using, selling or giving to others ammunition
- Possessing, using, selling, or giving to others mace or pepper spray
- Possessing or using a laser pointer for other than an approved use

- Possessing, using, selling or giving to others prescription or nonprescription medications, except as permitted by statute for students with asthmatic conditions
- Possessing, using or distributing published or electronic material that is designed to promote or encourage illegal behavior or that or that could threaten school safety
- Recording the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others
- Robbery, theft, larceny, or stealing
- Sending or posting messages that are illegal, abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation
- Using computers, e-mail, Internet web sites or other electronic telecommunication devices at school to encourage illegal behavior, or threaten school safety, the safety of another student, school employee, volunteer or school property
- Violating the computer use policies, rules or agreements

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

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

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

- **Emergency DAEP Placement**

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

could be ordered on a non-emergency basis. At the time of the emergency placement, the student will be told the reason for the action.

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

- **Procedure for DAEP Placement**

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

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

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

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

DAEP Placement Order. If the outcome of the conference is to place the student in DAEP, the administrator will issue a DAEP placement order. If the length of placement differs from the guidelines included in the Student Code of Conduct, the DAEP placement order will give notice of the inconsistency. A copy of the DAEP placement order will be sent to the student and the student's parent/guardian. For those students placed in DAEP for a reason identified in the Texas Education Code, the District will also send the juvenile court a copy of the DAEP placement order no later than the second business day after the placement conference. A copy of the DAEP placement order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the DAEP placement order.

JJAEP. The District has a Memorandum of Understanding with the Dallas County JJAEP which permits assignment of students placed in DAEP to the Dallas County JJAEP. Depending upon the circumstances of the misconduct, the District may assign any student who has engaged in misconduct that results in a DAEP placement order to the Dallas County JJAEP, as permitted

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

- **Length of DAEP Placement**

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

The length of DAEP placement may not exceed one year unless, after review, the District determines that (1) the student is a safety threat, or (2) extended placement is in the best interest of the student. The statutory limitations on the length of a DAEP placement do not apply to the length of a DAEP placement resulting in the Board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

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

Students placed in DAEP at the end of one school year may be required to complete the assigned term at the beginning of the next school year. If the DAEP placement extends beyond 60 days or the end of the next grading period, whichever is sooner, the student or the student's parent/guardian may participate in a proceeding before the Board or Board's designee as provided in policy FNG (LOCAL). Any decision of the Board is final and may not be appealed.

- **Particular Rules for Sex Offenders**

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

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

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

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

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

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

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

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

In making a decision regarding the placement of a registered sex offender that transfers into the District, the District will consider the recommendation of

the review committee as described in the “Periodic Review for Sex Offenders” section described below.

Periodic Review for Sex Offenders. At the end of serving the number of days equivalent to one semester term, and before the beginning of each school year for which the student remains in an alternative placement, the District shall convene a committee, in accordance with state law to review the student’s placement. The review committee will determine by majority vote and recommend to the Board or its designee whether the student should remain in DAEP or be returned to the regular classroom. The Board or its designee will follow the committee’s decision to return the student to the regular classroom unless the student’s presence in the regular classroom is a threat to the safety of others, is detrimental to the educational process, or is not in the best interest of the District’s students. Conversely, the Board or its designee will follow the committee’s decision to continue the student’s alternative placement unless the student’s presence in the regular classroom is not a threat to the safety of others, is not detrimental to the educational process, or is not contrary to the best interests of the District’s students. If the student remains in DAEP or JJAEP, the review committee will re-consider the student’s placement before the beginning of the next school year.

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

- **Other DAEP Issues**

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

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

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

return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

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

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

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

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

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

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

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

IX. EXPULSION

- **Reasons for Mandatory Expulsion**

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

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

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

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

- **Reasons for Discretionary Expulsion**

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

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

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

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

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

- Commits aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student.
- Retaliates against a school employee or volunteer by committing an assault (see definitions) resulting in bodily injury.

- Engages in criminal mischief if the damage is \$1,500 or more.
- Issues a false alarm or report (see definitions) or a terroristic threat (see definitions) involving a public school
- Commits a state-mandated expellable offense on the school property of another Texas school district or while attending a school-sponsored or school-related activity of another Texas school district.

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

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

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

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

- **Emergency Expulsion**

An administrator may order the immediate expulsion of a student if the administrator reasonably believes the emergency expulsion is necessary to

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

- **Procedure for Expulsion**

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

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

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

Expulsion Order. If the outcome of the expulsion hearing is that the student will be expelled, the appropriate administrator will issue an expulsion order and provide a copy to the student and the student's parent/guardian. If the duration of the expulsion differs from the guidelines in the Student Code of Conduct, the expulsion order will give notice of the inconsistency. The District will send a copy of the expulsion order to the juvenile court no later than the second business day after the expulsion hearing. A copy of the expulsion order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the expulsion order.

- **Length of Expulsion**

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

An expulsion will not exceed one calendar year unless, after review, the District determines that: (1) the student is a threat to the safety of other students or to District employees; or (2) extended expulsion is in the best interest of the student.

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

- **Other Expulsion Issues**

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

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

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

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

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

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

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

Expulsion Appeals. An expelled student may appeal the expulsion decision to the Board of Trustees. The student or student's parent/guardian must submit a written appeal to the Superintendent within 10 days after receipt of the expulsion order or decision. The Superintendent will give the student or the student's parent/guardian written notice of the date, time, and location of the meeting at which the Board will review the decision. The Board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting and the Board determines that an open meeting will not involve a discussion of any other students. The Board may also hear a statement from the student or parent and from the Board's designee. The Board will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the appeal.

Texas Penal Code §33.02.

Breach of Computer Security

- a) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.
- b) An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:
 - 1) a Class A misdemeanor if the aggregate amount involved is less than \$1,500
 - 2) a state jail felony if:
 - A. the aggregate amount involved is \$1,500 or more but less than \$20,000;
or
 - B. the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;
 - 3) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000
 - 4) a felony of the second degree if the aggregate amount involved is \$100,000 or more but less than \$200,000; or
 - 5) a felony of the first degree if the aggregate amount involved is \$200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either or both sections.