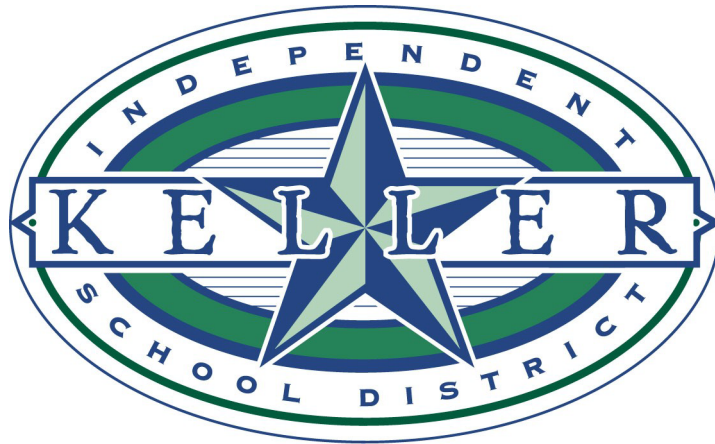


Keller Independent School District

District Parent and Student Handbook And Student Code of Conduct

2006-2007



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

The Keller ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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Keller ISD
District Parent and Student Handbook
And
Student Code of Conduct
2006-2007

Board of School Trustees

(Will be completed when Board is reorganized)

Dr. James R. Veitenheimer
Superintendent of Schools

The Education Center
350 Keller Parkway
Keller, Texas 76248
817-744-1000
www.kellerisd.net

Mission Statement

Keller Independent School District, with an unwavering commitment to excellence and in partnership with our community, will achieve the highest standards of performance by providing exceptional educational opportunities for all students.

Goals

- **All students will achieve educational excellence.**
- **All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.**
- **The Keller Independent School District will recruit, develop, and retain a diverse highly qualified staff.**
- **The Keller Independent School District will develop and promote positive community relations through effective communication, the involvement of stakeholders, and the establishment of business and community partnerships.**
- **Keller Independent School District facilities and services will be operated in a safe manner so that all students and employees may thrive in a secure and nurturing environment.**

Belief Statement

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

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

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CODE OF CONDUCT and PARENT AND STUDENT HANDBOOK

STATEMENT OF PHILOSOPHY

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

STUDENT CODE OF CONDUCT

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

DISCIPLINARY AUTHORITY

The District has disciplinary authority over a student:

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

OFFENSES AND CONSEQUENCES

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

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STUDENT EXPECTATIONS

Each student is expected to:

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

LEVELS OF OFFENSES

In deciding whether to order suspension, DAEP placement or expulsion, the district will take into consideration:

1. **Self-defense (see definitions on page 38)**
2. **Intent or lack of intent at the time the student engaged in the conduct,**

and

3. **The students disciplinary history.**

In order to successfully claim self-defense, a student must demonstrate that all other measures were taken, and that retaliation was their only recourse.

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. 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.

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

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LEVEL 1

Inappropriate Behavior- Minor Infractions

This first category is most important because a student's appropriate response to a teacher's early corrective action will usually avoid the need to progress to more restrictive categories. Students' first signs of misbehavior are not usually of a severe nature, but are signals of a need for special attention. Communication, cooperation and encouragement of positive behavior are the key ingredients at this level of remediation. **The following guidelines are in effect on all KISD property and at any school sponsored or school related event including school buses, field trips, contests, etc.**

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

- talking in class;
- chewing gum;
- running in halls;
- being out of seat at inappropriate times;
- being tardy;
- cutting in lines, pushing or shoving;
- being loud, rude, and/or making unnecessary noises;
- eating or drinking outside of designated areas;
- disturbing other students;

- being inattentive and/or inappropriate behavior in class;
- refusing to follow instructions of school personnel;
- using inappropriate or demeaning language either verbal or written (including swear words, abbreviations, acronyms, or other terms as determined by the administration);
- violating safety rules;
- verbal disruption;
- violating other communicated classroom/campus rules;
- dress code violation;
- inappropriate display of affection;
- disobeying bus conduct rules.

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

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

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

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LEVEL 2

Seriously Inappropriate Behavior

Using professional judgment, teachers may elect to refer to the building administrator students who have been documented to repeatedly interfere with the classroom educational process. Students whose actions pose a threat to other students, school personnel or themselves, will be referred to the building administrator. Those students may be removed from the teacher's class, pending the campus committee's action or decision. ~~Consideration shall be given to self-defense as a factor in a decision to order suspension, removal to a DAEP, or for expulsion.~~

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

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

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

Minimum assignments to In School Suspension (ISS) are typically 3 days. Minimum assignments to Challenge Placement Center (CPC) are typically 15 days. Minimum assignments to the Student Removal Center (SRC) are typically 45 days. Minimum assignments to Tarrant County Juvenile Justice Alternative Education Program (JJAEP) are 90 days.

Parents/guardians shall be immediately notified in any case that results in suspension, removal to a DAEP, or expulsion.

The following guidelines are in effect on all KISD property and at any school sponsored or school related event including school buses, field trips, contests, etc.

- A. Seriously inappropriate offenses may include, but are not limited to:
- repeated violations of the offenses outlined in "Inappropriate Behaviors Level 1";
 - misbehavior on school bus;
 - gambling;
 - leaving school grounds without permission;
 - truancy, "skipping" class or school;
 - violation of communicated expectations of student conduct;
 - possession or use of matches, lighters, etc.;
 - theft;
 - damaging or vandalizing property owned by others;
 - unauthorized access to district computer systems, either stand-alone or networked;
 - cheating, plagiarism.
 - inappropriate physical contact
- B. Consequences of seriously inappropriate behavior may include, but are not limited to:
- conference with the campus administrator;
 - behavioral contracts;
 - partial or complete denial of attendance and/or participation in extracurricular activities;
 - removal or restriction of bus privileges;
 - probation;
 - before or after school detention and/or Saturday school;
 - out-of-school suspension for up to three days (per occurrence) for any offense in the Student Code of

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- Conduct, including DAEP placement or expulsion;
- in-school suspension;
 - recommendation for self-improvement classes;
 - parent notification;
 - removal from class by the teacher for documented behavior;
 - referral to the school counselor;
 - peer mediation or other self-improvement strategy.

Students removed to alternative placements are not eligible to participate or attend any school-sponsored or school-related activities. Students who withdraw from the District prior to the assignment or completion of the disciplinary assignment will be required to complete the assignment upon reenrollment or show evidence that the assignment has been completed in another district.

LEVEL 3

Serious or Persistent Misbehavior-Disciplinary Alternative Education Program

After reasonable discipline management techniques have been imposed, **or** if in the judgment of the school administrator the action itself is severe enough, and the campus administration determines that the student's presence in the regular classroom program or at the home campus presents a danger of physical harm to the student or other individuals or that the student has engaged in serious or persistent misbehavior that violates the previously communicated standards of student conduct, the administrator may remove a student to a disciplinary alternative education program (DAEP). (Either on-or off-campus, Suspension, DAEP) Assignments to off-campus DAEP result in a minimum assignment of 15 days up to a maximum assignment of 120 days (at which point the assignment shall be reviewed to determine if the student shall remain in DAEP or return to the campus). Placements in DAEP may continue from one school year to the next. **Students removed to alternative placements are not eligible to participate or attend any school-sponsored or school-related activities. Students removed from their home campus are also prohibited from being on their home campus or any other campus or District facility other than the one to which they are assigned without approval of the student's principal.**

The Keller ISD will honor DAEP assignments made in other districts for incoming transfer students. Transportation from designated pickup points to the District's DAEP will be provided to those students who request transportation.

