



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of 2010-2011 Student Code of Conduct and Student Handbook (Bus Rider Handbook & Technology Use Guide)

SUBMITTED BY: Sandra Savazos/Annette Perez **OF:** Student Services and Student Relations/Discipline Management

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: June 23, 2010

RECOMMENDATION:

It is recommended that the UISD Board of Trustees approve the 2010-2011 Student Code of Conduct and Student Handbook (Bus Rider Handbook and Technology Use Guide)

RATIONALE:

A Student Code of Conduct District Wide Revision Committee composed of administrators, parents, and students met to review and make recommended changes to the Student Code of Conduct on April 20, 2010. Chairperson for this Committee: Annette Perez

The Student Handbook was reviewed by individual department directors and coordinators. Recommended Changes were submitted to Annette Perez.

On June 3, 2010, the recommended changes to the Student Code of Conduct, Student Handbook, Bus Rider Handbook and the Technology Use Guide were presented to the District Educational Improvement Council and their approval of the recommended changes was obtained.

BUDGETARY INFORMATION: 2009-2010 Budget

BOARD POLICY REFERENCE AND COMPLIANCE: Chapter 37-Texas Education Code



UNITED INDEPENDENT SCHOOL DISTRICT

Annette Perez, Director
Student Relations/Discipline Management Department

MEMORANDUM

To: Roberto J. Santos, Superintendent

From: Annette Perez, ^{AP} Director for Student Relations & Discipline Management

Through: Sandra Cavazos, Executive Director of Student Services

Date: June 24, 2010

RE: Revisions to the Student Code of Conduct & Handbook

I have attached the Student Code of Conduct REVISIONS for your review as they pertain to self-reporting and “skinny style pants”. Additions **made have been** highlighted in **yellow and underlined**. Text to be deleted is highlighted in **green and with strikethrough**. I have also included the two presentation slides which provide a reference to the revised information.

Additional changes were made by legal counsel as recommended by school board trustees at the Special Called Board Meeting on June 23, 2010.

If you have any questions, please call me at 473-6458. Thank you for your time and attention.

xc: Eduardo Zuniga, Associate Superintendent for Student Support Services
Pamela J. Juarez, Associate Superintendent for Curriculum and Instruction

Revised: June 24, 2010

Report Crime in Your School:

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Alert! If you “find” or “see” a weapon or “drugs” DO NOT PICK “IT” UP! You should make a report immediately to a teacher, administrator, security guard or police officer! ~~A student that makes a report on drugs or weapons to district staff will not be disciplined prosecuted under the Student Code of Conduct.~~ Students are encouraged to self-report the fact that he or she has a prohibited item on school campus, and in such a situation, campus administration may take into consideration the context and nature of the self-reporting when determining intent or lack of intent at the time the student engaged in the conduct.

Revised: June 24, 2010

SECTION II – UNIFORMS - PRE – K through 12th Grade

Uniform Specifications are as follows:

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2. Uniform pants/shorts, skirts, capris, skorts pockets must be the standard front pockets. ~~No baggies, low rise, or loose-fit pants will not be allowed permitted. Skinny style pants are not permitted. Jeans, denim fabric, cargo, carpenter, painter, overalls, bell bottoms or wide – leg style pants or velour/sweat pants and warm-ups are not standard uniform and are not permitted.~~

Dress Code:

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6. All oversized clothing shall not be worn to school. . Denim colored material-fabric and jean style pants, cargo, carpenter, painter, overalls, bell bottoms, wide – leg styles, “baggie” or “sagging” pants **are prohibited**. All pants shall be worn at the waist. **Tight-fitting pants** (i.e., tights, bicycle pants, **skinny style pants**, spandex), pajama pants, velour/sweat pants and warm-ups are also prohibited. Extra-long belts are prohibited. Belts must be put through the belt loops on the pants/shorts.

Students shall comply with the Student Code of Conduct at all times while they are under the jurisdiction of the School District.