Consideration shall be given to self-defense as a factor in a decision to order suspension, removal to a DAEP, or for expulsion. In order to successfully claim self-defense, a student must demonstrate that all other measures were taken, and that retaliation was their only recourse.

Minimum assignments to In School Suspension (ISS) are typically 3 days. Minimum assignments to Challenge Placement Center (CPC) are typically 15 days. Minimum assignments to the Student Removal Center (SRC) are typically 45 days. Minimum assignments to Tarrant County Juvenile Justice Alternative Education Program (JJAEP) are 90 days.

Parents/guardians shall be immediately notified in any case that results in suspension, removal to a DAEP, or expulsion.

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

The following guidelines are in effect on all KISD property and at any school sponsored or school related event including school buses, field trips, contests, etc.

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

- Abusing the student's own prescription drug, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event;

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- addition of alcohol or other intoxicating substance to food products
- altering or modifying computer files or systems without authorization;
- causing or participating in classroom disturbances;
- continued violations of behaviors described in Levels 1 and 2;
- committing extortion, coercion or blackmail (obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force);
- discharge or possession of fireworks or noxious chemicals;
- engaging in any form of sexual harassment (including inappropriate physical contact);
- engaging in verbal abuse (name-calling, ethnic or racial slurs, derogatory, vulgar or profane statements addressed publicly to others that may cause disruption or incite violence);
- engaging in any other conduct that disrupts the school environment or education process;
- entering any Keller ISD facility without permission;
- falsification of school documents;
- fighting;
- forgery;
- gang activity;
- hazing;
- harassment, name calling, verbal intimidation
- insubordination to school personnel;
- introducing a virus or other destructive program into any computer system owned or used by the District;
- obscene or inappropriate language or gestures;
- possession of ammunition, either live or spent;
- possession of any knife other than an illegal knife (Penal Code 46.01(1);
- * (Possession of any illegal knife is an expellable offense.) (See Level 4 Section A)
- possession of drug-related paraphernalia;
- **possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)**
- **possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)**
- **possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.**
- **abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the** influence of another person’s prescription drug on school property or **at a school-related event.**
- **Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.**
- possession of a stun gun;
- possession of look-alike weapons, BB guns, pellet guns, etc.;
- **possession, use, or threatened use, etc. (including any action or remark that indicate a concealed weapon is or may be in the student’s possession) of articles not generally considered to be weapons when the principal or designee determines that a danger exists or is threatened to exist for any person or school property by virtue of possession, use or threatened use.**
- possession or use of tobacco;
- possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety;
- theft (repeated or of significant value);
- throwing objects that may cause bodily injury or damage property;
- truancy;
- use of debilitating chemicals;
- vandalism (less than \$1500 damage);
- verbal abuse;
- withholding information that would be material to an investigation by school officials;
- Violating the District’s policy on taking prescription drugs and over-the-counter drugs at school.

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

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

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

A. Students may be placed in a DAEP if:

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

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

- The student receives deferred prosecution for conduct defined as a felony offense in Title 5 of the Texas Penal Code; or
- The student has been found by a court to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code.

The Board or the Board's designee must determine that the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers;
2. Will be detrimental to the educational process; or
3. Is not in the best interest of the District's students.

A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

1. The date on which the student's conduct occurred;
 2. The location at which the conduct occurred;
 3. Whether the conduct occurred while the student was enrolled in the District; or
 4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.
- Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang;
 - Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society;
 - Criminal mischief not punishable as a felony;
 - A federal firearms violation, for a student six years of age or younger.

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

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

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placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Parental questions or complaints regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG (LOCAL)

[http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG(LOCAL).html) . A copy of this policy may be obtained from the principal's office or the central administration office. Consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board. **However, parents/guardians may file a complaint or grievance under Board Policy FNG (LOCAL) that is unrelated to whether or not the student committed the alleged conduct or the placement received by the student for the alleged conduct. Such grievance shall have no effect on the student's placement if all appeals of the placement have been exhausted.** **Policy information may be found on the District's website at** [http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG(LOCAL).html) .

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

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

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

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the DAEP administrator at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the Board's designee. Any decision is final and may not be appealed beyond the Board.

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

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

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement **under conditions specified in TEC 37.009(c).**

When a student violates the District's Student Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student then reenrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the principal, or other appropriate administrator, or the Board fails to issue

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a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP placement order.

A student assigned to a DAEP placement in another district or open-enrollment charter school at the time he or she enrolls in the District will be placed directly into the District's DAEP. If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this District, by state law, will reduce the period of the placement so that the total placement does not exceed one year unless, after a review, the District determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

MANDATORY REMOVAL TO DAEP BY A PRINCIPAL OR OTHER APPROPRIATE ADMINISTRATOR

Students shall be placed in a disciplinary alternative education program if the student engages in conduct that involves a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code.

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

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

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

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

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conduct addressed in Title 5.

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

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

When a student is removed from class by a teacher (formal removal) or an administrator for a mandatory or discretionary DAEP offense, the principal or other appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal. At the conference, the principal or appropriate administrator will inform the student of the misconduct for which he or she is charged and will give the student an opportunity to give his or her version of the incident. The principal or administrator will notify the student of the consequences of the Student Code of Conduct violation.

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

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

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

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

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

Placement in a DAEP may not exceed one year unless a review by the District determines that:

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

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

The Board's designee will send the student and the parents a copy of the DAEP order. Not later than the second business day after the conference, the Board's designee will deliver to the juvenile court a copy of the order placing the student in a DAEP and all information required by Section 52.04 of the Family Code. After the conference, if the student is placed in a DAEP, the appropriate administrator will write a DAEP placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Parental questions or complaints regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG (LOCAL) [http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG(LOCAL).html) . A copy of this policy may be obtained from the principal's office or the central administration office. Consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board, **However, parents/guardians may file a complaint or grievance under**

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Board Policy FNG (LOCAL) that is unrelated to whether or not the student committed the alleged conduct or the placement received by the student for the alleged conduct. Such grievance shall have no effect on the student's placement if all appeals of the placement have been exhausted. Policy information may be found on the District's website at [http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG(LOCAL).html) .

State law prohibits students placed in a DAEP for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular activities. The District does not permit a student who is placed in a DAEP for any reason determined by the District, to participate in any school-sponsored or school-related extracurricular and co-curricular activity.

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

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

If a student was placed in a DAEP for conduct other than a **misdemeanor** false alarm or report of ~~terroristic threat~~ involving a public school or conduct on or within 300 feet of school property for which DAEP placement is required by law, on receiving the notice from the prosecutor, the Superintendent or designee will review the student's placement in the DAEP and schedule a review of the student's placement with the student's parent not later than the third day after the Superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the Superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. The student or the student's parent may appeal the Superintendent's decision to the Board. The student may not be returned to the regular classroom pending the appeal.

The Board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the Superintendent or designee, and confirm or reverse the decision of the Superintendent or designee. The Board will make a record of the proceedings. If the Board confirms the decision of the Superintendent or designee, the Board will inform the student and the student's parent of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Sexual Assaults and Campus Assignments

If a student has been 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 or the victim's parents request that the Superintendent or designee 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.

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EMERGENCY PLACEMENT

In an emergency, the principal or principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a non-emergency basis. When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for placement in a DAEP. If emergency placement involves a student with disabilities who receives special education services, the term of the student's emergency removal is subject to the requirements of federal law.

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

LEVEL 4

DISCRETIONARY EXPULSION

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

A student **may be expelled** for any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity at a school in another district in Texas.

Students **may be expelled** if the student engages in conduct that involves a public school that contains the elements of the offense of false alarm (including a bomb threat) or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code, or

1. While on school property or while attending a school-sponsored or school-related activity on or off school property or within 300 feet of school property as measured from any point on the school's real property line:
 - A. Sells, gives or delivers to another person, or possesses, uses, or is under the influence of any amount of:
 1. Marijuana or a controlled substance;
 2. A dangerous drug;
 3. An alcoholic beverage if the conduct is not punishable as a felony; or
 - B. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals. (Section 485.031-485.035, Health and Safety Code, or Chapter 484, Health and Safety Code)
 - C. Engages in conduct that contains the elements of assault under 22.01(a) (1) against an employee or volunteer;
 - D. Engages in deadly conduct.
2. Continues to engage in serious or persistent misbehavior that violates the district's Student Code of Conduct while the student is placed in a DAEP.
 - A. Persistent misbehavior is defined as two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation.
 - B. Serious offenses include, but are not limited to:
 - ~~Murder~~;
 - Vandalism;
 - Robbery or theft;
 - Extortion, coercion, or blackmail;

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- Inappropriate actions or demonstrations that substantially disrupt or materially interfere with school activities;
 - Hazing;
 - Insubordination;
 - Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees.
3. Engages in conduct that would constitute criminal mischief, if punishable as a felony, whether on campus or off campus while attending a school-related or school-sponsored activity.
 4. While on campus, assaults an employee or volunteer.
 5. Assaults an employee or volunteer in retaliation for, or as a result of the employee's employment with the District, regardless of where the assault occurs.

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

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

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

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

A student **may be expelled** if the student engages in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:

- Aggravated assault;
- Sexual assault;
- Aggravated sexual assault;
- Murder;
- Capital murder;
- Criminal attempt to commit murder or capital murder;
- Aggravated robbery.

MANDATORY EXPULSION

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

1. Use, exhibition, or possession of:
 - a) A firearm as defined by Texas Penal Code;
 - b) An illegal knife as defined by Texas Penal Code or by local policy;
 - c) A club as defined by Texas Penal Code;
 - d) A prohibited weapon as listed in Texas Penal Code.
2. Conduct containing the elements of:
 - a) Aggravated assault, sexual assault, or aggravated sexual assault under Texas Penal Code;

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- b) Arson under the Texas Penal Code;
 - c) Murder, capital murder, or criminal attempt to commit murder or capital murder under Texas Penal Code;
 - d) Indecency with a child under Texas Penal Code;
 - e) Aggravated kidnapping under Texas Penal Code;
 - f) Conduct related to an alcohol or drug offense that is punishable as a felony;
 - g) Aggravated Robbery;
 - h) Manslaughter;
 - i) Criminally negligent homicide;
 - j) Behavior punishable as a felony that involves the selling, giving, or delivering to another person, possessing, using or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol;
 - k) Retaliation against a school employee combined with one or more of the above-listed offenses on or off of school property or at a school-related activity.
3. Retaliation against a school employee in connection with one of the offenses listed in 1-2 above, whether committed on or off school property or at a school-related activity.

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

DISCRETIONARY REMOVAL

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

FORMAL REMOVAL

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

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

PLACEMENT IN A JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

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

Consideration shall be given to self-defense as a factor in a decision to order suspension, removal to a DAEP, or for expulsion. In order to successfully claim self-defense, a student must demonstrate that all other measures were taken, and that retaliation was their only recourse.

Minimum assignments to In School Suspension (ISS) are typically 3 days. Minimum assignments to Challenge Placement Center (CPC) are typically 15 days. Minimum assignments to the Student Removal Center (SRC) are typically 45 days. Minimum assignments to Tarrant County Juvenile Justice Alternative Education Program (JJAEP) are 90 days.

Parents/guardians shall be immediately notified in any case that results in suspension, removal to a DAEP, or expulsion.

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Students removed from their home campus are also prohibited from being on their home campus or any other campus or District facility other than the one to which they are assigned without approval of the student's principal.

APPEAL PROCESS FOR DISCIPLINARY ACTIONS

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

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

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

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

1. Meet with principal or principal's designee within three days of assignment of the consequence.
2. Meet with Executive Director of Elementary, Intermediate and Middle or Secondary Administration. (Parent/guardian must file written notice within two school days of receipt of principal's decision.)

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

3. There is no further appeal beyond the appeal at number 2 above. Until the appeal process is completed, the student shall remain in ISS or SLC as assigned. **However, parents/guardians may file a complaint or grievance under Board Policy FNG (LOCAL) that is unrelated to whether or not the student committed the alleged conduct or the placement received by the student for the alleged conduct. Such grievance shall have no effect on the student's placement if all appeals of the placement have been exhausted. Policy information may be found on the District's website at Assignments to Alternative Placement Disciplinary Alternative Education Program (DAEP) (CPC, SRC)**

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

Appeal of assignments to ~~Alternative Placement~~ DAEP (CPC, SRC)

1. Meet with principal or principal's designee within three days of assignment of the consequence.
2. Meet with Executive Director of Elementary, Intermediate and Middle or Secondary Administration. (Must file written notice within two school days of receipt of principal's decision.)

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

3. There is no further appeal beyond the appeal at number 2 above. Until the appeal process is completed, the student shall remain in ISS/SLC. **However, parents/guardians may file a**

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complaint or grievance under Board Policy FNG (LOCAL) that is unrelated to whether or not the student committed the alleged conduct or the placement received by the student for the alleged conduct. Such grievance shall have no effect on the student's placement if all appeals of the placement have been exhausted. Policy information may be found on the District's website at

[http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG(LOCAL).html)

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

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

Expulsion

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

Appeal of Expulsion

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

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APPENDIX A

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

Offenses against a person include the following:

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

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ADMISSIONS

Admission to district schools is governed by policies FD (LEGAL), FD (LOCAL), and the remainder of policies in the FD series. (See <http://www.tasb.org/policy/pol/private/220907> for policies)

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Board has determined that substantial care requires that a student in grades pre-kindergarten-grade 8 receive at least three hours of after-school care for five days each regular school week. Students in grades 9-12 shall not be eligible for admission based on grandparent care.

The Superintendent or designee shall have authority to approve such admissions requests in accordance with criteria approved by the Board. For additional information, please contact your school office.

ALCOHOL AND/OR DRUG USE

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

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

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

ASSAULT

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

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

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

ATTENDANCE

In Texas, children are required to attend school unless exempted by law. School employees investigate and report violations of the state compulsory attendance law. Parents will be notified in writing by their child's school prior to being at risk of violation of either compulsory attendance or the "90% rule". Students who are 6 years of age must be enrolled in school, and students who have not reached their 18th birthday must be enrolled in school unless exempt by law. A student who voluntarily attends school after their eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass. Regular attendance and punctuality are required of every student. Students shall not receive credit for a

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course/class unless the student is in attendance for at least 90% of the days that the class is offered, unless there are extenuating circumstances. Denial of credit may be appealed to a campus attendance committee appointed by the principal and authorized by the Board. Official attendance is taken at the same time each day on each campus. Check with your campus administration or Campus Handbook for the specific time for your campus.

ATTENDANCE OFFICERS

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

BULLYING

~~Bullying is the intentional intimidation, threatening, or physical contact with another individual.~~

"Bullying" means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

- 1. Will 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**
- 2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. (See FDB (LEGAL))**

This behavior will not be tolerated. Students who participate in bullying will receive appropriate disciplinary consequences up to and including assignment to CPC.