School Facilities: Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Student Parking and Parking Areas: The student parking lot is off limits immediately following arrival to school and during the school day. A student must have administrative approval to visit the parking areas during the school day. Teachers are not allowed to issue passes to parking areas. This rule applies equally to bicycles, motor scooters, motorcycles, and any other type of privately owned vehicle. Students are not to loiter in the parking lots upon arrival.

Conduct Before and After School: Teacher and administrators have full authority over student conduct during, before school or after school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter extracurricular code of conduct established by the sponsor in accordance with Board policy. Violations of the extracurricular standards of behavior that are also violations of the Student Code of Conduct may result in additional disciplinary actions.

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

Report Crime in Your School: Students, parents and community members may report illegal activities or violations of the Student Code of Conduct to: **UISD Campus Crime Stoppers at 285-UISD (285-8473). All reports made to UISD Campus Crime Stoppers are anonymous.**

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.

Alert! If you “find” or “see” a weapon or “drugs” DO NOT PICK “IT” UP! You should make a report immediately to a teacher, administrator, security guard or police officer! **A student that makes a report on drugs or weapons to district staff will not be disciplined prosecuted under the Student Code of Conduct. Students are encouraged to self-report the fact that he or she has a prohibited item on school campus, and in such a situation, campus administration may take into consideration the context and nature of the self-reporting when determining intent or lack of intent at the time the student engaged in the conduct.**

Posting and Distribution of Student Code of Conduct: At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be: 1. Posted and prominently displayed at each campus or made available for review in the principal’s office, as required by law; and 2. Made available at the District’s website at www.uisd.net, and /or as hard copy to students, parents, teachers, administrator and to others on request. Once the Student Code of Conduct is promulgated, any subsequent changes or amendments must be approved by the UISD Board of Trustees and made available promptly to students and parents, teachers, and others. Each student, teacher, and parent annually shall sign a statement that they have received and read the Student Code of Conduct and acknowledge the rules and responsibilities outlined therein. Failure to read and sign the Student Code of Conduct does not excuse the student from any consequences if they are in violation of the Student Code of Conduct.

4. Dressing and grooming appropriately.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless these are waived.
7. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
8. Cooperating with staff in investigation of disciplinary cases, and volunteering information within the student's knowledge relating to a serious offense.
9. Following all campus and classroom rules, including safety rules.
10. Respecting the property of others, including District property and facilities.
11. Respecting the rights and privileges of other students and of teachers and other District staff.
12. Keeping your backpacks and/or personal belongings with you at all times.

The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the Student Handbook or posted in classrooms, and violations of such rules may or may not constitute violations of the Student Code of Conduct.

SECTION II -- UNIFORMS: Pre – K through 12th Grade

In an effort to improve student learning and to facilitate a safe learning environment, the District is mandating student uniforms for students in grades Pre-K through 12th. Student uniforms will ensure that campuses are able to easily identify their students to better secure the campus.

The District shall require all students in grades Pre-K through 12th to wear a school uniform. All clothing must adhere to the standards set out below. All garments must be on an approved color as per the guidelines established in this policy.

All students Pre-K through 12th grade shall wear the approved school uniform unless the parent or guardian has filed an objection as provided in FNCA (LEGAL) and (EXHIBIT). Uniforms are defined in this policy as one or more specific kinds of articles of clothing commonly available at a variety of retail outlets that are required to be worn by students during normal school hours.

Uniforms are made up of **khaki, navy blue, or black** solid shorts, skirts, skorts, jumpers/dresses, capris, and trousers; also, solid **white or navy blue** long and short sleeved blouses and shirts with collars shall be worn by all students enrolled in each district Elementary, Middle and High School.

A solid navy or white, or designated high school color also applies to optional undershirt/turtleneck. Students in high school have an option of also wearing the designated school color shirt/blouse (with a collar and sleeves) noted as the following:

- United High School: Orange
- United South High School: Carolina Blue
- Alexander High School: Gold
- L.B. Johnson High School: Purple

Students wearing uniforms and uniform components must also conform to the other dress code requirements listed in the Student Code of Conduct/Student Handbook.