BUS INFORMATION

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

CELEBRATE FREEDOM WEEK

CELEBRATE FREEDOM WEEK is scheduled by law for the week in which November 11 falls. The State Board of Education adopted 19 TAC 74.33 addressing all social studies classes in grades 3–12, including required instruction concerning the intent, meaning, and importance of the Declaration of Independence, and the United States Constitution in their historical contexts. The rule requires a specific recitation from the Declaration. Congress has declared September 17 of each year, or if that date falls on a holiday or a weekend, a day during the prior week or following week, to be Constitution Day, on which each district receiving federal funds will provide an educational program to implement Constitution Day.

CHILD FIND

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) require that the Keller Independent School District not discriminate on the basis of handicap in any District program or activity. The District will identify, evaluate and provide appropriate public education to students who are handicapped under Section 504, including homeless children. Call the Section 504 Coordinator at 744-1000.

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

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases include:

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

Contact your school's nurse for additional information.

COMPLAINTS AND CONCERNS (STUDENT OR PARENT)

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 at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's Web site at www.kellerisd.net. In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

DIABETES

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school related activity. See the school nurse or principal for information.

DIRECTORY INFORMATION

The law specifies that certain general information about Keller ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year. [See the acknowledgment form attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

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- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate. The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

DETENTION

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

DISCRIMINATION

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

Title IX

Penny Benz,
Assistant Superintendent Human Resources
817-744-1000

Americans with Disabilities Act (ADA)

Bill Stone
Assistant Superintendent Business
Operations
817-744-1000

Section 504

Mahala Gardner,
Director State and Federal Programs
817-744-1000

Special Education Services

Genni LaPlante,
Executive Director
Of Special Services
817-744-1000

Keller ISD Education Center

350 Keller Parkway
Keller, Texas 76248
Phone 817-744-1000

CODE OF CONDUCT and PARENT AND STUDENT HANDBOOK

DRESS CODE

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

1. Students' hair shall be clean, neat, and well-groomed. Hairstyles shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process.
2. Students shall wear clothing and undergarments in keeping with their gender:
 - no half-length or bare-midriff shirts/blouses shall be worn;
 - no see-through garments, cutouts or holes in jeans, slacks, dresses, skirts, tank tops, etc. will be permitted;
 - the minimum length of any garment with legs in it, regardless of what it is called, must fall between the fingertips and knuckles. This includes, but is not limited to jeans, slacks, pants, sweat pants, culottes, walking shorts, "jams," "clam diggers," jumpsuits, etc. (see illustration) on pages 36 and 37;
 - skirts must be at least fingertip length; slits in skirts must be no higher than fingertip length;
 - shorts or skirts must allow students to be able to stand, sit, and/or bend with modesty;
 - because of concerns for the level of physical maturity of students in grades 7-12, cut-off shorts or cut-off shirts shall not be worn;
 - biking shorts or tights are not to be worn except during athletic periods or activities as approved by coaches;
 - students shall wear shoes (house shoes, slippers, and other similar footwear are not to be worn).
3. Students are not to wear "tee" shirts or other items of clothing with pictures, logos, phrases, letters, or words printed on them that are obscene, pornographic, or inappropriate in the judgment of the school administration. This shall include, but shall not be limited to:
 - clothing considered to represent illegal gangs or gang paraphernalia, including bandannas, "colors", oversized saggy pants (all pants must be worn at the waist);
 - nude/semi-nude figures;
 - clothing or jewelry or other symbols that contain satanic, witchcraft-related, or other occult wording or images;
 - pictures or logos of alcoholic beverages or tobacco, obscene gestures or words, or pictures that depict prohibited substances;
 - figures in sexually suggestive postures.
4. Students are not to wear hats of any kind within school buildings unless approved by the administration for special occasions. "Hats" should be interpreted broadly as "~~hats~~" and shall include caps, visors, bandannas, scarves or kerchiefs and similar hat-like apparel.
5. Earrings may be worn, in the ears. Body piercing rings, studs, etc. may not be worn on other body areas.
6. "Wild Eyes" or other similar contact lenses may not be worn.
7. Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team shall be governed by the immediate person in charge of these activities, under the direction of the principal.
8. Mums or corsages shall be permitted in the high schools only.
9. "Banquet attire" at the middle schools (grades 7-8) shall be limited to "Sunday attire". No formals, tuxedos or other such formal attire shall be worn.

CODE OF CONDUCT and PARENT AND STUDENT HANDBOOK

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

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

DRUG DOGS

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

ELECTRONIC COMMUNICATION

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

ENGLISH AS A SECOND LANGUAGE (ESL)

Students are identified as English as a Second Language based on the Home Language Survey that is completed each year and through annual testing. If you feel that you may qualify, please contact an administrator on your campus. If you need additional information, please contact the District Coordinator at 817-744-1000.

EXAMS FOR ACCELERATION

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

FIGHTING

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

FRATERNITIES, SORORITIES, SECRET SOCIETIES AND GANGS

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

GIFTED AND TALENTED

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

CODE OF CONDUCT and PARENT AND STUDENT HANDBOOK

GOING TO AND FROM SCHOOL

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

GRADING SCALE

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

90 -100 = A 70 - 79 = C

80 - 89 = B below 70 =F

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

A+ = 97-100 A = 94 - 96

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

B = 84 - 86 B- = 80 - 83

C+ = 77 - 79 C = 74 - 76

C- =70 - 73 Below 70 = F

GRADUATION

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

HAZING

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

IMMUNIZATIONS REQUIRED

For the most current immunization information, please contact the Texas Department of Health at <http://www.dshs.state.tx.us/immunize/default.shtm> or your physician or school nurse.

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

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Sixth Grade:

At the beginning of the student's sixth grade year, verification of the required administration of either the Hepatitis B immunization series, and documentation of either the varicella vaccine or Chicken Pox shall be required.

Hepatitis B

Three doses are required for the following grades in the following years:

2004-2005 — K-10

2005-2006 — K-11

2006-on — K-12

Varicella

One dose on or after the first birthday for the following grades and years:

2004-2005 — K-4, 6-10

2005-2006 — K-11

2006-on — K-12

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

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

All returning students must be current on immunizations prior to the beginning of the school year. Failure to do so is cause to not allow attendance.

INCLEMENT WEATHER

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

INSURANCE (Student)

The Keller ISD is prohibited by law from using public funds to purchase insurance to cover students (KISD Policy FDD (LEGAL))

[http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FDD\(LEGAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FDD(LEGAL).html) . The District will, however, cooperate in a program to offer low-cost accident insurance for students. Students or parents shall pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents or guardians are accepting full responsibility for costs associated with a student's accident or injuries. **The District, by law, is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury.**

LIMITED ENGLISH PROFICIENT (LEP)

Students are identified as Limited English Proficient based on the Home Language Survey that is completed each year and through annual testing. If you feel that you may qualify, please contact an administrator on your campus. If you need additional information, please contact the District Coordinator at 817-744-1000.

CODE OF CONDUCT and PARENT AND STUDENT HANDBOOK

LOCKERS

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

MEDICATIONS

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

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

HERBAL PREPARATIONS

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

METAL DETECTORS

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

MOTOR VEHICLE USAGE

Only high school students possessing valid driver's licenses are authorized to drive cars to and from school. Students are to exercise utmost caution driving in the school parking area and must observe maximum speed of 10 M.P.H. Students must obtain annual parking permits and must park in the designated area specified by the permit. Permits may be revoked for abuse of specified rules. School personnel are authorized to inspect cars parked on school premises if they have reasonable cause.

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Refusal to allow inspection of a vehicle under reasonable cause may result in intervention by local law

Enforcement, ~~and~~ will result in revocation of parking privileges, and may be subject to appropriate disciplinary action under the Student Code of Conduct. Vehicles parked illegally may be towed at owner's expense.

NOTIFICATION OF ASBESTOS-RELATED ACTIVITIES IN KELLER ISD

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

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

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

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

A copy of the management plan, as well as the inspection documentation, will be kept in the Environmental Property Services office at 350 Keller Parkway, Keller, Texas 76248, and in the office of each individual campus. You may call the Keller ISD designated person, Pam Wright at 817-744-3950 if you need additional information.

NOTIFICATION OF PESTICIDE APPLICATION

Keller ISD takes the responsibility to notify the school staff and students of upcoming pesticide treatments. Notices are posted in designated areas at various campuses and sent home to parents who wish to be informed in advance of pesticide applications. You may call our Integrated Pest Management (IPM) coordinator, Pam Wright at 817-744-3950 if you need additional information.

OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS

Your child will not be required 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:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF [http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=EF\(LEGAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=EF(LEGAL).html) .]

CODE OF CONDUCT and PARENT AND STUDENT HANDBOOK

“OPTING OUT” OF SURVEYS AND ACTIVITIES

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding. The NCLBA also requires notice to parents when a survey is not funded by USDOE funds.
- 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.

PAGING DEVICES AND CELL PHONE USE

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

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

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

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

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

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

PERSONAL PROPERTY

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

PHYSICAL ACTIVITY

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

CODE OF CONDUCT and PARENT AND STUDENT HANDBOOK

POLICE QUESTIONING OF STUDENTS

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

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

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

PRE-KINDERGARTEN

Students age 4 on or before September 1 may qualify for Pre-Kindergarten based on limited proficiency or economic need. If you feel your child might qualify, please contact an administrator on your campus. If you feel you need additional information, please contact the Coordinator at 817-744-1000.

PSYCHOTROPIC DRUGS

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

"Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

PUBLIC PROPERTY

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

PUBLICATIONS AND PRIOR REVIEW

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

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

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

REMOVAL OF STUDENT BY TEACHER

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

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

RESIDENCY

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

SCHOOL ACTIVITIES

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

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

SCHOOL SAFETY

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

SCHOOL SAFETY DRILLS

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 teachers or others in charge quickly, quietly, and in an orderly manner. Consult your campus handbook or school for specific information regarding signals.

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SCHOOL SAFETY TRANSFERS

Each district receiving assistance under Title I, Part A of the Elementary and Secondary Education Act (20 U.S.C. 6301 et seq.) must allow a student to attend a safe public elementary or secondary school within the District, including a public charter school, if the student:

1. Attends a persistently dangerous public elementary or secondary school, as defined by the state's education agency; or
2. Becomes a victim of a violent criminal offense while in or on the grounds of the school the student attends.

No Child Left Behind Act of 2001, 20 U.S.C. 7912 , Keller ISD Policy FDD (LEGAL) and local [http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FDD\(LEGAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FDD(LEGAL).html)

SEARCHES AND INTERROGATION

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. However, consent obtained through threat of contacting parents or the police authorities is not considered to be voluntarily given. Searches will be conducted out of view of other students. A person of the same gender will conduct the search with a witness present in the room at all times. Vehicles on school property are also subject to search. Areas such as lockers, which are owned by the District, are jointly controlled by the District and the student and may be searched. Students shall not place, keep, or maintain any article or material in lockers or vehicles parked on school property that is prohibited by school policy. Administrators and teachers have the right to question students regarding their conduct or the conduct of others. Walk-through metal detectors and hand-held metal detectors will be used periodically to ensure student safety.

SEX OFFENDER INFORMATION

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

SEXUAL HARASSMENT

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical contact of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. See policy FNCJ FFH local **(LOCAL)** [http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FFH\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FFH(LOCAL).html) for complaint procedures.

SKATES, SKATEBOARDS, SCOOTERS, ETC.

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

SPECIAL EDUCATION NOTICE

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education:

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities.

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

Contact Person: Campus **SAS Care Team** Chairperson-See Campus Handbook

Phone Number: Call your campus or see Campus Handbook

STUDENT RECORDS

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, 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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 350 Keller Parkway, Keller, Texas 76248.

The address(es) of the principals' offices are **available on the District's website**. www.kellerisd.net

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request 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, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG

[http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG(LOCAL).html) .

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office. Please see Policy FL [http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FNG(LOCAL).html) or the Keller ISD webpage at www.kellerisd.net

The parent's or eligible student's 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 about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student. The parent's or eligible student's 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

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about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

STUDENT TRANSFER- Bullying

You may request a transfer of your child to another classroom or campus if your child has been verified by the Executive Director of Elementary, **Intermediate and Middle** or Secondary Administration to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.

STUDENT TRANSFER – Persistently Dangerous Campus

You may request a transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. See policy FDD(LOCAL)

[http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FDD\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=FDD(LOCAL).html) .

STEROIDS

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

STUDENT SUCCESS INITIATIVE

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

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

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

TEXTBOOKS

According to Texas Education Code § 31.104(c) each student, or the student's parent or guardian, is responsible for each state-owned textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued, but not returned, is paid for by the student, parent, or guardian.

Any book lost by a student must be paid for by that student before another book will be issued in its place. If a student or parent refuses to pay for a lost textbook, then no other textbooks may be issued to that student. A student must be provided the use of a classroom textbook, but may not take a textbook home until payment is provided.

In addition, each textbook, other than an electronic textbook, must be covered by the student under the direction of the teacher. Any damage to a textbook will require reimbursement of between 25% -100% of the cost of the textbook.

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THREATS

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

THEFT

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

TITLE I

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

TOBACCO

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

TRANSFERS

The Keller ISD is a limited open transfer district. Please visit the District website **under Parent Information** for detailed information regarding the transfer process, timelines, eligibility, etc. www.kellerisd.net

VISITING OTHER CAMPUSES

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

VISITORS TO CAMPUSES

All visitors to the schools, including anyone not specifically employed by the schools and assigned to the campus, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Please consult your Campus Handbook or contact your school for additional information.

Campus visits for scheduled school events shall be exempt from this reporting procedure. (KISD Policy GKC local [http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=GKC\(LOCAL\).html](http://www.tasb.org/policy/pol/private/220907/pol.cfm?DisplayPage=GKC(LOCAL).html))

WEAPONS

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

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DEFINITIONS

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

- 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:
 - Any vegetation, fence, or structure on open-space land; or
 - Any building, habitation, or vehicle;
 - Knowing that it is within the limits of an incorporated city or town;
 - Knowing that it is insured against damage or destruction;
 - Knowing that it is subject to a mortgage or other security interest;
 - Knowing that it is located on property belonging to another;
 - Knowing that it has located within it property belonging to another; or
 - 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.
- 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

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- serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.
- 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.
 - 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 district 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 restraint, 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.
 - 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 himself or herself.