Uniform Specifications are as follows:

1. Khaki, navy blue, or black solid shorts, skirts, skorts, capris and jumpers/dresses must fit well and not be oversized or undersized. Attire must fit at the waist and must not sag. Attire with belt loops require belts for students in grades 3rd through 12th.
2. Uniform pants/shorts, skirts, capris, skorts pockets must be the standard front pockets. ~~No baggies, low rise, or loose-fit pants will not be allowed permitted. Skinny style pants are not permitted. Jeans, denim fabric, cargo, carpenter, painter, overalls, bell bottoms or wide leg style pants or velour/sweat pants and warm-ups are not standard uniform and are not permitted.~~
3. Shorts, skirts skorts, and jumpers/dresses must be no shorter than three inches above the knee. Slits on garments can be no more than 3 inches above the knee.
4. Leggings/tights are allowed under attire that meets uniform specifications. Leggings/tights may only be solid navy, black or white.

6. All oversized clothing shall not be worn to school. . **Denim colored material-fabric** and jean style pants, cargo, carpenter, painter, overalls, bell bottoms, wide – leg styles, “baggie” or “sagging” pants **are prohibited**. All pants shall be worn at the waist. Tight-fitting pants (i.e., tights, bicycle pants, **skinny style pants**, spandex), pajama pants, velour/sweat pants and warm-ups are also prohibited. Extra-long belts are prohibited. Belts must be put through the belt loops on the pants/shorts.

All students must conform to the following dress code requirements:

1. Torn clothing is not allowed.
2. No head gear (i.e. hats, caps, skullcaps, scarves, bandanas) of any kind are to be worn or brought to school unless approved by the school principal for a special occasion, program–or unless there is a medical or religious justification.
3. No sunglasses are to be worn in the building.
4. Heavy, full-length outerwear, such as “dusters and trench coats” are prohibited.
5. Dangling chains will not be permitted. This includes chains attached to wallets, footwear and backpacks.
6. Body piercing jewelry/accessories is prohibited. Ear piercing is acceptable. Mouth grills are not allowed.
7. All exposed tattoos shall be covered at all times.
8. No gang-related attire will be permitted. This will be designated by individual campuses.
9. Shoes that may pose safety hazards are prohibited; such as flip flop slippers, pajama slippers, skate shoes, steel or hard plastic toe shoes/boots.

SECTION III--Managing Student Behavior and Consequences of Inappropriate Conduct

Questioning Students: Students are expected to cooperate with administrative staff in the investigation of disciplinary cases and to volunteer information within the students’ knowledge relating to violations of the Student Code of Conduct. Administrators, teachers, and other professional personnel have the right to question students regarding their conduct or the conduct of others **and are not required to contact parents/guardians prior to interviewing students**. Students may be requested to submit a written statement describing their knowledge of an incident.

Student Discipline Action Form: A teacher with knowledge that a student has violated the Student Code of Conduct shall file with the school principal or the other appropriate administrator a written report -**Student Discipline Action Form**, (also known as a “Referral), not to exceed one page, documenting the violation. The principal or appropriate administrator shall notify the parent/guardian by telephone or other appropriate means, that a violation of the student code of conduct has been committed by the student. If attempts to reach the parent by telephone are unsuccessful, the administrator shall provide the student with a copy of the “Referral” (Student Discipline Action Form) which will suffice for parent notification. The Principal or other appropriate administrator shall, not later than 24 hours, if possible, after receipt of a report/”Referral” from a teacher, send a copy of the report/”Referral” to the student’s parents or guardians. It is the student’s responsibility to provide the parent/guardian with the copy of the “Referral”.

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).

Notice to Parents: A student’s parent shall be notified by telephone or other appropriate means, as soon as reasonably practicable, of a violation of the student code of conduct committed by the student that results in suspension, removal to a disciplinary alternative education program, or expulsion. Before suspending a student, placing a student in a Disciplinary Alternative Education Program, or recommending a student’s expulsion the Principal or designee shall conduct an informal hearing at which time:

1. The student is advised of the conduct with which he or she is charged.
2. The student is given the opportunity to explain his or her version of the incident.

Due Process Conference: If the School District makes a good faith effort to inform the student and the student’s parent or guardian of the time and place of the Due Process Conference, the District may hold the Due Process