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- **SERIOUS OFFENSES 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 district employee.**
 - **Possession of or conspiracy to possess any explosive or explosive device.**
 - **Falsification of records, passes, or other school-related documents.**
 - **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).**

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- **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 or the presence of physical symptoms of drug or alcohol use. 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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TESTING CALENDAR

As of 5/5/06	Date(s)	State Testing	Level
	Oct. 17, 2006 (Tues)	TAKS (Retest)	Exit Level ELA
	Oct. 17, 2006 (Tues)	TAAS	Exit Level Writing (retest)
	Oct. 18, 2006 (Wed)	TAKS (Retest)	Exit Level Math
	Oct. 18, 2006 (Wed)	TAAS	Exit Level Math (retest)
	Oct. 19, 2006 (Thurs.)	TAKS (Retest)	Exit Level Science
	Oct. 19, 2006 (Thurs.)	TAAS	Exit Level Reading (retest)
	Oct. 20, 2006 (Fri)	TAKS (Retest)	Exit Level Social Studies
	Jan 22 - Feb 2	TAKS Field Test	Grade 10 and Exit Level ELA
	Jan. 22 - Mar. 2	NAEP (Selected Sample)	
	Feb. 20, 2007 (Tues)	TAKS	Grades 3 and 5 Reading (English and Spanish Version)
	Feb. 20, 2007 (Tues)	TAKS	Grade 4 Writing (English and Spanish Version)
	Feb. 20, 2007 (Tues)	TAKS	Grade 7 Writing
	Feb. 20, 2007 (Tues)	TAKS	Grade 9 Reading
	Feb. 20, 2007 (Tues)	TAKS -- TAKS-I	Grade 10 and Exit Level ELA -- <i>TAKS-I Exit Level ELA</i>
	Feb. 20, 2007 (Tues)	TAKS (Retest)	Exit Level ELA
	Feb. 20, 2007 (Tues)	SDAA II	Grades 4, 7 and 10 Writing; Grade 10 ELA (Level 10)
	Feb. 20, 2007 (Tues)	TAAS	Exit Level Writing (retest)
	Feb. 21, 2007 (Wed)	TAKS (Retest)	Exit Level Math
	Feb. 21, 2007 (Wed)	SDAA II	Grade 9 Reading
	Feb. 21, 2007 (Wed)	SDAA II	Grade 10 Reading (Level 9)
	Feb 21, 2007 (Wed)	TAAS	Exit Level Math (retest)
	Feb. 22, 2007 (Thurs.)	TAKS (Make-up)	Grade 10 ELA
	Feb. 22, 2007 (Thurs.)	TAKS (Retest)	Exit Level Science
	Feb 22, 2007 (Thurs.)	TAAS	Exit Level Reading (retest)
	Feb. 23, 2007 (Fri.)	TAKS (Retest)	Exit Level Social Studies
	Mar. 5-Mar. 16, 2007	TAKS Field Test	Grades 5 and 6 Math and Reading (Spanish Version)
	Mar. 5-Mar. 30, 2007	Texas English Language Proficiency Assessment System (TELPAS) incl. RPTE and TOP	
	Mar. 5-Mar. 30, 2007	RPTE II Online Field Test	
	April TBA	TAKS-Alt Field Test	
	Apr. 2, 2007 (Mon)	TAKS	LAT Grade 5 Math
	Apr. 3, 2007 (Tues)	TAKS	Grade 5 Math (English and Spanish Version)

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As of 5/5/06	Date(s)	State Testing	Level
	Apr. 16, 2007 (Mon)	TAKS	LAT Grades 3-4, 6-8 & 10 Math
	Apr. 17, 2007 (Tues)	TAKS	Grades 3 and 4 Math (English and Spanish Version)
	Apr. 17, 2007 (Tues)	TAKS	Grades 6-8 and 10 Math (Grade 6 English and Spanish Version)
	Apr. 17, 2007 (Tues)	TAKS (Retest)	Exit Level ELA (Graduating Seniors Only)
	Apr. 17, 2007 (Tues)	TAKS Field Test	Grade 9 Reading
	Apr. 17, 2007 (Tues)	SDAA II	Grades 3-10 Math
	Apr. 17, 2007 (Tues)	TAAS	Exit Level Writing (retest)
	Apr. 18, 2007 (Wed)	TAKS	Grade 4 Reading (English and Spanish Version)
	Apr. 18, 2007 (Wed)	TAKS	Grades 6-8 Reading (Grade 6 English and Spanish Version)
	Apr. 18, 2007 (Wed)	TAKS -- TAKS-I	Exit Level Math -- <i>TAKS-I Exit Level Math</i>
	Apr. 18, 2007 (Wed)	TAKS (Retest)	Grades 3 and 5 Reading (English and Spanish Version)
	Apr. 18, 2007 (Wed)	TAKS (Retest)	Exit Level Math (Graduating Seniors Only)
	Apr. 18, 2007 (Wed)	SDAA II	Grades 3-10 Reading
	Apr. 18, 2007 (Wed)	TAAS	Exit Level Math (retest)
	Apr. 19, 2007 (Thurs)	TAKS -- TAKS-I	Grades 5 and 8 Science (English and Spanish Version for Grade 5) -- <i>TAKS-I Grades 5 and 8 Science (English and Spanish Version for Gr. 5)</i>
	Apr. 19, 2007 (Thurs)	TAKS	Grade 9 Math
	Apr. 19, 2007 (Thurs)	TAKS -- TAKS-I	Grade 10 & Exit Level Science -- <i>TAKS-I Grade 10 & Exit Level Science</i>
	Apr. 19, 2007 (Thurs)	TAKS (Retest)	Exit Level Science (Graduating Seniors Only)
	Apr. 19, 2007 (Thurs)	TAAS	Exit Level Reading (retest)
	Apr. 10, 2007 (Thurs)	TAKS Field Test	
As of 5/5/06	Date(s)	State Testing	Level
	Apr. 20, 2007 (Fri.)	TAKS -- TAKS-I	Grades 8, 10, and Exit Level Social Studies -- <i>TAKS-I Gr. 8, 10 & Exit SS</i>
	Apr. 20, 2007 (Fri.)	TAKS (Retest)	Exit Level Social Studies (Graduating Seniors Only)
	May 15, 2007 (Tues.)	TAKS (Retest)	Grade 5 Math (English and Spanish Version)
	Jun. 26, 2007 (Tues.)	TAKS (Retest)	Grade 5 Math (English and Spanish Version)
	Jun. 27, 2007 (Wed)	TAKS (Retest)	Grades 3 and 5 Reading (English and Spanish Version)
	June 18 - July 6, 2007	Alternative Assessment	SSI Assessments
	Jul. 10, 2007 (Tues)	TAKS (Retest)	Exit Level ELA
	Jul. 10, 2007 (Tues)	TAAS	Exit Level Writing (retest)
	Jul. 11, 2007 (Wed)	TAKS (Retest)	Exit Level Math
	Jul. 11, 2007 (Wed)	TAAS	Exit Level Math (retest)

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As of 5/5/06	Date(s)	State Testing	Level
	Jul. 12, 2007 (Thurs.)	TAKS (Retest)	Exit Level Science
	Jul. 12, 2007 (Thurs.)	TAAS	Exit Level Reading (retest)
	Jul. 13, 2007 (Fri.)	TAKS (Retest)	Exit Level Social Studies

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EDUCATION CODE

CHAPTER 26. PARENTAL RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) attendance records;

(2) test scores;

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(3) grades;

(4) disciplinary records;

(5) counseling records;

(6) psychological records;

(7) applications for admission;

(8) health and immunization information;

(9) teacher and counselor evaluations; and

(10) reports of behavioral patterns.

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

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

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

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

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

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

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

(c) A student's parent is entitled to request that the school district or open-enrollment charter school the student attends allow the student to take home any textbook used by the student. Subject to the availability of a textbook, the district or school shall honor the request. A student who takes home a textbook must return the textbook to school at the beginning of the

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next school day if requested to do so by the student's teacher. In this subsection, "textbook" has the meaning assigned by Section 31.002.

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

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

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

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

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

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

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

Sec. 26.0081. RIGHT TO INFORMATION CONCERNING SPECIAL EDUCATION AND EDUCATION OF STUDENTS WITH LEARNING DIFFICULTIES. (a) The agency shall produce and provide to school districts sufficient copies of a comprehensive, easily understood document that explains the process by which an individualized education program is developed for a student in a special education program and the rights and responsibilities of a parent concerning the process.

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The document must include information a parent needs to effectively participate in an admission, review, and dismissal committee meeting for the parent's child.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(4) media coverage of the school.

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

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

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

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

or

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

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

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

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

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

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

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

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

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

Sec. 26.013. STUDENT DIRECTORY INFORMATION. (a) A school district shall provide to the parent of each district student at the beginning of each school year or on enrollment of the student after the beginning of a school year:

(1) a written explanation of the provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g), regarding the release of directory information about the student; and

(2) written notice of the right of the parent to object to the release of directory information about the student under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g).

(b) The notice required by Subsection (a)(2) must contain:

(1) the following statement in boldface type that is 14-point or larger:

"Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want [insert name of school district] to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by [insert date]. [Insert name of school district] has designated the following information as directory information: [Here a school district must include any directory information it chooses to designate as directory

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information for the district, such as a student's name, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, and participation in officially recognized activities and sports, and the weight and height of members of athletic teams.1";

(2) a form, such as a check-off list or similar mechanism, that:

(A) immediately follows, on the same page or the next page, the statement required under Subdivision (1); and

(B) allows a parent to record:

(i) the parent's objection to the release of all directory information or one or more specific categories of directory information if district policy permits the parent to object to one or more specific categories of directory information;

(ii) the parent's objection to the release of a secondary student's name, address, and telephone number to a military recruiter or institution of higher education;
and

(iii) the parent's consent to the release of one or more specific categories of directory information for a limited school-sponsored purpose if such purpose has been designated by the district and is specifically identified, such as for a student directory, student yearbook, or district publication; and

(3) a statement that federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

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(c) A school district may designate as directory information any or all information defined as directory information by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g). Directory information under that Act that is not designated by a district as directory information for that district is excepted from disclosure by the district under Chapter 552, Government Code.

(d) Directory information consented to by a parent for use only for a limited school-sponsored purpose, such as for a student directory, student yearbook, or school district publication, if any such purpose has been designated by the district, remains otherwise confidential and may not be released under Chapter 552, Government Code.

Added by Acts 2005, 79th Leg., ch. 687, Sec. 1, eff. June 17, 2005.

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ATTACHMENTS

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BACTERIAL MENINGITIS

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

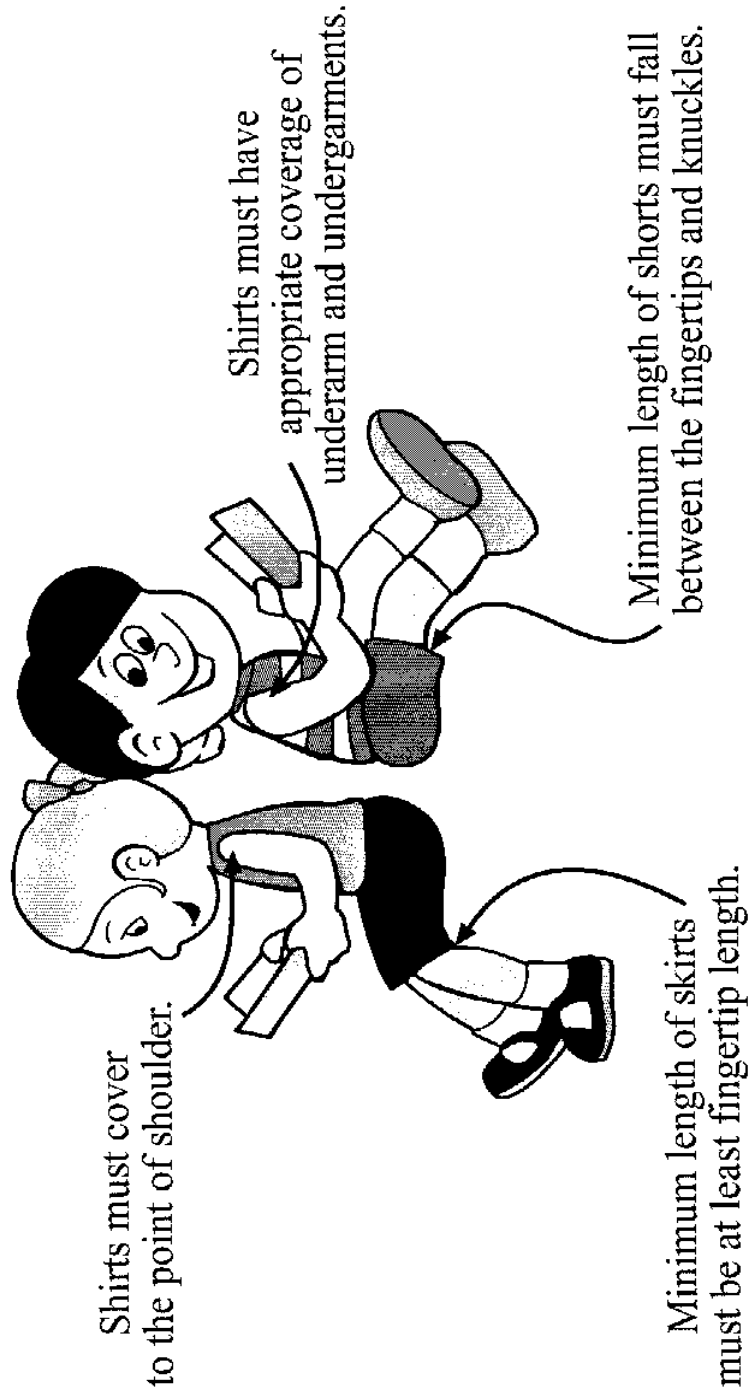
Seek prompt medical attention.

FOR MORE INFORMATION

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us

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DRESS CODE ILLUSTRATION-Elementary.



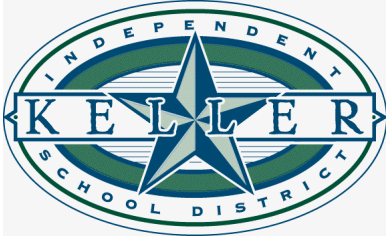
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DRESS CODE ILLUSTRATION-Secondary



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EARLY RELEASE INFORMATION



OFFICE OF THE SUPERINTENDENT OF SCHOOLS
KELLER INDEPENDENT SCHOOL DISTRICT

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

DR. JAMES VEITENHEIMER
SUPERINTENDENT OF SCHOOLS

Dear Parent:

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

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

Your assistance in this important matter will be appreciated.

Sincerely,

Dr. James Veitenheimer
Superintendent of Schools

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ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

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

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

CONSENT REQUIREMENTS

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

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent, if the student is a minor) or employee who created the work. [See CQ(EXHIBIT)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy. [See CQ (EXHIBIT) and policies at FL]

REQUESTS TO DISABLE FILTER

The Superintendent or designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes.

SYSTEM ACCESS

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

1. Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.
2. With the approval of the immediate supervisor and completion of required District network training, District employees will be granted access to the District's system. A teacher may apply for a class or project e-mail account and in doing so will be ultimately responsible for use of the account.
3. All District employees and students with accounts will be required to maintain password confidentiality by not sharing the password with others.
4. Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.
5. All users are required to review the Acceptable Use Guidelines annually for issuance or renewal of an account.

EXECUTIVE DIRECTOR FOR TECHNOLOGY RESPONSIBILITIES

The executive director for technology or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
2. Ensure that all users of the District's system review annually the District policies and administrative regulations (Acceptable Use Guidelines) regarding such use.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.

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- 5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student and employee safety on-line and proper use of the system.**
- 6. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Superintendent.**
- 7. Set limits for data storage within the District's system, as needed.**

CAMPUS-LEVEL COORDINATOR RESPONSIBILITIES

As the campus level coordinator for the network systems, the principal or designee will:

- 1. Be responsible for disseminating and enforcing the District Acceptable Use Guidelines for the District's system at the campus level.**
- 2. Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.**

ACCEPTABLE USE

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

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

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent or designee.

INDIVIDUAL USER RESPONSIBILITIES

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

ONLINE CONDUCT

ALL USERS

- 1. The individual in whose name a system account is issued will be responsible at all times for its proper use.**
- 2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.**
- 3. Supervision and permission: student use of the computers and computer network is only allowed when supervised or when permission is granted by a staff member.**
- 4. Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited; assisting others in violating this rule by sharing information or passwords is unacceptable.**
- 5. Improper use of any computer or the network is prohibited. This includes the following:**
 - a. Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages, whether public or private.**
 - b. Using the network for financial gain or for commercial activity.**
 - c. Attempting to harm or harming equipment, materials, or data.**
 - d. Attempting to send or sending anonymous messages of any kind.**
 - e. Using the network to access inappropriate material.**
 - f. Knowingly placing a computer virus on a computer or the network.**

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- g. Using the network to provide addresses or other personal information that others may use inappropriately.
- 6. Users shall not access information resources, files, and documents of another user without authorization.
- 7. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
- 8. Communications may not be encrypted so as to avoid security review by system administrators.
- 9. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
- 10. System users must purge electronic mail and data files in accordance with established retention guidelines.
- 11. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- 12. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
- 13. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
- 14. System users may not waste District resources related to the electronic communications system.
- 15. System users may not gain unauthorized access to resources or information.

STUDENT USERS

Student users must adhere to the standards applicable to all users, listed above, as well as the two that follow:

- 1. Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
- 2. Students should never make appointments to meet people whom they met on-line and should report to a teacher or administrator if they receive any request for such a meeting.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware or software costs, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

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INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems outside the District's network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. This could result in loss of credit for students or termination of employment for employees. [See DH]

DISTRICT WEB SITE

The District will maintain a District Web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the designated contact person. The executive director for technology, or designee, will establish guidelines for the development and format of Web pages controlled by the District.

No personally identifiable information regarding a student will be published on a Web site controlled by the District without written permission from the student's parent.

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish and link to the District's site Web pages that present information about the school or class activities, subject to approval from the campus principal. The campus principal will designate the staff member responsible for managing the campus's Web page [see CQ(EXHIBIT)]. Teachers will be responsible for compliance with District rules in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must receive approval from the campus principal or designee [see CQ (EXHIBIT)].

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

- 1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.**
- 2. Pretending to be someone else when sending/receiving messages is prohibited.**
- 3. Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages either public or private is prohibited.**
- 4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.**
- 5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.**
- 6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.**

TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

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

CONSEQUENCES OF IMPROPER USE

Improper or unethical use may result in disciplinary actions consistent with the existing Student Code of Conduct and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not necessarily the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

TRANSFER OF EQUIPMENT TO STUDENTS

The following regulations will apply to all schools and departments regarding transfer of equipment to students under policy CQ:

1. Proposed projects to distribute equipment to students shall be sent to the associate Superintendent for technology for initial approval.
2. A student is eligible to receive data processing equipment under this regulation only if the student does not otherwise have home access to data processing equipment as determined by the school.
3. In transferring data processing equipment to students, a school shall give preference to educationally disadvantaged students as determined by the school.
4. Before transferring data processing equipment to a student, each school must have clearly identified:
 - a. A process to determine eligibility of students under policy CQ.
 - b. An application process that identifies the responsibility of the student regarding home placement, use, and ownership of the equipment.
 - c. A process to distribute and initially train students in the setup and care of the equipment.
 - d. A process to provide ongoing technical assistance for students using the equipment.
 - e. A process to determine ongoing student use of the equipment.
 - f. A process to determine any impact on student achievement the use of this equipment may provide.
 - g. A process for retrieval of equipment from students as necessary.

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FORMS

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CONSENT “OPT OUT” INFORMATION

*In order to meet District or campus obligations under the NCLBA there must be at least annually at the beginning of the school year notification of parents of the specific or approximate dates when the following will occur or are expected to occur: A survey, analysis, or evaluation that concerns student-protected information as described below in Section I. For those surveys that will be funded in whole or in part by U.S. Department of Education funds, the District **must receive** a parent’s consent. For those surveys not funded by the USDE, the District **must allow** a parent to opt-out. Any planned non-emergency, invasive physical examinations or screenings 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, other than hearing, vision, scoliosis screenings or any physical exam or screening permitted or required under state law. See policies EF and FFAA. The District **must allow** a parent to opt-out of these examinations or screenings. School activities involving the collection, disclosure, or use of personal information collected from a student for the purpose of marketing or selling that information. Depending on what personal information is being collected, disclosed, or used, the District must either receive consent or allow a parent to opt-out of these activities. Should any of the above surveys or activities arise during the school year as part of campus or classroom activities, these guidelines should again be used to determine appropriate notices and consent/opt-out forms to be sent to parents before the surveys or activities are conducted.*

This information shall be provided to you based on the campus your child attends. Contact your campus administrator with any questions.

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ELECTRONIC COMMUNICATION SIGNATURE FORM

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

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

The student statement must be renewed each academic year.

STUDENT

Name _____

Grade _____

School _____

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

Student's signature _____

Student's (printed) name _____

Date _____

SPONSORING PARENT OR GUARDIAN

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

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

Printed name of parent or guardian _____

Signature of parent or guardian _____

Home address _____

Date _____

Home phone number _____

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EARLY RELEASE FORM

PK-8 Grade Students

Child's Name _____
(Printed)

School _____ Grade _____

To: PRINCIPAL

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

CHECK ONE

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

Parent's signature

Date

Parent's printed name

Home Phone

Work Phone

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

Printed name

Home Phone

Work Phone

Printed name

Home Phone

Work Phone

CODE OF CONDUCT and PARENT AND STUDENT HANDBOOK

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CODE OF CONDUCT SIGNATURE FORM

KELLER INDEPENDENT SCHOOL DISTRICT STUDENT CODE OF CONDUCT SIGNATURE FORM

I have received a copy of the 2006-2007 STUDENT CODE OF CONDUCT. Failure to sign and return this form does not exempt me/us from compliance with the laws, policies, rules and regulations of the State of Texas and of the Keller Independent School District.

Print Student's Name _____

Signature of Student _____

Printed Name of Parent or Guardian _____

Signature of Parent _____

School _____

Grade _____

Date _____

KELLER INDEPENDENT SCHOOL DISTRICT 2006-2007 SCHOOL CALENDAR

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HOLIDAY	NEW STAFF PROFESSIONAL DEVELOPMENT	PROFESSIONAL DEVELOPMENT NO SCHOOL FOR STUDENTS)	EARLY DISMISSAL FOR STUDENTS/Workday for Teachers	START/END SEMESTER	INCLEMENT WEATHER MAKEUP OR DAYS OFF
WORKDAY (NO SCHOOL FOR STUDENTS)	STATE TAKS TEST				REPORTING PERIOD BEGINS/ENDS

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